



# THE TECHNICAL UNIVERSITY OF KENYA

«Education and training for the real world»



## FACULTY OF LIBERAL AND PROFESSIONAL STUDIES

### COURSE BROCHURE – 2013/2014

Faculty of the Liberal and Professional Studies comprises four Schools with a practical approach to training. The Faculty has managed to develop cutting edge study areas that allow for student fulfilment in their career aspirations in a competitive market that demands the ultimate in human resource.

The Faculty recognizes the need for holistic training and includes a humanistic aspect of professional training through multi disciplinary approaches that has endeared our graduates to the industry thus realizing our motto of ***“Education and training for the real world”***.

Our graduates continue to be trained to be hands-on in whatever they do thus standing out among their professional peers in the country, region and international markets.

*Prof. Emily A. Akuno, Executive Dean*



## A. SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

*"Professionalism at all levels of management of human, capital and material resources are key to the success of the national economy. This is the virtue we train our students to uphold at all times".*

*The*

School of Business and Management Studies at The Technical University of Kenya (TU-K) is committed to training students with unmatched ability to manage financial and other resources for the nation's economic development and realization of the Vision 2030. We've got a student population of 2,000 in both the full and part-time programmes. Currently, the school has 43 full-time and 23 part-time lecturers. These lecturers also support other Schools in the University.

The School offers Business and Management programmes for both full-time and part-time students. These courses are run on semester basis, and run at Degree, Diploma, Advanced Certificate, Certificate and Single Subject levels. We offer upgrading of subjects, for example, English and Mathematics to enable the students qualify for admission in Business Management. Information and communication technology (ICT) is integrated into all our course offerings. The School also offers Management and Computer related seminars during the Semester breaks.

## 1. Department of Accounting and Finance

The Department of Accounting and Finance educates and equips students with accounting and finance skills. The programmes are tailor-made to provide both academic and professional qualifications.

### COURSES OFFERED

- Bachelor of Accountancy
- Diploma in Accountancy
- Certified Public Accountant (CPA)
- ATC Intermediate & Final

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Bachelor of Commerce – Options: Accounting • Finance</b></p> <ul style="list-style-type: none"> <li>• <i>Diploma in a Business Course or Equivalent or</i></li> <li>• <i>CPA/CPS Part II or Equivalent or</i></li> <li>• <i>KCSE mean grade of C+ with C in Mathematics and English/ Kiswahili, Any group III, Any group II/2nd group III/any group IV/any group V OR equivalent qualification</i></li> </ul> <p><b>Bachelor of Science in Accountancy</b></p> <ul style="list-style-type: none"> <li>• <i>Higher Diploma or Diploma in a Business Course or Equivalent OR CPA/CPS Part II or Equivalent or</i></li> <li>• <i>KCSE mean grade of C+ with C Plain in Mathematics and English/ Kiswahili, Any group III, Any group II/2nd group III/any group IV/any group V OR equivalent qualification</i></li> </ul> <p><b>Diploma in Accountancy</b></p> <ul style="list-style-type: none"> <li>• <i>KCSE Mean Grade C-minus with D Plain in English, Maths or Business Studies/Commerce/Accounting/Economics</i></li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	<p><b>B.Com:</b> 9 semesters for KCSE, 4 semesters for KPUC/TU-K Diploma, 5 semesters for other Diploma</p> <p><b>BSc.Acc:</b> 9 semesters for KCSE, 4 semesters for KPUC/TU-K Diploma, 5 semesters for other Diploma</p> <p><b>Diplomas:</b> 7 semesters</p>
* Please seek clarification on exact duration from the Department. Duration may vary for some programmes	

## 2. Department of Business Administration

This department offers Business Management courses and Seminars for both Public and Private sectors.

