



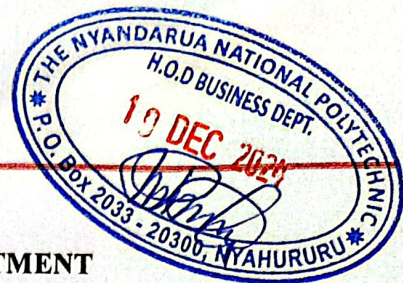
# NYANDARUA NATIONAL POLYTECHNIC

P.O. BOX 2033 – 20300, NYAHURURU

Cell: 0727-256001

Email: [info@nyandaruanationalpoly.ac.ke](mailto:info@nyandaruanationalpoly.ac.ke)

Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)



NyNP/BSE/FS/2025

## BUSINESS STUDIES & ENTREPRENEURSHIP DEPARTMENT COURSE UNITS TERM 1 (JANUARY-APRIL) 2025 & ASSESSMENT FEE

NyNP PROGRAMMES				
OFFICE ADMINISTRATION LEVEL 6.2				
Sno.	CODE	UNIT OF COMPETENCY	TYPE	KSH.
1		Occupational Health and Safety Practices	Common	1,000
2	0415 551 08A	Short Hand	Common	1,000
3	0415 551 09A	CDP	Common	1,000
4	0415 551 18A	Manage office security	Core	1,500
5	0415 551 14A	File office documents	Core	1,500
6	0415 551 15A	Coordinate official meetings	Core	1,500
			<b>Total</b>	<b>7,500</b>
OFFICE ADMINISTRATION LEVEL 6.1				
Sno.	CODE	UNIT OF COMPETENCY	TYPE	KSH.
1	0031 541 1A BSE	Communication Skills	Basic	1,000
2	0611 541 03A	Digital Skills	Basic	1,000
3	0415 551 08A	Short Hand	Common	1,000
4	0415 551 09A	CDP	Common	1,000
5	0415 551 12A	Front Office Operations	Core	1,500
6	0415 551 13A	Office Mail Management	Core	1,500
			<b>Total</b>	<b>7,000</b>

CDACC PROGRAMMES				
SUPPLY CHAIN MANAGEMENT LEVEL 6.2				
Sno.	CODE	UNIT OF COMPETENCY	TYPE	KSH.
1	BUS/OS/SC/BC/04/6	Demonstrate entrepreneurial skills	Basic	1,000
2	BUS/OS/SC/BC/07/6	Demonstrate Occupational Safety and Health Practices	Basic	1,000
3	BUS/OS/SC/CR/03/6	Oversee distribution of stored goods	Core	1,500
4	BUS/OS/SC/CR/04/6	Manage supply chain Operations	Core	1,500
			<b>Total</b>	<b>5,000</b>
SUPPLY CHAIN MANAGEMENT LEVEL 5.2				
Sno.	CODE	UNIT OF COMPETENCY		Ksh.
1	BUS/OS/SC/BC/05/5/A	Demonstrate entrepreneurial skills	Basic	1,000
2	BUS/OS/SC/BC/06/5/A	Occupational Health and Safety Practices	Basic	1,000
3	BUS/OS/SC/CR/03/5/A	Distribute stored goods	Core	1,500
4	BUS/OS/SC/CR/04/5/A	Participate in procurement contracts Mgt	Core	1,500
5	BUS/OS/SC/CR/05/5/A	Participate organizational assets Disposal	Core	1,500
			<b>Total</b>	<b>6,500</b>





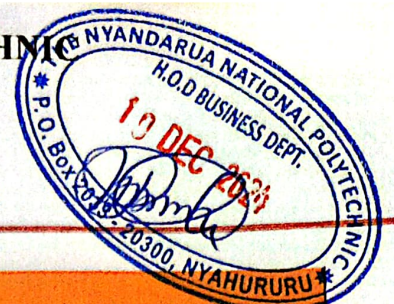
# NYANDARUA NATIONAL POLYTECHNIC

P.O. BOX 2033 – 20300, NYAHURURU

Cell: 0727-256001

Email: [info@nyandaruanationalpoly.ac.ke](mailto:info@nyandaruanationalpoly.ac.ke)

Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)



## OFFICE ADMINISTRATION LEVEL 5.2

Sno.	CODE	UNIT OF COMPETENCY		Ksh.
1	BUS/OS/OA/BC/04/5/A	Demonstrate Entrepreneurial Skills	Basic	1,000
2	BUS/OS/OA/BC/07/5/A	Occupational Safety and Health Practices	Basic	1,000
3	BUS/OS/OA/CR/03/5/A	File Office Documents	Core	1,500
4	BUS/OS/OA/CR/04/5/A	Coordinate Official Meeting	Core	1,500
5	BUS/OS/OA/CR/05/5/A	Manage Office Security	Core	1,500
6	BUS/OS/OA/CC/01/5/A	Demonstrate Shorthand Skills	Core	1,500
7	BUS/OS/OA/CR/07/5/A	Process Computerised Document	Core	1,500
			<b>Total</b>	<b>9,500</b>

