



FOR PROFESSIONAL CAREER EXCELLENCY

Career Training Academy Prospectus 2025- 2026

Introduction

Welcome to the Career Training Academy, where we empower individuals with the skills and knowledge needed to excel in their chosen careers. Our comprehensive training programs are designed to meet the demands of the modern workforce.

Mission Statement

To provide high-quality vocational training that equips learners with practical skills and prepares them for successful careers.

Courses Offered

1. Business Administration

- **Duration:** 6 months
- **Price:** \$65/ mnth or 240/term
- **Overview:** Covers fundamental business principles, project management, and administrative skills.
- **Key Topics:** Accounting, Marketing, Human Resources, Operations Management.

2. Information Technology

- **Duration:** 12 months
- **Price:** \$60/ month or 230/term
- **Overview:** Focuses on essential IT skills including programming, networking, and cybersecurity.
- **Key Topics:** Web Development, Database Management, Cloud Computing, Cybersecurity Essentials.

3. Healthcare Training

- **Duration:** 9 months

- **Price:** \$60/mnth/230/term
- **Overview:** Prepares students for various roles in the healthcare sector.
- **Key Topics:** Patient Care, Medical Terminology, Health Administration, CPR Certification.

4. Culinary Arts

- **Duration:** 6 months
- **Price** 60/month or \$230/term
- **Overview:** Teaches culinary techniques and kitchen management.
- **Key Topics:** Baking, Cooking Techniques, Menu Planning, Food Safety.

5. Graphic Design

- **Duration:** 6 months
- **Price:** \$65/mnth /235/term
- **Overview:** Explores the principles of design and software applications.

- **Key Topics:** Adobe Creative Suite, Branding, Digital Illustration, Layout Design.

6. Construction Management

- **Duration:** 12 months
- **Price:** \$65/mnth/240/term
- **Overview:** Provides skills for managing construction projects from start to finish.
- **Key Topics:** Project Planning, Safety Regulations, Cost Estimation, Building Codes.

7. Tiling

- **Duration:** 4 months
- **Price:** \$65/mnth /240/term
- **Overview:** Teaches the fundamentals of tile installation and design.
- **Key Topics:** Surface Preparation, Tile Layout, Grouting Techniques, Safety Practices.

8. Plumbing

- **Duration:** 6 months
- **Price:** \$65/month /240/term
- **Overview:** Covers the installation and maintenance of plumbing systems.
- **Key Topics:** Pipe Fitting, Drainage Systems, Water Supply, Code Compliance.

9. Spray Painting

- **Duration:** 3 months
- **Price:** \$65/month/240/term
- **Overview:** Focuses on techniques for spray painting in various applications.
- **Key Topics:** Surface Preparation, Paint Types, Equipment Use, Safety Measures.

10. Motor Vehicle Maintenance and Repair

- **Duration:** 12 months
- **Price:** \$65/month/240/term

- **Overview:** Provides skills for maintaining and repairing vehicles.
- **Key Topics:** Engine Diagnostics, Electrical Systems, Brake Repair, Safety Protocols.

11. Cosmetology

- **Duration:** 10 months
- **Price:** \$60/month /230/term
- **Overview:** Prepares students for careers in hair, skin, and nail care.
- **Key Topics:** Hair Cutting and Styling, Skin Treatments, Nail Art, Salon Management.

12. Beauty Therapy

- **Duration:** 8 months
- **Price:** \$60/month/230/term
- **Overview:** Focuses on beauty treatments and customer service skills.
- **Key Topics:** Facials, Makeup Application, Body Treatments, Client Consultation.

13. Nurse Assistant

- **Duration:** 6 months
- **Price:** \$65/month/235/term
- **Overview:** Trains students to assist nurses in patient care.
- **Key Topics:** Basic Patient Care, Vital Signs Monitoring, Infection Control, Communication Skills.

14. Phlebotomy

- **Duration:** 4 months
- **Price:** \$60/month/230/term
- **Overview:** Prepares students to draw blood for tests and donations.
- **Key Topics:** Venipuncture Techniques, Safety Practices, Patient Interaction, Laboratory Procedures.

15. Bartending

- **Duration:** 3 months
- **Price:** \$60/month

- **Overview:** Teaches the skills needed to work in a bar or restaurant.
- **Key Topics:** Drink Mixing, Customer Service, Bar Equipment, Responsible Serving.

16. Meat Processing

- **Duration:** 6 months
- **Price:** \$60/month/230/Term
- **Overview:** Covers techniques for processing and preparing meat products.
- **Key Topics:** Butchering, Sausage Making, Food Safety Standards, Equipment Handling.

17. Tilling

- **Duration:** 4 months
- **Price:** \$60/month/230/term
- **Overview:** Teaches the fundamentals of till operation and soil management.
- **Key Topics:** Equipment Use, Soil Preparation, Crop Management, Safety Practices.

18. Sales Assistant

- **Duration:** 3 months
- **Price:** \$60/month/235/term
- **Overview:** Prepares students for roles in retail and customer service.
- **Key Topics:** Sales Techniques, Customer Engagement, Inventory Management, Point of Sale Systems.

19. Baking

- **Duration:** 4 months
- **Price:** \$60/month/230/term
- **Overview:** Focuses on baking techniques for various products.
- **Key Topics:** Bread Making, Pastry Techniques, Cake Decoration, Food Safety.

20. Hotel and Catering

- **Duration:** 6 months

- **Price:** \$60/month/230/term
- **Overview:** Covers skills for managing catering services and hotel operations.
- **Key Topics:** Event Planning, Customer Service, Menu Design, Hospitality Management.