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Bachelor of Commerce – Options: Business Management • Human Resource Mgt • Marketing Management • Procurement and Supplies Mgt. • Entrepreneurship • Insurance</b></p> <ul style="list-style-type: none"> <li>• <i>Higher Diploma in Business Management or Equivalent or</i></li> <li>• <i>Diploma in a Business Course or Equivalent or</i></li> <li>• <i>CPA/CPS Part II or Equivalent</i></li> </ul> <p><b>Bachelor of Commerce – Options: Business Management • Human Resource Mgt • Marketing Management • Logistics and Supply Chain Management • Entrepreneurship • Insurance</b></p> <ul style="list-style-type: none"> <li>• <i>KCSE mean grade of C+ with C in Mathematics and English/ Kiswahili, Any group III, Any group II/2nd group III/any group IV/any group V OR equivalent qualification</i></li> </ul> <p><b>Bachelor of Technology in Office Administration and Technology</b></p> <ul style="list-style-type: none"> <li>• <i>Diploma in a Secretarial Studies or Equivalent</i></li> </ul> <p><b>Diploma in Business Studies Options: Business Administration • Human Resource Management • Sales and Marketing Management • Procurement and Supply Chain Management</b></p> <ul style="list-style-type: none"> <li>• <i>KCSE Mean Grade C-minus with D Plain in English, Maths OR Business Studies/Commerce/Accounting/Economics or</i></li> <li>• <i>Certificate in Sales and Marketing (KPUC OR EQUIVALENT) • Advanced Certificate in Supplies Management (KNEC) • Advanced Certificate in Business Administration (KNEC)</i></li> </ul> <p><b>Diploma in Office Administration: Legal Secretarial • Medical Secretarial • Business Secretarial • Foreign Language Secretarial</b></p> <ul style="list-style-type: none"> <li>• <i>KCSE Mean Grade C-minus with D Plain in English, Maths OR Business Studies/Commerce/Accounting/Economics OR a Certificate in Secretarial Studies</i></li> </ul> <p><b>Certificate in: Business Studies • Sales and Marketing • Procurement and Supply Chain Management</b></p> <ul style="list-style-type: none"> <li>• <i>KCSE Mean Grade D Plain</i></li> </ul>
<b>Intake:</b>	September

<b>Duration:</b>	<b>B.Com:</b> 9 semesters for KCSE, 4 semesters for KPUC/TU-K Diploma, 5 semesters for other Diploma <b>B.Tech:</b> 9 semesters for KCSE, 4 semesters* for KPUC/TU-K Diploma, 5 semesters for other Diploma <b>Diplomas:</b> 7 semesters <b>Certificate:</b> 3 semesters
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\* Please seek clarification on exact duration from the Department. Duration may vary for some programmes

### 3. Department of Economics and Development Studies

The Department of Economics and Development Studies equips trainees with knowledge and skills on efficient economics and development.

#### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Economics</b> <ul style="list-style-type: none"> <li>KCSE mean grade of C+ with C Plain in Mathematics and English/ Kiswahili, Any group III, Any group II/2nd group III/any group IV/ any group V OR equivalent qualification</li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	9 semesters

### 4. Department of Law and Legal Studies

This department recognizes the pressing market needs for para-legal personnel, at both management and support staff in all levels of our economy. To meet this need, the Department offers a Diploma course in Legal Studies to furnish candidates with adequate skills for the management of legal issues at the work place.

#### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Diploma in Legal Studies</b> <ul style="list-style-type: none"> <li>KCSE Mean Grade C-minus and D Plain in Maths OR any relevant advanced certificate from a recognized institution</li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	7 semesters

### 5. Department of Management Science and Technology

The Department of Management Science and Technology is involved in training high calibre professionals for diverse organizations capable of dealing with the emerging complex and current technological challenges. The department also offers training in research and consultancy in operations Management and Management Information Systems.

#### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Technology in Business Information Technology</b> <ul style="list-style-type: none"> <li>KCSE mean grade of C+ with C Plain in Mathematics and Physics, 2nd group II/Any group III, any group II/any group III/IV/V OR equivalent qualification <b>or</b></li> <li>Higher/Advanced Diploma in IT or Computer Science <b>or</b></li> <li>Dip. Tech. Business Information Technology, Diploma in IT, Computer Science or Equivalent</li> </ul> <p><b>Diploma in Business Information Technology</b></p> <ul style="list-style-type: none"> <li>KCSE Mean Grade C-minus with D Plain in English, Maths OR Certificate in Information Technology</li> </ul> <p><b>Certificate in: Business Information Technology</b></p> <ul style="list-style-type: none"> <li>KCSE Mean Grade D Plain</li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Tech:</b> 9 semesters for KCSE, 4 semesters* for KPUC/TU-K Diploma, 5 semesters for other Diploma <b>Diplomas:</b> 7 semesters <b>Certificate:</b> 3 semesters

\* Please seek clarification on exact duration from the Department. Duration may vary for some programmes



## B. SCHOOL OF CREATIVE ARTS AND TECHNOLOGIES

*Whenever creativity and technology come together, there can only be one result: **PERFECTION**. And that's why whenever you train with us, your satisfaction is **JUST** as good as your expectations...*

*The* School of Creative Arts and Technologies at The Technical University of Kenya offers training in Design and Creative Media, Fashion and Textiles, Journalism and Mass Communication, Music and Performing Arts, and Printing Media and Technologies. These form the visual part of the creative industries. It remains one of the leading Schools of Creative Arts and Technology in the University. The courses are tailored towards developing creativity and acquisition of skills for a wider choice of careers. The School, through the Department of Music and Performing Arts has begun the University Choir and the University Band.

