

MICROSOFT TRAINING INSTITUTE



0792 750 371 | 0759 433 608

<http://www.microsoftinstitute.ac.ke>

microsofttraininginstitute@gmail.com

2023 FEE STRUCTURE

SCHOOL OF BUSINESS

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
>BUSINESS MANAGEMENT >SUPPLY CHAIN MGT >HUMAN RESOURCE MGT >SALES & MARKETING >AGRI-BUSINESS etc..	Certificate	1 Year	D & Above	KNEC/MTI	4000	3
	Diploma	2 Years	C- & Above	KNEC/MTI	4000	6

SCHOOL OF ICT

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
>Information Communication Technology -ICT > Information Technology	Certificate	1 Year	D & Above	KNEC/MTI	4000	3
	Diploma	2 Years	C- & Above	KNEC/MTI	4000	6
Computer Programming	Certificate	1 Year	D+ & Below	NITA	5000	3
	Diploma	18 Months	C- & Above	NITA	5000	5
Computer Hardware Repair, Installation	Certificate	1 Year	D+ & Below	NITA	5000	3
	Diploma	18 Months	C- & Above	NITA	5000	5
Computer Packages	Certificate	3 months	OPEN	MTI	3500	1
ICDL	Certificate	4 months	OPEN	MTI	25000	1

SCHOOL OF ACCOUNTS

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
CAMS	2 LEVELS	5 Months per level	D+	KASNEB	15000	
ATD	3 LEVELS	5 Months per level	C-	KASNEB	15000	
CPA I, II & III	6 LEVELS	5 Months per level	C+	KASNEB	15000	

SCHOOL OF HAIRDRESSING AND BEAUTY

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
HAIRDRESSING	Certificate	6 Months	D & Above	NITA/MTI	4000	2
	Diploma	9 Months	C- & Above	NITA/MTI	4000	3
BEAUTY THERAPY	Certificate	6 Months	D+ & Below	NITA/MTI	4000	2
	Diploma	9 Months	C- & Above	NITA/MTI	4000	3
COMBINED HAIRDRESSING & BEAUTY THERAPY	Certificate	9 Months	D+ & Below	NITA/MTI	4000	3
	Diploma	12 Months	C- & Above	NITA/MTI	4500	3
BARBERING	Certificate	3 months	OPEN	NBC	9000	1

SCHOOL OF HOSPITALITY

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
HOTEL AND CATERING	Certificate	12 Months	D+ & Above	KNEC/ICM	4000	3
FRONT OFFICE & ADMIN	Certificate	6 Months	D+ & above	KNEC/ICM	4000	2
FOOD PRODUCTION	Certificate	6 Months	D+ & Below	KNEC/MTI	4000	2
HOUSEKEEPING & ACCOM	Certificate	6 Months	D+ & Below	KNEC/MTI	4000	2
PASTRIES & BAKERY	Certificate	3 Months	OPEN	NBC	4000	1

TECHNICAL COURSES

COURSE	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
PLUMBING	Certificate	12 Months	D & Above	NITA/MTI	4000	3
WELDING & FABRICATION	Certificate	9 Months	D+ & Below	NITA/MTI	4000	3
INTERIOR DESIGN	Certificate	12 Months	D+ & Below	NITA/MTI	4000	3

SHORT COURSES

OTHER SHORT COURSES	LEVEL	DURATION	GRADE	EXAM BODY	FEE PER MONTH	NO. OF TERMS
>GUIDANCE & COUNSELLING >CUSTOMER SERVICE > DEFENSIVE DRIVING > STOREKEEPING & CONTROL > NURSE ASSISTANT (4MNTHS) > RECORD/BOOK KEEPING > DRIVING SCHOOL	Certificate	3 Months	Open	MTI	4000	1
	NTSA	21 DAYS	OPEN	NTSA	35,000 15000	

