YARIS INSTITUTE of INFORMATION and BUSINESS STUDIES

Love Mombasa! Study in Mombasa!

PROSPECTUS

Vision: To be the best provider of quality higher education in various fields for all Kenyans.

Mission: To empower, encourage and educate all Kenyans from all works of life to embrace higher education and better their standard of living through learning and making their respective professions more effective, streamlined fast and efficient. To make all Yaris students confident competitors on the international program.
About YARIS

YARIS DATA SYSTEMS
Established in 1991, formerly known as Aries Data Systems, Yaris Data Systems offers a broad range of computer courses leading to internationally recognized certification. Over the years, Yaris has trained many thousands of students and in doing so, we have developed a level of experience that few others can rival.

The Courses
All courses follow the requirements of the relevant examination authorities, and lead to qualifications awarded by professional bodies. Each course has been carefully selected for its relevance to the computer industry, and for its international recognition as evidence of professional competence.

The Training
Yaris training is personalised and offered on a “one-to-one” basis. This ensures the course is conducted at the student’s pace, and the concepts are understood thoroughly. Selected courses at Yaris are conducted on a “Fast-Track” basis, which enables students to complete course syllabi within the shortest time possible. This is highly suitable for working persons for whom time is of the essence.

The Students
With over 500 new students each year, and with ages ranging from 5 years to 75 years, Yaris offers a truly welcoming atmosphere for personalised training.

Yaris Institute of Information and Business Studies is the recognised Testing and Training Centre for the following International Education Organizations:

A.B.M.A UK
Quickbooks Pro
W.L.C UK (affiliate)

The few of the certificates of accreditation for YIIBS.

Course Start Dates
The training at Yaris is an on-going process throughout the year. We normally arrange our student intake so that you will have a choice of various starting dates in any month. As per the students schedule he or she can start at any day and times stated with prior booking and arrangement. Kindly check with the Yaris reception for the next start dates and times.

Course Fees
All course fees include registration, tuition and centre examination fees, but NOT those in respect of international examinations. A place for the course is only guaranteed on full payment of the course fee. Due to the limited seats available on each course, it is advisable to register well in advance. The full course fee must be settled in advance.

Cancellation Policy
Should a student cancel or reschedule a course, Yaris will retain a percentage of the paid amount as follows: 0 to 3 days: 100% of course fee, 4 to 8 days: 50% of course fee, 9 to 14 days: 25% of course fee, Over 14 days: Full refund

International Exams
The curriculum at Yaris prepares students for international examinations of professional bodies such as ACP, ABMA. Yaris makes arrangements for students to take these international exams as an authorised testing centre. Examination fees for these international examinations are payable extra. Kindly enquire at the Yaris reception for the current Membership & Examination fees.

Course Timings
For Application Courses:
Mon - Fri: 8.00am - 9.30am
9.30am - 11.00am
11.00am - 12.30pm
12.30pm - 2.00pm (Only if organized)
2.00pm - 3.30pm
3.30pm - 5.00pm
5.00pm - 6.30pm (Evening Time)
Saturday: 9.00am - 12.30pm (Only if organized)

For Career Courses:
Mon - Fri: 9.00am - 12.00pm
2.00pm - 5.00pm

All quoted fees in this Prospectus are subject to change without prior notice. The fees are effective from 1st January 2020 and replaces all previously quoted fees. Fees quoted are inclusive of registration and results.

As per the nature of teaching, it is understood at all times to maintain silence whilst in the training labs in Yaris Institute. Mobile Phones are to be put on Silent Mode and urgent calls to be taken outside of the training and lecture labs.
Yaris Institute offers specific training for those wishing to enrol on a number of courses. The training bundles are designed for a variety of professions at a discounted rate over individual courses.

**The Office Professional**

**Courses:**
- BASICS: Basic Concepts of Information Technology
- WIN: Using Computers & Managing Files using MS Windows
- WORD: Word Processing using MS Word
- EXCEL: Electronic Spreadsheets using MS Excel
- ACCESS: Database Management using MS Access
- PPT: Computer Presentations using MS PowerPoint
- INTERNET: Information & Communication using MS Internet Explorer

**Duration:**
- 10 Weeks
- Ksh 9500

**The Computerised Accountant**

**Courses:**
- WIN: Using computers & managing files using MS Windows
- EXCEL: Electronic spreadsheets using Excel
- SAGE/QUICKBOOKS: Computerised Accounting using SAGE or QuickBooks

**Duration:**
- 7 Weeks
- Ksh 9860

**The Web Designer**

**Courses:**
- WIN: Using computers & managing files using MS Windows
- INTERNET: Internet & Email using Internet Explorer & Outlook Express
- CDRAW: Vector illustration & page layout using CorelDRAW
- PSD: Image manipulation using PhotoShop
- FPAGE:FRMWVR: Web design using FrontPage/DreamWeaver

**Duration:**
- 10 Weeks
- Ksh 18560

**Courses:**
- SPSS: Electronic spreadsheets using SPSS
- TALLY: Computerised accounting using TALLY
- PASTEL: Computerised accounting using PASTEL

**Duration:**
- 4 Weeks
- Ksh 9500

Courses:
- MS Publisher: Desktop Publishing using Wizards
- Animation using Corel Trace, Adobe PageMaker

**Duration:**
- 4 Weeks
- Ksh 9500

Linux, Ubuntu, RedHat and many other platforms available for iPad Training, Smart phones Usage, Personal Laptops. Free E-Books after every course for reference available via email or Flashdisk.
Certificate in Accounting & Management Skills (CAMS)

The Certificate in Accounting and Management Skills (CAMS) is aimed at equipping candidates with fundamental accounting and management skills to provide essential services to small and medium size enterprises (SMEs), non-governmental organisations (NGOs) and both public and private sector entities.

