



AFRICAN INSTITUTE

Of Research and Development Studies
(AIRADS)

“Where quality is nurtured”

CAREER GUIDE BOOKLET

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DECEMBER**

MINISTRY OF EDUCATION
ACCREDITED

VISIT US AT INSTITUTE PLAZA

Next to Kenya Power

Commercial Office,

3rd Floor-Oloo Street

P.O BOX 3790-3010 ELDORET, KENYA

Email: info@airads.ac.ke

Website: www.airads.ac.ke

Facebook: AIRADS College

Mobile: 0723 555 999

Definition of a Career -A career is a job or profession that gives one an opportunity to progress in some ways that are important to a person. It is always very important to the individual concerned and enhances self-realization, lifestyle and purpose for living.

Your career helps to discover who you are, ability and what to become in life. It involves transforming your dreams and wishes into achievements and believing in yourself and your unique talents and abilities. It also means turning your aspirations into achievements and believing that you can become anything you aspire to be in your life.

Every human being needs a career to: Earn a living, fulfill a demand for skilled labor, enhance his skills, Propagate knowledge and skills, Create wealth, Keep fit and healthy, make personal contribution to society and fulfill your purpose in life.

As a focused person you need to chase your dream careers by shutting out all distractions. You need to:

- Have a specific goal-do not waste time, efforts and resources.
- Visualize your goals-Create a mental picture of what you want to be and embrace what it takes to be there. You need to seek support from others and avoid short cuts of life. Vision is more than sight. See yourself in 5 years to come.
- Be Determined-With this you can overcome challenges, obstacles your career path.

- Have a good mentor. A mentor refers to a person who has succeeded in the field you want to pursue. He will influence you positively towards your goals.
- Think positively-Never give in to discouragements thus attracting positive results...thoughts manufacture your future.
- We must be visionary. Vision is more than sight.
- Some people see things as they are and ask why? Others see things as they could be and ask why not! Robert F. Kennedy

Five important questions everyone should ask of themselves

1. Whom am I?.....identity
2. Where am I coming from?.....belonging
3. What do I have?.....potential
4. Why am I here?.....purpose
5. Where am I heading to?.....destiny

Career Plan

Part 1: Knowing Yourself

The first step in planning your career is evaluating and understanding your aspirations; strengths; interests; drivers and other influences. Please indicate which aspects of the planning process you have evaluated:

- ☐ My Key Strengths
- ☐ My Technical Skills
- ☐ My Work Values
- ☐ My key fields of interest

Briefly record these here if you wish (optional)

_____For an objective assessment, seek guidance from others as well. A discussion regarding your career aspirations, strengths and development needs during a performance review is regarded as a minimum. Informal discussions throughout the year with various people are encouraged.

Who have you discussed your career with?

- ☐ mentor
- ☐ Professional Leader
- ☐ Professional/clinical Supervisor
- ☐ Educator
- ☐ Tutor (at tertiary institution)

- ☐ Mentor
- ☐ Career Development professional
- ☐ Other (please state) _____

Through your self-assessment you may have identified particular skills or areas of knowledge you wish to develop. What are these?

Development Opportunities:

Part 2: Explore Possibilities

Research the development possibilities and career pathways that are open and attractive to you. Consider your self- assessment outcomes and future health workforce needs.

Pathway Option 1:

Prerequisites and requirements to achieve this option:

Pathway Option 2:

Prerequisites and requirements to achieve this option:

Pathway Option 3:

Prerequisites and requirements to achieve this option:

Part 3: Making Choices

Consider the suitability of each option and decide (with the assistance of the person you report to) which one is the best match to your aspirations and workforce needs. Before making the decision, consider also:

- What are the perceived barriers/obstacles and how can they be overcome
- Outside of work commitments

- The level of involvement required
- Which of my options responds best to my employer and workforce needs?

Based on the choices you have made, and the development opportunities you have identified now write your goal(s). Aim to make each goal as specific as you can.

Goal 1

_____ Required to achieve goal 1:

Goal 2

Required to achieve goal 2:

Goal 3

_____ Required to achieve goal 3:

Part 4: Make it happen

Who is your mentor?

In order to achieve your goals you need to have an agreed course of action. You and your mentor need to have a clear understanding of what steps you will be taking, the commitment needed by both you and your manager and relevant timeframes.

You are now ready to detail who has to do what to make things happen.

Thinking about your strengths

Part One

This exercise will help you to build a picture about your life and professional preferences by reflecting about current and recent roles and responsibilities at work.

You may find it helpful to make notes about the following. (You may find it particularly useful to create your picture by using the mind mapping technique. You can explore this technique by following the following web links and references):

If you have an up to date job description, role profile or completed appraisal, use them to explore the following:-

1. From your point of view, what have you:

- done well consistently?
- particularly enjoyed doing ? (Often this is because you were doing it well)
- innovated or initiated on your initiative or via encouragement from a colleague?
- changed for the better?
- designed or developed from scratch?
- improved?

Notes

- **Shadowing**

Generally speaking, *shadowing* entails observation of someone doing a job and watching what they do. Time constraints mean that it is often for a relatively short period. Best practice necessitates that individuals carry out some of the work of the person they are shadowing. As well as being a good development tool it can also help networking and can facilitate the breaking down of barriers within and across organisation. As with most development the clearer you can be about what you want to get out of shadowing, the better.

- **Acting up**

This occurs when a post is vacant for a short time and employees are given an opportunity to “act up in the post”.

- **Mentoring**

A mentor is a person, usually in a more senior post, who will help to, advise, encourage and act as a role model for an employee. The mentor does not have to work in the same organisation and does not have to be in a more senior position. It is sometimes possible to find a person to act as an informal mentor.

- **Secondments**

A secondment is where an opportunity arises to work in another part of the organisation, or sometimes another organisation. It can be used where there is a gap before a post is filled permanently or where there is need for someone to work on a project or in a

department for a specified time. It may be set up for relatively long periods, for example for six months.

