

# **PROFESIONAL SHORT COURSES**

COURSES	DURATION
Certificate In Health Records Management	1 Month
Certificate In Leadership Skills	1 Month
Certificate In Advocacy & Lobbying	1 Month
Certificate In First Aid Management	1 Month
Certificate In Sales & Marketing	1 Month
Certificate In Project Management	1 Month
Certificate In Public Relations	1 Month
Certificate In Criminology	1 Month
Certificate In Investment	1 Month
Certificate In Film Production	2 Month
Certificate In Front Office Management	1 Month
Certificate In Customer Care Management	1 Month
Certificate In School/college Management	1 Month
Certificate In Ethics & County Governance	1 Month
Certificate In Public Procurement	1 Month
Certificate In Book Keeping	1 Month
Certificate In Storekeeping	1 Month
Certificate In Pyschology	1 Month
Certificate In Gender & Human Rights	1 Month
Certificate In Drug Abuse & Rehabilitation	1 Month
Certificate In Ngo Mgt	1 Month
Certificate In Disaster Management	1 Month
Certificate In Hiv/aids Management	1 Month
Certificate In Conflict Management	1 Month
Cert. In Integrated Mgt Of Acute Malnutrition	1 Month
Certificate In Video Editing	
Certificate In Photojournalism	1 Month 1 Month
Certificate In Folorogy	1 Month
Certificate In Solar rechinology  Certificate In Electrical Wireman & Installation	1 Month
Certificate In Computer Networking	1 Month
Certificate in Computer Networking  Certificate In Computer Repair & Maintenance	1 Month
Certificate In Bakery Technology / Cake Making & Decoration	1 Month
Certificate In Events Management	1 Month
Certificate in Events Management  Certificate In Waiting Services (Waiters/Waitresses)	1 Month
Certificate in Waiting Services (Waiters/ Waitresses)	1 Month
Certificate in Financial Flanning  Certificate In Juice Making and Cocktails	
	1 Month 1 Month
Certificate In Enterprenuership Management	
Certificate In Professional Cooking	1 Month
Certificate In Food & ervice Technique	1 Month
Certificate In Records Management	1 Month
Certificate In Health service Management	1 Month
Certificate In Basic Life Support	1 Month
Cert In None Communicable & Communicable Disease	1 Month
Management Certificate In Barbering/Kinyozi	1 Month
Cert In Body massaging (SPA Manicuring & Pedicuring)	1 Month
Certificate In Make-up	1 Month
Certificate In Public Health	1 Month
Certificate In Fashion & Design	1 Month
CCTV Installation	1 Months
French, English, Germany	3 Months

# **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 FMAIL
- 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 FORMATING AND PRINTING SKILLS
- 14. PC TROUBLESHOOTING

# Special Offer on 14 **Computer Packages**

#### ADVANCED PACKAGES

PHOTOSHOP 4,000/= COREL DRAW 4,000/= AUTO CARD 5,000/= ARCHI CARD 5,000/= LOGO CREATOR 4,000/= GRASSHOPPER 6,000/=	ADOPE PREMIER   6,000/=
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#### STATISTICAL PACKAGES

1. SPSS 6000/= 2. Stata 6,000/= 3. R Test 10,000/= 4. LaTex 10,000/=

## **ACCOUNTING PACKAGES**

QUICK BOOKS 4,000/= PASTEL 4,000/= TALLY 2,500/=

#### **ENGINEERING PACKAGES**

ARDUINO 8,000/= CAD 5,000/= OPEN SCAD 4,000/= GEOMAGIC DESIGN 4,000/=

#### PROGRAMMING LANGUAGES

PHP	6,000/=	HTML/CSS	4,000/=
PYTHON	6,000/=	JAVA SCRIPT	6,000/=
SQL	6,000/=	VISUAL BASIC	6,000/=
JAVA	4,000/=	C++C/C#	4,000/=
NETBEANS	4,000/=	PROLOG	4,000/=
DREAMWEAVER	2,500/=	DELPHI/PASCAL	4,000/=
PERL	4,000/=	SWIFT	4,000/=
MATLAB	8,000/=	GO PROGRAMMING	4,000/=
		TYPE SCRIPT	4,000/=

## **DRIVING SCHOOL**









Free Career Choice & Counselling TVETA REGISTERED AND LICENSED.



# AFRICAN INSTITUTE

Of Research and Development Studies

(AIRADS College)

# **SEPTEMBER 2025 INTAKE IN PROGRESS!!!**

MINISTRY OF EDUCATION ACCREDITED **TVETA ACCREDITED** 

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# **OUR CAMPUSES**

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NAKURU CITY CAMPUS TRADEWORLD BULDING 2<sup>ND</sup> FLR, TEL: 07|| 488 302

ACK BUSINESS PARK, 2<sup>ND</sup> FLR TEL: 0729 976 8<u>85</u>

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SUPA SACCO BUILDING 2ND FLR, OPP. HUDUMA CENTRE TEL: 0717 885 888

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ACC NO:01161182568900 CO-OPERATIVE BANK ACC NO: 082000009638 **FAMILY BANK** 

