



Your Profession. Our Commitment

# AFRICA COLLEGE OF AVIATION & MANAGEMENT

## SCHOOLS AT A GLANCE

- School of Aviation Studies
- School of Business Studies
- School of Computing Engineering
- School of Hospitality & Catering Mgt
- School of Journalism & Media
- School of Clearing & Fowarding

## SHORT COURSES

- Computer Studies & Applications
- Others

## EXAM BODIES



Head Office, Nature House 3rd Floor  
 Tom Mboya Street Opposite Agro & Gill house  
 P. O. Box 68119-00200 Nairobi, Kenya  
 Mobile: 0729 697 412, 0792 764 621  
 Email: info@acam.ac.ke  
 acamcollege11@gmail.com  
 website: www.acam.ac.ke

# ABOUT US

Africa College of Aviation and Management, Located at the heart of the city center of Nairobi Kenya is one of the leading aviation and technical Colleges in Kenya. The College was established in the year 2011 with the dedication to uncovering solutions to the challenges of our time.

With distinct and steady dedication to practical hand on oriented training - Africa College of Aviation and Management offers, quality market driven, skills oriented and one of its kind training you can ever imagine. The Institution has distinction in offering highest quality training, Innovations and course delivery and highest performance in national & international examinations

## OUR STRATEGIC FOCUS

To establish a strong partnership with National and international centres of excellence. Our students are able to join prestigious universities locally and abroad and enjoy credit transfers upon admission making them begin their in the second or third year of study.

## VISION

To be the role Model technical training Institution in Africa.

## MISSION STATEMENT

To impart quality knowledge in technical training education to our students relevant to dynamic needs of the society. The College provides a platform for youngster to learn through shared experience and practical training for industry

## PHILOSOPHY

The foundation of the college is the belief on equal opportunity for learning and employment opportunities for all.

## OUR CORE VALUES

### EXCELLENCE

Our commitment to providing the very best training as possible to all students.

### ACCOUNTABILITY

We are committed in ensuring all the members of ACAM are accountable for their work in aid of the institution's mission & ideals.

### INTEGRITY

We believe in upholding highest ethical standards with eye on personal and institutional integrity in all that we do.

