



KENYA UTALII COLLEGE, NAIROBI

Gateway to International Careers in Hospitality & Tourism



We invite applications from qualified candidates for the following full-time self-sponsored and part-time short courses to be conducted at our campuses: Main campus (Thika Super Highway), Nairobi Down Town (Utalii House), Mombasa (Trade Centre) and Kisumu (Mega City). The courses target individuals interested in a career in the hospitality and tourism industry. In addition, the courses target personnel working in various service sectors who wish to enhance their professional knowledge and skills; to keep abreast of the trends and expectations in the industry.

MAY 2017 INTAKE, SELF-SPONSORED FULL-TIME AND PART-TIME COURSES

Self-Sponsored Full-Time and Part-Time Courses	Requirements	Duration	Mode of study	Fees per Annum		Date	Venue/Campus
				Kenyan (Kshs)	Non-Kenyans (US\$)		
Certificate in Front Office Operations	KCSE Aggregate C, English C, and Mathematics D+ or any other equivalent qualification. Or KJC graduates of Reception Techniques may apply provided they have mean grade (C-) and passed with a Distinction or Credit in the short course.	1 ½ yrs.	Full Time	151,050	8,000	8/5/2017	Main Campus
Certificate in Housekeeping & Laundry	KCSE Aggregate C-English C- or any other equivalent	1 ½ yrs.	Full Time	156,050	8,000	8/5/2017	Main Campus
Certificate in Food and Beverage Service and Sales	KCSE Aggregate C, English C- or any other equivalent qualification.	1 ½ yrs.	Full Time	161,050	8,000	8/5/2017	Main Campus & Mombasa, Kisumu Campus
Front Desk Techniques	KCSE / 'O' Level Certificate	3 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus, Kisumu & Mombasa
Hotel Information Systems (Opera)	KCSE / 'O' Level Certificate	2 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus
Food and Beverage Control	KCSE / 'O' Level Certificate	2 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus
Kitchen Operation Techniques	KCSE / 'O' Level Certificate	1 Month	Full time	45,000	1,000	8/5/2017	Kisumu & Mombasa
Cake Making & Decoration	KCSE / 'O' Level Certificate	1 Month	Full time	45,000	1,000	8/5/2017	Kisumu & Mombasa
Pastry and Bakery	KCSE / 'O' Level Certificate	1 Month	Full time	45,000	1,000	8/5/2017	Kisumu & Mombasa
Kitchen Management	Must have done Kitchen Short Course or a Minimum of One Year Experience in Kitchen	1 Month	Full time	45,000	1,000	8/5/2017	Kisumu campus
Supervisory Management in Organizations	Preference given to those who are working KCSE D+	3 Months	Part-time 4.00pm-6.00p.m	40,000	890	8/5/2017	Town Campus, Kisumu & Mombasa
French	KCSE/'O' Level Certificate	1 Month				8/5/2017	Kisumu Campus
Housekeeping Techniques	Preference given to those who are working KCSE D+	3 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus, Kisumu & Mombasa
Laundry and Dry-Cleaning Techniques	Preference given to those who are working KCSE D+	3 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus
Customer Care	Preference given to those who are working KCSE D+	6 Weeks	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Kisumu & Mombasa
Food & Beverage Service Supervision	Preferably KJC graduates of Short Course in Banqueting, Basic F&B Service, minimum working experience of 1 year as: Captains, F&B Supervisors, Assistant Headwaiters/Waitresses	3 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus, Kisumu & Mombasa Campus
Banqueting Techniques Course	KCSE / 'O' Level Certificate	3 Months	Part-time 4.00pm-6.00p.m	30,000	670	8/5/2017	Main Campus, Kisumu & Mombasa
Travel Agency Techniques (Foundation)	KCSE / 'O' Level Certificate	6 Months	Part-time 4.00pm-6.00p.m	55,000	1,225	20/3/2017	Town Campus, Mombasa
Travel Agency Techniques (Consultant)	KCSE / 'O' Level Certificate	6 Months	Part-time 4.00pm-6.00p.m	50,000	1,115	20/3/2017	Town Campus
Airline Cabin Crew	KCSE / 'O' Level Certificate	6 Months	Part-time 12.00p.m - 2.00p.m	60,000	1,335	20/3/2017	Town Campus & Mombasa
Basic Certification course for practicing Tour Guides	Practicing guides with at least two years working experience, KCSE certificate or equivalent holders, registered in a tourism industry association or CBD. Must be a Kenyan Resident	1 month	Full time 8.00a.m - 4.00p.m	47,500	-	8/5/2017	Main campus

Requirements:

- Letter of Application, KCSE / 'O' Level Certificate, School leaving Certificate, 2 Passport-Size Photographs, Photocopy of National Identity Card
- Registration Fee of Kshs 1,000/= for Kenyans, US\$50 for non-Kenyans and Kshs 2,000 for Kenyans in Basic Certification Tour Guides course (payable by bankers cheque or cash deposit to Co-operative Bank of Kenya, Stima Plaza Branch, A/C 01129070937100), and Kenya Utalii College foreign currency Account: Bardays Bank of Kenya, Queensway House Branch, Account No: 022-7003324, Swiftcode: BARCKENX.

Letters of Application should be addressed to:

The Principal
Kenya Utalii College, P. O. Box 31052-00600, Nairobi
Attention: Head of Admissions
Mobile Line: 0722-205891/2, 0733 410005
Wireless Lines: 020-2686803, 2686997, 2686397, 2683735, 2459627

Or
Hand delivery to: Mombasa Campus at Southern House Building,
2nd & 3rd Floors, Moi Avenue
Mobile Line: 0772-247605
Email: utaliiinscampus@gmail.com, Wireless Line: 020-2499248

Or
Hand delivery to: Town Campus at
Utalii House Building, Ground Floor,
Uhuru Highway
Email: towncampus@utalii.co.ke
Tel: 020-2180026

Or
Kenya Utalii College, Kisumu Campus,
Mega City, Mezzanine Floor
P. O. Box 19470-40123, Kisumu
Email: kismcampus@utalii.co.ke
Mobile Line: 0706-847278



Authorised
Training Center

