

Flexible Career Development...

CERTIFICATE & DIPLOMA QUALIFICATIONS

Hospitality · Aviation, Travel & Tourism · Business · ICT



AVIATION, TRAVEL & TOURISM

- IATA Travel & Tourism Management Diploma
- Tourism Management Diploma
- Tour Guiding & Administration
- Airline Cabin Crew Training
- Airline Passenger & Aircraft Handling
- Airport Operations
- Airline Cargo Operations
- Galileo/Amadeus GDS System

HOSPITALITY

- Food & Beverage Management
- Food Production
- Pastry & Bakery
- Food & Beverage Service
- Front office Operations
- Housekeeping & Accommodation Services
- Bartending



BUSINESS MANAGEMENT

- Business Administration
- Office Administration
- Human Resource Management
- Marketing
- Entrepreneurship
- Customer Service

INFORMATION & COMMUNICATION TECHNOLOGY [ICT]

- International Computing Driving License [ICDL]
- Microsoft Office: Word, Excel, Access, PowerPoint
- Desktop Publishing [DTP]: PageMaker, Illustrator, Photoshop, In Design, CorelDraw
- Ms Project



BENEFITS OF LEARNING AT CAREER TRAINING CENTRE

- Career training centre is a dynamic, modern institution, providing world class, professionally-based education and training
- International qualifications, vital for education & employment purposes
- Internationally recognized Certificates/Diplomas
- Qualifications add transferable skills to your curriculum vitae
- Qualifications offer opportunity to further studies with universities locally
- Internships and placement opportunities

CAREER RESOURCE CENTRE

Our career resource centre provides Career Advisory, Support and Job Placement services:

- Career & Life Skills Training
- Career Planning & Personal Development
- Psychometric Testing & Assessments
- CV Writing, Interview & Job Search Techniques
- CV Databank



For further information contact:-

Career Training Centre

Devan Plaza, 3rd Floor, Crossway Road, Westlands
P.O Box 13634 – 00800 Nairobi
Tel: +254 020 440 1950 / 0702000200
Email: admissions@ctc.co.ke
www.ctc.co.ke