Five questions you need to ask yourself

1. Who am I? **IDENTITY**
2. Where am I coming from? **BELONGING**
3. What do I have? **POTENTIALS**
4. Why am I here? **PURPOSE**
5. Where am I going? **DESTINY**

Career Types and Personalities

There are six broad career types in which different people fit. These are:

1. Realistic careers

These are the skills and technical-oriented jobs. Work here involves tangible and practical skills where people work with tools, machines, plants and animals. The people in these jobs are highly practical and physically strong. They often enjoy dealing with things rather than people. They are good in technical subjects such as:

Agriculture, Metalwork, Woodwork, Home science, Technical Drawing, Drawing and Design among others.

They excel in:

- All kinds of engineering such as electrical mechanical and Agricultural engineering.
- Wildlife management
- Wood science and technology
- Armed forces and related careers

2. Investigative careers

The professionals here are scientific and laboratory-oriented. They have a high curiosity, intellectual input and empirical approach to issues. Their work involves analyzing facts, solving puzzles, dealing with charts, numbers, formulae, graphs and data processing. These people enjoy observing, studying, analyzing, interpreting and solving complex challenges.

They do well in leadership positions, social gatherings and activities.

They are good in:

- Mathematics and the sciences
- Business studies

They excel in:

- Medicine
- Architecture
- Microbiology and related courses
- Criminal investigations
- Accounting, statistician analysis, money, financial and related fields
- Veterinary, zoology and related fields
- Computer science and information communication technology

3. Artistic careers

Those who excel in these careers are arts-oriented, creative, expressive and aesthetically conscious. Their jobs involve a lot of imagination. Consequently, those who excel here are highly original, emotional, nonconforming, unconventional, independent, idealist and introspective. They take risks and like producing distinct products.

They are good in:

- Languages
- Literature
- Drawing and design
- Music

They excel in:

- Drama and theatre arts
- Graphic designing
- Literary studies
- Writing, painting and poetry
- Acting
- Home decorating, fabric designing
- Photography, singing, drawing cartoons

4. Social careers

These involve working with people. Those who excel here have an inner urge for helping others. They like training, informing, enlightening, arbitrating and organizing other people.

They are sociable, friendly, understanding, empathetic, generous, helpful, cooperative, responsible and hard working. Often, they are sober, welfare - minded and articulate.

They are good in:

- Languages
- Literature
- Humanities

They can also be good in the sciences if they put more interest and effort in them.

They excel in:

- Administration
- Education
- Law
- Theology
- Journalism and mass communication
- Human and public relations
- Political science and related fields
- Counseling

5. Enterprising careers

These careers involve influencing and persuading other people. There is a lot of goal and profit orientation in these jobs. Those who excel are enterprising, ambitious, talkative, argumentative and domineering people. They are also energetic, self-confident, optimistic, sociable, competitive, impulsive and persuasive. They enjoy chairing meet meetings and committees. Often they run for elected offices, head important functions and motivate others.

They are good in:

- Mathematics
- Business studies
- Science

They excel in:

- Business management
- Sales and marketing

- Hotel management
- Politics
- Industrial consultancy and related fields

6. Conventional careers

The careers here involve highly orderly, routine and practical jobs. Often, there are some inflexible activities. Those who excel have a common denominator of being obedient, practical, calm and orderly. They are also efficient and conforming.

They are good in:

- Business studies
- Computer and office practice
- Home science
- Sciences

They excel in:

- Accounting
- Bookkeeping
- Auditing
- Statistics
- Inventory control
- Store keeping
- Secretarial
- Office management and
- Computer operations

Steps to follow when choosing a career

- a) Consider your interests, abilities and preferences.
- b) Seek information about the area you think you are interested in. The sources of information could be library, clubs, professional groups, and internet.
- c) Prepare for your career-choose the right subjects at secondary school that institutions of higher education require to train you in a particular career. The subjects that you take in school form an important basis for your career choices.

d) Develop universal skills-Irrespective of the career you choose, there are universal skills and qualities that you need. These include:

- Computer literacy
- Presentation skills (written & oral)
- English language skills
- Basic mathematics and numeracy skills
- Intelligence
- Self confidence
- Willingness to accept responsibility
- Innovation- be able to bring new ideas and suggestions.
- Inter-personal skills- you need to be a team player.
- Ability to handle conflict.
- Honesty
- Organization
- Career ambition
- Persuasiveness

e) Keep updated on changes relating to the career of choice.

The persons as parents, teachers, and professionals in the field and university admissions persons can be of much help as well as internet. As a result, make the necessary adjustments.

There are numerous career opportunities in the various social-economic fields.

Students are advised to choose a career from the field they are interested in. They should also ensure they are good in the subjects relevant to the field. The following are the categories of careers;

1. Agriculture and Related Careers

These include careers related to plant and animal science. It also includes careers in crop and animal production, pest and disease control and animal science. Careers in horticulture and floriculture are also included. Examples are

- Agribusiness management, agricultural and bio-systems
- Engineering, agricultural business management, agricultural economics,
- Agricultural economics and resource management and agricultural education and extension.

2. Architecture, Building and Related Careers.

These include careers in the field of

- Building and construction. land economics, landscaping,
- urban and regional planning, civil and
- Structural engineering, construction management, landscape and architecture.

3. Beauty, Fashion and Related Careers

They include careers in

- Fashion, textile, interior and exterior designs, Beauty, hairdressing and modeling.
- Fashion design and marketing, clothing, textile and interior design and apparel and fashion technology.
- Interior designers that needs a combination of both science and art related skills.

4. Business Related Careers

These include careers in

- Commerce and industry such as marketing, insurance, finance, investment, banking and entrepreneurship.
- Accounting, actuarial science, banking and finance, business management, business administration, cooperative management, micro-finance and marketing.

5. Community Development Related Careers

These include careers in

- sociology, social work and community development,
- social studies, gender studies, social work, population studies, justice and peace,
- Participatory project planning, disaster management and community development.

6. Creative Arts and Entertainment Related Careers

These include careers in

- Fine art and related areas, cartoon industry, photography, music and theatre.
- sports technology, recreation and management, physical education,
- fine art, creative arts, theatre arts, cultural studies, drama and theatre studies.

7. Diplomacy and Public Relations Related Careers

These include careers in

- Public relations as well as in diplomatic assignment, international relations, justice and peace and political sciences.

