



School of Business

Programme Overview

1. Business Management - Certificate (1 Year)

- **Overview:** This certificate course provides students with a solid foundation in business operations, principles, and management techniques. Students will gain practical skills and knowledge needed to manage businesses effectively. The course covers topics such as organizational behavior, marketing, accounting, and entrepreneurship.
- **Duration:** 1 Year
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 4

2. Business Management - Diploma (2 Years)

- **Overview:** The diploma course offers a more advanced study of business management. It delves deeper into management functions such as planning, staffing, directing, and controlling. Students will also focus on strategic management, human resources, and business law to prepare for leadership roles in organizations.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

3. Human Resource Management - Certificate (1 Year)

- **Overview:** This course equips students with the skills needed to manage human resources in organizations. Topics include recruitment, selection, training, performance management, and employee relations. Graduates are prepared for entry-level HR roles in various sectors.
- **Duration:** 1 Year
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 4

4. Human Resource Management - Diploma (2 Years)

- **Overview:** This diploma course expands on the certificate program by offering more in-depth studies in areas like industrial relations, labor laws, and compensation management. The course prepares students for middle and senior HR management roles.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

5. Supply Chain Management - Certificate (18 Months)

- **Overview:** This certificate course focuses on the logistics and supply chain operations essential to business success. Students will study procurement, inventory management, logistics, and transportation, preparing them for roles in managing the flow of goods and services.
- **Duration:** 18 Months
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 6

6. Supply Chain Management - Diploma (2 Years)

- **Overview:** The diploma course offers advanced studies in supply chain management. Students will learn about strategic supply chain design, risk management, and supply chain technologies. This program prepares students for leadership roles in the logistics and supply chain sector.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

7. Sales & Marketing - Certificate (1 Year)

- **Overview:** This certificate course provides students with essential marketing and sales skills. It covers consumer behavior, digital marketing, advertising, and sales strategies. Graduates will be prepared to contribute to the marketing efforts of businesses across different industries.
- **Duration:** 1 Year
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 4

8. Sales & Marketing - Diploma (2 Years)

- **Overview:** The diploma course offers a more comprehensive study of sales and marketing. It covers topics like market research, marketing management, and international marketing, preparing students for strategic marketing roles in organizations.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

9. Secretarial Studies - Certificate (1 Year)

- **Overview:** This course prepares students for secretarial and administrative roles. Topics include office management, business communication, typing skills, and computer literacy. Students will be well-equipped to work as personal assistants, office administrators, or executive secretaries.
- **Duration:** 1 Year
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 4

10. Secretarial Studies - Diploma (2 Years)

- **Overview:** The diploma course builds on the certificate program, offering more advanced administrative skills. Students will study project management, event planning, and advanced office procedures, preparing them for senior executive roles in organizations.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

11. Accounting / Accountancy - Certificate (1 Year)

- **Overview:** This course offers foundational knowledge in accounting and finance. Students will learn how to prepare financial statements, manage accounts, and understand basic taxation. The course is suitable for those aiming to work as accountants in small and medium-sized businesses.
- **Duration:** 1 Year
- **Minimum Grade:** D & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term

- **Number of Terms:** 4

12. Accounting / Accountancy - Diploma (2 Years)

- **Overview:** The diploma course deepens knowledge in accounting principles, financial reporting, auditing, and taxation. Graduates will be prepared to take on advanced accounting roles in large organizations or to run their own accounting firms.
- **Duration:** 2 Years
- **Minimum Grade:** C- & Above
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 8

13. Store Keeping - Artisan (6 Months)

- **Overview:** This short course covers the fundamentals of inventory and stock management. Students will learn how to maintain inventory, track stock levels, and manage warehouses efficiently.
- **Duration:** 6 Months
- **Minimum Grade:** D- & Below
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 2

14. Salesmanship - Artisan (6 Months)

- **Overview:** The salesmanship course focuses on enhancing sales skills, communication, and persuasion. Students will be prepared for roles in retail, direct sales, and marketing by learning effective sales techniques.
- **Duration:** 6 Months
- **Minimum Grade:** D- & Below
- **Exam Body:** KNEC
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 2

15. Public Relations - Diploma (18 Months)

- **Overview:** The public relations diploma course covers the essentials of managing an organization's public image. Topics include media relations, crisis management, and communication strategies to maintain a positive public image.
- **Duration:** 18 Months
- **Minimum Grade:** C- & Above
- **Exam Body:** JP-UK
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 6

16. **Customer Service - Diploma (6 Months)**

- **Overview:** This diploma course trains students in effective customer service practices. Topics include handling customer inquiries, complaints, and ensuring customer satisfaction, preparing students for careers in various service-oriented industries.
- **Duration:** 6 Months
- **Minimum Grade:** D & Below
- **Exam Body:** ICM
- **Tuition Fee:** KES 12,000 per term
- **Number of Terms:** 2