## UNIT NAME
### UNIT ONE
**Commercial shipping geography**
- Locations of the world continents.
- World geographical regions.
- World major shipping canals and waterways.
- World major shipping ports.
- World oceans and seas.
- Tides, currents, climates and weather and their effects in maritime transport.
- Latitudes and longitudes and their uses in shipping business.

**UNIT DURATION** - 2 WEEKS.
(MONDAY – FRIDAY)

**TOTAL NO OF SESSIONS** 10 SESSIONS.

### UNIT TWO
**Ships and cargoes**
- Meaning of ships.
- Type of ships and their characteristics.
- Meaning of terminologies used in ship measurements and dimensions.
- Ship sketches and labeling
- Ship gears
- Major cargoes carried by sea.
- Characteristics of major cargoes transported by sea.
- Methods of cargo handlings.
- Sources and destinations of cargoes.

**UNIT DURATION** - 2 WEEKS.
(MONDAY – FRIDAY)

**TOTAL NO OF SESSION** 10 SESSIONS.

### UNIT THREE
**Practioners in shipping business**
- Meaning of Practioners in shipping business.
- Principals.
  - Owners.
  - Non vessel operating common carriers (NVOCC).
  - Shippers.
  - Charterers.
- Intermediaries
  - Ship management companies.
  - Dry cargo charterers.

**UNIT DURATION** - 2 WEEKS.
(MONDAY – FRIDAY)

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 2 WEEKS.**
<table>
<thead>
<tr>
<th>UNIT FOUR</th>
<th>(International trade and commerce)</th>
<th>Meaning of international trade.</th>
<th>UNIT DURATION - 1 WEEK. (MONDAY – FRIDAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>10 SESSIONS.</td>
<td>Reasons for international trade.</td>
<td>NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 1 WEEKS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reasons for shipping.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shipping as a derived demand.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>International commercial terms.</td>
<td></td>
</tr>
<tr>
<td>UNIT FIVE</td>
<td>(Ship registration, classification and insurance)</td>
<td>Meanings of ship registration.</td>
<td>UNIT DURATION - 2 WEEKS. (MONDAY – FRIDAY)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reasons for registering ships.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Types of ship registry.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning of ship classification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reasons why a ship needs to be classed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marine insurance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roles of protection and indemnity clubs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ship surveys and inspections.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning and roles of port state control.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning and roles of international transport federation.</td>
<td></td>
</tr>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>5 SESSIONS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT SIX</td>
<td>(Ship documentation)</td>
<td>Cargo documents.</td>
<td>UNIT DURATION - 2 WEEKS. (MONDAY – FRIDAY)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ship documents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Types of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Functions of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rules governing bill of lading.</td>
<td></td>
</tr>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>10 SESSIONS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT SEVEN</td>
<td>(Contract of carriage)</td>
<td>Charter party.</td>
<td>UNIT DURATION - 2 WEEKS. (MONDAY – FRIDAY)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning of charter party contract.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic elements in charter parties.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Types.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meaning of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Types of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Functions of bill of lading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rules governing bill of lading.</td>
<td></td>
</tr>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>10 SESSIONS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT EIGHT</td>
<td></td>
<td>Meaning of port.</td>
<td>UNIT DURATION - 2 WEEKS. (MONDAY – FRIDAY)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Types of ports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of major world ports.</td>
<td></td>
</tr>
</tbody>
</table>
### (Ports and terminal operation)
- Geographical reasons for port locations.
- Importance of port safety and security.
- Meaning of inland clearance depots.
- Functions of inland clearance depot.
- Factors to consider when locating ICD’s.
- Types of port charges.
- Port and terminal handling equipments.
- Port infrastructures e.g. berths, sheds, w/shops etc.
- Roles of government organizations at the port authorities.

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 2 WEEKS.**

### TOTAL NO OF SESSIONS
- 10 SESSIONS.

#### UNIT NINE
**(Ship operation and trade routes)**
- Tramp ship operation.
- Liner ship operation.
- Major trade routes.

**UNIT DURATION - 2 WEEKS.**

**MONDAY – FRIDAY**

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 2 WEEKS.**

### TOTAL NO OF SESSIONS
- 10 SESSIONS.

#### UNIT TEN
**(Shipping markets)**
- Meaning of shipping markets.
- Tramp market.
- Liner market.

**UNIT DURATION - 2 WEEKS.**

**MONDAY – FRIDAY**

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 2 WEEKS.**

### TOTAL NO OF SESSIONS
- 10 SESSIONS.

#### UNIT ELEVEN
**(Business communication skills and report writing)**
- Meaning of communication.
- Process /communication channel.
- Importance of communication.
- Barriers to communications and ways of eliminating barriers.
- Forms of business communication (reports, letters, curriculum viate, memos, tender letters, faxes, e – mails ,etc.

**UNIT DURATION - 1 WEEK.**

**MONDAY – FRIDAY**

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 1 WEEKS.**

### TOTAL NO OF SESSIONS
- 5 SESSIONS.

#### UNIT TWELVE.
**Ethics and business integrity**
- Meaning of ethics.
- Importance of ethics.
- Areas that requires ethics in shipping business.
- Major areas of fraud in shipping business.
- How Practioners in shipping business solve maritime frauds.

**UNIT DURATION - 1 WEEK.**

**MONDAY – FRIDAY**

**NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 1 WEEKS.**

### TOTAL NO OF SESSIONS
- 5 SESSIONS.

#### UNIT THIRTEEN
- Meaning of containerization.
- History of containerization.
- Benefits and drawbacks of containerization

**UNIT DURATION - 2 WEEKS.**

**MONDAY – FRIDAY**
<table>
<thead>
<tr>
<th>(Containerization, intermodal transport and logistics)</th>
<th>NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 2 WEEKS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>10 SESSIONS.</td>
</tr>
<tr>
<td>UNIT FOURTEEN (Basic accounting)</td>
<td></td>
</tr>
<tr>
<td>Meaning of accounting.</td>
<td>UNIT DURATION - 1 WEEK. (MONDAY – FRIDAY)</td>
</tr>
<tr>
<td>Terminologies used in accounting.</td>
<td>NB. ONE SESSION OF TWO HOURS EVERY DAY FOR 1 WEEKS.</td>
</tr>
<tr>
<td>Contents of balance sheet and trading profit and loss account.</td>
<td></td>
</tr>
<tr>
<td>Business entities.</td>
<td></td>
</tr>
<tr>
<td>TOTAL NO OF SESSIONS</td>
<td>5 SESSIONS.</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
- Students with K.C.S.E mean grade of D plain and above
- Learners with no experience in the shipping industry who would want to secure employment in the shipping industry.
- Learners interested to pursue ICS diploma
- Copy of national Identity Card
- 2 Pcs of colored passport size photos
- Filled registration form

CERTIFICATE COURSE DURATION
- Course duration is six months

CERTIFICATE EXAMINATIONS
- November Examinations
- May Examinations

COST IMPLICATION
- Tuition fee **Ksh 30,000** payable to Jomo Kenyatta University of Agriculture and Technology –Mombasa Campus account Kenya Commercial Bank Account Number **1107586933**
- Registration and examination fee for certificate in shipping management **Ksh 8500**-payable to Institute of Chartered Shipbrokers (ICS).

REGISTRATION AND APPLICATION FORMS
- Application forms can be collected at Jomo Kenyatta University of Agriculture and Technology –Mombasa Campus