8. Education Related Careers

These include careers in

- Teaching at all levels.
- Education administrators

9. Engineering Related Careers

These include careers in

- Engineering - electrical, mechanical, civil, agricultural, chemical and environmental and computer engineering.

10. Environmental management and conservation related careers

These include careers in

- Air, water, land management and conservation, forestry, wildlife and fisheries.
- Land economics, urban and regional planning, science and technology, wildlife management,
- Environmental health, environmental science and wetlands management and conservation.

11. Entrepreneurship and Related Careers

It includes careers that need to look at organizations and institutions as business

Enterprises and entrepreneurial development, commerce and business administration.

12. Geography and Related Careers

These include careers in geology, survey and mapping, cartography, meteorology, oceanography, remote sensing and astronomy.

Other include natural resources, eco-tourism, mining, geography, and environmental science.

13. Guidance, Counseling and Related careers

These include careers in guidance, counseling, psychology in religious, industrial and community related fields.

14. Health Related Careers

These include medicine, dentistry, pharmacy, nursing, medical technology, radiography and physiotherapy.

15. Home Science, Food Technology and Related Careers

These include careers in nutrition, dietetics technology and fashion design and textile technology.

16. Hospitality and Related Careers

These include careers in

- Hotel industry, travel and tourism related areas.
- Economics and food science and nutrition.
- hotel and institutional management, hotel and hospitality management and travel and tours operation management.

17. History and Related Careers

These include careers related to archaeology, anthropology and political science, among others. Those with interest in this area need to have interest in getting information, are curious and have deep interest in the past.

18. Information, Communication Technology (ICT) and Related Careers

These include careers in Computer industry including computer hardware and software. The category also includes:

- careers in library and information science,
- Computer technology and computer science.
- information sciences, information systems technology,
- Computer applications, web design, networking and communication systems.

19. Journalism Related Careers

These include careers in print journalism and electronic journalism such as

- Information sciences, communications media technology, journalism and media studies
- Communication technology.

20. Law Related Careers

Careers in these deal with governance and justice which ensure people's stability and confidence in their country.

This category includes careers relating to matters of law in the mainstream as well as those in the para-legal field such as court clerks.

21. Management and Administration Related Careers

These include careers in different specializations of management in such areas as sales and marketing, finance, human resource management, production among others.

The jobs here include business administration and management, international operations management, purchasing and supplies management, human resource management, tourism management and marketing management.

22. Manufacturing and Processing Related Careers

These include careers in manufacturing and processing industries in both food and nonfood related areas. The jobs here include

- industrial and production planning and management, manufacturing engineering
- technology, industrial chemistry, food science and technology, chemical processing

engineering, production engineering and analytical chemistry.

23. Research and Statistics Related Careers

These include careers in research and statistics related areas which cut across different and dynamic fields such as education, health, business, marketing, information communication technology (ICT) among others.

24. Security Related Careers

These include careers in defense, (army, navy, air force) paramilitary, police and intelligence services. It also includes jobs in private security firms as well as careers related to provincial administration.

25. Sports and Physical Education Related Careers

Career in sports is still in its early stages of development in Kenya. There is a lot of potential and opportunities sports can offer. Currently, there are many Kenyans earning a living from athletics, football and other sports. All you require is energy, drive, passion, enthusiasm, agility and perseverance.

26. Transport and Communication Services Related Careers

These include careers in the shipping, aviation, railway and road transport sectors. One requires alertness, courage, determination and physical fitness. The person should be self-confident, reliable, calm and able to take charge in an emergency.



AIRADS CEO, Mr. Nicholas Koech hands a trophy of academic excellence to Kisumu Principal, Madam Olgah Otichro

Programmes offered at African institute of research and Development studies

Academic offered on Full-time(regular classes),part-time, weekend ,school-based and distant learning modes,

Subjects and career choices

The subjects that you take in school are imperative in what you wish to be. Most careers are dependents on the subject you take. They are subject-specific. These are examples of the combinations you take and the careers

Physics

Nearly half of the careers are from this field. They include: electrical and electronic engineering, mechanical engineering, civil and structural engineering, computer science, medical engineering, building and constructions, building and engineering,surveying, radiography,

Frequently asked questions about careers in Kenya

A.

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES (EXAMINED BY KNEC, 1Term = 3 Months)

The courses available in the school are:

- **Higher Diploma in Human Resource Management**

Areas covered include organizational behavior, employment relations systems and processes, human resource planning, recruitment and selection, performance management, training and development, occupational health and safety, work organization, negotiation and conflict resolution, all of which give you valuable skills as an employee in any industry.

Possible career opportunity: The graduates from the course can be employed as: HR Officer, Personnel manager, and Payroll officer

Career Progression: Degree – PHD, Membership of HRM

- **Higher National Diploma in Entrepreneurship Development**

Diploma in any KNEC Business Course will qualify you to pursue the career. It prepares you on Entrepreneurship skills in all disciplines. The knowledge, tools, and attitudes that are required to identify opportunities and bring them to life.

Possible career opportunity: The graduates from the course can be employed in all Business Opportunities.

Career progression: Degree-PHD

- **Diploma in Human Resource Management**

Help you gain a competitive advantage as a future HR manager, acquire theoretical and practical knowledge required for modern HR practices, learn to proactively address HR issues, concepts of leadership, training, recruitment, employee morale etc.

Possible career opportunity: The graduates from the course can be employed in all Business opportunities relating to employees.

Career progression: Higher Diploma-PHD

Higher national Diploma in Library and information science

Designed to prepare students for professional careers in library and information work and provides an opportunity for advanced study and research.

Possible career opportunity: The graduates from the course can be employed as: Librarians, File managers, Museum officers and Bank filers.

Diploma in Library and information science

The broad aim of this programme is to provide the learner with basic skills and knowledge in library and information studies that will help in efficient collection management and dissemination of information, while ensuring that the information needs of users are satisfied.

Possible career opportunity: The graduates from the course can be employed as: Librarians, File managers, Museum officers and Bank filers, Librarian, Document control specialist, Library

technician, Digital librarian, researcher, research librarian, Medical librarian, Library administrator, library director, and Law librarian.

