

1. FEE STRUCTURE

	Fulltime , Evening & Weekends (FTEW)	Distance Learning (DL)
Tuition Fees Per Programme per Semester	Kshs.	Kshs.
Tuition Fees (6 courses)	25,000	22,000
Administrative Charges Per Programme per Semester	Kshs.	Kshs.
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	1,000	1,000
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	1,500	1,500

Total Fees Per Semester in Ksh. (Exclusive of Accommodation and Food)			
Semester I		Semester II	
Fulltime, Evening & Weekends (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance Learning (Ksh.)
39,500	34,000	35,500	30,000

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



SCHOOL OF BUSINESS

CERTIFICATE PROGRAMME IN BUSINESS MANAGEMENT

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

info@gretsauniversity.ac.ke

Website: 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



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

Revised: July 2023

OVERALL GOAL OF THE PROGRAMME

The certificate programme aims at creating manpower with knowledge and skills required in business for improved performance.

CORE PROGRAMME LEARNING OUTCOMES

- To equip trainees with practical skills in business management .
- To enable trainees understand the role and importance of business management in an organization.
- To enable trainees start and manage their own successful enterprises.

ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

- KCSE mean grade D (Plain) Or,
- KCE Division III Or,
- Any foundation or Artisan Certificate

CAREER PROSPECTS

Holder of Certificate in Business Management may pursue careers in the following areas;

- Office Assistants
- Farm Management Assistants
- Sales people
- Store Clerks
- Receptionists
- Communication Assistants
- Human Resource Assistants
- Accounts Clerks
- Bank Clerks

PROGRAMME DURATION

The duration of the programme will be one calendar year offered in two semesters of coursework and one semester of field attachment

GRADING OF COURSES

Each course will be graded 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%	Fail

CLASSIFICATION OF THE CERTIFICATE IN BUSINESS MANAGEMENT

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

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

PROGRAMME STRUCTURE

Semester I

Common Courses

Course	Code	Course Title
CIBM	001	Foundations of Business Studies
CFIT	015	Foundations of Information Technology
CIBM	002	Essentials of Economics
CIBM	003	Fundamentals of Management
GUCC	006	Basics in Communication Skills
CIAC	001	Fundamentals of Accounting

Semester II

Common Courses

Course	Code	Course Title
CIBM	004	Essentials of Business Communication
CIHR	001	Foundation of Human Resources Management
CIEN	001	Fundamentals of Entrepreneurship & Practicum
CIBF	001	Fundamentals of Finance
CIMK	001	Essentials of Marketing
CIPS	001	Fundamentals of Purchasing & Supply Management

