

KeMU TI - Nairobi Campus
Courses on offer - 3rd Trimester 2022

ARTISAN CERTIFICATE IN OFFICE ASSISTANT - Level 4		
CLASS: NEW & 2nd TRIMESTER STUDENTS		
No	Code	Title
1	OABC 064	Environmental Literacy
2	OACR 014	Office Correspondence
3	OACR 024	Office Errands
4	OACR 034	Customer Care
5	OACR 044	Office Records
6	OACR 054	Office Facilities Maintenance
ARTISAN CERTIFICATE IN INTERNATIONAL RELATIONS - Level 4		
CLASS: NEW & 2nd TRIMESTER STUDENTS		
No	Code	Title
1	CIRS 001	Foundations of International Relations
2	CIRS 002	International Organizations
3	CIRS 003	Documentation in Diplomatic Practice
4	CIRS 004	Management of Conflict
5	CIRS 005	Ethics in International Relations
6	CIRS 006	Diplomatic Protocol and Etiquette
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT - Level 5		
CLASS: NEW STUDENTS		
No	Code	Title
1	COMS 005	Communication Skills
2	DIGL 005	Digital Literacy
3	ENTR 005	Entrepreneurial Skills
4	NUMS 005	Numeracy Skills
5	ACCR 015	Principles of Accounting
6	BMCC 025	Principles and Practices of Management

CRAFT CERTIFICATE IN BUSINESS MANAGEMENT - Level 5		
CLASS: 2nd TRIMESTER STUDENTS		
No	Code	Title
1	ENVL 005	Environmental Literacy
2	ACCR 015	Principles of Accounting
3	BMCC 025	Principles and Practices of Management
4	BMCC 035	Fundamentals of Economics
5	BMCR 015	Human Resource Coordination I
6	BMCR 025	Maintain Customer Experience
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT - Level 5		
CLASS: 3rd TRIMESTER STUDENTS		
No	Code	Title
1	ENVL 005	Environmental Literacy
2	BMCC 015	Business Research and Development
3	BMCR 035	Corporate Image Strategies
4	BMCR 045	Maintaining Business Assets and Liabilities
5	BMCR 055	Controlling Business Risks
6	BMCR 115	Human Resource Coordination II