Examining Centre for, KNEC, ICM, KNDI, TVET-CDACC, NITA, KASNEB & HRIMB

## **SCHOOL OF BUSINESS AND MANAGEMENT STUDIES**

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert/Diploma in Business Management	D/C-	KNEC	13,000
Cert / Dip in Human Resource Management	D/C-	KNEC	13,000
Cert / Dip in Library and information Science	D/C-	KNEC	13,000
Cert / Dip in Supply Chain Management	D/C-	KNEC	13,000
Cert / Dip in Accountancy	D/C-	KNEC	13,000
Cert / Dip in Sales & Marketing	D/C-	KNEC	13,000
Cert / Dip in Marketing	D/C-	KNEC	13,000
Cert / Dip in Cooperative Management	D/C-	KNEC	13,000
Cert / Dip in Computerized Secretarial Studies	D/C-	KNEC	13,000
Cert / Dip in Banking & Finance	D/C-	KNEC	13,000
Cert / Dip in Project Management & Development	D/C-	KNEC	13,000
Cert / Dip in Purchasing Supplies	D/C-	KNEC	13,000
Cert / Dip in Entrepreneurship Development	D/C-	KNEC	13,000
Cert / Dip in Investment	D/C-	KNEC	13,000
Diploma in International Freigt Management	C- (Minus)	KNEC	13,000
Diploma in Maritime Transport Logistics	C- (Minus)	KNEC	13,000
Certificate in Road Trasport Management	D (Plain)	KNEC	13,000
Certificate in Clerical Operations	D Plain	KNEC	13,000
Artisan in Store Keeping Management	KCPE & KCSE D (Minus) and below	KNEC	13,000
Artisan in salesmanship	KCPE & KCSE D (Minus) and below	KNEC	13,000
Artisan in Secretarial Studies	KCPE & KCSE D (Minus) and below	KNEC	13,000

## SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert/Dip in Hotel and Catering Management	D/C-	KNEC	13,000
Cert/Dip in Food and Bevarage Management	D/C-	KNEC	13,000
Cert/Dip in Tourism / Tour Guiding	D / C-	KNEC	13,000
Cert/Dip in Housekeeping and Laundry	D/C-	KNEC	13,000
Cert/Dip in Food Processing Technology	D/C-	KNEC	13,000
Cert/Dip in Bakery Technology	D/C-	KNEC	13,000
Artisan in Food & Beverage Management	KCPE & KCSE D (Minus) and below	KNEC	13,000

# SCHOOL OF COSMETOLOGY, FASHION AND DESIGN

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert / Dip in Hairdressing and Beauty Therapy	D/C-	KNEC/NITA	13,000
Cert in Nail Technology	D	NITA	13,000
Cert / Dip in Fashion and Design	D/C-	KNEC	13,000
Cert / Dip in Textile Technology	D/C-	KNEC	13,000





# **SCHOOL OF HEALTH AND SOCIAL SCIENCES**

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert/Dip in Nutrition & Dietetics Management	D/C-	KNEC	13,000
Cert/Dip in Community  Health Development	D/C-	KNEC/ AIRADS	13,000
Cert/Dip in Community Development & Social Work	D/C-	KNEC	13,000
Cert/Dip in Health Records and Information Technology	C- / C (Plain)	AIRADS/ AMROK	13,000
Diploma in Disaster Mgt. & Trauma Counselling	C- (Minus)	KNEC	13,000
Diploma in Counselling, Guiding and Psychology	C- (Minus)	KNEC	13,000
Diploma in Spiritual Counselling	D/C-	KNEC	13,000
Diploma in HIV Testing and management	D/C-	KNEC	13,000
Cert/Dip in Development Studies with Entrepreneurship skills	D/C-	KNEC	13,000
Certificate in Laboratory Science	D/C-	KNEC	13,000

# **KASNEB COURSES**

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

## **SCHOOL OF ENGINEERING & INFORMATION TECHNOLOGY**

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PERTERM
Diploma in Electrical/Electronics&Engineering	C- (Minus)	KNEC	13,000
Diploma in Electronics	C- (Minus)	KNEC	13,000
Cert / Dip in Electrical & Electronics (Telecommunication)	D/C-	KNEC	13,000
Cert. in Electrical Installation	D Plain	KNEC	13,000
Cert/Dip in building Technology	D/C-	KNEC	13,000
Cert/Dip in Civil Engineering	C- (Minus)	ICM	13,000
Cert /Dip in ICT	D/C-	KNEC	13,000
Cert/Dip in Building and Construction	D/C-	KNEC	13,000
Cert /Dip Plumbing	D/C-	KNEC	13,000
Cert / Dip in Land Surveying	KCPE & KCSE D (Plain) and below	KNEC	13,000
Artisan in Electrical and Electronic Technology	KCPE & KCSE D (Minus) and below	KNEC	13,000
Artisan in Plumbing	KCPE & KCSE D (Minus) and below	KNEC	13,000
Artisan in Welding and Fabrication	KCPE & KCSE D (Minus) and below	KNEC	13,000
Artisan in Electrical installation	KCPE & KCSE D (Minus) and below	KNEC	13,000

## SCHOOL OF JOURNALISM AND MEDIA STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PERTERM
Diploma in Broadcasting Journalism & Media	C- (Minus)	KNEC	13,000
Diploma in Mass Communcation (Print Journalism)	C- (Minus)	KNEC	13,000
Diploma in Mass Communcation (Broadcasting Journalism)	C- (Minus)	KNEC	13,000
Diploma in Mass Communcation (Digital Journalism)	C- (Minus)	KNEC	13,000
Diploma in Mass Communication (Radio and Video Production)	D/C-	ICM	13,000

# SCHOOL OF AGRICULTURE

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PERTERM
Cert / Dip in General Agriculture	KCPE & KCSE D (Plain) and below	KNEC	13,000
Diploma in Entrepreneurial Agriculture	KCPE & KCSE D (Plain) and below	KNEC	13,000
Artisan in General Agriculture	KCPE & KCSE D (Minus) and below	KNEC	13,000