## 1. Department of Design and Creative Media

The department of Design and Creative Media facilitates creation of eye-catching products for print and electronic media. It equips students with knowledge of visualisation, concept development, design techniques, good sense of colour and illustration.

### CAREER PROSPECTS:

*It is expected that those who have studied and graduated in the areas of Design and Creative Media will find exciting opportunities in publishing houses, advertising agencies, public relations companies, broadcasting houses and multimedia production agencies. However, with the growing business opportunities in manufacturing, education, healthcare and agricultural sectors, there has been dire need for creative services in advertising, publishing, packaging and broadcasting. This has in turn driven organisations to recruit creative designers to their workforce, rather than rely exclusively on consultants.*

### COURSES OFFERED

- Bachelor of Technology (Design)
- Diploma in Technology (Design)
- Diploma in Graphic Design and Communication
- Certificate in Graphic Design

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Technology in Design</b> <ul style="list-style-type: none"><li>• Diploma in Design from a recognised institution or</li><li>• KCSE mean grade C+ (plus) and at least C+ in English and Art and Design (or a portfolio of graphic design work)</li></ul> <b>Diploma in Technology in Design</b> <ul style="list-style-type: none"><li>• Mean grade C- (minus) at KCSE or equivalent plus C- (minus) in English and C- (minus) in Art and Design (or a portfolio of graphic design work) OR a Certificate in Design from a recognised institution.</li></ul> <b>Certificate in Technology (Communication Design/Product Design)</b> <ul style="list-style-type: none"><li>• Mean grade D+ (plus) at KCSE or equivalent. A portfolio of design work would be an added advantage</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Tech:</b> 10 semesters for KCSE, 6 semesters for Diploma <b>Diplomas:</b> 7 semesters <b>Certificate:</b> 3 semesters

## 2. Department of Fashion and Textiles

The Department of Fashion and Textiles prepares students to develop creative and entrepreneurial skills in designing fashionable products that conform to market trends.

The Department equips students with specialized knowledge and technical skills in clothing, textile and beauty technology. It also provides training which enables graduates to create and broaden their scope of knowledge in business and careers.

### CAREER PROSPECTS:

*The fashion and textile industry looks up to our graduates to provide technical skills required in provision of products and services that serve both functional and aesthetic values. At the end of this course, our trainees will be absorbed in textile industries such as: EPZ, Design houses, Boutiques, Garment manufacturers, Theatres and studios. They can also choose to venture into Consultancy, Self-employment, or seek careers in technical training.*

### COURSES OFFERED

- Diploma in Clothing Technology
- Diploma in Fashion Design and Garment Making
- Certificate in Fashion Design and Garment Making
- Certificate in Hairdressing and Beauty Therapy

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Certificate in Hair Dressing &amp; Beauty Therapy</b> <ul style="list-style-type: none"><li>• KCSE D+ (plus)</li></ul> <b>Cert. in Fashion Design &amp; Garment Making</b> <ul style="list-style-type: none"><li>• KCSE D+ (plus)</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	3 semesters

### 3. Department of Journalism and Mass Communication

The department offers training in the discipline of Journalism. In this discipline, we offer journalistic writing, photography and photojournalism. We sharpen the students' capacity in Linguistic skills, creative self-expression, and reasoned criticism and research techniques. Students are also taught television and radio production.

#### CAREER PROSPECTS:

*Our graduates will proceed to become writers, reporters or editors in newsrooms – print or electronic – and owing to the practical skills acquired, they will be able to handle journalistic equipment and processes with a lot of aptitude. They also have the choice to work as communications and public relations experts, and will work as the link between the organisation they work for and other stakeholders.*

#### COURSES OFFERED

- Bachelor of Technology in Journalism and Mass Communication
- Diploma in Technology (Journalism and Public Relations)
- Certificate in Photography and Audio Visual

#### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Technology in Journalism and Mass Communication</b> <ul style="list-style-type: none"><li>• Diploma in Journalism and Mass Communication from a recognised institution <b>or</b></li><li>• KCSE Mean Grade C+ (plus) and at least C+ in English or Kiswahili and a pass in Mathematics</li></ul> <b>Diploma of Technology in Journalism and Mass Communication</b> <ul style="list-style-type: none"><li>• KCSE mean grade C- (minus) and at least C- in English or Kiswahili and a pass in Mathematics</li></ul> <b>Certificate in Photography</b> <ul style="list-style-type: none"><li>• KCSE D+ (plus) with interest in photo journalism</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Tech:</b> 10 semesters for KCSE, 6 semesters for Diploma <b>Diplomas:</b> 8 semesters <b>Certificate:</b> 3 semesters

### 4. Department of Music and Performing Arts

The department offers practical courses in music, theatre and film studies. In addition, we integrate performance and the arts industries with an interdisciplinary approach in a unique and innovative way that reflects the diversity, excitement and challenges of the new millennium. All these approaches aim to take music and performance practice beyond their conventional boundaries. The emphasis is to bring together the disciplines of music, dance, drama, theatre and film studies with the arts and digital technologies in the audio-visual areas required for a holistic, technical and vocational education. We draw on the rich African heritage in the arts while exposing students to the excitement and innovations of Western cultures. Students' cultural identity and personal viewpoints will act as the foundations for their expressive explorations.

Theatre design covers designing for the theatre and the broader spectrum of opportunities found within performance media. These programmes will explore space, the figure and visual direction as a means of creating statements for a wide range of performances context including text, dance, sound and music. They offer a wide variety of training, incorporating traditional theatre design practice through the application of new technology as part of the visual and auditory communication networks.

#### CAREER PROSPECTS:

*It is expected that those who have studied and graduated in the areas of Design and Creative Media will find exciting opportunities in publishing houses, advertising agencies, public relations companies, broadcasting houses and multimedia production agencies. However, with the growing business opportunities in manufacturing, education, healthcare and agricultural sectors, there has been dire need for creative services in advertising, publishing, packaging and broadcasting. This has in turn driven organisations to recruit creative designers to their workforce, rather than rely exclusively on consultants.*

#### COURSES OFFERED

- Diploma in Music
- Certificate in Music



## PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Bachelor of Music</b></p> <ul style="list-style-type: none"> <li>KCSE mean grade C+ and above with at least B in Music and C+ in other cluster subjects(English/Kiswahili, Maths and any Group II or any Group III, any Group II or Group III or Group IV or Group V OR equivalent qualification</li> </ul> <p><b>Certificate in Music</b></p> <ul style="list-style-type: none"> <li>KCSE D+ (plus) with an interest, aptitude &amp; desire to succeed in music. Evidence of participation in musical activities such as music and cultural festivals, drama festivals, Provincial &amp; National Talent Academies, choir, home &amp; studio based recordings, traditional, secular &amp; gospel music participation will be an added advantage</li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Mus:</b> 10 semesters <b>Certificate:</b> 3 semesters

## 5. Department of Printing and Media Technology

The department provides a comprehensive practical grounding in all aspects of prepress, press preparations, print and post printing processes. The course also looks closely at digital media production and prepares students for the diverse and technically advanced Print industry. The course is designed to enable art and design graduates and creative practitioners to develop knowledge and skills to use Computer Aided Design (CAD) software and digital imaging and colour manipulation techniques in the development of design ideas.

### CAREER PROSPECTS:

*At the end of the course, the trainee should be able to work effectively and efficiently in a printing press, publishing house or in packaging industry. This is thanks to the technical and conceptual skills acquired in print technologies at The Technical University of Kenya. The trainee should take advantage of the pride that we take across the eastern African region and beyond as the most respected trainers in print media technologies.*

## COURSES OFFERED

- Bachelor of Philosophy (Printing)
- Higher Diploma in Printing Technology
- Diploma in Printing Technology
- Diploma in Printing and Packaging
- Certificate in Print Origination
- Certificate in Machine Printing
- Certificate in Print Finishing

## PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Bachelor of Philosophy in Technology (printing)</b></p> <ul style="list-style-type: none"> <li>Higher Diploma in Printing Technology</li> </ul> <p><b>Diploma of Technology in Printing</b></p> <ul style="list-style-type: none"> <li>K.C.S.E Mean Grade C-</li> </ul> <p><b>Certificate in: Machine Printing • Print Origination • Print Finishing</b></p> <ul style="list-style-type: none"> <li>K.C.S.E Mean grade D+</li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Phil:</b> 4 semesters <b>Diplomas:</b> 8 semesters <b>Certificate:</b> 3 semesters



## C. SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT

*"We want to be a world-class technological, innovative, practical and application-oriented school of hospitality, leisure services and tourism management in the region and Africa as a whole. Guided by the core values of excellence in education, training as well as respect, responsiveness and compassion towards students and staff, we have continued to surpass our peers in as far as placement of students is concerned. We want to be your school of choice. "*

*The* School of Hospitality and Tourism Management aims at producing highly competent, technological, and application-oriented practitioners and managers for the hospitality, leisure and tourism industries. Graduates of this programme can work as Supervisors, Tour and Travel Guides, Cruise and Airline Crew, Event Planners, Chefs, Hotel and Restaurant Managers, Catering Managers, Executive Housekeepers, Laundry Operators, Tourism Advisors, Consultants and /Strategists and operations personnel.

