

Message From the Directors

It is with great pleasure that we welcome you to our institute and we are delighted that you are considering **Star Institute of Professionals** as your place of study.

Thank you for choosing **Star institute of Professionals**. You can be assured you are in the home of the BEST.

Inspired by Excellence ... Driven by Professionalism

Vision

We have our graduates in accountancy and management as leaders and active agents in the nation building by competent and by honest dedicated service in government and private entities, contributing to the improvement of the equality of life, and response to the demands of the county, country the global business environment.

Mission

Our mission is to deliver professional excellence, thereby enabling you, our student, achieve your career desires, fulfill your potential and succeed at the highest possible level in accountancy and management.

Core Values

- ◆ Professionalism and Integrity
- ◆ Equity
- ◆ Team Spirit
- ◆ Excellency
- ◆ Respect for all

Courses Offered

A . Accounting & Finance

1. Certificate in Accounting & Management Skills (CAMS) - KASNEB

Level I & II (Full-time & Part-time)
KCSE Examination with aggregate average of D(Plain)

2. Accounting Technician Diploma (ATD) - KASNEB

Level I , II & III (Full-Time & Part-time)
Entry Requirements:
KCSE Examination with aggregation average of C- (Minus)
OR
Such certificates or diploma as may be approved by KASNEB

3. Certified Public Accountants (CPA) - KASNEB

- ⊙ Foundation Level (Part 1)
- ⊙ Intermediate Level (Part 2)
- ⊙ Advanced Level (Part 3)

Full-time & Part-time)

Entry Requirements

- ◆ KCSE Examination with aggregation average of C+ (Plus)
- ◆ KASNEB Technician or Professional Examination Certificate
- ◆ A degree from a recognized University
- ◆ Such certificates or diploma as may be approved by KASNEB

4. Certified Investment & Financial Analyst (CIFA) - KASNEB

Entry Requirements

- ◆ KCSE Examination with aggregation average of C+ (Plus)
- ◆ KASNEB Technician or Professional Examination Certificate
- ◆ A degree from a recognized University
- ◆ Such certificates or diploma as may be approved by KASNEB

5. Certified Secretaries (CS) - KASNEB

Entry Requirements

- ◆ KCSE Examination with aggregation average of C+ (Plus)
- ◆ KASNEB Technician or Professional Examination Certificate
- ◆ A degree from a recognized University
- ◆ Such certificates or diploma as may be approved by KASNEB

B.Management

Certificate / Diploma Courses - KNEC

- 1.Business Management
- 2.Human Resource Management
- 3.Sales and Marketing
- 4.Purchasing and Supplies Management
- 5.Maritime Management
- 6.Journalism and Media Studies

Minimum Qualifications:
D (Plain) for certificates
C- (Minus) for Diplomas

Certificate in Artisan - KNEC

Duration - 6 months

Minimum Qualifications:
- KCPE
- Form 1-4 dropouts
- KCSE D-(Minus) and below

C.Computer & ICT Courses

Certificate / Diploma Courses - KNEC

Certificate in Information Communication Technology
Diploma in Information Communication Technology

Minimum Qualifications:
D (Plain) for certificates
C- (Minus) for Diplomas

CISCO - INTERNATIONAL CERTIFICATIONS

1. NETWORKING & CYBER SECURITY COURSES

- ✦ Networking Essentials
- ✦ IT Essentials
- ✦ CCNA 1 - Cisco Certified Networking Associate 1
- ✦ CCNA 2 - Cisco Certified Networking Associate 2
- ✦ CCNA 3 - Cisco Certified Networking Associate 3
- ✦ Cyber Security Essentials
- ✦ Cyber Security Operation (CyberOps)

2. COMPUTER REPAIR & MAINTENANCE Courses

- ✦ Computer Maintenance & Repair Level 1
- ✦ Computer Maintenance & Repair Level 2

Computing & Information

1. Computer User Packages

Computer Operator - 1/2 Months

1. Introduction to Computers
2. Microsoft Windows
3. Microsoft Word
4. Microsoft Excel
5. Microsoft Access
6. Microsoft Powerpoint
7. Microsoft Publisher
8. Adobe Page
9. Internet and Internet
10. Scanning and Printing

Computerised Secretary - 1/2 Months

1. Introduction to Computers
2. Microsoft Windows
3. Microsoft Word
4. Microsoft Excel
5. Microsoft Access
6. Microsoft Powerpoint
7. Microsoft Publisher
8. Speed Typing
9. Internet and Internet
10. Scanning and Printing

Computerised Accounting - 1/2 Months

1. Introduction to Computers
2. Microsoft Windows
3. Microsoft Word
4. Microsoft Excel
5. Microsoft Access
6. Microsoft Powerpoint
7. Quickbooks/Sage/Tally
8. Speed Typing
9. Internet and Internet
10. Scanning and Printing

Accounting Packages -2wks

1. Quickbooks
2. Sage
3. Tally
4. AccPac
5. Pastel

Single Package -1wks

Ms Word, Ms Excel, Ms Access, Ms Powerpoint, Internet & Email, Speed Typing

3. Professional Short Courses

1. Advanced Excel for Accountants
2. SPSS - Data Analysis
3. Data Analysis and Modeling
4. Advanced Excel for Businesses
5. Enterprise Resource Planning (ERP)
6. AutoCAD
7. ArchiCAD
8. Video Editing
9. Audio & Audio Production
10. Digital Marketing
11. Computer Maintenance & Repair
12. Computer Networking

4. Advanced Graphic Design

1. CorelDraw
2. Adobe Photoshop
3. Adobe Indesign
4. Adobe Illustrator
5. Adobe PageMaker
6. Microsoft Publisher
7. Adobe Effects
8. Microsoft Paint/ 3D Paint
9. Internet and Email

Duration :- 3 months

5. Computer Programming

1. Python
2. Visual Basics
3. Java
4. C++
5. C
6. Javascript
7. PHP
8. SQL
9. HTML, CSS
10. C#

Computerized Animation

1. MAYA
2. 3D MAX

Web Design & Development

1. Web Design
2. Web Design & Development
3. Mobile App Development

Why Study with us :-

- ▲ Highly qualified and experienced lecturers
- ▲ Personalized attention to students
- ▲ Unparalleled quality in training
- ▲ Serene learning environment full of ambience and life
- ▲ Spacious and well ventilated lecture rooms
- ▲ Willing to listen and assist lecturers
- ▲ Respect for all
- ▲ Fostering partnerships for success and professional networking (vibrant Alumni)
- ▲ Career counselling, guidance & mentorships programs.
- ▲ Special revision classes
- ▲ Well stocked library and resource centre
- ▲ Free internet / Wi-Fi
- ▲ Club societies, trips & sports
- ▲ Talent tapping and development
- ▲ Free stationary upon registration
- ▲ Accredited by Ministry of Education, Science and Technology/ TIVETA
- ▲ Leading Training Institution in the region
- ▲ Ample and secure parking space
- ▲ Ranked among the top prestigious colleges in Kenya
- ▲ Accredited KNEC Examinations Center



Inspired by Excellence ... Driven by Professionalism

**TRAINERS IN ACCOUNTANCY,
INFORMATION TECHNOLOGY AND
MANAGEMENT COURSES**

**WHERE TO FIND US:
Maganjo House 3rd & 4th Floors
Next to Biashara Building
Nyerere Avenue - Mombasa
Call : 0704 978 271**



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