ADMISSION REQUIREMENTS FOR

LONG COURSES

1. Copies of previous Academic Certificates
2. Copy of National ID/Passport/Birth Certificate
3. 2 Passport Size Photographs
4. Registration Fee of Kshs.1000/=
5. Student ID Card Fee Kshs.300/=
6. Internal Exam Fee of Ksh.2000/=

ADDITIONAL REQUIREMENTS FOR BEAUTY

& HAIR DRESSING

1. UNIFORM FEE OF Ksh.1500/=
2. WORKBOOK FEE OF Ksh.250/=

TERMS OF PAYMENT

Fees is payable either in full or by prescribed instalments, direct to College Bank Account. The original deposit slip should be presented to the office for receipting within 5 days. The student name and course being paid for should be written on the bank slip.

LIPA NA MPESA PAYBILL: 880100

ACCOUNT NUMBER: 5943610018 (NCBA BANK)

Fees paid by cheques should be presented to the College Bursar for receipting. **DO NOT DEPOSIT CHEQUES DIRECTLY INTO OUR BANK ACCOUNT.** Only Bankers Cheques, Limited Company Cheques will be accepted.

NO PERSONAL CHEQUES PLEASE.

Fees covers tuition and study materials, but do not include text books, stationeries, registration nor examination fee with relevant examining bodies.

Refunds: No refunds of fees will be made.

However fees may be transferred to the next semester for those who wish to transfer or to change a course. A Form shall be filled and submitted to the Accounts office. Administration charge of 20% shall be levied on such credits granted.

Mode of Study

Full-Time Course: 8.00 A.M. to 4.00 P.M.

Part-Time Course: 4.30 P.M. to 8.30 P.M and weekends

NB: SPECIAL OFFER OF 10% FOR HAIRDRESSING AND BEAUTY STUDENTS

NOTE: NO EDUCATION REQUIREMENTS NEEDED FOR SHORT COURSES

Please ensure that you seek admission first before you deposit your fees in the bank account

NB: Fee is quoted at present rate and is subject to change

FIND US AT GWA CIA KAHUHO-WANGIGE ROAD

SHORT COURSES IN HAIRDRESSING.

NB: NO EDUCATION REQUIREMENTS NEEDED FOR SHORT COURSES

UNIT	TUITION FEE	DURATION	INTERNAL EXAM FEE
Setting & styling	Ksh. 5000	3 weeks	Ksh.500
Color & bleaching	Ksh. 5000	3 weeks	Ksh.500
Barbering & haircut	Ksh.9000	3 Months	Ksh.500
Plaiting & braiding	Ksh.5000	1 month	Ksh.500
Chemical application	Ksh.4000	3 weeks	Ksh.500
Baby locks & dreads	Ksh.5000	3 Weeks	Ksh.500
Permanent waving	Ksh.3500	3 weeks	Ksh.500
Ghania/ ethiopian drop lines	Ksh.5000	1 month	Ksh.500
Weaving & Weaviology	Ksh.4000	2 months	Ksh.1000

SHORT COURSES IN BEAUTY THERAPY.

UNIT	TUITION FEES	DURATION	EXAM FEE
Pedicure & manicure	Ksh.4500	3 weeks	Ksh.500
Make-ups	Ksh.5000	2 weeks	Ksh.500
Waxing & veeting	Ksh.8000	2 weeks	Ksh.500
Tweeting threading/razoring	Ksh.5000	2 weeks	Ksh.500
Henna appl.& Deco.	Ksh.4000	2 weeks	Ksh.500
Facial Treatments	Ksh.5000	2 weeks	Ksh.500
Body massage	Ksh.5000	2 weeks	Ksh.500
Bridal packages	Ksh.4000	2 weeks	Ksh.500

REQUIREMENTS FOR PLUMBING STUDENTS

- Hachsaw (with blade& frame)
- A set of screw drivers (flat &star)
- 250g ballpen hammer
- Pipe wrench
- 1ft spirit level
- Adjustable wrench
- PPR Welding machine
- Engineers pliers
- Metal box