

SCHOOL OF LANGUAGES AND SPECIAL SUPPORT

REQUIREMENTS FOR ADMISSION

2 passport size photos (coloured) & one spring file.

1 Ream of photocopy paper.

Birth Certificate

Text book to bring: As will be instructed by the subject teacher

2. FEE STRUCTURE

ONE LANGUAGE :ENGLISH/KISWAHILI

(More than one Language or PRIMARY School Course Kshs.14,000.00 per Semester)

Semester 1	Semester II	Semester III	Semester IV
12,000.00	12,000.00	12,000.00	10,000.00

FOREIGN LANGUAGES EACH

Semester I	Semester II	Semester III	Semester IV
16,000.00	16,000.00	16,000.00	12,000.00

KCSE EXTRA SUPPORT

WEEKLY KSH	MONTHLY KSH	QUARTERLY KSH
1500	4500	12,000

Admission fee : 1000.00

Student ID : 400.00

Library : 1000.00

All payments should be made through any of the following bank accounts:

BANK ACCOUNT NAME COLLEGE ACCOUNT NO

Diamond Trust Bank PARAGON COLLEGE 0275318001

Equity Bank PARAGON COLLEGE 0460261541608

Lipa Na Mpesa PARAGOCOLLEGE (Paybill: Business No. 314463) Acc.no. ID/PP

PARAGON COLLEGE



Digo Road, Opposite Bank of Baroda P.O BOX 80635 Mombasa

Tel. 0412317590/0412318802/0721456780/0782456780

Email: admissions@paragoncollege.ac.ke ,

paragoncollege@gmail.com

Website: www.paragoncollege.ac.ke

SCHOOL OF ACCOUNTANCY

COURSES	QUALIFICATIONS	DURATION	EXAM BODY
ATD Level 1&2	KCSE C- Overall & English and Maths	6 months	KASNEB
CPA Section 1&2	C+ Overall, Eng. & Maths or Pass in ATD	6 Months	KASNEB
CPA Section 3&4	Pass in section 2	6 Months	KASNEB
CPA Section 5&6	Pass in section 4	6 Months	KASNEB
Certificate in Accts & Finance	KSCE D- and below	6 Months	ICM
Dip in Accounting & Finance	Cert. Accts & Finance	6 Months	ICM
Book Keeping	KCSE D+	6 Months (2 Terms)	KNEC
Book Keeping	KCSE D+	3 Months (1 Term)	PCEB

BUILDING CUSTOMER FOCUSED SERVICE EXCELLENCE FOR FROM OFFICE STAFF	4 WEEKS
MARKET RESEARCH AND DEVELOPMENT OF COMPETITIVE MARKETING	4 WEEKS
USING MODERN TOOLS, WEBSITE, BLOGS, EMAILS ETC.	4 WEEKS
PUBLIC SPEAKING AND PRESENTATIONS SKILLS	4 WEEKS
INFLUENCING CUSTOMERS AND NEGOTIATIONS SKILLS REFRESHER COURSE	4 WEEKS
MANAGING OPERATIONAL IMPROVEMENT	4 WEEKS
APPRAISING AND MANAGING PERFORMANCE	4 WEEKS
CORPORATE GOVERNANCE	4 WEEKS
TIME MANAGEMENT	4 WEEKS
MANAGEMENT SKILLS FOR SUPERVISORS	4 WEEKS
MANAGING EQUALITY AND DIVERSITY IN THE WORKPLACE	4 WEEKS
SELF- LEADERSHIP	4 WEEKS
SMALL BUSINESS START UP	4 WEEKS
CREDIT MANAGEMENT AND CONTROL	4 WEEKS
TEAM BUILDING PROGRAM.	4 WEEKS

Interested participants should get in touch with us for more details. The above rates are for individual participants. We encourage corporate groups to contact us for favourable rates.

We will be happy to design programmes that fit your requirements. Just get in touch with us or give us an appointment to discuss on your specific need.

FEM SCHOOL OF MINISTRY OF THE KINGDOM OF GOD (FEM.SKOG)

COURSE	QUALIFICATION	DURATION	EXAMS
Certificate in Ministry	KCPE	6 MONTHS	FEM.SKOGP
Diploma in Ministry	Certificate	6 MONTHS	FEM.SKOGP

School Of Hair Dressing & Beauty

COURSE	QUALIFICATION	DURATION	EXAM	FEES(Kshs)
Hair Dressing	KCPE	3 MONTHS	City & Guilds	12,000,00
Beauty Therapy	KCPE	3 MONTHS	City & Guilds	15,000.00

SCHOOL OF EXECUTIVE COURSES

COURSE TITLE	DURATION
FINANCE AND FINANCIAL MANAGEMENT	4 WEEKS
HUMAN RESOURCES AND ORGANIZATIONS DEVELOPMENT	4 WEEKS
HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	4 WEEKS
LOGISTICS, PURCHASING AND SUPPLY CHAIN MANAGEMENT	4 WEEKS
MICROFINANCE ENTERPRISE DEVELOPMENT	4 WEEKS
PROJECT AND CONTRACT MANAGEMENT	4 WEEKS
SECRETARIAL AND OFFICE ADMINISTRATION	4 WEEKS
FUNDAMENTAL OF STRATEGIC PLANNING AND SETTING YOUR BALANCED SCORE CARD	4 WEEKS
PUBLIC RELATIONS AND CUSTOMER SERVICE COURSE	4 WEEKS
EXCELLENT MARKETING TECHNIQUES AND CUSTOMER RELATIONS SKILLS REFRESHER COURSE.	4 WEEKS
EXTRAORDINARY CUSTOMER COMMUNICATION SKILLS FOR MARKETING AND DEPARTMENTAL HEADS.	4 WEEKS
DIGITAL MARKETING	4 WEEKS
MANAGING STRESS AND EMOTIONS IN THE WORK PLACE	4 WEEKS