Career progression: Higher Diploma- PHD



AIRADS Students prepares for the KNEC Examinations

- **Diploma in Business Management**

Program's foundation courses provide an understanding of the basic skills and techniques required to be effective in today's business environment. Graduates will take specialized courses in management essentials, human resources management, business law, negotiations, operations management, enterprise development, business planning and international business

Possible career opportunity: The graduates from the course can be employed in all Business managerial opportunities.

Career progression: (degree) Higher Diploma-PHD

- **Diploma in Supply Chain Management**

Supply chain management is a key component in organizational success, and you will learn how modern supply chain ecosystems now comprise a complex network made up of: companies, countries and their governments, social and political organizations, natural, industrial (clusters), financial and human resources, delivery infrastructure including logistics and IT, and knowledge of the industrial environment.

The Diploma in Supply Chain Management course explains how within these ecosystems, each configuration is unique to the particular enterprise that owns that supply chain. It is said that in today's market, firms don't compete, supply chains do.

Possible career opportunity: The graduates from the course can be employed as: Store keepers, Procurement officers, Purchasing and Supply personnel and Logistics officers.

Career progression: Higher Diploma-PHD, KISIM Membership, CIPS Part 1-3 and KASNEB CPSP Part 1-3

•**Diploma in Accountancy**

The Diploma in Accountancy (Dip. Acc) course is intended to provide trainees with sufficient knowledge and skill to perform competently and with minor supervision, the accounting functions in an organization. It encompasses both theoretical and professional aspects of accounting as a discipline and as a profession. The course is intended to give the trainee an all-round view of accounting by exposing them to appropriate subjects. The graduate is envisaged to play a critical role in promoting transparency and accountability among institutions as well as promoting enterprise success through proper accounting records and informed decisions

Possible career opportunity: The graduates from the course can be employed in all accounting related opportunities

Career progression: KASNEB CPAs, CS, Degree-PHD

• **Diploma in Sales and Marketing**

The Diploma in Sales and Marketing focuses on the practical skills of selling and considers the importance of marketing, the sales theory, and your personal presentation and management.

Possible career opportunity: The graduates from the course can be employed in all marketing related opportunities.

Career progression: KASNEB Courses, Higher Diploma-PHD

• **Diploma in Co-operative Management**

This programme is one of the first accredited academic diplomas in this field. It aims to equip students with skills and knowledge that will qualify them for employment as managers and supervisors of small and medium Co-operatives. Graduates will be able to manage the operations of co-operative organizations, mobilize resources from members of co-operatives for growth and wealth generation. Graduates will also acquire broad based business management skills.

Career opportunities include: Co-operative Managers, Co-operative Training and Educational Specialists, Co-operative Promoters/Advisors, Co-operative Auditors, Credit Officers for micro-financing and Project Development Officers with NGOs.

Career progression: KASNEB Courses, Higher Diploma- PHD and CM Membership

- **Diploma in General Agriculture**

Agriculture plays a central role in supplying food and providing raw materials for industry. The programme has a broad range of courses in basic sciences, technical agriculture and communication. The graduates of the programme are prepared to assume positions in teaching, agricultural extension and rural development.

Possible career opportunity: The graduates from the course can be employed as:

Extension officers and Farm managers

Career progression: Diploma of related courses, Degree- PHD and Membership in the field.

- **Diploma in Computerized Secretarial Studies**

To prepare students for secretarial employment opportunities, to provide students with good business awareness, decision making and time management skills so as to enable them to hold responsible secretarial positions, to provide students with sound training in theory and application, to enable them to acquire secretarial competence.

Possible career opportunity: The graduates from the course can be employed as: PROs, Front office managers, Clerks, Receptionists and any Secretarial related opportunities.

Career progression: Higher Diploma-PHD

- **Diploma in Banking and finance**

This is an entry level program that is designed to introduce the student to business courses while equipping the student with practical skills that can be applied in the business world at an entry level Possible career opportunity: The graduates from the course can be employed as: Bankers, Accountants and any accounting related opportunities.

Career progression: KASNEB Courses, Higher Diploma-PHD

- **Diploma in Project Management & Development**

Diploma in project management offers a comprehensive review of project management such as methodology, tool sets and documentation, and the project life cycle including analysis, planning, design and evaluation. The course also includes a project management case study

Possible career opportunity: The graduates from the course can be employed in all Project managerial positions.

Career progression: KASNEB Courses, Higher Diploma-Degree,

- **Certificate in Human Resource Management**

This *human resources management certificate* prepares practitioners to implement *HR* best practices for their business.

Possible career opportunity: The graduates from the course can be employed in all Business opportunities.

Career progression: Diploma, Higher Diploma-PHD

- **Certificate in Library and Information Science**

Admission requirement: KCSE D (Plain)

Minimum duration: 4 Terms

Mode of study: full time/ Part time

Tuition: sh. 16,000

Possible career opportunity: The graduates from the course can be employed as: Librarians, File managers, Museum officers and Bank filers.

Expansion: Diploma, Higher Diploma- PHD

- **Certificate in Business Management**

Diploma in Business Management enables students to gain a clear understanding of various business disciplines (Accounting, Finance, Marketing, Insurance, Human Resource Management and Management Science). This enables then to relate various functional areas in the organizations and appreciates the need for harmonizing the activities for various departments.

Possible career opportunity: The graduates from the course can be employed in all Business managerial opportunities.

Career progression: Diploma, Higher Diploma-PHD

- **Certificate in Supply Chain Management**

Supply chain management is driving the world's major global companies. The objectives of the Certificate in Supply Chain Management program is to provide: Working professionals an opportunity to experience college level study without committing to a full degree program; Practical knowledge with an understanding of the integrated nature of business functions, the opportunity to explore the issues that characterize the contemporary business environment;

Possible career opportunity: The graduates from the course can be employed as: Store keepers, Procurement officers, Purchasing and Supply personnel and Logistics officers.

