

## Professional Short Courses

	DURATION	FEES
Certificate In Health Records Management	1 Month	10,000
Certificate In Leadership Skills	1 Month	10,000
Certificate In Advocacy & Lobbying	1 Month	10,000
Certificate In First Aid Management	1 Month	10,000
Certificate In Sabs & Marketing	1 Month	10,000
Certificate In Project Management	1 Month	10,000
Certificate In Public Relations	1 Month	10,000
Certificate In Crimnology	1 Month	10,000
Certificate In Investment	1 Month	10,000
Certificate In Film Production	2 Month	10,000
Certificate In Front Office Management	1 Month	10,000
Certificate In Customer Care Management	1 Month	10,000
Certificate In School/college Management	1 Month	10,000
Certificate In Ethics & County Governance	1 Month	10,000
Certificate In Public Procurement & Contracting	1 Month	10,000
Certificate In Book Keeping	1 Month	10,000
Certificate In Storekeeping	1 Month	10,000
Certificate In Psychology	1 Month	10,000
Certificate In Gender & Human Rights	1 Month	10,000
Certificate In Drug Abuse & Rehabilitation	1 Month	10,000
Certificate In Ngo Mgt	1 Month	10,000
Certificate In Disaster Management	1 Month	10,000
Certificate In Hiv/aids Management	1 Month	10,000
Certificate In Conflict Management	1 Month	10,000
Cert. In Integrated Mgt Of Acute Malnutrition	1 Month	10,000
Certificate In Video Editing	1 Month	10,000
Certificate In Photojournalism	1 Month	10,000
Certificate In Solar Technology	1 Month	10,000
Certificate In Electrical Wireman & Installation	1 Month	10,000
Certificate In Computer Networking	1 Month	10,000
Certificate In Computer Repair & Maintenance	1 Month	10,000
Certificate In Cyber Security	1 Month	10,000
Certificate In Bakery Technology	1 Month	10,000
Certificate In Events Management	1 Month	10,000
Certificate In Waiting Services (Waiters/Waitresses)	1 Month	10,000
Certificate In Financial Planning	1 Month	10,000
Certificate In Enterpreneurship Management	1 Month	10,000
Certificate In Supervisory Skills Development	1 Month	10,000
CCTV Installation	3 Months	15,000
French, English, Germany	3 Months	15,000

### OTHER APPLICABLE CHARGES

1. Application, Registration , Admission, Student ID, Student Union, Library, Internal Exams & Activity fees -ksh.3700
2. Partially Sponsored Professional Short Course -ksh.5,000

This institute is registered & Licensed By TVETA, KNDI

## ECDE IN-SERVICE APRIL/AUGUST/DECEMBER

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION
Cert / Dip in ECDE	D+ / C , PI Cert	KNEC	3 Terms
KNEC Proficiency	D- (Minus)	KNEC	3 Terms

### COMPUTER PACKAGES

1. INTRODUCTION TO COMPUTERS
2. KEYBOARDING
3. MICROSOFT WINDOWS / OPERATING SYSTEM
4. WORD PROCESSING USING MS WORD
5. SPREADSHEET USING MS EXCEL
6. DATABASE MANAGEMENT USING MS ACCESS
7. DIGITAL PRESENTATION USING MS POWER POINT
8. INTERNET AND EMAIL
9. INTRODUCTION TO GRAPHIC DESIGN (USING PUBLISHER AND ADOBE PAGEMAKER)
10. SOCIAL MEDIA AND DIGITAL SKILLS
11. SOFTWARE INSTALLATION
12. BASIC COMPUTER AND MAINTENANCE
13. DOCUMENT FORMATTING AND PRINTING SKILLS
14. PC TROUBLESHOOTING

**OFFER: 14 COMPUTER PACKAGES AT 2,800/=**

### ADVANCED PACKAGES

PHOTOSHOP	8,000/=	AUTOCAD	10,000/=
COREL DRAW	8,000/=	ARCHICAD	10,000/=
CERTIFICATE IN GRAPHIC DESIGN			12,000/=
CERTIFICATE IN WEB DESIGN			8,000/=