### SOCIAL RESPONSIBILITY

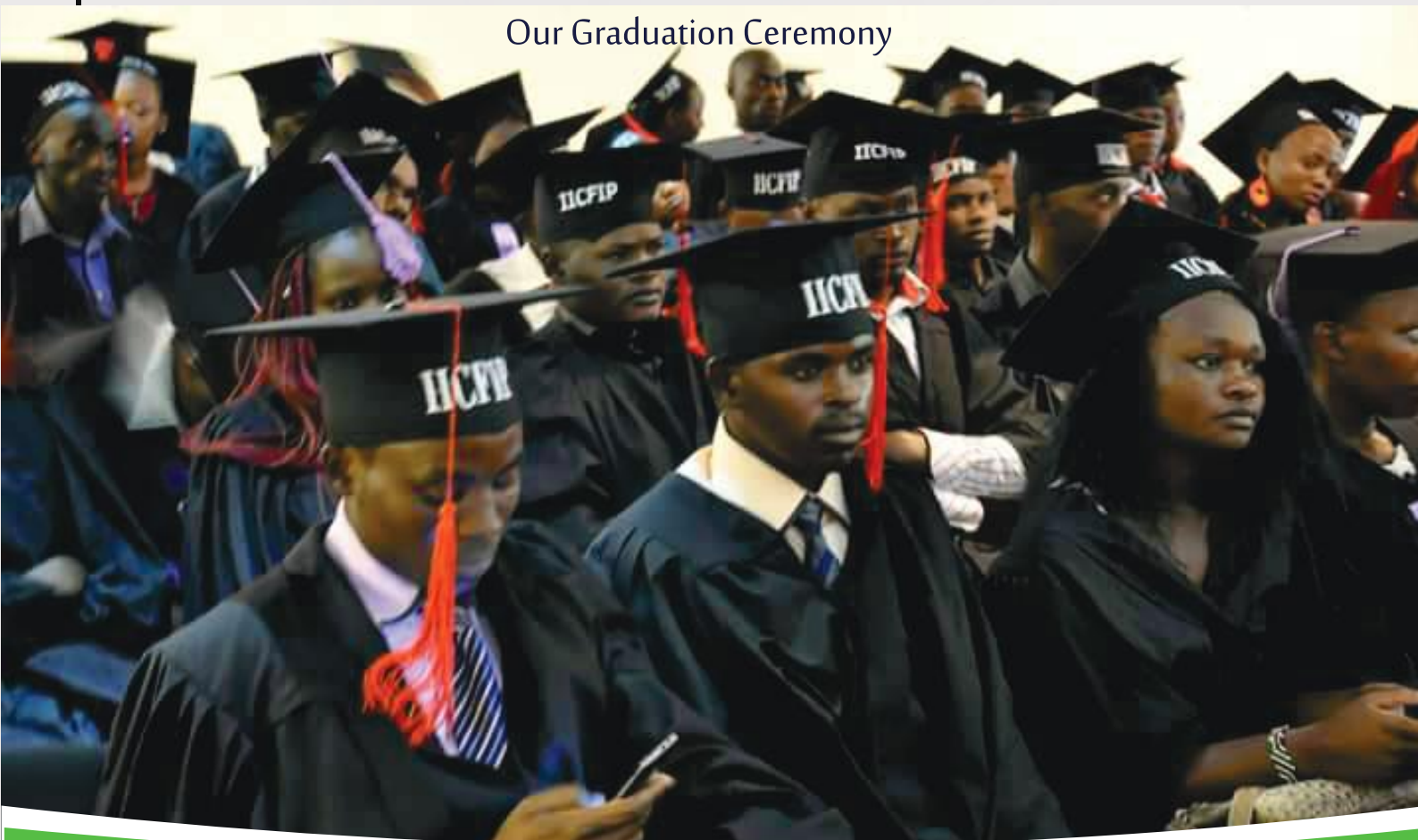
Our personal commitment is to help others for in so doing our own lives and of other is magnified.



## WHY STUDY AT ACAM

1. The Institution is registered and approved by the Ministry of Education Science and Technology and accredited by Local and International examination bodies.
2. Excellent teaching and learning facilities
3. Excellent teaching staff
4. The College encourages that all students undertake an external examination thereby receiving accredited certificates and Diplomas.
5. The College aids all students find an attachment upon completion of course.
6. The students are provided with free WIFI to aid in their research and supplement library resources.
7. All students partake a computer Literacy course.
8. Flexible payment of school fees in Termly or Monthly.
9. Continuous career guidance and support to the students.
10. An opportunity to explore – Talent through sports and drama shows.
11. Conducive learning environment

### Our Graduation Ceremony



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## SCHOOL OF AVIATION

### AERONAUTICAL ENGINEERING

Aeronautical Engineering	Diploma	36 Months	KNEC	30,000	12
AIRCRAFT MAINTENANCE (AIR FRAMES AND PLANT OR AVIONICS NB: Mandatory Attachments For 3 Months For all Diploma Students	DIPLOMA	24 Months	JP-UK/IQ	30,000	8

