



HANDSWORTH INSTITUTE
DIPLOMA PROGRAM MATRIX

1	SALES AND MRKETING	2. PROJECT PLANNING AND MANAGEMENT
1	1. Business Management & Administration (SMM 101)	1. Computers & Project Management PPM 101
2	2. Economics For Business (SMM 102)	2. Managing Work & Costs PPM 102
3	3. International Business Communications (SMM 103)	3. Nature & Organization Of Project Management PPM 103
4	4. Marketing (SMM 104)	4. Planning & Scheduling PPM 104
5	5. Principles & Practice Of Selling (SMM 105)	5. Purchasing & Materials Management PPM 105
6	6. Advertising (SMM 201)	6. Financial & Commercial Framework. PPM 106
7	7. Marketing Management (SMM 202)	
8	8. Public Relations (SMM 203)	
9	9. Quantitative Methods For Managers (SMM 204)	
10	10. Sales & Sales Management (SMM 205)	
11	1. Business Management & Administration (SMM 101)	
12	2. Economics For Business (SMM 102)	

3. OSHE	4. CD
1. Essentials of Health and Safety	1. Programming techniques and strategies.
2. Working practices, Hazards and Control	2. Introduction to HIV/AIDS.
3. Working Environment and Occupation Health	3. Public Relations.
4. Accidents and Emergency Procedure	4. Preparation and planning
5. Framework for Successful Health & Safety Management	5. Evaluating and sustaining a project.
6. Promoting a Positive Health & Safety Culture	6. Issues in Community Development
7. Principles of Control	7. Entrepreneurship Skills and Socio- Economic Development
8. Effective Leadership of Health & Safety	8. Communication skills
	9. Introduction to project management
	10. Implement community development strategies.

7. PSYCHOSOCIAL COUNSELLING	8. PROJECT MONITORING AND EVALUATION
1. Fundamentals of Human Behavior. PSY 101	1. Principles and Practice of Management 101 PME
2. Foundations of Individual. PSY 102	2. Information and Communication Technology 102 PME
3. Counselling: Skills and Techniques. PSY 103	3. Quantitative Methods 103 PME
4. Foundations of Group Counselling: Skills and Techniques. PSY 104	4. Project Planning and Design 104 PME
	5. Principles of Monitoring and Evaluation 105 PME
	6. Fundamentals of Human Resource Management PME 106
	7. Governance and Ethics 107 PME

1. BUSINESS ADMINISTRATION (B A)		2. ACCOUNTING AND FINANCE	
1. Communication Skills	BAD 101	1. Bookkeeping	ACF 101
2. Business Law	BAD 102	2. Business Management & Administration	ACF 102
3. Financial Accounting	BAD 106	3. Economics for Business	ACF 103
4. Business Environment	BAD 107	4. Numeracy & Statistics	ACF 104
5. Economics	BAD 108	5. Accounting II	ACF 201
6. Sales and Marketing Management	BAD 206	6. Business Law	ACF 202
7. Quantitative Methods for Managers	BAD 206	7. Computer Appreciation & Applications	ACF 203
8. Negotiations	BAD 293	8. Cost Accounting	ACF 204

**ONLINE TIME TABLE
2022 INTAKES**

	July 21	Oct 21	Jan 22	April 22	July 22	Oct 22
17-18hrs						
18-19hrs						
19-20hrs						
20=21hrs						

PHYSICAL TIME TABLE
2022 INTAKES

	July 21	Oct 21	Jan 22	April 22	July 22	Oct 22
17-18hrs						
18-19hrs						
19-20hrs						
20=21hrs						

