



Kenya Institute of Business & Counselling Studies (KIBCo)

KIBCo is registered with the ministry of Education, Science and Technology (MoEST), the State Department of Technical and Vocational Education Training Authority (TVETA) charged with regulating tertiary institutions, The Kenya Accountants and Secretaries National Examinations Board (KASNEB) and Kenya National Educational Council (KNEC). KIBCo is accredited by NITA and Colombo Plan Sri Lanka to offer international certificate of Addiction Professionals (ICAP).

SCHOOL OF BUSINESS, ACCOUNTACY, LANGUAGES AND TECHNICAL COURSES

COURSE	LEVEL	MINIMUM REQUIREMENTS	DURATION	NO. OF TERMS	EXAM BODY	TUTION FEES PER TERM	TUTION PER MONTH
BUSINESS MANAGEMENT	Diploma	C- or certificate qualification	2 years	6	TVETCDACC	15,000	5,000
	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000	4,000
HUMAN RESOURCE MANAGEMENT	Diploma	C- or certificate qualification	2 year	6	TVETCDACC	15,000	5,600
	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000	4,000
SUPPLY CHAIN MANAGEMENT	Diploma	C- or certificate qualification	2 years	6	TVETCDACC	15,000	5,000
	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000	4,000
MARKETING MANAGEMENT	Diploma	C- or certificate qualification	2 years	6	TVETCDACC	15,000	5,000
	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000	4,000
FRONT OFFICE OPERATIONS	Artisan	KCPE Certificate	3 months	1	TVETCDACC	20,000	6,700
OFFICE ASSISTANT	Artisan Certificate	KCSE grade E	6 months	2	TVETCDACC	19,650	6550
STORE KEEPING	Artisan Certificate	KCSE Grade D-	6 months	2	TVETCDACC	10,000	5,000
INFORMATION COMMUNICATION TECHNOLOGY	Diploma	C- or certificate qualification	2 years	6	TVETCDACC	15,000	5,000
	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000	3,000

OFFICE ADMINISTRATION	Diploma	Diploma	C- or certificate qualification	2 years	6	TVETCDACC	15,000
	Certificate	Certificate	KCSE Grade D	1 year	3	TVETCDACC	12,000

SHORT COURSES

Course	Duration	Cost
Entrepreneurial and business start-up	4 weeks	6,000
Office administration	4 weeks	6,000
Warehousing operations & Stock Control	4 weeks	6,000
Computer packages	6 weeks	6,000
Office Etiquette & Protocol Diplomacy	4 weeks	6,000
Public Relations & Customer Care	4 weeks	6,000

PAYMENT MODE

(1) A/C NO: 01100063828600

A/C NAME: KENYA INSTITUTE OF BUSINESS AND COUNSELLING STUDIES

BANK: CO-OPERATIVE

BRANCH: KIAMBU

(2) PAYBILLNO. 819450

ACCOUNT NAME: STUDENT NAMES

Kindly forward the payment code,sms,and receipt to 0728087101, thikacampus@kibco.ac.ke

REGISTRATION REQUIREMENTS

1. Registration fees **Kshs. 2,000**
2. Birth certificate
3. National ID
4. KCSE certificate
5. Passports Photos (Soft Copy)

MODE OF STUDY

1. Online
2. Full-time
3. School-based
4. Morning and evening classes

CONTACT US

KIBCo NAIROBI HEADQUARTERS CAMPUS

Tel: **0723 891 555, 0714824003** Southern House, 4th and 5th floors,
off Moi Avenue, Opp. Meridian Hotel,

Email: info@kibco.ac.ke, kibco13@gmail.com

KIBCo THIKA CAMPUS

Tel: **0728 087 101**, Next to Chania Boys Sch., Opposite Gatumaini Primary

Email: thikacampus@kibco.ac.ke

KIBCo KIAMBU CAMPUS

Tel: **0758 354 774**, Rui off Kiambu Road, along Kirigiti Road near St.Paul's ACK Church

Website: www.kibco.ac.ke