COURSE	LEVEL	DURATION	EXAM BODY	TERMLY FEE	TERMS
Airport Operation	Diploma	8 Months	JP-UK	10,500	2
Introductory Diploma in Air Cargo	Diploma	6 Months	IATA	10,500	2
Dangerous Goods Regulations	Diploma	4 Months	IATA	10,500	1
CargoRating	Diploma	6 Months	IATA	10,500	2
Aviation Security AV-sec	Diploma	12 Months	JP-UK	10,500	4
Passenger & Aircraft Handling	Certificate	6 Months	JP-UK	10,500	2
	Diploma	12 Months	JP-UK	10,500	4
Flight Dispatch & Operations Control	Diploma	9 Months	IATA	10,500	2
<b>Control</b>					
Air-Travel (foundation)	Diploma	9 Months	IATA	10,500	3
Air-Travel (consultancy)	Diploma	6 Months	IATA	10,500	2
Air-Travel (Management)	Diploma	6 Months	IATA	10,500	2

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Tour Guiding & Administration	Certificate	6 Months	JP-UK	10,500	2
	Diploma	12 Months	JP-UK	10,500	4
	Diploma	6 Months	KPSGA	10,500	2
Computerized Reservation System (Galileo, Amadeus)	Certificate	3 Months	_____	6,000	1
Cabin Crew/Air Travels	Diploma	9 Months	ICM-UK	10,500	3

## 2. SCHOOL OF BUSINESS STUDIES

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Business Management	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Supply Chain Management	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Human Resource Management	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Sales & Marketing	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Secretarial Studies	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Secretariat Non Modular	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	4
Marketing Non Modular	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	4
Banking & Finance Non Modular	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	4
Business Administration Non Modular	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	4

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Purchasing & Supplies	Diploma	12 Months	ICM-UK	10,500	4
			JP-UK		4
Purchasing & Supplies	Diploma	12 Months	ICM-UK	10,500	4
			JP-UK		4
Business Admin	Certificate	6 Months	JP-UK	10,500	2
	Diploma	12 Months	JP-UK	10,500	4
International Relations	Diploma	12 Months	ICM-UK JP-UK	10,500	4
Sales & Marketing	Certificate	6 Months	ICM-UK	10,500	4
	Diploma	12 Months	JP-UK	10,500	4
Public Relations	Certificate	6 Months	JP-UK	10,500	2
	Diploma	12 Months	JP-UK	10,500	4
Office Management	Certificate	6 Months	ICM	10,500	3
	Diploma	18 Months	ICM	10,500	6
Accounting & Finance	Certificate	9 Months	ICM	10,500	3
	Diploma	18 Months	ICM	10,500	6
Entrepreneurship	Diploma	9 Months	ABMA	10,500	3
Human Resource	Diploma	9 Months	ABMA	10,500	3
Business Management	Diploma	9 Months	ABMA	10,500	3
Marketing Management	Diploma	9 Months	ABMA	10,500	3
Legal Studies/ Court Clerks	Certificate	12 Months	ICM-UK	12,000	4
	Diploma	12 Months	ICM-UK	12,000	4

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### 3. SCHOOL OF COMMUNITY DEVELOPMENT

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Social Work	Certificate	12 Months	KNEC	10,500	4
Community Development	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Project Management	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
HIV/Testing & Counseling	Diploma	18 Months	KNEC	10,500	6
Disaster Management	Diploma	12 Months	JP-UK	10,500	4
Community Health and Development	Diploma	12 Months	JP-UK	10,500	4
Archives & Information Studies	Certificate	12 Months	KNEC	10,500	4
	Diploma	12 Months	KNEC	10,500	4
HIV/AIDS Management	Diploma	12 Months	JP-UK	10,500	4
Criminology	Diploma	12 Months	JP-UK	10,500	4
Counseling & Psychology	Diploma	12 Months	JP-UK	10,500	6
ECDE	Certificate	12 Months	KNEC	10,500	4
	Diploma	24 Months	KNEC	10,500	6
	Proficiency	6 Months	KNEC	10,500	4
Security Management	Diploma	12 Months	JP-UK	10,500	4

### 4. SCHOOL OF BUSINESS STUDIES

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Information Communication Technology (ICT)	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Computer Engineering	Diploma	9 Months	ABMA	10,500	2
Computing & Information Systems	Diploma	9 Months	ABMA	10,500	3