Career progression: Diploma, Higher Diploma-PHD, KISIM Membership, CIPS Part 1-3 and KASNEB CPSP Part 1-3

- **Certificate in Accountancy**

Accounting certificate programs cover a wide range of student needs and career goals. Their relatively short duration – often less than a year – allows students to quickly apply new skills to the workplace in both entry level and professional roles. Certificate programs generally include coursework centered on a specific topic. Depending on the level of study and goals of the program, students may be required to complete prerequisite courses in basic accounting or already have a degree

Possible career opportunity: The graduates from the course can be employed in all accounting related opportunities.

Career progression: KASNEB CPAs, CS, Diploma-PHD

CERTIFICATE IN BUSINESS ADMINISTRATION

The program introduces fundamental concepts and practices of business to develop a broad, practical understanding of its context, purpose and underlying functional areas. The course provides students with an appreciation of the theoretical issues currently involved in the study of business and a range of practical skills which will enhance their value to potential employers. The course approach allows students to later follow specialized study to develop their understanding in various Management fields

Certificate in Sales and Marketing

This program provides a solid foundation in Sales & Marketing skills. It incorporates current business concepts and real-life examples to illustrate a worldly view of the corporate sales and marketing environment

Possible career opportunity: The graduates from the course can be employed in all marketing related opportunities.

Career progression: KASNEB Courses, Diploma, Higher Diploma-PHD

Certificate in Cooperative Management

This course entails an in-depth study of cooperative societies in and outside Kenya as a country, as we all know cooperative societies make up financial institutions and therefore having funds at hand proper management and control techniques as pertains the funds have to be put in place, cooperative management as a course is geared towards ensuring that learners are equipped with skills on how to manage and also give out these funds in form of loans to their interested parties while making profits through interest rates.

Possible career opportunity: The graduates from the course can be employed in all co-operatives Management opportunities

Expansion: KASNEB Courses, Diploma, Higher Diploma- PHD and CM Membership

- **Certificate in General Agriculture**

Certificate in General Agriculture provides a broad experience to all types of agriculture; an internship experience is also included to provide students with practical knowledge and skills. While the Certificate of General Agriculture may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture.

Possible career opportunity: The graduates from the course can be employed as: Extension officers and Farm managers

Career progression: Diploma of related courses, Degree- PHD and Membership in the field.

- **Certificate in Computerized Secretarial studies**

The program is designed for students who wish to acquire what are considered to be the most important skills necessary for today's demanding secretarial positions.

Possible career opportunity: The graduates from the course can be employed as: PROs, Front office managers, Clerks, Receptionists and any Secretarial related opportunities.

Career progression: Diploma, Higher Diploma-PHD

- **Certificate in Banking and Finance**

Certificate level is a general foundation stage for professional studies in banking under the Institute of Bankers and provides a general overview of the areas of study and specialization.

After completing the certificate stage, student members will be expected to apply the knowledge covered in the various courses of study in the various operations at their work place.

Possible career opportunity: The graduates from the course can be employed as: Bankers, Accountants and any accounting related opportunities.

Career progression: KASNEB Courses, Diploma, Higher Diploma-PHD

- **Certificate in Project Management and Development**

In an increasingly projectized world, PMI professional certification ensures that you're ready to meet the demands of projects and employers across the globe.

Possible career opportunity: The graduates from the course can be employed in all Project managerial positions.

Career progression: KASNEB Courses, Diploma, Higher Diploma-Degree,

- **Artisan in Store Keeping Management**

This is a craft certificate course that is a foundation course which forms a base for supply chain management, it gives the learner background information of the various activities that happen within any store, or rather warehouse in an organization, it enables the student to have proper book keeping and recording skills of items that enter and leave the store and also enables the learner to be equipped with clerical skills within the stores environment

Admission requirement: Open

Minimum duration: 2Terms

Mode of study: full time/ Part time

Tuition: sh. 16,000

Possible career opportunity: The graduates from the course can be employed in all Supply opportunities.

Expansion: Certificate-Diploma in Supplies.

- **Artisan in Salesmanship**

Courses in the school of business are designed to expose our students to many functions of modern business. The course shows the student how these functions exist in a changing society and the type of decisions which must be made within that environment. It is designed to expose the student to the multitude of career fields in the areas of business. The importance of business in the modern society is also stressed throughout the course.

Possible career opportunity: The graduates from the course can be employed in all Marketing opportunities.

Career progression: Certificate – Diploma in Sales and Marketing



Nakuru campus teaching staff reunites after facilitating a career guidance session in Ufanisi Peace High School

SCHOOL OF HEALTH AND SOCIAL SCIENCES (EXAMINED BY KNEC, 1Term = 3 Months)

The courses available in the school are:

- **Diploma in Nutrition & Dietetics Management**

The courses offered address current issues in foods, nutrition and diseases, and will be geared towards filling existing gaps in manpower needs in this area in both the public and private sector. Additional courses in agricultural sciences will be offered to provide a good understanding of issues related to food production and food supply at home and national level.

Possible career opportunity: The graduates from the course can be employed in Hospitals, Hotels, Governmental Food dealers and Health firms.

Career progression: Degree- Masters, NDI Membership

- **Diploma in Community Health Development (KNEC/AIRADS)**

The objective is to equip students with knowledge and skills and knowledge on patterns of diseases, organization and administration of different health services that may be provided to the community. At the end of the course, students are expected to be skilled and knowledgeable in such areas. The Diploma in Community Health programme is designed to address the prevention of disease, the prolonging of life and the promotion of health through organized efforts of society. This programme aims to provide the knowledge and skills necessary to identify population health needs and to develop policies and actions to improve public health.

Possible career opportunity: The graduates from the course can be employed in Hospitals, Hotels, Governmental Food dealers and Health firms.

Career progression: Degree- Masters, NDI Membership

- **Diploma in Social Work**

This course will introduce you to what constitutes good social work practice. You will consider four basic elements of social work, and the values that underpin professional practice. You may be surprised at how much knowledge you already have, and how this pre-existing knowledge can benefit social work practice.

Possible career opportunity: The graduates from the course can be employed Hospitals, NGOs, Children's Homes, Military and as Probation officers.