## OFFICE ADMINISTRATION LEVEL 5.1

Sno.	CODE	UNIT OF COMPETENCY	TYPE	KSH.
1	BUS/OS/OA/BC/01/5	Demonstrate Communication Skills	Basic	1,000
2	BUS/OS/OA/BC/03/5	Demonstrate Digital Skills	Basic	1,000
3	BUS/OS/OA/BC/02/5	Demonstrate Numeracy Skills	Basic	1,000
4	BUS/OS/OA/CC/01/5	Demonstrate Shorthand Skills	Core	1,500
5	BUS/OS/OA/CR/07/5	Process Computerized Document	Core	1,500
6	BUS/OS/OA/CR/01/5	Manage Front Office Operations	Core	1,500
7	BUS/OS/OA/CR/02/5	Manage Office Mail	Core	1,500
			<b>Total</b>	<b>9,000</b>

## HRMPEB PROGRAMMES

### HUMAN RESOURCE MANAGEMENT LEVEL 6.2

Sno.	CODE	UNIT OF COMPETENCY		KSH.
1	0411551 3A	Accounting and Financial Mngt Skills		2,000
2	0541 511 4A	Research Techniques		2,000
3	0413551 12A	Compensation and Reward Management		2,000
4	0413551 11A	Performance Management		2,000
5	1022551 7A	Occupational Health and Safety Practices		2,000
			<b>Total</b>	<b>10,000</b>

### HUMAN RESOURCE MANAGEMENT LEVEL 6.1

Sno.	CODE	UNIT OF COMPETENCY		KSH.
1	0031 551 1A	Business Communication		2,000
2	0031 551 2A	Principles of Labour Economics		2,000
3	0413 551 6A	Human Resource Management		2,000
4	0413 551 10A	Employee Resourcing		2,000
5	0413 551 13A	Training and development		2,000
			Registration	6,000
			<b>Total</b>	<b>16,000</b>





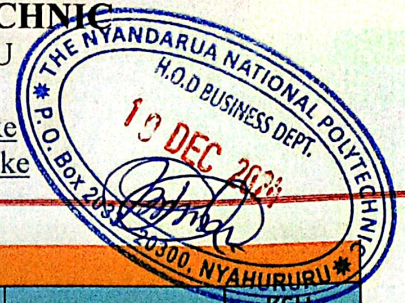
# NYANDARUA NATIONAL POLYTECHNIC

P.O. BOX 2033 – 20300, NYAHURURU

Cell: 0727-256001

Email: [info@nyandaruanationalpoly.ac.ke](mailto:info@nyandaruanationalpoly.ac.ke)

Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)



## HUMAN RESOURCE MANAGEMENT LEVEL 5.1

Sno.	CODE	UNIT OF COMPETENCY	KSH.
1	0031 451 1A	Business Communication	1,500
2	0413 451 7A	Elements and Practice of HRM	1,500
3	0611 451 3A	Fundamentals of ICT	1,500
4	0411 451 4A	Elements of Business Law	1,500
		Registration	3,500
		<b>Total</b>	<b>9,500</b>

## CERTIFIED PUBLIC ACCOUNTANT FOUNDATION LEVEL

Sno.	CODE	SUBJECT	KSH.
1	CA11	Financial Accounting	1,400
2	CA12	Communication Skills	1,400
3	CA13	Introduction to Law and Governance	1,400
4	CA14	Economics	1,400
5	CA15	Quantitative Analysis	1,400
6	CA16	Information Communication Technology	1,400
		Registration	7,500
		<b>Total</b>	<b>15,900</b>

## ACCOUNTING TECHNICIAN DIPLOMA Level 3

Sno.	CODE	SUBJECT	KSH.
1	AD31	Principles of Economics	1,300
2	AD32	Fundamentals of Management Accounting	1,300
3	AD33	Fundamentals of Finance	1,300
4	AD34	Principles of Auditing	1,300
		<b>Total</b>	<b>5,200</b>

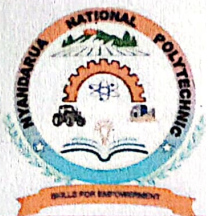
## ACCOUNTING TECHNICIAN DIPLOMA Level 2