#### 4. SCHOOL OF BUSINESS STUDIES

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Information Technology (IT)	Certificate	6 Months	JP-UK	10,500	2
	Diploma	12 Months	JP-UK	10,500	4
Programming	Diploma	6 Months	ICM	10,500	2
Electrical Technology	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Electronic Technology	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Electrical & Electronic Engineering	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Electrical artisan Testing ( I, II, III)	Artisan	6 Months	NITA	10,500	2

#### 5. SCHOOL OF HOSPITALITY AND CATERING MANAGEMENT

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Food Beverage Production & Sales	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Catering & accommodation	Certificate	12 Months	KNEC	10,500	4
	Diploma	18 Months	KNEC	10,500	6
Hotel & Catering Management	Certificate	12 Months	ICM-UK	10,500	4
	Diploma	18 Months	ICM-UK	10,500	6
House Keeping & Accommodation Studies	Diploma	9 Months	ICM-UK	10,500	3
Food Production	Diploma	12 Months	ICM-UK	10,500	4
Pastry and Bakery	Diploma	9 Months	City & Guilds UK	30,000	3
Front Office Operations and Administration	Diploma	12 Months	ICM-UK	10,500	4
Customer Service	Diploma	6 Months	ICM-UK	10,500	2



## LANGUAGES DEPARTMENT

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
German	Certificate	6 Months	G-I	10,500	2
Spanish	Certificate	6 Months	CLEP	10,500	2
English	Certificate	6 Months	JP-UK	10,500	2
Kiswahili	Certificate	6 Months	KNEC	10,500	2
French	Certificate	6 Months	AFP	10,500	2

NB: 1. All students of Hotel will be expected to undertake at least one a foreign language (French or Germany)

2. Classes offered at full time, part time and Weekends

3. First Aid course available as well

## 6. SCHOOL OF JOURNALISM AND MEDIA

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
Mass Communication & Journalism	Certificate	9 Months	ICM	10,500	3
	Diploma	18 Months	ICM	10,500	6
TV/Video/Film Production	Certificate	1 Month	ICM	15,000	N/A
Animation	Certificate	6 Months	JP-INTERNATIONAL	15,000	2

NB: 1. The structure of this course consists of six semesters, three per calendar year.

2. Mandatory attachment for three months at the end of the second year.

## 7. SCHOOL OF CLEARING AND FOWARDING

COURSE	LEVEL	DURATION	EXAM	FEE PER TERM	No OF TERMS
International Freight Management	Diploma	18 Months	KNEC	10,500	6
Computerized Clearing & Forwarding	Diploma	12 Months	ICM-UK	10,500	4
Shipping & Logistics	Diploma	12 Months	ICM-UK	10,500	4

## COMPUTER STUDIES AND APPLICATION COURSES

COURSE	UNITS	DURATION	TUITION
Certificate In Computer Application	Concept Of It Ms Windows Word Press Ms Word Database Management Ms Excel(Spreadsheets) Ms PowerPoint(Graphic Presentation) Ms Publisher(Desktop Publishing) Internet Communication Networking & Social Media Computer Networking Software Installation/Uninstallation	3 Months	5,000 For All Packages
Accounting Application Packages	Quick Books Sage Pastel Daceasy	25hours	4000 Each
Web Design & Development	Html Adobe Fireworks CS6 Adobe Dream Weaver CS6 Adobe Flash Builder 4.6 A d o b e F l a s h Professional CS6 Asp Joomla	30 hours	4000 Each

