

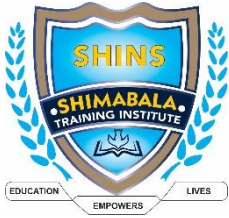
### Fees for Courses at Shimabala Training Institute (SHINS)

No	Course Name	Duration		Fees per Term /Semester	Fees per Term /Semester	
A	Business studies Diploma Courses		Per Subject (K)	Full Time (FT) (K)	Part Time (PT) (K)	E-Learning
1	Diploma in Accounts Level I (ZICA) per semester (Max-3 Subjects)	6 Months	1,150	3,450	3,450	Available for both FT & PT
2	Diploma in Accounts Level I (ZICA) per semester (Max-4 Subjects)	6 Months	1,150	4,600	4,600	Available for both FT & PT
3	Diploma in Accounts Level II (ZICA) per semester (Max-3 Subjects)	6 Months	1,300	3,900	3,900	"
4	Diploma in Accounts Level II (ZICA) per semester (Max-2 Subjects)	6 Months	1,300	2,600	2,600	"
5	Diploma in Public Sector Financial Management I (PSFM) ZICA	6	1,150	3,450	3,450	"
6	Diploma in Public Sector Financial Management II (PSFM) ZICA	6 Months	1,150	3,450	3,450	"
7	Diploma in Human Resources Management I (TEVETA) per term	1 Year	N/A	3,000	3,000	"
8	Diploma in Human Resources Management II (TEVETA) per term	1 Year	N/A	3,150	3,150	"
9	Diploma in Human Resources Management III (TEVETA) per term	1 Year	N/A	3,300	3,300	"
10	Diploma in Business Administration (TEVETA) #	1 Year	N/A	3,000	3,000	"
11	Diploma in Business Administration (TEVETA) #	1 Year	N/A	3,150	3,150	"
12	Diploma in Business Administration (TEVETA) #	1 Year	N/A	3,300	3,300	"
13	Diploma in Computer Studies (TEVETA) #	1 Year	N/A	3,300	3,300	"
14	Diploma in Accounting and Entrepreneurship Per	3 Years	N/A	3,450	3,450	"

	<b>Semester (Mulungushi University)</b>					
<b>B</b>	<b>Education Courses</b>					
1	Sec. Teachers Diploma in ICT (& Maths or R.E. or Civic Education) <b>I (Per Term)</b>	<b>1 Year</b>	N/A	2,700	2,700	“
2	Sec. Teachers Diploma in ICT <b>II</b>	<b>1 Year</b>	N/A	2,800	2,800	“
3	Sec. Teachers Diploma in ICT <b>III</b>	<b>1 Year</b>	N/A	2,850	2,850	“
4	Secondary Teachers Diploma in Business Studies <b>I Per Term</b>	<b>1 Year</b>	N/A	2,400	2,400	“
5	Sec. Teachers Diploma in Bus Studies <b>II</b>	<b>1 Year</b>	N/A	2,500	2,500	“
6	Sec. Teachers Diploma in Bus Studies <b>III</b>	<b>1 Year</b>	N/A	2,550	2,550	“
7	Early Childhood Teachers Diploma <b>Per term</b>	<b>3 Years</b>	N/A	2,500	2,500	“
9	Assistant Teachers Certificate (Teacher Aide) <b>(ZPSA)</b>	<b>1 Year</b>	N/A	1,800	1,800	“
<b>C</b>	<b>Medical Courses Diploma (Starting in 2022 at an affiliate college)</b>					E-learning: Only during emergency (COVID-19)
1	Diploma in Registered Nursing (GNC)	<b>3 Years</b>	N/A	4,500	N/A	Available
2	Diploma in Clinical Officer General (HPCZ)	<b>3 Years</b>	N/A	4,500	N/A	Available

**TAKE NOTE:**

1. Medical Courses will commence at SHINS in July 2023 and at our sister Nursing College we start in January 2022 therefore you are encouraged to apply. We will be able to advise the precise date. Application fee for medical courses is K150. Vulnerable girls are encouraged to apply as there is hope of a sponsorship for them.
2. As part of promotion, all education course applications are free, no need to send application fee. So, you are encouraged to apply.
3. SHINS is a pro-poor college, therefore if you are an Orphan and Vulnerable Child (OVC), you can still apply for a course under business studies and see how management can assist you with bursary. Please you need to have good results.



