

## I. FEE STRUCTURE

	Fulltime , Evening & Weekends (FTEW)	Distance Learning (DL)
<b>Tuition Fees Per Programme Per Semester</b>	<b>Kshs.</b>	<b>Kshs.</b>
Tuition Fees (6 courses)	25,000	22,000 (Inclusive of study Packs)

### Administrative Charges Per Programme per Semester

	Kshs.	Kshs.
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	2,000	2,000
ICT	2,000	2,000
Students Association (GUSA)	500	500
Exam Fee (6 courses)	3,000	3,000

### One-Off Administrative Charges (payable once on entry)

	Kshs.	Kshs.
Facilities Maintenance Fee	2,000	2,000
Student ID Card	500	500
Registration Fee	2,000	2,000

### Other Charges

	Kshs.	Kshs.
Corporate Internship Assessment in Semester VI only	5,000	5,000

Total Fees Per Semester (Exclusive of Accommodation and Food)					
YEAR 1				YEAR 2	
Semester I		Semester II		Semester III	
Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)
41,000	35,500	36,500	31,000	36,500	31,000

YEAR 2		YEAR 3	
Semester IV		Semester V	
Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Even- ing & Weekend (Ksh.)	Distance Learning (Ksh.)
36,500	31,000	5,000	5,000

**Note:** All applicable fees should be paid within one month of the start of the registered semester failure to which a late payment surcharge of Ksh.2,000 will automatically be debited to the student fee account.

## 2. ACCOMODATION & MEALS

- i) Self Contained Rooms (4 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 30,000** per semester per student
- ii) Self Contained Rooms (6 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 28,000** per semester per student
- iii) General Rooms (Washroom facilities outside the rooms) inclusive of breakfast, Lunch & Supper = **Ksh.26,000** per semester per student



## FOR MORE INFORMATION PLEASE CONTACT

The Students Recruitment & Admissions Office

Gretsa University

P.O Box 3-01000

Thika, Kenya.

Tel : +254 711 949006 + 254 712 959293

E-Mail: [admission@gretsauniversity.ac.ke](mailto:admission@gretsauniversity.ac.ke)

[info@gretsauniversity.ac.ke](mailto:info@gretsauniversity.ac.ke)

Website: [www.gretsauniversity.ac.ke](http://www.gretsauniversity.ac.ke)

or

SMS the word **GRETSA** to 20133 free of charge

or

Visit our Main Campus Offices located in Thika Town

Along Thika Garissa Road



**gretsa\_uni**



**Gretsa Thika**



**Gretsa\_Uni**



**GRETSA  
UNIVERSITY**

## SCHOOL OF BUSINESS

## DIPLOMA PROGRAMMES IN:

- ◆ ACCOUNTING
- ◆ AGRICULTURE ENTERPRISE & PROJECT MANAGEMENT
- ◆ BANKING & FINANCE
- ◆ BUSINESS MANAGEMENT
- ◆ CREDIT MANAGEMENT
- ◆ HUMAN RESOURCE MANAGEMENT
- ◆ MARKETING MANAGEMENT
- ◆ PURCHASING & SUPPLY MANAGEMENT
- ◆ REAL ESTATE MANAGEMENT
- ◆ PUBLIC ADMINISTRATION



### The School's Vision

To be a leading and recognized center of excellence in teaching and research in business management

### The School's Mission

To maintain leadership role in the pursuit of knowledge through relevant and quality research, publication, teaching and training in various areas of business

Please visit our website at: [www.gretsauniversity.ac.ke](http://www.gretsauniversity.ac.ke)

**Effective from April 2023**

## OVERALL GOAL OF THE PROGRAMME

The general objective of business diploma training is to provide business knowledge to students and is designed for those seeking a career in Business in the selected field in which students would like to specialise in. The programme is also appropriate for executives who would like to advance their knowledge to enhance effective management.

## CORE PROGRAMME LEARNING OUTCOMES

- Effectively carry out the key tasks in business functional areas.
- Conduct relevant research to help in effective decision making.
- Effectively solve emerging problems and challenges in modern business organizations.

## ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

- KCSE Mean Grade C- (Minus)
- KCE Div.II
- KACE (with at least a principal pass)
- Any other qualification acceptable to the Senate of Greta University as equivalent to any of the above
- A business related Certificate program from Greta University or any other recognized institution Or,

## CAREER PROSPECTS

Holder of Diploma in Business may pursue careers in the following areas:

- Senior Office managers
- Assistant Office Managers
- Accounts Clerks (those specializing in Accounting)
- Credit Officers (those specializing in Finance or Credit Management)
- Procurement Officers (those specializing in Purchasing and Supply)
- Human Resource Officers (those Specializing in Human Resource Management)
- Sales/Marketing Assistant ( for those specializing marketing management)
- Communication Officers
- SACCO Officers

