

INtel COLLEGE

Institute of Higher Education
Excellence, Kenya (Est. 1990)

JOB SKILLS TRAINING COURSES

**Get Skills
Get Noticed
Get Placed**






Welcome to **INtel Futures Programme** - an Employability skills programme that provides students with the necessary job skills required by industry and corporates.

The **INtel Futures Programme** ensures that students are prepared with job-related skills that add to their technical skills, providing them with increased employment opportunities on completion of their programme of study.

The **INtel Futures Programme** provides career competencies to students, giving them a competitive edge in the job market. The programme comprises:

- Access to employability skills courses and workshops at the college
- Help in connecting to employers
- Attendance to career talks and invitations to college led corporate visits
- Regular networking opportunities



Nickay Wangunyu
 MBA, University of Sunderland at INtel College
 Senior Associate, Investment Solutions

“The skills I have learned during my academic study at INtel College have equipped me with the ability to adapt quickly to different scenarios in the work place, and given me confidence in decision-making”

The Programme offers a variety of EMPLOYABILITY SKILLS Courses offered in 3 levels.

Details on each level are provided below:

LEVEL 1: Basic ICT skills and a foundation in business essentials. This level of the course is designed to bridge the gap between full-time education and the working environment in a business context. The level is aimed at those who have left full-time education and are looking to build their knowledge on how businesses operate, and the environment they operate in. It also supports those already in employment who are looking to refresh their knowledge and skills, in order to progress their careers. Students will also undertake basic CV writing and interview skills.

EMPLOYABILITY SKILLS (UP - SKILLING)
Level 1
 Duration: 4 months

Intakes: Jan/May/Sept
 both day & evening course offered
 Course Cost: KShs 75,000/-

The course is open to students who have completed O’levels or related level of study.

EMPLOYABILITY SKILLS
Level 1: COURSE UNITS

1. *Basic Computing Skills for the Office environment (Computer Essentials, Online Essentials, Word-processing, Spreadsheets)*
2. *Business Essentials:*

LEVEL 2: Goes deeper into various business functions of an organization. It covers areas of accounting, marketing, communication and principles of HR. The course covers employability, entrepreneurship and self-development. Students learn further computing skills such as presentations, managing information and IT security.

EMPLOYABILITY SKILLS (UP - SKILLING)

Level 2

Duration: 8 months

Intakes: Jan/May/Sept
both day & evening course offered
Course Cost: KShs 235,000/-

LEVEL 3 Optional and comprises specialty areas. Students choose from one area such as: Digital Marketing and Web design; Accounting and Finance; Graphics Design; Programming; Networking and IT Support.

EMPLOYABILITY SKILLS

Level 3

Duration: 4 months

Intakes: Jan/May/Sept
both day & evening course offered
Course Cost: KShs 75,000/-

EMPLOYABILITY SKILLS

Level 2: COURSE UNITS

TERM 1: 4 months

1. *Introduction to Accounting*
2. *Introduction to Marketing*
3. *Introduction to Entrepreneurship*
4. *Dynamic Business Environments*

TERM 2: 4 months

1. *Principles of HR*
2. *Effective People, Communication and Information*
3. *Employability and Self Development Skills*
4. *Further ICT skills (Presentations, Databases, IT security)*

EMPLOYABILITY SKILLS

Level 3: COURSE UNITS

The course covers **ONE** specialized area of interest. These areas offered are:

1. *Digital Marketing and Web Design*
2. *Computerised Accounting and Finance*
3. *Graphics Design*
4. *Programming*
5. *IT Networking and Support*

GAINING ADMISSION TO THE EMPLOYABILITY SKILLS COURSE

1. All students are required to undertake an assessment for eligibility at the beginning of the course. The assessment will comprise an interview which will indicate the student's aim of undertaking the course. Successful candidates will be motivated to enter the job market or to start their own business
2. Completed admission form (available from the College or downloadable from www.inteluni.ac.ke)
3. Certified copies of current academic credentials AND 2 passport size photos
4. Admission and Assessment Fee payment of KShs 15,000/- (fifteen thousand shillings only) by cash deposit direct to the college account or cheque payment or by MPESA (paybill)
5. Payment of the tuition fee.



Final year Student - University of Sunderland Degree Programme

"INtel College valuable skills training for employability helped me secure my current job at Diamond Trust Bank"

> Zahra Jamal

Final year Student - University of Sunderland Degree Programme

During my final year programme of study, INtel College helped get me a job interview with a leading software development company. The College Employment Skills Programmes guided me in writing my CV, successful interviewing and other important job skills. As a result, I now work as a Systems Developer.



Moses Omondi <



OUR CONTACTS

+254 (0) 724 256 831 +254 (0) 705- 694 507

P.O. Box 48620 - 00100 GPO, Nairobi, Kenya

admissions@inteluni.ac.ke

Off Lower Kabete Rd, Westlands, End of General Mathenge

Follow us on:

 @INtel_College

 intel college kenya

 +254 (0) 705- 694 507

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