Level 1

**BASICS: Basic Concepts of Information Technology**  
**WIN:** Using Computers & Managing Files using MS Windows  
**WORD:** Word Processing using MS Word  
**EXCEL:** Electronic Spreadsheets using MS Excel  
**ACCESS:** Database Management using MS Access  
**PPT:** Computer Presentations using MS PowerPoint  
**INTERNET:** Information & Communication using MS Internet Explorer

CM11: Principles of Entrepreneurship and Management  
CM12: Introduction to Law and Ethics  
CM13: Fundamental of ICT Skills  
CM14: Fundamentals of Business Mathematics

26 Weeks  
Ksh 14000

Certificate Examination  
A person seeing to be registered as a student for the certificate examination must have a minimum of Kenya Certificate of Secondary Education (KCSE) Examination with an aggregate average of at least grade D+ (D plus) or equivalent qualifications.

Level 2

**WIN:** Using computers & managing files using MS Windows  
**EXCEL:** Electronic spreadsheets using Advanced Excel & Functions  
**SAGE/QUICKBOOKS:** Computerised Accounting using SAGE or QuickBooks

CM21: Foundations of Accounting and Auditing  
CM22: Elements of Public Finance and Administration  
CM23: Principles of Marketing and Communication

26 Weeks  
Ksh 14000

Acconitng Technicians Diploma (ATD)

The Accounting Technicians Diploma Qualification equips candidates with skills and competences to work as middle level accountants providing technical support in accounting, auditing and taxation in both the public and private sectors.

Level 1

**Paper No:**  
AD11: Introduction to Financial Accounting  
AD12: Principles of Business Law  
AD13: Entrepreneurship and Communication  
AD14: Information Communication Technology

26 Weeks  
Ksh 14000

**Level 2**

**Paper No:**  
AD21: Financial Accounting  
AD22: Principles of Management  
AD23: Business Mathematics and Statistics  
AD24: Fundamentals of Finance

26 Weeks  
Ksh 14000

**Level 3**

**Paper No:**  
AD31: Principles of Economics  
AD32: Fundamentals of Management Accounting  
AD33: Principles of Public Finance and Taxation  
AD34: Auditing

26 Weeks  
Ksh 14000

Diploma Examination  
A person seeing to be registered as a student for the certificate examination must show evidence of one of the following qualifications:  
a) KCSE with an aggregate average of at least grade C- or equivalent qualifications.  
b) International General Certificate of Secondary Education (IGCSE) and examination grade D.  
c) Certificate in Accounting and Management Skills (CAMS).  
d) Any other KASNEB technician or diploma examination certificate.
ABMA provides internationally recognised vocational qualifications drawing from a wealth of experience in the provision of education management services across Europe, Africa and Asia. An international awarding body based in the UK, ABMA operates a wide range of vocational certificate and diploma level qualifications, ensuring students have the necessary skills to thrive in their future careers and helping to support future economies worldwide. ABMA vocational qualifications enable students to develop high standards of knowledge and skill within a wide range of professional disciplines, adding significant value to their profile as they venture into the job market or on to further study. ABMA provides the highest possible standards of service to students including assessment through examinations, marking and moderation.

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<th>Foundation Award Entry Level £60</th>
<th>Exemption Application Fee £40</th>
<th>YARIS exam Centre Fees per level Ksh 4000</th>
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APPROVED LEARNING PARTNER
STUDENT TUITION
The Computer Programmer

Courses:
Part A
- Programming using Visual Basic, Java and C++

Part B
- Python Essentials

Duration: 12 Weeks
  Ksh 29000

The Project Manager

Courses:
- Using computers & managing files using MS Windows
- MS Excel: Electronic Spreadsheets using MS Excel
- MS Project: Project Management using MS Project

Duration: 5 Weeks
  Ksh 9500

The Hardware/Network Tech

Courses:
- Hardware Technician: User Support Professional
- Network Technician: Network User Specialist
- Cyber Security Essentials
- IoT Fundamentals
- Entrepreneurship

Duration: 8 Weeks
  Ksh 29000

A) CISCO CCNA V7 PART ONE

1. Introduction to Networks
2. Cyber Security Operations

} Ksh 29000

B) CISCO V7 PART TWO

1. Enterprise Networking, Security and Automation
2. Switching, Routing and Wireless Essentials

} Ksh 29000

Life Skill Course

Fees - Ksh 9500

Make your dream job a reality by Learning the Skills to master your life

Benefits for You
- Backed by industry bodies and recruiters
- Master essential life and work skills
- Short and flexible content for fast learning
- Outstanding value
- Engaging and practical activities
- No examination
- Official certificate on completion

Course Structure
Developing Key Competences:
- Time management
- Problem solving
- Decision making
- Report writing
- Presentation skills
- Coping with organisational change
- Critical Thinking

Working with Others:
- Emotional Intelligence
- Conflict Resolution
- Motivation: Self and Others
- Teamwork
- Leadership
- Coaching and Mentoring
- Networking
For more information please contact:
P.O.Box 80518 - 80100, Mombasa-Kenya
Email: yaris@africaonline.co.ke
www.facebook.com/YIIBS

Haile Salassie Avenue, K.T Plaza,
2nd Floor, Office Suite 1.
Opp Tuskys Bandari
above Autoselection

YARIS INSTITUTE
of INFORMATION & BUSINESS STUDIES
INFORMATION TECHNOLOGY, ACCOUNTING, MARKETING, BUSINESS
FINANCE, TRAVEL, PR, SHIPPING, COMMUNITY DEVELOPMENT COURSES