

HEALTH INFORMATION TECHNICIAN

Program Overview:

The Diploma in Health Information Technician program is designed to equip students with the knowledge and skills required to manage and analyse health data, ensuring its accuracy, confidentiality, and security.

Semester 1:

1. Introduction to Health Information Management
2. Medical Terminology
3. Health Data Management
4. Coding and Classification Systems
5. Health Information Systems

Semester 2:

1. Health Care Laws and Regulations
2. Health Information Technology
3. Health Data Analysis and Interpretation
4. Health Care Management and Leadership
5. Practicum/Internship

Electives (optional):

- Medical Billing and Reimbursement
- Health Informatics
- Public Health and Epidemiology

Examination and Assessment:

- Written examinations and quizzes
- Practical assignments and projects
- Case studies and presentations
- Internship/practicum evaluation

DIPLOMA IN SENIOR CARE / GERIATRIC CARE

Program Overview:

The Diploma in Senior / Geriatric Care program is designed to equip students with the knowledge and skills required to provide quality care to older adults, addressing their physical, emotional, and social needs.

Program Duration: 1 year (2 semesters)

Semester 1:

1. Introduction to Geriatric Care
2. Geriatric Care Principles and Practices
3. Health and Wellness in Older Adults
4. Psychosocial Aspects of Aging
5. Geriatric Care Skills

Semester 2:

1. Geriatric Care Settings and Services
2. Geriatric Care Policies and Laws
3. Pharmacology and Medication Management
4. Nutrition and Hydration in Older Adults
5. Practicum/Internship

Electives (optional):

- Dementia Care
- Palliative Care
- Gerontological Nursing

Examination and Assessment:

DIPLOMA IN DIGITAL MARKETING

Program Overview:

The Diploma in Digital Marketing program is designed to equip students with the skills and knowledge required to succeed in the rapidly evolving field of digital marketing.

Program Duration: 6 months (1 semester)

Modules:

1. Digital Marketing Fundamentals
2. Digital Marketing Strategy
3. Content Marketing
4. Social Media Marketing
5. Email Marketing
6. Search Engine Optimization (SEO)
7. Paid Advertising
8. Digital Analytics
9. Digital Marketing Trends and Best Practices

Practical Training:

- Students will work on a capstone project, applying digital marketing concepts to a real-world business problem.
- Guest lectures and workshops will be conducted by industry experts.

Examination and Assessment:

DIPLOMA IN HOSPITAL ADMINISTRATION

Program Overview:

The Diploma in Hospital Administration program is designed to equip students with the knowledge and skills required to manage and administer healthcare organizations, including hospitals, clinics, and other healthcare facilities.

Program Duration: 1 year (2 semesters)

Semester 1:

1. Introduction to Hospital Administration
2. Healthcare Laws and Regulations
3. Hospital Planning and Organization
4. Hospital Finance and Budgeting
5. Human Resource Management

Semester 2:

1. Hospital Operations Management
2. Healthcare Quality and Accreditation
3. Hospital Information Systems
4. Marketing and Public Relations
5. Practicum/Internship

Electives (optional):

- Healthcare Entrepreneurship
- Health Insurance and Billing
- Medical Tourism Management

Examination and Assessment:

DIPLOMA IN FASHION DESIGNING

Program Overview:

The Diploma in Fashion Designing program is designed to equip students with the skills and knowledge required to succeed in the fashion industry.

Program Duration: 1 year (2 semesters)

Semester 1:

1. Introduction to Fashion Design
2. Fashion Design Studio 1
3. Textile Science
4. Fashion History and Culture
5. Computer-Aided Design (CAD)

Semester 2:

1. Fashion Design Studio 2
2. Fashion Merchandising and Marketing
3. Fashion Accessories and Details
4. Fashion Portfolio Development
5. Industry Internship/ Project

Examination and Assessment:

DIPLOMA IN INTERIOR DESIGNING

Program Overview:

The Diploma in Interior Designing program is designed to equip students with the skills and knowledge required to create functional and aesthetically pleasing interior spaces.

Semester 1:

1. Introduction to Interior Design
2. Interior Design Studio 1
3. Building Materials and Construction
4. Lighting and HVAC Systems
5. Computer-Aided Design (CAD)

Semester 2:

1. Interior Design Studio 2
2. Interior Finishes and Materials
3. Sustainable Design and Green Building
4. Interior Design Portfolio Development
5. Industry Internship/Project

Examination and Assessment:

DIPLOMA IN MONTESSORI TEACHING METHODOLOGY

Course Objective: To equip students with the knowledge, skills, and attitudes necessary to become a Montessori teacher and create a supportive learning environment for children.

