

# study in KENYA

Course	Diploma in Records and Library Management
Institution	Beam International Training Centre
Campus	Jasho House Campus
Course Length	1 Year
Mode of Study	Full Time
Exam Body	Kenya National Examinations Council Association of Business Executives Institute of Commercial Management International Training Centre
Tuition Fees	Kes. 9,000 per term
Entry Requirement	Mean Grade C Minus and Above
Application Procedure	<p>Artisan Certificate - KCPE and above Certificate in BTEP/TIVET &amp; TEP D and above Diploma in BTEP/TIVET C - and above Certificate in BMC - Mean grade of D+ in Math or Commerce &amp; C in English Diploma BMC grade of C Plain with C in Math or Commerce &amp; C in English Higher Diploma - Acceptable by the examination body Advanced Diploma - Diploma Associate Degree - Advanced Diploma or Higher Diploma or Graduate Diploma</p> <p>N.B (i) Examination Fees varies with Examination Body (ii) Fees provided is the minimum per term</p> <p>Admission Fees KSHS. 1,000</p> <p>Photocopy Certification</p> <p>6. Student Card Fees Kshs. 200 2. ID Card</p> <p>7. 2 Passport size photographs 3. Copies of Birth Certificate</p> <p>8. Copy of Birth Certificate 4. Library Fees Kshs. 2,000 per year</p> <p>9. T-shirt fee Kshs. 1,200 per year 5. Practicals Kshs. 2,000 per term</p> <p>10. Activity Fee Kshs. 500 per term (Hotel &amp; Catering, Engineering)</p>
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