## COMPUTER STUDIES AND APPLICATION COURSES

COURSE	UNITS	DURATION	TUITION
Computer Aided Graphic Design	Corel Drawx7 Adobe Illustrator CS6 Adobe Photoshop CS6 Adobe In Design CS6 Microsoft Publisher	30 hrs	4000 Each
Computer Programming languages	Java Java Script C++ Visual Basic PHP SQL C# Word press	30 hrs each	
Microsoft Office Courses Advanced Training	Ms Access 2013 Ms Excel 2013 Ms Out Look 2013 Ms Word 2013	30 hours	
Computerized animation	Maya 3d Max	4 hours	30,000
Digital Media Packages	Scripting Video & Auditing Production Still Camera Operation Video Editing	40 hours	15,000
Statistical Packages	Statistical Theory MS Project SPSS Stata	30 hours each	5,000
Computer Networking	Data Communication ,Networking Termination	30 hours	4,000

## COMPUTER STUDIES AND APPLICATION COURSES

COURSE	UNITS	DURATION	TUITION
Computer Repair and Maintenance	Micro computer, systems installation and maintenance	40 hrs	4000
International Computer Driving License(ICDL)	Part 1: Basic Modules		24,000 (All Modules
Operating System Server	Linux Windows 2008 Server	30 hrs each	5000

## Short Courses{One Week} Unless Stated

Strategic Planning and Management	5,000
Corporate Governance	5,000
Entrepreneurship	5,000
Business Communication Skills	5,000
Customer Care Service Skills	5,000
Sales and Marketing Skills	5,000
Financial Management Skills	5,000
Front Office and administration	5,000
Public Speaking	5,000
First Aid	5,000
Life Skills	5,000
Report Writing and Presentation	5,000
Project Planning and Management	5,000
NGO & CBO Management	5,000
Resource Mobilization and Fundraising	5,000
Proposal Development and Writing Skills	5,000
Leadership Skills	5,000
Disaster and Crisis Management	18,000
Cookery (1 Month)	14,000
Bakery (3 Month)	



# RULES AND REGULATIONS

## RULE AND REGULATIONS

The regulations for the conduct and discipline of students are set to enable students understand the vision and mission of the college. To ensure a smooth learning environment there should be order which is attained by sound regulations. All students are therefore obliged to observe the following rules and regulations.

### 1. **FEE:**

- i. Fee must be paid on the first week of the month. Fees once paid is not refundable or transferable under any circumstance. Full cost of the course must be paid in full before clearance.
- ii. All Students must show their fee cards at all college entrances. Failure to do so may lead to suspension.
- iii. Those found to have forged fee cards will pay double fees as penalty

### 2. **DISCIPLINE:**

All students are expected to maintain high standard of discipline while in college. Any misbehavior will warrant suspension. At no time should any student use abusive language, exhibit rudeness of any kind or any form of truancy.

### 3. **DRESSING:**

The students should be decently dressed.

### 4. **LECTURES:**

The students are required to be punctual for lectures. Those reporting for lectures late will not be allowed in the lecture halls.

### 5. **CO-CURRICULAR ACTIVITIES**

All students should engage in games and take part in clubs and societies and other co-curricular Activities as defined

**Apart from such case, the following in must be avoided:**

#### a) **CLASS ATTENDANCE:**

All students should attend at least 90% (Ninety Percent) of the lessons or otherwise He/ She not be eligible to sit for the final exam. Absentees without reason will not be condoned. Students who wish to defer their studies due to any reasons are expected to sign deferment letters from the office of the academic registrar.

- #### b) **SILENCE:**
- No noise is expected once students are in lecture rooms with or without a lecturer. No yelling, screaming or shouting unnecessarily is allowed. Idle standing on the corridors is also prohibited.