## PROGRAMME DURATION

The duration of the programme is 5 semesters or 3 academic years offered in 2 calendar years

## GRADING OF COURSES

Each course is graded out of 100 marks and the pass mark is 40. The marks are translated into grade points (G.P) as follows:

Overall Average Mark	Grade
70% and above	A
60% to below 70%	B
50% to below 60%	C
40% to below 50%	D
Below 40%	F

Classification	Cumulative Average Mark
Distinction	70% and above
Credit	50% to below 70%
Pass	40% to Below 50%

## CLASSIFICATION OF THE DIPLOMA

The Diploma qualification shall be classified as follows, based on the Overall Grade Point Average (G.P.A) Marks

## PROGRAMME STRUCTURE

### Year 1

#### Semester I

#### Common Courses for all Programmes

Course Code	Course Title
DBAC 010	Principles of Financial Accounting I
DBBM 010	Business & Management Practice
DIBM 010	Business Law
DECO 010	Microeconomics
DBCC 010	Business Communication
GUCC 010	Computer Application Skills

#### Semester II

Course Code	Course Title
DBCC 020	Business Mathematics
DBFI 020	Principles of Finance
DBMK 020	Introduction to Marketing
DECO 020	Macroeconomics
DBPS 020	Principles of Purchasing & Supply Management
DBHR 020	Principles of Human Resource Management

### Year 2

#### Semester III

#### Common Courses

Course Code	Course Title
DBCC 030	Business Research Methods
DBCC 031	E-Commerce
DBCC 032	Business Statistics

(Plus 3 Courses in Specialization Option)

#### Specialization option Courses

#### Accounting

DBAC 030	Financial Accounting II
DBAC 031	Auditing Theory & Practice
DBAC 032	Cost Accounting

#### Agricultural Enterprise & Project Management

DAEP 030	Farm Administration
DBPM 030	Project Management
GUCC 012	Environmental Science

#### Banking & Finance

DBFI 030	Money and Banking
DBFI 031	Financial Institutions & Markets
DBFI 032	Corporate Finance

#### Business Management

DBFI 031	Financial Institutions & Market
DBPM 030	Project Management
DIBM 030	Business Planning

#### Credit Management

DBCM 030	Credit Management I
DBCM 031	Credit Law
DBCM 032	Credit Insurance

#### Human Resource Management

DBHR 030	Labor Economics
DBHR 031	Personnel Procurement
DBHR 032	Industrial & Labor Relations

#### Marketing Management

DBMK 030	Marketing Communication
DBMK 031	Consumer Behavior
DBMK 032	Customer Relations

#### Purchasing & Supply Management

DBPS 030	Stock Control & Stores Management
DBPS 031	International Procurement
DBAC 032	Cost Accounting

#### Real Estate Management

DBRM 030	Elements of Building Technology
DBRM 031	The Law of Real Estate Property
DBRM 032	Urban Regional Plan & Physical Environment

## Public Administration

DBPA 011	Public Law
DBPR 010	Introduction to Public Relations
DBPA 010	Principles of Public Sector Management

## Semester IV

### Common Courses

Course Code	Course Title
DBHR 040	Organizational Behavior
DBCC 040	Entrepreneurship
DBCC 041	Business Research Project

(Plus 3 Courses in Specialization Option)

#### Specialization option Courses

#### Accounting

DBAC 040	Specialized Accounting
DBAC 041	Taxation & Public Finance
DBAC 042	Financial Reporting

#### Agricultural Enterprise & Project Management

DAEP 040	Sustainable Agricultural Systems
DAEP 041	Agribusiness Value Chain Management
DAEP 042	New Venture Creation

#### Banking & Finance

DBFI 040	Investment & Portfolio Management
DBAC 041	Taxation & Public Finance
DBFI 042	Real Estate Finance

#### Business Management

DIBM 040	Managing Organizational Change
DIBM 040	Strategic Planning
DBAC 041	Taxation & Public Finance

#### Credit Management

DBCM 040	Credit Management II
DBCM 041	Company Law
DBAC 041	Taxation & Public Finance

#### Human Resource Management

DBHR 041	Strategic Human Resources Management
DBHR 042	Performance Appraisal & Management
DBHR 043	Reward Management

#### Marketing Management

DBMK 040	Marketing Strategy and Plan
DBMK 041	Marketing Research
DBMK 042	Industrial & Service Marketing

#### Purchasing & Supply Management

DBPS 013	Logistics & Distribution Management
DBPS 041	Government & Public Sector Procurement Law
DBPS 042	Managing Supply Chain Relationships

#### Real Estate Management

DBRM 040	Applied valuation & Property Maintenance
DBRM 041	Land Economics
DBFI 042	Real Estate Finance

#### Public Administration

DBAC 041	Taxation & Public Finance
DBPA 012	Principles of Administration
DBPR 014	Lobbying & Advocacy

## Semester V

DBCC 050	Corporate Internship
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