Career progression: Degree- Masters

- **Diploma in Community Development**

This course is intended to equip the trainees with knowledge, skills and attitudes that will enable them to perform and manage development activities in the society. Community development work aims to facilitate people in working together to influence and guide the future of their community

. Possible career opportunity: The graduates from the course can be employed in Hospitals, Hotels, Governmental Development dealers and Health firms.

Career progression: Degree- PHD

- **Certificate in Community Health Development (KNEC/AIRADS)**

The course addresses humanitarian & social aspects of the society. It's geared towards enabling an individual develop a sociological & psychological perspective on the same aspects. It is inclusive of a diploma in community development, social work, project management, community health, counseling psychology and disaster management.

Possible career opportunity: The graduates from the course can be employed in Hospitals, Hotels, Governmental Food dealers and Health firms.

Career progression: Diploma- Masters, NDI Membership

- **Certificate in Social Work**

This course in social work prepares students with skills and knowledge in diagnosing social problems in the society such as deviance, illiteracy, ignorance, poor leadership and provides the solutions to such problems. It is suitable for those who wish to be social policy makers, social security officers, advocates, human rights and social workers among others.

Possible career opportunity: The graduates from the course can be employed Hospitals, NGOs, Children's Homes, Military and as Probation officers.

Career progression: Diploma- Masters

- **Certificate in Community health & Development**

This course offers learners with an opportunity to gain more knowledge and skills in developing plans to achieve improved livelihoods. In the society people need empowerment so that they are able to solve their problems and meet their daily needs. The people who wish to do this course can be good community leaders, project managers, decision makers, lobbyist, legal practitioners and community development workers.

Possible career opportunity: The graduates from the course can be employed in Hospitals, Hotels, Governmental Development dealers and Health firms.

Career progression: Diploma- PHD

SCHOOL OF TOURISM AND HOSPITALITY (EXAMINED BY KNEC, 1Term = 3 Months)

The courses available in the school are:

- **Diploma in Hotel and Catering Management**

The programme extends the knowledge obtained at Certificate Level and concentrates on providing students with the additional knowledge, skills and techniques required for the efficient management of hotel & catering operations.

Possible career opportunity: The graduates from the course can be employed as: any Catering and food dealers' officers.

Career progression: Higher Diploma-PHD

- **Diploma in Food and Beverage Management**

he course equips students with hands-on knowledge in all operational aspects of the Food and Beverage sector within the hospitality industry. This is to provide students with a strong in-depth foundation of the industry sector required to manage a restaurant or food and beverage department.

Possible career opportunity: The graduates from the course can be employed in all food related firms.

Career progression: Higher Diploma-PHD

- **Diploma in Tourism management**

The course incorporates technology to meet the demands of the current job market and anticipated continued influence of electronic trade in conducting business in modern times. Contrary to what you might think working in [Tourism](#) and [Hospitality](#) is not like a never-ending vacation. This fast-changing, dynamic and highly competitive field, expects well-trained professionals with serious work ethic. That's why - to be the top of your game and get a good start - it's very important you complete a well-regarded study programme abroad. It entails teaching knowledge and skills required to make candidates outstanding professionals in the travel and tourism industry. Candidates gain knowledge in core tourism, leisure and hospitality in a way that benefits the local as well as the global market. It draws upon the social and natural

sciences, recreation, business, and planning disciplines to provide an integrated understanding of tourism as a global industry and source of economic, environmental and social change.

Possible career opportunity: The graduates from the course can be employed as: Tour guides, PR Officers and Receptionists.

Career progression: Degree-PHD, CPS.

- **Certificate in Hotel and Catering Management**

This course is modeled to produce professionals for the international food and beverage industry. Graduates are equipped with all the necessary skills and knowledge required by the industry.

Possible career opportunity: The graduates from the course can be employed as: any Catering and food dealers' officers.

Career progression: Diploma, Higher Diploma-PHD

- **Certificate in Food and Beverage Management**

It covers these areas Food and Beverage Production Theory, Food and Beverage Production Practice, ICT, Communication Skills, Entrepreneurship Project among others and prepares the learner for future industry.

Possible career opportunity: The graduates from the course can be employed in all food related firms.

Career progression: Diploma, Higher Diploma-PHD

- **Certificate in Tourism management**

It *aims* to provide students with key skills that enable them to partake in delivering *tourism* experiences building on capacity and instil innovation in tourism and managing tourism destinations and their resources. It aims to provide students with key skills that enable them to partake in delivering tourism experiences. The course provides capacity building in areas of tour guiding, eco-tourism, public relations, tourism product development amongst others

Possible career opportunity: The graduates from the course can be employed as: Tour guides, PR Officers, Customer care consultants and Receptionists.

Career progression: Diploma-PHD, CPS.

- **Artisan in Food and Beverage Management**

he Hospitality and Tourism Service Department offers a rigorous hospitality courses which allow students to obtain a broad and deep knowledge in regards hospitality thereby preparing them to success in the Hospitality Industry. Furthermore, students can concentrate on a specific field within the industry such Food & Beverage, Tourism Management and therefore are continually exposed to experiential learning opportunities through classes, practical workshops, field trips, and student club activities.

Possible career opportunity: The graduates from the course can be employed as: any Catering and food dealers' officers.

Career progression: Certificate, Diploma, Higher Diploma-PHD

SCHOOL OF ACCOUNTANCY (EXAMINED BY KASNEB, 1Term = 3 Months)

The courses available in the school are:

- **ATD (LEVEL I-III)**

It is extensive to foundations of accounting, introduction to law, entrepreneurship and communication, and business management.

Possible career opportunity: The graduates from the course can be employed as: Accounts technician, Bursars and store managers.

Expansion: CPA 3, CS 3, CIFA 3, CPSP 3

- **CPA (SECT I-II)**

The Certified Public Accountant (CPA) course provides a basis for professional careers such as Financial Accounting, Auditing, Finance Management, Tax Management and Consultancy, commercial law, entrepreneurship and communication and economics. If one wishes to pursue a career as a professional accountant the CPA course is the first step towards a master's or other higher degrees in reputable universities.

Possible career opportunity: The graduates from the course can be employed as: Auditor, Accountant, Compliance officer

Expansion: Kenyan & abroad Degree CPA 2-3

- **CPA 2 (SECT III-IV)**

Areas covered include auditing, quantitative techniques, company law, financial management, financial reporting and management information system.

Possible career opportunity: The graduates from the course can be employed as: Auditor, Accountant, Compliance officer and any related career.

Expansion: CPA 3

- **CPA 3 (SECT V-VI)**

We prepare learners to be competent in advance financial management, advance managerial management, advanced auditing, advance taxation, governance management systems

Possible career opportunity: The graduates from the course can be employed as: Auditor, Accountant, Compliance officer.

Expansion: Degree in Kenya and abroad-PHD

SCHOOL OF EDUCATION (EXAMINED BY KNEC, 1Term = 3 Months)

The courses available in the school are:

- **Diploma in Early Childhood Education**

The Early Childhood Education program (DEC) is designed to train childcare educators to work with children from 0 to 12 years old. With this training students will enhance their professional expertise in accordance with the Educational Childcare Act and its governing regulations.

Career progression: Degree-PHD

- **Certificate in Early Childhood Education**

The Early Childhood Education program (DEC) is designed to train childcare educators to work with children from 0 to 12 years old. With this training students will enhance their professional expertise in accordance with the Educational Childcare Act and its governing regulations.

Possible career opportunity: The graduates from the course can be employed as: ECDE Teacher, and self-employment

Career progression: Diploma-PHD

- **Certificate in KNEC Proficiency**

The Certificate of Proficiency in Early Childhood Development contains the basic courses that lay a solid foundation for a person wishing to pursue a career working with young children, birth through pre-kindergarten.

Possible career opportunity: The graduates from the course can be employed as: ECDE Teacher, and self-employment

Career progression: Certificate-Diploma

SCHOOL OF ENGINEERING AND INFORMATION (EXAMINED BY KNEC/ ICM, 1Term = 3 Months)

The courses available in the school are:

- **Diploma in Electrical/ Electronic Engineering(KNEC)**

The Course is intended to prepare trainees for future employment in the field of electronics. The trainees should be able to work safely, accurately and efficiently in the field of electronic

Possible career opportunity: The graduates from the course can be employed as: Electric Technician, Instrumentation officer and Electronic officer

Career progression: Degree-PHD

- **Diploma in Journalism and Media Studies(ICM)**

To provide students with: an understanding of the role of the different media in modern society ,a thorough grounding in the role of the journalist knowledge of specific media roles and the skills to research, write and present effective copy

Possible career opportunity: The graduates from the course can be employed as: News reporters, Sub-Editors, Editors, News casters, Producers, Photographers, Script writers, Freelancers, Correspondents, PROs, Marketers and Film directors.

Career progression: Higher Diploma-PHD

- **Diploma in ICT (KNEC mod 1-3)**

This module unit is intended to introduce the trainee to information communication Technology, equipping him/her with necessary knowledge, skills and attitude to enable him/her professionally work with ICT facilities.

Possible career opportunity: The graduates from the course can be employed as: Computer Programmer, System analyst, Data clerk, Web Developer, Network officer

Career progression: Degree-PHD

- **Certificate in Electrical Installation (KNEC)**

Possible career opportunity: The graduates from the course can be employed as: Electrician and Electrical Maintenance officer

Career progression: Diploma-PHD

- **Certificate in Journalism and Media Studies(ICM)**

To provide students with: an understanding of the role of the different media in modern society ,a thorough grounding in the role of the journalist knowledge of specific media roles and the skills to research, write and present effective copy

Possible career opportunity: The graduates from the course can be employed as: News reporters, Sub-Editors, Editors, News casters, Technicians, Producers, Photographers, Script writers, Freelancers, Correspondents, PROs, Marketers and Film directors.

Expansion: Diploma-PHD

- **Certificate in ICT (KNEC Mod 1-2)**

This course is intended to equip the trainee with the knowledge, skills and attitude which are responsive to the challenging needs in the computing industry. The course will allow the graduate to work in a salaried employment or self-employment. During the course the trainee shall be exposed to Computer Programming, User Support, Computer Application, and Operating System.

Possible career opportunity: The graduates from the course can be employed as: Computer programmer, Data clerk, Hardware maintaining officer and self-employment.

Career progression: Diploma-PHD

- **Artisan in Electrical Installation (KNEC)**

Admission requirement: Open

Minimum duration: 3 Terms

Mode of study: full time

Tuition: sh. 16,000

Possible career opportunity: The graduates from the course can be employed as: Electrician and Electrical Maintenance officer

Expansion: Cert-PHD

ABOUT AIRADS

African Institute of Research and Development Studies is one of the fastest growing tertiary technical training Institution offering- Higher National Diploma, Diploma, certificate and artisan courses examined by KNEC and KASNEB. We are an institution with campuses in major towns in Kenya. Our main campus is located at Eldoret town.

We opened our doors to the public on 1st April 2006 and have been in operation for 11 years. We have been granted approval by all the relevant government agencies to offer training programmes. The approval and registration received so far include but not limited to the following:

- Technical and Vocational Education and Training Authority (TVETA) - Registration no. MOHEST/PC/1049/07.
- KNDI Interim License-Registration number KNDI/ACCR/IL 029
- Kenya Pharmacy and Poisons Board-Registration number PPB/COL/013/07
- Kenya National Examination Council with Centre numbers for Technical, Business and ECDE
- Kenya Accountants and Secretaries National Examination Board-KASNEB

OUR VISION

To be the leading University of Commerce, Science and Technology in Africa

OUR MISSION

To provide the best training and cutting edge research that will ensure developmental Transformation of individuals, communities, countries and the African continent at large.

OUR CORE VALUES

- Innovative thinking
- Hard work
- Integrity
- Corporate Social Responsibility
- Excellence

Why AIRADS?

- All round life changing technical education
- (Excellent KNEC pass rate (90=100 %) 10 years consistently.
- High Quality Technical training by Qualified lecturers
- Serene Learning Environment
- Flexibility, online and physical registration.
- Well-furnished learning resources –Lecture halls, Computers, Internet, Books and Furniture
- Separate Hotels for Male and Female students
- Industrial attachments
- High Employability -Job Placements
- Students diversity 8 campuses across the country
- Student Mentoring LAMP Programmes

THE CENTRE FOR CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMMES

We have developed programs that are geared to polish the modern day professional in to a highly productive connection in an organizational set up. Our packages comes with highly researched knowledge, highly qualified trainers who are experts in their fields of specialization, friendly seminar setting for enhanced learning and industry competitive prices.