## 1. Department of **Event and Convention Management**

In this department, students acquire skills and knowledge required to pursue a career in the management, planning and marketing of corporate events, conventions and meetings; festivals and social events.

### COURSES OFFERED

- Bachelor of Technology in Event and Convention Management
- Diploma in Event Management
- Certificate in Event Planning

## 2. Department of **Catering and Institutional Management**

The Department offers education and training in Institutional Catering, Housekeeping, Laundry and Accommodation operations and management. Our degree, diploma and certificate programmes equip students with skills and knowledge that will allow for practice as supervisors and managers in the industry. These are highly interactive and practical courses and students are exposed to on campus basic practical training and in-service practical classes. They are also exposed to the industry for a four month mandatory practical attachment.

### COURSES OFFERED

- Bachelor of Technology in Catering and Institutional Management
- Diploma in Technology in Catering and Institutional Management
- Diploma in Technology (Housekeeping and Front Office Management)
- Certificate in Housekeeping and Laundry Operations
- Certificate in Catering and Housekeeping Operations

## PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Technology in: <i>Institutional Catering and Accommodation Management</i></b> <ul style="list-style-type: none"><li>• <i>Diploma (TEP) or Diploma in Technology in: Institutional Catering and Accommodation Management</i></li></ul> <b>Diploma of Technology in: <i>Institutional Catering and Accommodation Management</i></b> <ul style="list-style-type: none"><li>• <i>KSCE Mean Grade C-(minus) with a pass in English and Mathematics or Pass in Certificate in Travel and Tour Operations from KPUC or Equivalent</i></li></ul> <b>Diploma in Housekeeping and Front Office Management</b> <ul style="list-style-type: none"><li>• <i>Certificate in Housekeeping and laundry operations from KPUC or Equivalent</i></li></ul> <b>Certificate in Catering and Housekeeping operations</b> <b>Certificate in Housekeeping and Laundry Operations</b> <ul style="list-style-type: none"><li>• <i>O-level with minimum of D+ or equivalent</i></li></ul>
<b>Intake:</b>	<b>September</b>
<b>Duration:</b>	<b>B.Tech:</b> 5 semesters <b>Diplomas:</b> 8 semesters ( <b>5 semesters for Housekeeping and Front Office</b> )* <b>Certificates, short courses:</b> 2 semesters
* Please seek clarification on exact duration from the Department. Duration may vary for some programmes	

### CAREER PROSPECTS:

*B. Tech Catering and Institutional Management – Management of Hotels, Hospitals, Hostels, Uniformed Services Mess, Residential Institutions, Cleaning Companies, Laundry and Dry Cleaning firms. • Diploma in Catering and Institutional Management – Middle Management levels Hotels, Restaurants, Hostels, Hospitals, Colleges, and Residential Institutions • Diploma in Housekeeping and Front Office Management – Middle Management levels in Hotels, Residential Institutions and Laundries • Certificate Catering and Housekeeping Operations – Operational levels in Hotels, Restaurants Residential Institutions and Hospitals*

## 3. Department of **Hotel and Restaurant Management**

The Hotel and Restaurant Management programmes prepare students for careers in the hospitality industry. The Major emphasis is on practical applications, supervision and management. Students undertake a mandatory four Month Industrial attachment practicum in four and five star hotels.