### STATISTICAL PACKAGES

1. SPSS 10,000/=
2. Stata 10,000/=
3. R test 10,000/=

### ACCOUNTING PACKAGES

- QUICK BOOKS 10,000/=
- PASTEL 10,000/=
- TALLY 10,000/=

### PROGRAMMING LANGUAGES

PHP	8,000/=	HTML/CSS	8,000/=
PYTHON	8,000/=	JAVA SCRIPT	8,000/=
SQL	8,000/=	VISUAL BASIC	8,000/=
JAVA	8,000/=	C++/C/C#	8,000/=

### Mode Of Study

1. REGULAR/FULL TIME
2. WEEKEND CLASSES
3. PART TIME CLASSES/EVENING
4. DISTANT LEARNING

Free Career Choice & Counselling  
TVETA REGISTERED AND LICENSED



**AFRICAN INSTITUTE**  
of Research and Development Studies  
(AIRADS)

**Nakuru Town Campus**

*"Partial Sponsorship available for Main Courses"*

**INTAKE IN PROGRESS**

Located At  
**Tradeworld Building,**  
Opposite Tamoh Plaza  
near Kenyatta University

INTAKES  
JANUARY, MAY, SEPTEMBER

For More inquiries: Call/SMS 0711488302  
Email: [airadsnakuru@gmail.com](mailto:airadsnakuru@gmail.com)  
Website: [www.airads.ac.ke](http://www.airads.ac.ke)  
Fb Page: African Institute of Research and Development Studies - Nakuru Town Campus  
Free career choices and counselling  
"KNEC RESULTS Pass Rate is now at 95.08%"  
Ministry of Education Accredited

*"Where Quality is Nurtured"*

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Higher National Diploma in Business Management	Dip in any Business Course(KNEC) OR Degree	KNEC	4 Terms	16,000
Higher National Diploma in Human Resource Management	Dip in any Business Course(KNEC) OR Degree	KNEC	2 Terms	16,000
Higher National Diploma in Entrepreneurship Development	Dip in any Business Course(KNEC) OR Degree	KNEC	2 Terms	16,000
Higher National Diploma in Library Science and information Studies	Dip in any Related Course(KNEC) OR Degree	KNEC	2 Terms	16,000
Higher National Diploma in Archives & Records Management	Dip in any Related Course(KNEC) OR Degree	KNEC	2 Terms	16,000
Diploma in Business Administration	C-	KNEC	3 Terms	16,000
Cert / Dip in Business Management	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Human Resource Management	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Library and information Science	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Supply Chain Management	D / C-	KNEC	3/6 Terms	16,000
Cert / Dip in Accountancy	D / C-	KNEC	3/6 Terms	16,000
Cert / Dip in Sales & Marketing	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Marketing	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Cooperative Management	D / C-	KNEC	3/6 Terms	16,000
Cert / Dip in Computerized Secretarial Studies	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Banking & Finance	D / C-	KNEC	3/6 Terms	16,000
Cert / Dip in Project Management & Development	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Purchasing Supplies	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Entrepreneurship Development	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Investment	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Land Surveying	D / C-	KNEC	4/6 Terms	16,000
Cert / Diploma in Petroleum Geo-Science	D / C-	KNEC	4/6 Terms	16,000

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Diploma in Applied Statistics	C- (Minus)	KNEC	6 Terms	16,000
Diploma in International Freight Management	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Sustainable Agriculture & Rural Development	C- (Minus)	KNEC	6 Terms	16,000
Cert / Dip in General Agriculture	D / C-	KNEC	4/6 Terms	16,000
Diploma in Entrepreneurial Agriculture	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Maritime Transport Logistic		KNEC	6 Terms	16,000
Certificate in Road Transport Management	D (Plain)	KNEC	4 Terms	16,000
Certificate in Clerical Operations	D Plain	KNEC	4Terms	16,000
Artisan in Store Keeping Management	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in salesmanship	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in Secretarial Studies	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in General Agriculture	KCPE & KCSE D (Plain) and below	KNEC	2Terms	16,000

SCHOOL OF HEALTH AND SOCIAL SCIENCES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Higher National Diploma in Post Qualification Certificate in Counselor Supervision	Dip in any Related Course (KNEC) OR Degree	KNEC	2 Terms	16,000
Cert/Dip in Nutrition & Dietetics Management	D / C-	KNEC	4/6 Terms	16,000
Cert/Dip in Community Health Development	D / C-	KNEC/ AIRADS	4/7Terms	19,000
Cert/Dip in Community Development & Social Work	D / C-	KNEC	3/6 Terms	16,000
Cert/Dip in Health Records and Information Science	D / C-	KNEC/ AIRADS	4/6 Terms	19,000
Diploma in Spiritual Counseling	C- (Minus)	KNEC	6 Terms	16,000
Diploma in HIV Testing and Management	C- (Minus)	KNEC	6 Terms	16,000
Cert/Dip in Development Studies with Entrepreneurship skills	D / C-	KNEC	3/6 Terms	16,000

