

INTAKE: SEPTEMBER FOR ALL PROGRAMMES

(Course applications will be done in May)

Diploma in Legal Studies (Evening mode)

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C minus or any relevant Advanced Certificate from a recognized institution.
Kshs 24,000/= per semester

Diploma in Accountancy (Evening mode)

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C-
Tuition Fees: Kshs 24,000/= per semester

Diploma in Technology in Office Administration (mode) in the following options:

- **Legal Office Administration**
- **Medical Office Administration**
- **Business Office Administration**
- **Foreign Language Office Administration**

Duration: 6 semesters plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C minus or a Certificate in Secretarial Studies or equivalent
Tuition Fees Kshs 14,000/= per semester

Diploma in Technology in Business Information Technology

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C- (minus) or a Certificate in BIT or IT
Tuition Fees: Kshs 24,000/= per semester for evening

Certificate in Secretarial Studies

Duration: 4 semesters
Minimum entry qualifications: KCSE mean grade D plain including D plain in English
Tuition Fees: Kshs 19,200/= per semester

PLEASE NOTE:

Applications for courses are available only when courses have been advertised in the daily newspapers and should be made during the official application period following the course advertisement. Application for courses, **made on or before the course application deadline**, addressed to the Senior Assistant Registrar-Student Recruitment and Admissions, should be made on **official course application coupons** available at the University & in the newspaper advertisement accompanied by copies of **ACADEMIC and/or PROFESSIONAL CERTIFICATES; copy of NATIONAL IDENTITY CARD or WAITING SLIP or PASSPORT; and a BANK DEPOSIT SLIP; or a BANKERS' CHEQUE; or a POSTAL MONEY ORDER** made payable to the University College of a **NON-REFUNDABLE COURSE APPLICATION FEE of Kshs 2,000/=**

Fee payments made by cash; credit cards; and personal and/or company cheques; WILL NOT be accepted at the University.

Successful students shall pay **TUITION FEES** plus the **STATUTORY FEES** listed below **ONLY THROUGH** the following ways:

1. The university fee collection accounts at any branch of **Equity Bank AC. NO 0540 290 597 366 or Co-operative Bank of Kenya AC. NO 0112 906 234 900**
2. A bankers' cheque.
3. Any form of money transfer such as RTGS or EFT accompanied by a corresponding advice slip bearing the particulars of the beneficiary.

Registration fee (paid per academic year) Kshs 2,000/=; Medical fee (paid per academic year) Kshs 2,000/=; Caution money (paid once (refundable) Kshs 2,000/=; Industrial Attachment fee for diploma students taking regular courses (paid once) Kshs. 1,350/=; Computer fee (paid per academic year) Kshs 2,000/=; Maintenance fee (paid per academic year) Kshs 400/=; Library fee (paid per academic year) Kshs 2,000/=; Student Union fee (paid per academic year) Kshs 500/=; Sports fee (paid per academic year) Kshs 500/=; Insurance fee (paid per academic year) Kshs 500/=; Activity fee (for degree students-paid per academic year) Kshs. 1,000/=; and Examination fee (paid per academic year) Kshs. 5,000/=

An academic year is equivalent to two (2) semesters.



TECHNICAL UNIVERSITY OF KENYA

FACULTY OF LIBERAL AND PROFESSIONAL STUDIES (FLPS)

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES (SBMS)

COURSE BROCHURE 2013/2014

LOCATION: L-BLOCK-GROUND FLOOR ROOM 6.

Technical University of Kenya
P. O. Box 52428-00200 Nairobi
Haile Selassie Avenue
Telephone: +254 (020) 343 672; 341 639; 224 9974; 251 300; 251 822; 225 0522; 0732 388 704; 0732 388 765.
Fax: +254 (020)221 9689
Website:www.tukenya.ac.ke

Diploma in Business Studies (evening mode) in the following options:

- **Business Administration**
- **Human Resources Management**
- **Sales and Marketing**
- **Procurement and Supply Chain Management**

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C- minus or a Certificate in Sales and Marketing or an Advanced Certificate in Supplies Management or an Advanced Certificate in Business Administration

Tuition Fees Kshs 24,000/= per semester

Diploma in Technology in Business Information Technology

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C- (minus) or a Certificate in BIT or IT

Tuition Fees Kshs 24,000/= per semester for evening

Diploma in Accountancy (Evening mode)

Duration: 3 years (6 sems) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C-

Tuition Fees Kshs 24,000/= per semester

Certificate in Business Studies (Evening mode)

Duration: 4 semesters
Minimum entry qualifications: KCSE mean grade D plain
Tuition Fees Kshs 19,200/= per semester; Exams: Kshs 4,000 per semester

Certificate in Sales and Marketing (Evening mode)

Duration: 4 semesters
Minimum entry qualifications: KCSE mean grade D plain
Tuition Fees Kshs 19,200/= per semester; exam Kshs 4,000/= per semester

Certificate in Procurement and Supply Chain Management

Duration: 4 semesters
Minimum entry qualifications: KCSE mean grade D plain
Tuition Fees Kshs 19,200/= per sem; exam Kshs 4,000/= per semester

ABE Advanced Diploma in Business Management

Duration: One semester
Minimum entry qualifications: First Degree, ABE Diploma in Business Management
Tuition Fees Kshs 24,000/=, Exams: £ 175 to ABE-UK

ABE Diploma in Business Management Part I & II

Duration: 2 semesters
Minimum entry qualifications: KCSE mean grade C plain
Tuition Fees Kshs 24,000/= per sem Exams: £ 150 to ABE-UK