21. Waitering

- **Duration:** 2 months
- **Price:** \$400
- **Overview:** Teaches the skills required for effective table service in restaurants.
- **Key Topics:** Customer Service, Menu Knowledge, Serving Techniques, Handling Payments.

22. Electrical

- **Duration:** 12 months
- **Price:** \$2,500
- **Overview:** Provides training in electrical systems installation and maintenance.

- **Key Topics:** Circuit Design, Safety Standards, Troubleshooting, Residential and Commercial Wiring.

23. Barista

- **Duration:** 2 months
- **Price:** \$250 full course
- **Overview:** Focuses on coffee preparation and customer service in café settings.
- **Key Topics:** Espresso Techniques, Milk Frothing, Customer Interaction, Café Management.

24. Pharmacy Assistance

- **Duration:** 6 months
- **Price:** \$65/month or 240/term
- **Overview:** Trains students to assist pharmacists in medication dispensing.
- **Key Topics:** Prescription Processing, Patient Interaction, Inventory Management, Health Regulations.

25. Dispensary Assistant

- **Duration:** 6 months
- **Price:** \$65/month/240/term
- **Overview:** Prepares students for roles in healthcare dispensaries.
- **Key Topics:** Medication Management, Patient Care, Record Keeping, Compliance Standards.

26. Housekeeping

- **Duration:** 3 months
- **Price:** \$60/month/230/term
- **Overview:** Teaches cleaning and maintenance skills for various settings.
- **Key Topics:** Cleaning Techniques, Safety Standards, Time Management, Customer Service.

27. Warehousing

- **Duration:** 4 months
- **Price:** \$60/mnth/230/term

- **Overview:** Covers skills for managing warehouse operations and logistics.
- **Key Topics:** Inventory Control, Safety Protocols, Equipment Operation, Order Fulfillment.

28. Travel and Tourism

- **Duration:** 6 months
- **Price:** \$60/month/230/term
- **Overview:** Focuses on the principles of tourism and travel management.
- **Key Topics:** Destination Marketing, Travel Planning, Customer Service, Industry Regulations.

29. Business Management

- **Duration:** 6 months
- **Price:** \$65/month/240/term
- **Overview:** Covers advanced management techniques and strategies.
- **Key Topics:** Strategic Planning, Organizational Behavior, Financial Management, Leadership Skills.

30. Secretarial Studies

- **Duration:** 4 months
- **Price:** \$60/month/230/term
- **Overview:** Prepares students for administrative roles in various organizations.
- **Key Topics:** Office Management, Typing and Document Preparation, Communication Skills, Time Management.

31. Medicine Counter Assistant

- **Duration:** 4 months
- **Price:** \$60/month /\$230/Term
- **Overview:** Trains students to assist customers in pharmacy settings.
- **Key Topics:** Over-the-Counter Medications, Customer Service, Inventory Control, Health and Safety Regulations.

32. Counselling

- **Duration:** 6 months

- **Price:** \$60/month/230/term
- **Overview:** Provides foundational skills for effective counseling practices.
- **Key Topics:** Communication Skills, Active Listening, Ethical Considerations, Counseling Techniques.

33. Tourism and Hospitality

- **Duration:** 6 months
- **Price:** \$60/month/230/term
- **Overview:** Integrates tourism management and hospitality services.
- **Key Topics:** Guest Services, Event Management, Marketing Strategies, Cultural Awareness.

34. Digital Marketing

- **Duration:** 6 months
- **Price:** \$65/month/235/term
- **Overview:** Focuses on online marketing strategies and tools.

- **Key Topics:** SEO, Social Media Marketing, Content Creation, Analytics.

35. Office Administration and Management

- **Duration:** 8 months
- **Price:** \$60/month /230/term
- **Overview:** Covers administrative functions in various business environments.
- **Key Topics:** Office Procedures, Record Keeping, Computer Applications, Project Management.

36. ECD Teacher Assistant

- **Duration:** 6 months
- **Price:** \$65/month/240/term
- **Overview:** Prepares students to assist in early childhood education settings.
- **Key Topics:** Child Development, Classroom Management, Learning Activities, Communication with Parents.

37. Event Management and Planning

- **Duration:** 6 months
- **Price:** \$60/month/230/term
- **Overview:** Teaches skills for planning and executing events.
- **Key Topics:** Budgeting, Venue Selection, Vendor Coordination, Marketing Events.

38. Decor

- **Duration:** 4 months
- **Price:** \$60/month/230/term
- **Overview:** Focuses on design principles for interior and event decoration.
- **Key Topics:** Color Theory, Space Planning, Floral Arrangements, Thematic Design.

Enrollment Information

- **Eligibility:** Open to all individuals seeking career advancement.

- **Application Process:** Submit an online application form, attend an orientation session.
- **Tuition Fees:** Competitive pricing with financial aid options available.

Contact Information

For more details, please contact us:

- **Phone:** +263 780 850 300 / +263 718 200 041
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REQUIREMENTS FOR REGISTRATIONS

- ✓ **ID**
- ✓ **Copies of academics where applicable**
- ✓ **\$20 registration fee**
- ✓ **Black and white uniform**
- ✓ **Stationery as per course**
- ✓ **Worksuit if its technical subject**
- ✓ **Nurses uniform if its under health related courses**

- ✓ **Materials to be shared btwn college and student on practicals**

Nb ;examination fees are not included on tuition fees mentioned.they depend with the awarding board.

Conclusion

Join us at the Career Training Academy and take the first step toward a successful career!