KASNEB COURSES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
ATD (LEVEL I - III)	C- (Minus)	KASNEB	6 Months	12,000
CPA (SECT I - II)	C + (C + in Maths & English)	KASNEB	6 Months Per Section	12,000
CPA 2 (SECT III - IV)	Pass in SEC 1	KASNEB	6 Months Per Section	14,000
CPA 3 (SECT V - VI)	Pass in SEC 2	KASNEB	6 Months Per Section	16,000
Certificate in Accounting & Management Skills (CAMS) Qualification by KASNEB	D+(Plus)	KASNEB	6 Months	12,000

SCHOOL OF TOURISM AND HOSPITALITY

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Cert/Dip in Hotel and Catering Management	D / C-	KNEC	4/6 Terms	16,000
Cert/Dip in Food and Beverage Management	D / C-	KNEC	4/6 Terms	16,000
Cert/Dip in Tourism / Tour Guiding	D / C-	KNEC	4/6 Terms	16,000
Diploma in textile technology	C- (Minus)	KNEC	6 Terms	16,000
Cert/Dip in Housekeeping and Laundry	D / C-	KNEC	4/6 Terms	16,000
Cert/Dip in Food Processing Technology	D / C-	KNEC	4/6 Terms	16,000
Cert/Dip in Bakery Technology	D / C-	KNEC	4/6 Terms	16,000
Artisan in Food & Beverage Management	KCPE & KCSE D (Plain) and below	KNEC	3 Terms	16,000

SCHOOL OF EDUCATION

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Higher National Diploma in Education Management	Dip in any Education Course (KNEC) OR Degree	KNEC	2 Terms	16,000
Cert in Primary Teacher Education (P1)	C (Plain)	KNEC	6 Terms	16,000
Cert / Dip in Early Childhood Education	D+(Plus)/ C (Plain)/P1Cert	KNEC	4/6 Terms	16,000
Cert / Dip in Child Care & Protection	D / C-	KNEC	4/6 Terms	16,000
Proficiency in KNEC	D- (Minus)	KNEC	3 Terms	16,000
Diploma in Special needs & Disability	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Disaster Mgt. & Trauma Counselling	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Counselling, Guiding and Psychology	C- (Minus)	KNEC	6 Terms	16,000

SCHOOL OF ENGINEERING & INFORMATION TECHNOLOGY

COURSES	MINIMUM QUALIFICATION	EXAM BODY	DURATION	TUTION PER TERM
Higher National Diploma in Electrical Engineering (Electronics & Telecommunication)	Dip in any Electrical Course (KNEC) OR Degree	KNEC	3 Terms	16,000
Diploma in Electrical/ Electronics Engineering	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Electronics	C- (Minus)	KNEC	6 Terms	16,000
Cert / Dip in Electrical & Electronics (Telecommunication)	D / C-	KNEC	4/6 Terms	16,000
Cert. in Electrical Installation	D Plain	KNEC	4Terms	16,000
Cert/Dip in welding & Fabrication	D / C-	KNEC	4/6 Terms	16,000
Diploma in Broadcasting Journalism & Media	C- (Minus)	ICM	6 Terms	16,000
Diploma in Mass Communication (Print Journalism)	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Mass Communication (Broadcasting Journalism)	C- (Minus)	KNEC	6 Terms	16,000
Diploma in Mass Communication (Digital Journalism)	C- (Minus)	KNEC	6 Terms	16,000
Cert / Dip in ICT	D / C-	KNEC	4/6 Terms	16,000
Cert / Dip in Journalism	D / C-	ICM	4/6 Terms	16,000
Cert / Dip in Printing Technology	D / C-	KNEC	4/6 Terms	16,000
Artisan in Electrical & Electronic Technology	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in Plumbing	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in welding & Fabrication	KCSE D- (Minus) and below	KNEC	3Terms	16,000
Artisan in Electrical installation	KCSE D- (Minus) and below	KNEC	3Terms	16,000