Semester 1:

1. Introduction to Montessori Education
2. Child Development and Psychology
3. Montessori Curriculum and Materials
4. Classroom Management and Organization
5. Observation and Assessment

Semester 2:

6. Montessori Pedagogy and Practice
7. Special Needs and Inclusion
8. Language and Literacy
9. Mathematics and Science
10. Practical Training and Internship

Assessment:

- Written assignments and exams
- Practical assessments and observations
- Reflective journal and portfolio submission
- Final project and presentation

DIPLOMA IN BEAUTY AND SPA THERAPY

Program Overview:

The Diploma in Beauty and Spa Therapy program is designed to equip students with the skills and knowledge required to provide beauty and spa treatments to clients.

Program Duration: 6 months (1 semester) or 1 year (2 semesters)

Semester 1

1. Introduction to Beauty and Spa Therapy
2. Skincare and Makeup
3. Hair Removal and Nail Care
4. Massage and Body Treatments
5. Practical Training

Semester 2 (optional):

1. Spa Therapies and Treatments
2. Aromatherapy and Essential Oils
3. Business and Entrepreneurship
4. Practical Training and Internship

Examination and Assessment:

DIPLOMA IN MEDICAL RECORD TECHNICIAN

Program Overview:

The Diploma in Medical Record Technician program is designed to equip students with the skills and knowledge required to manage and maintain medical records in healthcare settings.

Program Duration: 6 months (1 semester) or 1 year (2 semesters)

Semester 1:

1. Introduction to Medical Record Management
2. Medical Terminology, Anatomy, and Physiology
3. Medical Record Keeping and Coding
4. Healthcare Laws, Ethics, and Regulations
5. Practical Training

Semester 2 (optional):

1. Electronic Health Records (EHRs) and Health Information Systems
2. Medical Record Classification and Indexing
3. Healthcare Statistics and Research
4. Capstone Project
5. Practical Training and Internship

Examination and Assessment:

DIPLOMA IN PHLEBOTOMY TECHNICIAN

Program Overview:

The Diploma in Phlebotomy Technician program is designed to equip students with the skills and knowledge required to collect and process blood samples for medical testing, research, and transfusions.

Course Outline:

1. Introduction to Phlebotomy
2. Anatomy and Physiology
3. Phlebotomy Techniques
4. Blood Collection Procedures
5. Laboratory Testing and Quality Control
6. Practical Training

Examination and Assessment:

CERTIFICATE IN FINANCIAL ACCOUNTING

Program Overview:

The Certificate in Financial Accounting program is designed to equip students with the skills and knowledge required to prepare, analyse, and interpret financial statements and reports.

Course Outline:

1. Introduction to Financial Accounting
2. Financial Statement Analysis
3. Accounting and Bookkeeping
4. Financial Management and Planning
5. Practical Training

Examination and Assessment:

CERTIFICATE IN NUTRITION AND DIETETICS

Program Overview:

The Certificate in Nutrition and Dietetics program is designed to equip students with the skills and knowledge required to provide nutrition and dietetic services to individuals and communities.

Course Outline:

1. Introduction to Nutrition
2. Dietetics and Meal Planning
3. Nutrition Counselling and Education
4. Nutrition for Different Conditions
5. Practical Training

Examination and Assessment:

CERTIFICATE IN CAREER COUNSELLING

Program Overview:

The Certificate in Career Counselling program is designed to equip students with the skills and knowledge required to provide career guidance and counselling services to individuals.

Course Outline:

1. Introduction to Career Counselling
2. Career Assessment and Exploration
3. Career Counselling and Guidance
4. Job Market Trends and Employment Opportunities
5. Practical Training

Examination and Assessment:

CERTIFICATE IN GYM MANAGEMENT & FITNESS TRAINING

Program Overview:

The Certificate in Gym Management and Fitness Training program is designed to equip students with the skills and knowledge required to manage gyms and fitness centres, and provide fitness training services to clients.

Course Outline:

1. Gym Management Principles
2. Fitness Training and Exercise Science
3. Gym Operations and Management
4. Fitness Assessment and Program Design
5. Practical Training

Examination and Assessment:

