

## Professional Short Courses

PROFESSIONAL SHORT COURSES	MINIMUM QUALIFICATION	DURATION	FEES
Certificate in Health Records Management	Open	1month	5,000
Certificate in Leadership skills	Open	1month	5,000
Certificate in Advocacy & Lobbying	Open	1month	5,000
Certificate in First Aid Management	Open	1month	5,000
Certificate in Sales & Marketing	Open	1month	5,000
Certificate in Project Management	Open	1month	5,000
Certificate in Public Relations	Open	1month	5,000
Certificate in Criminology	Open	1month	5,000
Certificate in Dairy Production	Open	1month	5,000
Certificate in Poultry Production	Open	1month	5,000
Certificate in Business Procurement	Open	1month	5,000
Certificate in Office Administration	Open	1month	5,000
Certificate in Business Consultancy & Counselling	Open	1month	5,000
Certificate in Customer Care Management	Open	1month	5,000
Certificate in School/College Management	Open	1month	5,000
Certificate in Ethics & County Governance	Open	1month	5,000
Certificate in Public Administration	Open	1month	5,000
Certificate in Book Keeping	Open	1month	5,000
Certificate in Record Management	Open	1month	5,000
Certificate in Archives Management	Open	1month	5,000
Certificate in Public Procurement	Open	1month	5,000
Certificate in Gender & Human Rights	Open	1month	5,000
Certificate in Feed Formulation	Open	1month	5,000
Certificate in Irrigation & Drainage	Open	1month	5,000
Certificate in Livestock Production	Open	1month	5,000
Certificate in Horticulture Production	Open	1month	5,000
Certificate in Record Management	Open	1month	5,000
Certificate in Drug Abuse & Rehabilitation	Open	1month	5,000
Certificate in NGO Management	Open	1month	5,000
Certificate in Disaster Management	Open	1month	5,000
Certificate in HIV/AIDS Management	Open	1month	5,000
Certificate in Conflict Management	Open	1month	5,000
Certificate in Integrated Mgt Of Acute Malnutrition	Open	1month	5,000
Certificate in Computer Networking	Open	1month	8,000
Certificate in Computer Repair & Maintenance	Open	1month	8,000
Certificate in Electrical Wireman & Installation	Open	1month	8,000
Certificate in Welding	Open	1month	8,000
Certificate in Plumbing	Open	1month	8,000
Certificate in Petroleum exploration and production	Open	1month	8,000

### NITA COURSES

COURSE	DURATION	COST PER TERM
Beauty Therapy	6 Months Per Grade	15,000
Hair Dressing	6 Months Per Grade	15,000
Welding And Fabrication	6 Months Per Grade	15,000
Electrical Installation	6 Months Per Grade	15,000
Plumbing	6 Months Per Grade	15,000
Food And Beverage Mgt	6 Months Per Grade	15,000
Cert in Nail Technology	6 Months Per Grade	15,000
Cert/Dip in Beauty Therapy & Hair Dressing	6 Months Per Grade	15,000
Advanced Dip in Cosmetology	6 Months Per Grade	15,000
Cert in Home Care Mgt	3 Weeks Per Grade	13,000

### OTHER APPLICABLE CHARGES

1. Registration fees **1500**, student ID **200** and Application fee of **300** paid once. Library fee **800**, Internal exams **800**, Activity fee **500** and Student Union fee **200** payable in each term.

- Full Time
- Part Time
- Distance learning
- Online

*"A Centre of Excellence Where quality is nurtured"*

## COMPUTER PACKAGES

1. INTRO DUTION 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 FORMATING AND PRINTING SKILLS
14. PC TROUBLESHOOTING

**OFFER 14 COMPUTER PACKAGES AT 2800/=**

### ADVANCED PACKAGES

PHOTOSHOP	3,500/=	
COREL DRAW	3,500/=	
CERTIFICATE IN GRAPHIC DESIGN		6000/=
CERTIFICATE IN WEB DESIGN		6000/=

### STATISTICAL PACKAGES

1. SPSS 4000/=
2. Stata 4000/=
3. R test 4000/=

### ACCOUNTING PACKAGES

QUICK BOOKS	2,500/=
SAGE	2,500/=
PASTEL	2,500/=
TALLY	2,500/=

### PROGRAMMING LANGUAGES

PHP	4,000/=	HTML/CSS	2,500/=
PYTHON	4,000/=	JAVA SCRIPT	4,000/=
SQL	3,500/=	VISUAL BASIC	4,000/=
JAVA	4,000/=	C++/C/C#	2,500/=

### Mode Of Study

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

Online Classes Available.  
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**AFRICAN INSTITUTE**  
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OTHER INTAKES

**JANUARY, MAY, SEPTEMBER**

Contact Us on.