## COURSES OFFERED

- Bachelor of Technology in Hotel and Restaurant Management
- Diploma in Technology in Hotel and Restaurant Management
- Certificate in Food and Beverage Production and Service

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Diploma of Technology in Hotel and Restaurant Management</b></p> <ul style="list-style-type: none"> <li>• <i>KSCE Mean Grade C-(minus) with a pass in English and Mathematics or Pass in Certificate in Food and Beverage Service</i></li> <li>• <i>OTHER REQUIREMENTS: Full Cooks and Service uniform, kitchen knife, 3 kitchen cloths, 3 dish cloths, oven gloves, 3 order pads, bottle opener, own stationary. (Uniform available in the School)</i></li> </ul> <p><b>Certificate in Food and Beverage Production and Service</b></p> <ul style="list-style-type: none"> <li>• <i>O-level with minimum of D+ or equivalent.</i></li> <li>• <i>OTHER REQUIREMENTS: Uniform- Production &amp; Service, 2 waiters cloths, 2 order pads, bottle opener, own stationary, course text; chef's uniform, kitchen knives and kitchen cloths.</i></li> </ul> <p><b>Basic Cake Making and Decoration (Non-Examinable)</b></p> <ul style="list-style-type: none"> <li>• <i>Any interested persons for leisure, domestic or commercial; OR Any formal academic certificate;</i></li> <li>• <i>Kitchen uniform, Tea cloths, Dish cloths, Icing kit;</i></li> <li>• <i>Cake decoration tools can be purchased through the Department</i></li> </ul> <p><b>Pastry and Cake and Making (Non-Examinable)</b></p> <ul style="list-style-type: none"> <li>• <i>Any interested persons for leisure, domestic or commercial. Any formal academic certificate.</i></li> <li>• <i>Kitchen uniform, Tea cloths, Dish cloths, Icing kit</i></li> </ul>
<b>Intake:</b>	September
<b>Duration:</b>	<p><b>Diploma:</b> 8 semesters</p> <p><b>Certificates, short courses:</b> 2 semesters</p>

## CAREER PROSPECTS:

*B. Tech Hotel and Restaurant Management – Management of Hotels, Resorts, Lodges, Entertainment Clubs, County Clubs, Restaurants, Hospitals, Cruise Ships, Airline Services, Education and Research Institutions*

- *Diploma in Hotel and Restaurant Management – Middle Management levels in Hotels, Restaurants, and Residential*
- *Certificate in Food & Beverage Production & Service – Operational levels in Hotels, Restaurants, Hospitals and Residential Institutions*

## 4. Department of Tourism and Travel Management

The department offers education and training in tourism and equips the students with the skills that will normally allow for eventual practice as tourism business owners, air and sea travel services, tour operators, travel agents, tourism marketing managers, tourism destination managers, tourism product development among other managerial jobs.

## COURSES OFFERED

- Bachelor of Technology in Tourism and Travel Management
- Diploma in Tourism and Travel Management
- Certificate in Travel and Tours Operations
- Certificate in Tour Guiding

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<p><b>Bachelor of Technology in: Tourism and Travel Management</b></p> <ul style="list-style-type: none"> <li>• <i>Diploma (TEP) or Diploma in Technology in: Tourism and Travel Management or equivalent</i></li> </ul> <p><b>Diploma of Technology in: Tourism and Travel Management</b></p> <ul style="list-style-type: none"> <li>• <i>KSCE Mean Grade C-(minus) with a pass in English and Mathematics or Pass in Certificate in Travel and Tour Operations from KPUC or Equivalent</i></li> </ul> <p><b>Certificate in Travel and Tour Operations</b></p>
<b>Intake:</b>	September
<b>Duration:</b>	<p><b>B.Tech:</b> 5 semesters</p> <p><b>Diplomas:</b> 8 semesters</p> <p><b>Certificates, short courses:</b> 2 semesters</p>

## CAREER PROSPECTS:

*B. Tech Tourism and Travel Management – Management level in Tourism Industry, Tour Companies, Air, Sea, Destination Marketing Organizations, Tour Offices, Rail and Road Travel Sectors*

- *Diploma in Tourism and Travel Management – Middle Management levels in Tourism, Tours and Travel sectors*



## D. SCHOOL OF SOCIAL AND TECHNOLOGY STUDIES

*"The unique mix of socio-cultural studies and information science enhances a seamless flow of information, hence, making the world a better place to live in. We've got a variety of courses that will mould you into a flawless communicator".*

*The* School of Social and Technology Studies, under Faculty of Liberal and Professional Studies was established in December 2008 during the restructuring of The Technical University of Kenya. Courses offered in the School blend theory with practice. Teaching methods consist of lectures, seminars, practical, demonstrations, written assignments, project work, field visits and tours, problem solving, synthesis and industrial attachment. The School endeavours to provide education and training in line with the Vision and Mission of TU-K and Kenya's National Development Agenda. The training programmes are also geared to meet the aspirations of the Vision 2030. We integrate ICT in the teaching of our courses and programmes which seeks to promote knowledge in Science, Technology and Innovation (STI).