AIRADS endeavors to provide the best training services to our clients. It is in line with our core values to ensure that we contribute to the growth of our country's economy by supporting the government's efforts of ensuring that there is sufficient highly trained work force to drive the vision 2030 and the big 4 agenda of the government.

EMPLOYABILITY

All our students are capable for job market. Most of them have been even absorbed for job market before they even graduate. It was indicated recently that the high number of students getting employed are those from tertiary institution. We are glad for such great news to our prospectors students and potential clients.

Don't miss out.

For more guidance on careers offered in the institutions of higher learning, contact

The ministry of education

Jogoo house,harambee avenue

p.o box 30040-00100 Nairobi

[Tel:+254-020-331-8581](tel:+254-020-331-8581)

Email: info@education.go.ke

Website: www.education.go.ke

Or

Commissions for universities and colleges education

The commission secretary/chief –executive and officer

Physical address: Red Hill rd,off Limuru Rd,Gigiri.

Postal address:

p.o box 54999-00200, Nairobi Kenya.

Tel: +254-020-7205000,020-2021154/56

Email: info@cue.or.ke



Kisumu Principal, Academic Registrar and Teaching staff prepares for homecoming ceremony

SHORT COURSES

PROFESSIONAL COURSE	DURATION	FEES
French	3 Months	Sh. 15,000
English	3 Months	Sh. 15,000
Cert in Disaster Management	1 Month	Sh. 5,000
Cert in Project Management	1 Month	Sh. 5000
Cert in NGO Management	1 Month	Sh. 5000
Cert in HIV/AIDS Management	1 Month	Sh. 5000
Cert in Counselling	1 Month	Sh. 5000
Cert in Business Counselling& Consultancy	1 Month	Sh. 5000
Cert in Computer Repair and Maintenance	1 Month	Sh. 8000
Cert in electrical wiring	1 Month	Sh. 8000
Cert in Networking	1 Month	Sh.8000
Cert in Public Relations	1 Month	Sh.5000
Cert in Video Editing	3 Month	Sh. 15000
Cert In Photo Journalism	3 Months	Sh. 15000
Cert in Counselling Psychology	1 Month	Sh. 5000

Cert in conflict Management	1 Month	Sh. 5000
Cert in Advocacy and Lobbying	1 Month	Sh. 5000
Cert in Health Records Management	1 Month	Sh. 5000
Cert in Leadership Skills	1 Month	Sh.5000
Cert in Drug Abuse and Rehabilitation	1 Month	Sh. 5000
Cert in School/ College Management	1 Month	Sh. 5000
Cert in Front Office Management	1 Month	Sh. 5000
Cert in Gender and Human Rights	1 Month	Sh. 5000
Cert in Customer Care Management	1 Month	Sh. 5000
Cert in Ethics and County Governance	1 Month	Sh. 5000
Cert in Public Procurement	1 Month	Sh. 5000
Cert in Book Keeping	1 Month	Sh. 5000
Cert in Store Keeping	1 Month	Sh. 5000
Cert in Web Design	1 Month	Sh.6000
Cert in Graphic Design	1 Month	Sh.6000

COMPUTER PACKAGES

Duration: 2 Months

Fee: sh. 2800

Content:

1. Introduction to Computers
2. Windows Operating System
3. MS Power Point
4. MS Excel
5. MS Publisher
6. Adobe PageMaker
7. Internet and Email
8. MS Access
9. MS Word
10. Key Boarding
11. Printing
12. scanning

ADVANCED PACKAGES

COURSE	DURATION	FEE
PHOTO SHOP	1 Month	Sh. 3500
COREL DRAW	1 Month	Sh.3500
SPSS	1 Month	Sh.6600
AUTOCAD	1 Month	Sh.4000
ARCHICAD	1 Month	Sh.4000

ACCOUNTING PACKAGES

COURSE	DURATION	FEE
QUICK BOOKS	1 Month	Sh. 2500
SAGE	1 Month	Sh. 2500

PROGRAMMING LANGUAGES

COURSE CODE	DURATION	FEE
C++	1 Month	Sh. 4000
C	1 Month	Sh. 3500
HTML	1 Month	Sh.2500
JAVA SCRIPT	1 Month	Sh. 4000
VISUAL BASIC	1 Month	Sh. 4000
SQL	1 Month	Sh. 4000
DREAM WEAVER	1 Month	Sh.6000

APPLICABLE TO REGULAR COURSES ONLY

- Registration: Sh. 2000(once)
- Student ID : Sh. 200(once)
- Application fee(once): sh. 300
- Library fee: sh. 800 per term
- Internal Exams: 700 per term
- Activity fee: sh. 500 per term
- Student Union fee: sh. 200 per term

AIRADS Campuses contacts

1. Eldoret Town Campus,

Institute Plaza,
Oloo Street,
Next to Kenya Power Commercial Office
P.O Box 3790-30100
Eldoret, Kenya
0715-696979
airadseldoret@gmail.com

2. Nakuru City Campus

Trade World Building 2nd & 3rd floor,
Kenyatta Avenue,
P.O Box 25 Nakuru, Kenya
0711-488 302
airadsnakuru@gmail.com

3. Kericho Town Campus

ACK Business Park 2nd, 3rd & 4th floor,
Kericho- Nakuru Highway,
P.O Box 1989-20200,
Kericho- Kenya
0729-976 885
airadskericho@gmail.com

4. Bungoma Campus

Bungoma Town campus
College plaza
1st and 2nd floors,
Po Box 1756, Bungoma.
0715 77 13 16
airadsbungoma@gmail.com

5. Lodwar Town Campus

ACK St.Pauls Kanamkemer,
P.O Box 108-30500, Lodwar
0719 81 86 45

6. Kisumu Campus

Swan building,
P.O Box 9324,
Kisumu, Kenya
0715-057 262
airadskisumu@gmail.com