



CHRM College
 Hazina Trade Centre, 13th
 floor, Moktar Daddah Street
 P.O Box 4322-00200 Nairobi, Kenya
 Tel: +254 20 221 7490,
 Mobile: 0727 792 122, 0718 781 513
 Email: Info@chrn.or.ke
 Website: www.chrm.or.ke

FEE STRUCTURE FOR CERTIFICATE IN BUSINESS MANAGEMENT-CBM (KNEC)

Course overview

This course lays a firm foundation for any person looking to have a managerial position at any organization. Every single organization is a business that requires skills for the day to day running.

Business management is intended to equip the trainees with knowledge, skills and attitudes that will enable them to perform clerical duties in an organization. A graduate of this course will be able to work in a salaried field or choose to be self-employed. To achieve this CHRm college has included units such as entrepreneurship, communication skills, life skills, information and communication to fully prepare our students in the job market.

Certificate Courses

- Certificate in Business Management-CBM(KNEC)

Minimum Entry Requirements

- Holders of a KCSE D plain (KNEC),
- Holders of a Related Artisan qualification, or any other Equivalent qualification acceptable by KNQA

Duration and Pattern

The Certificate is divided into 2 Modules and each module is divided into 2 terms each of 3 months.

Business Plan is done in module 1 and Research Project in module 2.

No.	ITEM	FEE PAYABLE	
1	Tuition Fees	31,485/- module 1	31,485/- module 1
2	Registration Fee	2,000/-	
3	Library Fees	3,500/-	
4	Student Welfare	2,000/-	
5	ICT	2,000/-	
6	Orientation Fee	1,500/-	
7	Project Administration Fee	2,000/-	
8	Internal Exams Fee	2,000/-	
9	Student ID	500/-	
11	Caution Fees	2,000/-	Once & Refundable
12	Development Fund	1,000/-	500 Per Semester
13	KNEC Examination Fees	Module I – 8,650/- Module II – 8,650/-	
14	TOTAL FEE	98,770/-	Module 1 54,135 Module 2 44,635

NB: Students using the installment plan will pay an additional 1,200/- per semester.

Attendance Modes

- Evening - 5.30 pm – 8.30 pm - Evening Daily
- Saturday - 8.30 am – 5.00 pm - Saturday
- Full time - 8.30am – 4.30 pm - Weekday Daily
- Sunrise - 6.30 am – 8.30 am - Weekday Daily

Mode of Application

Applications forms are available at CHRm Hazina Trade Center, 13th Floor on payment of a non-refundable fee of Ksh. 500/= . The application fee can be deposited into the following bank account:- **Kenya Commercial Bank – Biashara street Branch,**

Account No. 1180194667 in favor of College of Human Resource Management (CHRM). Duly completed forms should be submitted to the Admissions Office Hazina Trade Center, 13th Floor, or sent to CHRmCollege, P.O. Box 4322-00200, Nairobi, Kenya.

The application package should include the completed application form, copies of relevant certificates, KCSE Certificate, Copy of National ID, Birth Certificate, Affidavit or Marriage certificate (*for those using different names*), passport size photographs (each three copies), to admissions@chrn.or.ke or deliver to our offices. The application fee receipt/banking slip must be attached.