School of Business Studies (SBS)

COURSES	QUALIFICATIONS	DURATION	EXAM
Certificate in business Management (mod.1&2)	KCSE D+	1 Year (3 sems)	KNEC
Dip. in Business Management 1,2&3	KCSE C or Certificate	3 Years (9 sems)	KNEC
Certificate Business Management	D and above	6 Months (2 sems)	ABE/ ICM
Dip. Business Management(Pt.2)	Certificate	12 Months (4 sems)	ABE/ ICM
Certificate in Marketing	D- and above	12 Months (2 sems)	ABE / PCEB
Dip. in Marketing (Pt.2)	Certificate	12 Months (4 sems)	ABE
Cert in Sales & Marketing	D and above	12 Months (2 sems)	ICM
Dip. in sales in Marketing	Certificate in Sales & marketing	12 Months (2 sems)	ICM
Dip. Purchase & Supplies	Certificate	12 Months (4 sems)	ICM
Certificate in Human resource Management	D and above	12 Months (4 sems)	ABE/ ICM
Dip. in Human Resource Management	Certificate	12 Months (4 sems)	ABE/ ICM
Certificate in Social Work	D	12 Months (4sems)	KNEC
/Diploma in Community Development/Social Work	D	12 Months (4 sems)	ABMA
Dip. Community Development	C or Certificate social work	3 Year (12 sems)	KNEC
Certificate in Computerized Secretarial Studies	D	12 Months (4 sems)	ICM
Cert In Clearing & F	D+	6 Month (2 sems)	PCEB / ABMA
Dip. In Clearing & F	Cert.in C&F	12 Months (4 sems)	PCEB/ ABMA

SCHOOL OF ICT & COMPUTER STUDIES

School of Hospitality , Tourism , Travel and Catering

COURSES	MINIMUM QUALIFICATIONS	DURATION	EXAM BODY
Computer Packages	Basic education	2 Months	PCEB
Certificate in Graphic Design	Coral Draw Adobe Photo Shop Ms. Publisher	3 Weeks Each	PCEB
Accounting Packages	Quick Books	3 Weeks Each	PECB
Architectural Packages	AutoCad Arch cad	1 Month Each	PCEB
C certificate Digital Video Editing	Computer literacy	6 Months (2 Sems)	PCEB
Statistical Packages	SPSS	1 Month	PCEB
Diploma In Information Communication	KCSE C Plain Pass in Module I Pass in Module II	6 Months (2 Sems)	KNEC
Module I		6 Months (2 Sems)	KNEC
Module II		6 Months (2 Sems)	KNEC
Module III		6 Months	KNEC
ICT Technician (ICITT)	KCSE D+	6 Months (2 Sems)	KASNE B
Level I		6Months	KASBE B
Level II	Pass in Level I		
Certified ICT Technologist (CICT)	Min Grade C+, With C+ In English and Maths	6 Months (2 Sems)	KASNE B
Section 1&2			
Section 3&4		6 Months (2 Sems)	KASNE B
Section 5&6	Pass in Section 1&2 Pass in Section 3&4	6 Months (2 Sems)	KASNE B
Certificate in Computer System Engineering & Hardware Maintenance	C-	1 Year (4 Terms)	KNEC
	O level	6 Months (2 Semesters)	PCEB

Course	Qualification	Duration	EXAM
Catering Course		6 Months (2Semesters)	PC EB
•Food Production			
•Service			
•Science and Nutrition			
Office Practice and Administration	ICM	12 Months(4 Semesters)	IC M
Certificate in Travel and Tourism	KCSE D	12 Months (4Terms)	IC M
Diploma in Travel, Tourism & Business Studies	KCSE C- or Certificate	12 Months (4 Semesters)	IC M
Certificate in Cabin Crew	KCSE D+	7 Months (2 Semesters)	IAT A
Diploma in Cabin Crew	Certificate	7 Months (2 semesters)	IAT A
Certificate in Tour Guiding	KCSE D+	7 Months (2 Semesters)	IAT A
Diploma in Tour Guiding	Certificate	7 Months (2 Semesters)	IAT A
Certificate in Customer Service and Travel	KCSE D+	7 Months (2 Semesters)	IAT A
Tourism Management	ICM	8 Months (2 Semesters)	IC M

School of counseling and Career development

Course	qualification	Duration	EXAM
Certificate in Counseling	O level	6 Months	PCEB
Diploma in Counseling	Certificate	6 Months	PCEB

School of Governance and Ethics (SGE)

Course	Qualification	Duration	EXAM
Certificate in Governance & Ethics	O level and above	6 Months	PCEB
Diploma in Governance & Ethics	Certificate	6 Months	PCEB