



CHRM College

Hazina Trade Centre, 13th floor, Moktar Daddah Street
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FEE STRUCTURE FOR CERTIFICATE IN HUMAN RESOURCE MANAGEMENT- (KNEC)

Course overview

Human Resource Management is a strategic approach towards management of the organization's most valued assets-'the people.' This course is primarily concerned with the policies, processes and procedures which make up the Human Resource Management function and which are applied in the management of people in organizations.

We at CHRM College aim at developing students' knowledge and understanding, from both an academic and a practitioner perspective, of the critical role human resources play in the achievement of organizational objectives and the issues and processes involved in effectively managing those human resources.

Certificate Courses

- Certificate in Human Resource Management-CHRM (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 2
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 – 9,100/-	
		Module II – 8,650/-	
14	TOTAL FEE	99,220/-	Module 1 54,585
			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 CHRM College, 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.