## 1. Department of Languages and Communication Studies

The primary focus for this department is the implications and applications of linguistic ideas in real life situations. The department introduces key concepts to the understanding of the relationship between language and society, the use of language in public, private and professional discourse. This department offers Communication Skills and Foreign languages.

### CAREER PROSPECTS:

*It is expected that the graduates who are offered courses in Communication Skills and Foreign Languages can find employment in print and electronic media, advertising firms, publishing houses, public relation organizations, translation and interpretation, United Nations Agencies.*

## 2. Department of Library and Information Science

The department provides education and training through an inter-disciplinary approach by integrating computer science, information technology, knowledge Management, Library and Information studies, Records Management, Publishing and book trade, information system and user studies. The programmes emphasize on problem solving, application, synthesis of knowledge, change management and innovation. Trainees are able to respond to the challenges of information and knowledge provision and management and contribute to improving professional ethics and standards

### COURSES OFFERED

- Bachelor of Technology in Information Studies
- Diploma in Technology in Library and Information Science
- Diploma In Technology in Archives and Records Management
- Certificate in Library Studies
- Certificate in Archives and Records Management

## PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Technology in Information Studies</b> <ul style="list-style-type: none"><li>• Diploma in Technology (Library &amp; Information Technology) or Diploma in Technology (Archive and Records Managements) or Diploma in Information Science</li><li>• KCSE mean grade C+ (plus) and at least C+ in cluster subjects</li></ul> <b>Diploma in Technology (Library &amp; Information Technology)</b> <ul style="list-style-type: none"><li>• KNEC Cert. in Information Studies or KPUC Cert. in Library Studies or C-(minus)or Div.III</li></ul> <b>Diploma in Technology (Archive and Records Managements)</b> <ul style="list-style-type: none"><li>• KNEC Cert. in Information Studies or KPUC in Archives and Records Management or C- (minus)or Div.III</li></ul> <b>Diploma in: Archives and Records Management • Library and Information Science</b> <ul style="list-style-type: none"><li>• KCSE C- (Minus)</li></ul> <b>Certificate in: Archives and Records Management • Library &amp; Information Technology</b> <ul style="list-style-type: none"><li>• KCSE D+ (Plus)</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>B.Tech:</b> 10 semesters for KCSE, 5 semesters for Diploma <b>Diplomas:</b> 7 semesters <b>Certificates:</b> 2 semesters

### CAREER PROSPECTS:

*In a knowledge-based economy, the career perspectives for Information Sciences graduates are plenty. Graduates of information science will find opportunities in a wide range of industries and public institutions. They take on positions as consultants, analysts, designers, project coordinators, ICT programme managers and researchers, Information brokers, knowledge managers, informpreneurs, librarians and records managers in academic institutions, NGO's, International organizations and UN agencies.*

## 3. Department of Psychology and Counselling

The Department trains ethical professional counsellors in areas of psychology, counselling skills and techniques. The Students graduate endowed with strong practicum skills, academic research skills, counselling skills and high professionalism.

## COURSES OFFERED

- Diploma in Counselling Psychology
- Certificate in Counselling Psychology

## SHORT COURSES

- HIV/ AIDS Counselling (Holiday)
- Drug and Substance abuse (Holiday)
- Stress Management
- Pre-marital Counselling
- Loss and Grief Counselling
- Basic Counselling Skills

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Science in Counseling Psychology</b> <ul style="list-style-type: none"><li>• Diploma in Counseling Psychology or Diploma in Guidance Counseling or Higher Diploma in Counseling Psychology or Higher Diploma in Guidance Counseling a or Equivalent qualification</li><li>• KCSE mean grade C+ (plus) and at least C+ in cluster subjects</li></ul> <b>Certificate in: Counseling Psychology</b> <ul style="list-style-type: none"><li>• KCSE D+ (Plus)</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	<b>BSc:</b> 10 semesters for KCSE, 5 semesters for Diploma <b>Certificates:</b> 2 semesters

## CAREER PROSPECTS:

*Trainees are expected to find employment in orphan homes and rehabilitation centres, Health institutions and NGOs, Prisons, teaching institutions, nursing homes, police department, social and community health departments, human resource departments, industrial/ organisational.*

## 4. Department of **Science and Technology Studies**

The department offers inter-disciplinary courses that provide a theoretical foundation, and equips students with conceptual and analytical skills in disaster management, science and technology policy, planning and management.