Sno.	CODE	SUBJECT	KSH.
1	AD21	Financial Accounting	1,200
2	AD22	Principles of Management	1,200
3	AD23	Business Mathematics & Statistics	1,200
4	AD24	Principles of Taxation	1,200
		<b>Total</b>	<b>4,800</b>

## ACCOUNTING TECHNICIAN DIPLOMA Level 1

Sno.	CODE	SUBJECT	KSH.
1	AD11	Introduction to Financial Accounting	1,000
2	AD12	Introduction to Law and Ethics	1,000
3	AD13	Entrepreneurship and Communication	1,000
4	AD14	Information Communication Technology	1,000
		Registration	6,000
		<b>Total</b>	<b>10,000</b>





# NYANDARUA NATIONAL POLYTECHNIC

P.O. BOX 2033 – 20300, NYAHURURU

Cell: 0727-256001

Email: [info@nyandaruanationalpoly.ac.ke](mailto:info@nyandaruanationalpoly.ac.ke)

Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)



## CERTIFICATE IN ACCOUNTS AND MANAGEMENT SKILLS Level 2

Sno.	CODE	SUBJECT		KSH.
1	CM21	Foundations of Accounting		1,000
2	CM22	Elements of Taxation		1,000
3	CM23	Principles of Marketing and Communication		1,000
			<b>Total</b>	<b>3,000</b>

## CERTIFICATE IN ACCOUNTS AND MANAGEMENT SKILLS Level 1

Sno.	CODE	SUBJECT		KSH.
1	CM11	Principles of Entrepreneurship & management		800
2	CM12	Introduction to Business Law & Ethics		800
3	CM13	Fundamental ICT Skills		800
4	CM14	Fundamentals of Business Mathematics		800
			Registration	3500
			<b>Total</b>	<b>6,700</b>

## KNEC PROGRAMMES

### DIPLOMA BUSINESS MANAGEMENT Module 3

Sno.	CODE	SUBJECT		Ksh.
1	2906/301	Organization Theory Behaviour		<b>11,400</b>
2	2906/302	Labour and Industrial Relations		
3	2906/303	Principles and Practice of Management		
4	2906/304	Human Resource Management		
5	2906/305	Managerial Accounting		
6	2906/306	Financial Management		
7	2906/308	Course Specialization Project		

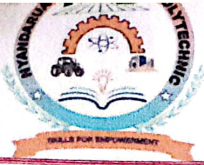
### DIPLOMA HUMAN RESOURCE MANAGEMENT Module 3

Sno.	CODE	SUBJECT		Ksh.
1	2908/301	Organization Behavior		<b>10,050</b>
2	2908/302	Labor and Industrial Relations		
3	2908/303	Principles and Practice of Management		
4	2908/304	Accounting and control		
5	2908/305	Economics		
6	2908/308	Course Specialization Project		

### DIPLOMA SUPPLY CHAIN MANAGEMENT Module 3

Sno.	CODE	SUBJECT		Ksh.
1	2903/301	Purchasing and Supply Strategy		<b>11,400</b>
2	2903/302	Operations Management		
3	2903/303	Principles and Practice of Management		
4	2903/304	International Purchasing		
5	2903/305	Managerial Accounting		
6	2903/306	Project and Contract Management		
7	2903/308	Course Specialization Project		





NYANDARUA NATIONAL POLYTECHNIC

P.O. BOX 2033 – 20300, NYAHURURU

Cell: 0727-256001

Email: [info@nyandaruanationalpoly.ac.ke](mailto:info@nyandaruanationalpoly.ac.ke)

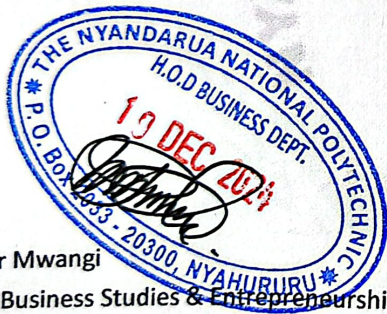
Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)

**CERTIFICATE SECRETARIAL STUDIES Stage 3**

Sno.	CODE	SUBJECT		Ksh.
1		Computerized Data Processing 3		650
2		Shorthand 3		650
3		Information Communication Technology 3		650
4		Financial Accounting II		650
			Basic fee	1200
			<b>Total</b>	<b>3,800</b>

**DIPLOMA IN SECRETARIAL STUDIES Mod 3**

Sno.	CODE	SUBJECT		Ksh.
1	2901/301	Computerized Document Processing III		10,050
2	2901/302	Shorthand III		
3	2901/303	Office Administration and management		
4	2901/304	ICT III		
5	2901/305	Statistics		
6	2901/306	Course Specialization Project		



Peter Mwangi

HoD Business Studies & Entrepreneurship