



KENYA UTALII COLLEGE



Gateway to international careers in hospitality and tourism

We invite applications from qualified candidates for the following Full Time self-sponsored and part-time short courses to be conducted at our campus along Thika Super Highway, Nairobi. The course targets 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 with the industry trends and expectations.

JANUARY, 2023 INTAKE - SELF SPONSORED FULL TIME COURSES	
COURSE DESCRIPTION	COURSE REQUIREMENTS
Front Office Operations 1 ½ Years-Certificate	<p>KCSE Aggregate C- English C-Mathematics/Business Studies D+ or any other equivalent qualification, or:</p> <ul style="list-style-type: none"> KUC graduates of short course, Reception/Front Desk Techniques or Hotel Information Systems courses, may apply provided they passed with Distinction or Credit: With KCSE Aggregate D+. KUC graduates of Reception/Front Desk Techniques course, with KCSE Aggregate D, are required to have done, two short courses in the related field. KUC graduates with KCSE Aggregate D-, are required to have done, two short courses and at least 2 years' work experience in the related field.
House Keeping & Laundry 1 ½ Years-Certificate	<p>KCSE Aggregate C-, English C- or any other equivalent qualification, or:</p> <ul style="list-style-type: none"> KUC graduates of short courses: Housekeeping Operational Skills & Laundry and Dry-Cleaning Operational Skills, may apply provided they passed with Distinction or Credit: With KCSE Aggregate D+. KUC graduates of the above listed courses, with KCSE Aggregate D, are required to have done, two short courses in the related field. KUC graduates with KCSE Aggregate D-, are required to have done, two short courses and at least 2 years' work experience in the related field.
Food & Beverage Service and Sales 1 ½ Years-Certificate)	<p>KCSE Aggregate C-, English C- or any other equivalent qualification, or:</p> <ul style="list-style-type: none"> KUC graduates of short courses: Banqueting Operation Techniques may apply provided they passed with Distinction or Credit: With KCSE aggregate D+. KUC graduates of the above listed courses, with KCSE Aggregate D, are required to have done, two short courses in the related field. KUC graduates with KCSE Aggregate D-, are required to have done, two short courses and at least 2 years' work experience in the related field.

SHORT COURSES

Course Description	Requirements	Duration	Time	Fees in KSh. (Kenyans)	Fees in USD (Non-Kenyan)	Dates
French Level 1	KCSE/'O' Level	3 Months	2.00pm -4.00pm	30,000.00	670	9/1/2023
German Level 1	KCSE/ 'O' Level	3 Months	2.00pm- 4-00 pm	30,000.00	670	9/1/2023
Front Desk Techniques	KCSE / 'O' Level	3 Months	4.00pm - 6.00pm	40,000.00	670	9/1/2023
Hotel Information Systems (Opera)	KCSE / 'O' Level	2 Months	4.00pm- 6.00 pm	35,000.00	670	9/1/2023
Food & Beverage Control	KCSE/'O" Level	3 Months	4.00pm -6.00 pm	40,000.00	670	9/1/2023
Cake Making & Decorations	KCSE/ "O" Level	1 Month	Full Time	65,000.00	1360	2/5/2023
Kitchen Operations Techniques	KCSE/'O" Level	1 Month	Full Time	65,000.00	1360	9/1/2023 6/3/2023

Course Description	Requirements	Duration	Time	Fees in KSh. (Kenyan)	Fees in USD (Non-Kenyans)	Dates
Pastry & Bakery Techniques	KCSE/ 'O' Level	1 Month	Full Time	65,000.00	1360	6/2/2023
Food & Beverage Service Supervision Techniques	Preference given to those with working experience or done Banqueting Course	3 Months	10.00pm-1.30pm	40,000.00	670	9/1/2023
Supervisory Management in Organizations	Preference given to those with working experience	3 Months	4.00pm - 6.00pm	45,000.00	890	9/1/2023
Barista & Bar Tending Course	KCSE / 'O' Level	3 Months	10.00 am-1.30pm	40,000.00	670	9/1/2023
Banqueting & Events Techniques Course	KCSE/ 'O' Level	3 Months	10.00am-1.30pm	40,000.00	670	9/1/2023
Housekeeping Operational Skills	KCSE / 'O' Level	3 Months	4.00 pm-6.00pm	46,000.00	900	9/1/2023
Professional Homecare Management Program	KCSE / 'O' Level	1 Month	2.00pm-6.00pm	36,000.00	670	9/1/2023
Laundry and Dry-Cleaning Operational Skills	KCSE / 'O' Level	3 Months	4.00 pm-6.00pm	45,000.00	890	9/1/2023
Customer Care	KCSE / 'O' Level	2 Months	4.00pm- 6.00 pm	35,000.00	670	9/1/2023
Travel Agency Techniques (Foundation)	KCSE / 'O' Level	6 Months	10.00pm-2.30pm	56,000.00	1,225	13/3/2023
Travel Agency Techniques (Consultancy)	KCSE / 'O' Level	6 Months	4.00pm-6.00pm	51,000.00	1,115	13/3/2023
Airline Cabin Crew	KCSE/ 'O' Level	6 Months	12.00 pm-2.00pm	61,000.00	1,335	13/3/2023
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. Must be a Kenyan Resident	1 Month	Full Time	58,500.00		6/2/2023

TO APPLY:

Submit a completed application form, indicating your county of birth and ensure that you attach copies of your **KCSE/O Level Certificate and school leaving certificate and National Identity Card (or Birth Certificate)**. You should also provide a reliable email and telephone contact.

1. The forms may be downloaded from Kenya Utalii College Website: www.utalii.co.ke or collected from Admissions Office-Kenya Utalii College Nairobi.
2. Deposit a non-refundable application fee of **Kshs. 1000** (or **US\$50**-for non-Kenyans) and Kshs. 2,000/= for Basic Certification Tour Guides Course in any branch of the Co-operative Bank. The account details are indicated below:

Bank	Cooperative Bank of Kenya
Branch	Stima Plaza
Account Name	Kenya Utalii College Fees Account
Account No.	01129070937100

Write your name on the backside of the bank slip and attach the original slip to your application form. Or:

KUC MPESA PAY BILL:

Pay Bill Number	400222
Account Number	804#NAME

NB: Application from candidates not meeting the specific academic requirements will not be acknowledged.

Applications must be addressed to: -

The Principal & C.E. O
Kenya Utalii College
P.O.BOX 31052-00600, NAIROBI

: Attention: Head of Admissions
: Email: admissions@utalii.ac.ke
: Website: www.utalii.ac.ke
: Mobile: 0722205891/2, 0733410005



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