



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.

SEPTEMBER, 2022 INTAKE - SELF SPONSORED FULL TIME AND SHORT COURSES

COURSE DESCRIPTION	COURSE REQUIREMENTS
Front Office Operations (FO) 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 (HL) 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 and Food & Beverage Supervision 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	12/9/2022
German Level 1	KCSE/ 'O' Level	3 Months	2.00pm- 4-00 pm	30,000.00	670	12/9/2022
Front Desk Techniques	KCSE / 'O' Level Certificate	3 Months	4.00pm - 6.00pm	40,000.00	670	12/9/2022
Hotel Information Systems (Opera)	KCSE / 'O' Level Certificate	2 Months	4.00pm- 6.00 pm	35,000.00	670	12/9/2022
Cake Making & Decorations	KCSE/ "O" Level	1 Month	Full Time	50,000.00	1000	5/09/2022
Kitchen Operations Techniques	KCSE/'O" Level	1 Month	Full Time	50.000.00	1000	25/07/22 3/10/22

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	50,000.00	1000	27/06/22 31/10/22
Food & Beverage Service and Sales Supervision Techniques	Preference given to those with working experience or done Banqueting course	3 Months	10.00pm-1.30pm	40,000.00	670	12/9/2022
Supervisory Management in Organizations	Preference given to those with working experience	3 Months	4.00pm - 6.00pm	45,000.00	890	12/9/2022
Banqueting Techniques	KCSE / 'O' Level Certificate	3 Months	10.00 am-1.30pm	40,000.00	670	12/9/2022
Housekeeping Operational Skills	KCSE / 'O' Level Certificate	3 Months	4.00 pm-6.00pm	40,000.00	670	12/9/2022
Laundry and Dry-Cleaning Operational Skills	KCSE / 'O' Level Certificate	3 Months	4.00 pm-6.00pm	35,000.00	670	12/9/2022
Customer Care	KCSE / 'O' Level Certificate	2 Months	4.00pm- 6.00 pm	35,000.00	670	12/9/2022
Travel Agency Techniques(foundation)	KCSE / 'O' Level Certificate	6 Months	10.00pm-2.30pm	6,000.00	1,225	12/9/2022
Travel Agency Techniques (Consultancy)	KCSE / 'O' Level Certificate	6 Months	4.00pm- 6.00 pm	51,000.00	1,115	12/9/2022
Airline Cabin Crew	KCSE/ 'O' Level Certificate	6 Months	12.00 pm-2.00pm	61,000.00.	1,333	12/9/2022
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	47,500.00		

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.

- The forms may be downloaded from Kenya Utalii College Website: www.utalii.ac.ke or collected from Admissions Office-Kenya Utalii College Nairobi.
- 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#Applicant's 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