## CAREER PROSPECTS:

*It is expected that those who have undertaken courses in the department will find opportunities in local authorities, central government, armed forces, Ministry of Health, NGO's such as Red Cross, AAR and those NGO's based in disaster zones and commercial hazard mitigation organizations.*

## 5. Department of **Social and Intercultural Studies**

The department equips students with relevant skills and attitudes to promote social change, resolve human relationship conflicts, empower and capacity build communities to enhance co-existence and well being. The department works closely with NGOs involved in community development affairs thus providing the students firm grounding in social justice and governance of Community Based Organizations. Social Responsibility is enhanced through participation in Community Service and global campaigns and/or forums on various.

## COURSES OFFERED

- Bachelor of Arts in International Relations and Diplomacy
- Diploma in International Relations and Diplomacy
- Diploma in Social Work and Community Development

### PROGRAMMES FOR SEPTEMBER 2013

<b>Minimum Qualifications:</b>	<b>Bachelor of Arts in International Relations and Diplomacy</b> <ul style="list-style-type: none"><li>• Diploma in International Relations and Diplomacy or Diploma in International Studies</li><li>• KCSE mean grade C+ (plus) and at least C+ in cluster subjects</li></ul>
<b>Intake:</b>	September
<b>Duration:</b>	10 semesters for KCSE, 5 semesters for Diploma

## CAREER PROSPECTS:

*Graduates of International Relations and Diplomacy will find opportunities in International organizations, civil service, security agencies, NGOs, foreign missions and multinationals. They will engage in consultancy on political risks, tourism management, policy and governance issues. Social Work and Community Development graduates will be placed in civil service, local and international NGO's, rehabilitation centres, health care centres, academic institutions, financial institutions, judiciary, charitable children institutions, homes for aged, faith based organizations and SME.*

# CENTRE FOR ENTREPRENEURSHIP INNOVATION AND TECHNOLOGY TRANSFER

*The future of an invention lies in its ability to earn some revenue. That's why you should learn some entrepreneurial skills.*

*Centre* for Entrepreneurship Innovation and Technology Transfer – CEITT is a key unit in TU-K, with the mandate of teaching Entrepreneurship Development to all the students of the University College. Entrepreneurship Education is very important to any nation in the world and Kenya has underscored this in the National Development goals and plans. Like many countries, Kenya has the challenge of providing employment, especially for the many youth who graduate each year university with big dreams of earning a living. With the job market shrinking globally, a new strategy is to create jobs by exploring all opportunities available.

Creating jobs, or turning job seekers to job creators is not the only objective of teaching Entrepreneurship. Wealth creation, economic and social developments are part of global development goals that each nation tries to achieve. Kenya is laying a lot of emphasis on this through promotion and development of Entrepreneurship Education in all sectors of the economy. In partnership with Ministry of Youth, we have and continue to expose our students to techniques of benefiting from the Youth Enterprise Fund. Business planning skills have enabled quite a number to access the fund through the Microfinance Institutes across the country.

## PROGRAMMES FOR SEPTEMBER 2013

Certificate in Leadership and county governance	Licensing officers, Human Resources Managers, County Accountants , ward representatives, county education officers.	6 months
Fleet management & Transport Logistics Module I	Transport officers, or those interested in working in the transport sector.	3 months
Fleet management & Transport Logistics Module II	Those who have completed Module I course	
Workshop Organization, Admin & Management	Store keepers, maintenance personnel, auto garage personnel	3 Months
Certificate in business incubation management in module I and module II	Entrepreneurs intending to start incubators, Government and NGOs officers involved in incubation, Incubator managers, Incubator trainers.	3 months
Business incubator manager training services, stage I, Stage II, Stage III and Stage IV		5 days each stage
Fleet management & Transport Logistics Seminar	Transport officers, or those interested in working in the transport sector.	5 days
Advanced Fleet management & Transport Logistics Seminar	Those who have attended Fleet management & Transport logistics Seminar	5 days
Defensive Driver Training Programme Seminar	Drivers of PSV & private vehicles in private sector, government ministries and departments, NGOs etc.	5 days
Workshop organization, Admin & management Seminar	Artisans, Maintenance personnel, Auto Garage Personnel	
Project management Seminar	Project coordinators, Managers, Logistics Officers	5 days
Seminar in proposal writing	Business owners, NGOs, CBOs, researchers, project managers, lecturers, private consultants	5 days
Seminar in customer care	Those in service, industry e.g. transport, catering, front office	
Identification and evaluation of viable business opportunity	Those intending to start new business e.g. school leavers, investors.	5 days
Business plan development	Business owners, potential business owners	5 days