Email: [airadslodwar@gmail.com](mailto:airadslodwar@gmail.com)

Website: [www.airads.ac.ke](http://www.airads.ac.ke)

ALL FEES ARE PAYABLE TO

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### SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert / Dip in Business Management	D / C-	KNEC	10,000
Cert / Dip in Human Resource Management	D / C-	KNEC	10,000
Cert / Dip in Library and information Science	D / C-	KNEC	10,000
Cert / Dip in Supply Chain Management	D / C-	KNEC	10,000
Cert / Dip in Accountancy	D / C-	KNEC	10,000
Cert / Dip in Sales & Marketing	D / C-	KNEC	10,000
Cert / Dip in Marketing	D / C-	KNEC	10,000
Cert / Dip in Cooperative Management	D / C-	KNEC	10,000
Cert / Dip in Computerized Secretarial Studies	D / C-	KNEC	10,000
Cert / Dip in Banking & Finance	D / C-	KNEC	10,000
Cert / Dip in Project Management & Development	D / C-	KNEC	10,000
Cert / Dip in Purchasing Supplies	D / C-	KNEC	10,000
Cert / Dip in Entrepreneurship Development	D / C-	KNEC	10,000
Cert / Dip in Investment	D / C-	KNEC	10,000

### SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Diploma in International Freight Management	C- (Minus)	KNEC	10,000
Cert / Dip in General Agriculture	D / C-	KNEC	10,000
Diploma in Entrepreneurial Agriculture	C- (Minus)	KNEC	10,000
Certificate in Clerical Operations	D Plain	KNEC	10,000
Art In Beauty Therapy	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in Store Keeping Management	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in salesmanship	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in Secretarial Studies	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in General Agriculture	KCPE & KCSE D (Plain) and below	KNEC	10,000
Cert / Dip in Petroleum Management	KCPE & KCSE D (Plain) and below	KNEC	10,000
Cert / Dip in Petroleum Geo - Science	KCPE & KCSE D (Plain) and below	KNEC	10,000

### SCHOOL OF TOURISM AND HOSPITALITY

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert/Dip in Hotel and Catering Management	D / C-	KNEC	10,000
Cert/Dip in Food and Beverage Management	D / C-	KNEC	10,000
Cert/Dip in Housekeeping and Laundry	D / C-	KNEC	10,000
Cert / Dip in Food Processing Technology	D / C-	KNEC	10,000
Cert/Dip in Bakery Technology	D / C-	KNEC	10,000
Cert/Dip in Fashion and Design	D / C-	KNEC	10,000
Artisan in Food & Beverage Management	KCPE & KCSE D (Plain) and below	KNEC	10,000

### SCHOOL OF ENGINEERING & INFORMATION TECHNOLOGY

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Diploma in Electrical/Electronics Engineering	C- (Minus)	KNEC	10,000
Diploma in Electronics	C- (Minus)	KNEC	10,000
Cert / Dip in Electrical & Electronics (Tele-communication)	D / C-	KNEC	10,000
Cert. in Electrical Installation	D Plain	KNEC	10,000
Diploma in Broadcasting Journalism & Media	C- (Minus)	ICM	10,000
Diploma in Mass Communcation(Print Journalism)	C- (Minus)	KNEC	10,000
Diploma in Mass Communcation (Broadcasting Journalism)	C- (Minus)	KNEC	10,000
Diploma in Mass Communcation (Digital Journalism)	C- (Minus)	KNEC	10,000
Cert /Dip in ICT	D / C-	KNEC	10,000
Cert / Dip in Journalism	D / C-	ICM	10,000
Cert /Dip in Printing Technology	D / C-	KNEC	10,000
Artisan in Electrical & Electronic Technology	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in Plumbing	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in welding & Fabrication	KCPE & KCSE D (Plain) and below	KNEC	10,000
Artisan in Electrical installation	KCPE & KCSE D (Plain) and below	KNEC	10,000

### SCHOOL OF HEALTH AND SOCIAL SCIENCES

COURSES	MINIMUM QUALIFICATION	EXAM BODY	TUTION PER TERM
Cert/Dip in Nutrition & Dietetic Management	D / C-	KNEC	10,000
Dip in Community Health Development	D / C-	KNEC/ AIRADS	10,000
Cert in Community Health Development	D / C-	KNEC/ AIRADS	10,000
Cert/Dip in Community Development & Social Work	D / C-	KNEC	10,000
Diploma in Disaster Mgt.& Trauma Counselling	C- (Minus)	KNEC	10,000
Diploma in Counselling, Guiding & Psychology	C- (Minus)	KNEC	10,000
Diploma in Spiritual counselling	C- (Minus)	KNEC	10,000
Diploma in HIV Testing and Management	C- (Minus)	KNEC	10,000
Cert/Dip in Development Studies with Entrepreneurship skills	D / C-	KNEC	10,000

### 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