ABE Diploma in Human Resource Management Part I & II

Duration: 2 semesters
Minimum entry qualifications: KCSE mean grade C plain
Tuition Fees Kshs 24,000/= per semester. Exams: £ 150 payable to ABE-UK

ABE Certificate in Human Resource Management

Duration: 1 semester
Minimum entry qualifications: KCSE mean grade D plain
Tuition Fees Kshs 19,200/=, Exams: £ 115 payable to ABE-UK

ABE Certificate in Business Management

Duration: 1 semester
Minimum entry qualifications: KCSE mean grade D plain
Tuition Fees Kshs 19,200/=, ABE exam: £115 payable to ABE-UK

Certificate in Business Information Technology (CBIT)

Duration: 3 semesters
Minimum entry qualifications: KCSE mean grade D plain including a pass in English and Mathematics
Tuition Fees Kshs 19,200/= per semester

KASNEB Requirements

Students interested in pursuing courses offered by KASNEB and later sitting for their examinations must **REGISTER WITH KASNEB FIRST** before they enroll for the course.

Certified Public Accountants (CPA) Section 3-KASNEB

Duration: Two semesters
Minimum entry qualifications: Pass in CPA Section 2
Tuition Fees Part-time: Kshs 9,850/= per semester

Certified Public Accountants (CPA) Section 4-KASNEB

Duration: Two semesters
Minimum entry qualifications: Pass in CPA Section 3
Tuition Fees Part-time: Kshs 9,850/= per semester

Diploma in Secretarial Studies (Regular & Evening mode) in the following options:

- **Business Secretarial Studies**
- **Legal Secretarial Studies**
- **Medical Secretarial Studies**
- **Foreign Language Secretarial Studies**

Duration: 3 years (6 semesters) plus Industry Based Learning
Minimum entry qualifications: KCSE mean grade C-minus with a D plain in Mathematics or Business Studies/Commerce/Accounting/Economics and in English/Kiswahili or a Certificate in Secretarial Studies
Tuition Fees Kshs 24,000/= per semester for evening

Certificate in Secretarial Studies

Duration: 4 semesters
Minimum entry qualifications: KCSE mean grade D plain including D plain in English
Tuition Fees Kshs 19,200/= per semester

Diploma in Banking Part I-KNEC (Evening mode)

Duration: One semester
Minimum entry qualifications: KCSE mean grade C plain including C plain in English and Mathematics or a Business subject
Tuition Fees: Kshs 24,000/= per sem; exam Kshs. 8,340/=.

Diploma in Supplies Management Part I & II-KNEC

Duration: 2 semesters
Minimum entry qualifications: KCSE mean grade C minus including C minus in English and Mathematics or a Business subject or Advanced Certificate in Supplies and Management Part I and a pass in Pass I for Part II
Tuition Fees: Kshs 24,000/= per sem; exam Kshs 7,110/=

Diploma in Management KNEC Part I & II-KNEC

Duration: Two semesters

Minimum entry qualifications: KCSE mean grade C plain including C plain in English, Mathematics or a Business subject or Advanced Certificate in Business Administration for Part I and a pass in Part I for Part II

Tuition Fees: Kshs 24,000/= per semester; exam Kshs. 8,340 part I, part II Kshs 8,700/=

Advanced Certificate in Business Administration-KNEC

Duration: One semester

Minimum entry qualifications: Certificate in Business Administration

Tuition Fees: Kshs 19,200/=, exam Kshs 6,540/=

Advanced Certificate in Supplies Management-KNEC

Duration: One semester

Minimum entry qualifications: Certificate in Supplies Management

Tuition Fees Kshs 19,200/=, exam Kshs 6,940/=

Certificate in Business Administration-KNEC

Duration: 4 semesters

Minimum entry qualifications: KCSE mean grade D+, including D+ in English and Maths or Economics/Commerce/Accounts

Tuition Fees: Kshs 19,200/= per semester, internal exam Kshs 4,260/=

Certificate in Supplies Management-KNEC

Duration: 4 semesters

Minimum entry qualifications: KCSE mean grade D+, incl. D+ in English, Maths or Business Subject

Tuition Fees: Kshs 19,200/= per semester, internal exam Kshs 4,260/=

- **Storekeeping**
- **Business Calculations**
- **Commerce (one semester per stage)**
- **Office Management**
- **Office Procedures (one semester per stage)**
- **Shorthand (one semester per stage)**
- **Computerized Document Processing (CDP)(one semester per stage)**
- **Business English (one semester per stage)**

Duration: 1 semester

Minimum entry qualifications: KCSE mean grade D plain and for Office Management one needs to have passed Office Procedures II

Tuition Fees Kshs. 8,150/=, KNEC stage 1 exam: Kshs 1,460/=; stage 2 exam Kshs. 1,510/=; stage 3 exam Kshs. 1,560/=

Certified Public Accountants (CPA) Section I-KASNEB

Duration: Two semesters

Minimum entry qualifications: KCSE mean grade C+ including C+ in English and Mathematics or KATC final

Tuition Fees Part-time: Kshs. 9,850/= per semester

Certified Public Accountants (CPA) Section 2-KASNEB

Duration: Two semesters

Minimum entry qualifications: Pass in CPA Section 1 or pass in KATC final

Tuition Fees: Part-time: Kshs 9,850/= per semester

Accounts Technicians Cert (ATC) Intermediate & Final-KASNEB

Duration: Two semesters

Minimum entry qualifications: KCSE mean grade D plain for ATC Intermediate and pass in ATC Intermediate for ATC Final.

Tuition Fees: Part-time: Kshs 9,850/= per semester