## RULES AND REGULATIONS

- c) **FIGHTING:** No student should be involved in fighting if found or reported will warrant suspension from college. All students – student differences must be settled through the right channel and not through fighting and exchanging of words.
- d) **ALCOHOL AND DRUGS:** At no time in college should a student take alcohol, smoke cigarettes or use any illegal drugs e.g. bhang cocaine etc. possession of these items in the college is a criminal offence.
- e) **INSUBORDINATION:** All students should respect all leaders in the college starting from class representatives. Any form of disobedience will not be tolerated. All forms of authority in the college must be respected – the non- teaching and the teaching staff and all seniors.
- f) **THEFT:** all students should respect each other's property. If you are found stealing or keeping a stolen property or proved to have stolen anything, this will automatically get you out of college.
- g) **USE OF TELEPHONE:** All students are not allowed to use mobile phones when lectures are on. Listening to music in the halls is prohibited especially when it causes disturbance to other students.
- h) **VISITORS:** No student will be allowed out of class to attend to visitors. All visitors are expected to report at the security desk for inquiries.
- i) No student is allowed to eat, drink or chew in class.

Note: contravening any of the above rules will lead to immediate suspension or expulsion.

Students Name:

Signature :.....Date: .....

Name of parent/ Sponsor/Guardian: .....

Signature: ..... Date: .....



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## PROCEDURE FOR ADMISSION

To be admitted to Africa College of Aviation and Management for any course

Please follow the following procedure:

1. Visit our website on [www.acam.ac.ke](http://www.acam.ac.ke) or call us on 0729 697-412 / 0792 764-621. For a course of your choice. Our advise is to take time to understand the course of choice, however if you are not able to find one, our career guidance department will help you. Simply call above numbers for any assistance.

### 2. ADMISSION REQUIREMENTS

Each course has asset if requirements to be fulfilled by the applicant who does not qualify for a direct certificate or Diploma course has an option of Artisan Certification which takes a duration of six months after which you will be able to pursue your career passion.

We thank you for choosing Africa College of Aviation and Management for your career needs. Please contact the Registration Office for your admission needs or visit the College our Contacts are +254 729 69 74 12 or 0792 76 46 21

### 3. MODE OF STUDY

A student has an option of full – time Part – Time, Evening, Saturdays and Distance or Online Learning. Select any of the mode applicable to you.

4. Fill the application. You can walk to our registration office at Nature House 3<sup>rd</sup> Floor, Tom Mboya Street, Nairobi or download from our web site [www.acam.ac.ke](http://www.acam.ac.ke) or email [info@acam.ac.ke](mailto:info@acam.ac.ke) or [acamcollege11@gmail.com](mailto:acamcollege11@gmail.com) or walk to our office.

### 5. WHEN SHOULD ONE APPLY

The applicant is free to make an application any time. The College shall then advise when to report for classes upon receipt of application form. The form should be filled in duplicate and attach:

- 3Passport size Photos.
- A Copy of KCSE Result Slip on Certificate.

Completed application/ registration forms MUST be submitted together with a copy of deposit slip of **1,000/-** for Certificate Diploma or Advanced Diploma Courses.

School fee should be paid to the college bank account

Account name: Africa College Of Aviation And Management Limited

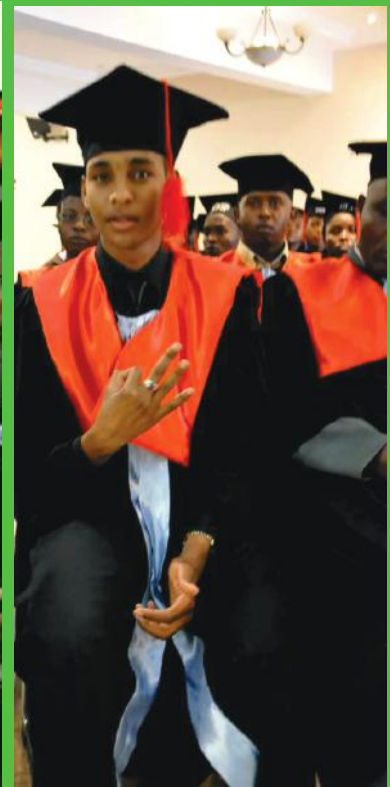
Account no: 01136394523500

Bank: COOPERATIVE BANK

Branch: TOM MBOYA

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