## Fees for Short Courses at Shimabala Training Institute

No	Course Name: <u>Skills Certificates in:-</u>	Normal Duration	Full and Part Time Class -3 months
1	Stores and Inventory Management	3 months	2,500
2	Selling and Sales Management	3 months	2,500
3	Financial Accounting for SMEs	3 months	2,500
4	Financial Reporting for SMEs	3 months	2,500
5	Principles of Entrepreneurship for SMEs	3 months	2,500
6	Fundamentals of Innovation and Entrepreneurship	3 months	2,500
7	Fundamentals of Marketing Management	3 months	2,500
8	Essentials of Business Law	3 months	2,500
9	Company Law	3 months	2,500
10	Cost Accounting for SMEs	3 months	2,500
11	Management Accounting for SMEs	3 months	2,500
12	Business communications	3 months	2,500
13	Principles of Management	3 months	2,500
14	Project Management	3 months	2,500
15	Organisational Management and leadership	3 months	2,500
16	Corporate Governance for SMEs	3 months	2,500
17	Strategic Business Management for SMEs	3 months	2,500
18	Record Management for SMEs	3 months	2,500
19	Introduction to Microsoft Windows	1 week	250
20	Introduction to Micros Soft Office (Word, Excel, PowerPoint, Access & Publisher)	1 month	900
21	Advanced Microsoft Office (Word, Excel, PowerPoint & Access)	2 months	2,200/ package
22	Office Administration and Reception Services	3 months	2,500
23	Public Sector Financial Management	3 months	2,500
24	Public Procurement	3 months	2,500
25	Skills Award in Paralegal Studies TEVETA	3 months	2,500
26	Skills Award in NGO Management TEVETA	3 months	2,500
27	Certificate in Psychosocial Counselling ZCC/TEVETA	3 months	2,500

### TAKE NOTE:

1. Application fee for skills courses and any other course other than medical and education courses is K100.

2. The courses above are meant for Zambians who want to gain quick knowledge in any area of business studies. All entrepreneurs who don't have a background of business studies should take advantage of these skills training. You can call admissions on 0977-533249/0954-299049 and make arrangements on how you can personalise your own studies and get awarded with skills certificate.
3. All government workers, especially teachers, working in accounts department, stores and procurement should take advantage of the skills courses in stores, financial management and procurement. We developed these programmes so that you benefit. These courses will have subsidised fees, click on Courses on Promotions to see the subsidised fee.
4. Unless duration is indicated in the normal duration column, the standard duration for each course is 3 months. However, you can study for the course of your choice in less than 3 months or more than 3 months at an extra cost.

#### Other mandatory fees payable

		Above 3 months courses	Skills Courses below 3 months
No	Type of Fee	Amount (K)	Amount (K)
1	Application processing fee	100	100
2	Registration-(Paid yearly or per short course)	100	100
3	Recreation (Covers all entertainment/sports per course per year)	50	50
4	Library fee (Yearly or per course duration)	100	50
5	Medical fee (per Year/semester)	100	100
6	Maintenance fee (Toilets & other assets)	100	50
7	Union fee (Union decides on use) per year	50	0
8	Student ID (Mandatory for all our students)	70	70
		<b>670</b>	<b>520</b>
	<b>Accommodation</b>	<b>3 months</b>	<b>Semester</b>
1	Institute Boarding houses K350/month	1050	2,100
2	<b>Fees To Professional Bodies (ZICA/TEVETA/TCZ)</b>		<b>TBA</b>

#### Note:

There are professional student membership fees and exam fees to be paid to TEVETA/ZICA/ZIPS/TCZ/ GNC/HPCZ/ZIM/UNZA/Mulungushi University, etc. by a student depending on the course being undertaken. The admissions office once contacted will be able to give advice.

#### Location

We are along Kafue Rd, behind Lusaka Water and Sanitation Co. Chilanga Booster Pump on plot No F47a. If you are driving you will see our institute poster immediately you pass Four Pillars Lodge poster. If you are on the bus, just drop off at Four Pillars Lodge and you will see a poster for the Institute.

**Apply online or send your application to the designated e-mail. For any other inquiry call: The admissions office on: 0954-299049 or 0974-997675 or the Director 0977-533249**