



# CERTIFIED SECRETARY COURSE

## A. MINIMUM ENTRY REQUIREMENTS

- KCSE C+; or
- Degree from a recognized university; or
- KASNEB Technician, Diploma or Professional Examination Certificate; or
- IGCSE mean grade of C in 6 papers; or
- Kenya Advanced Certificate of Education (at least two principal passes and credits Mathematics and English); or
- Equivalent qualification approved by KASNEB.

## B. DURATION AND ATTENDANCE

- The CS programme is structured in three (3) levels:

Foundation Level 1	Intermediate Level 1	Advanced Level 1
<ul style="list-style-type: none"> <li>• Management Principles and Practice.</li> <li>• Communication Skills and Records Management.</li> <li>• Introduction to Law and Governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Company Law.</li> <li>• Public Sector, Governance, Policy and Administration</li> <li>• Meetings: Compliance and Administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Management</li> <li>• Finance for Decision Making</li> <li>• Governance and Compliance Audit</li> </ul>
Foundation Level 2	Intermediate Level 2	Advanced Level 2
<ul style="list-style-type: none"> <li>• Principles of Accounting and Taxation.</li> <li>• Human Resources Management.</li> <li>• Information Communication Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Markets and Specialized Institutions.</li> <li>• Corporate Governance and Ethics.</li> <li>• Research, Consultancy and Advisory</li> </ul>	<ul style="list-style-type: none"> <li>• Boardroom Dynamics</li> <li>• Research Project</li> </ul>

# Mku Courses Intake January 2015

**AW Rasmussen**



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## **Table of Contents Mku Courses Intake January 2015**

1. Understanding the eBook Mku Courses Intake January 2015
  - The Rise of Digital Reading Mku Courses Intake January 2015
  - Advantages of eBooks Over Traditional Books
2. Identifying Mku Courses Intake January 2015
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Mku Courses Intake January 2015
  - User-Friendly Interface
4. Exploring eBook Recommendations from Mku Courses Intake January 2015
  - Personalized Recommendations
  - Mku Courses Intake January 2015 User Reviews and Ratings
  - Mku Courses Intake January 2015 and Bestseller Lists
5. Accessing Mku Courses Intake January 2015 Free and Paid eBooks
  - Mku Courses Intake January 2015 Public Domain eBooks
  - Mku Courses Intake January 2015 eBook Subscription Services
  - Mku Courses Intake January 2015 Budget-Friendly Options
6. Navigating Mku Courses Intake January 2015 eBook Formats

- ePub, PDF, MOBI, and More
- Mku Courses Intake January 2015 Compatibility with Devices
- Mku Courses Intake January 2015 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Mku Courses Intake January 2015
  - Highlighting and Note-Taking Mku Courses Intake January 2015
  - Interactive Elements Mku Courses Intake January 2015
- 8. Staying Engaged with Mku Courses Intake January 2015
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Mku Courses Intake January 2015
- 9. Balancing eBooks and Physical Books Mku Courses Intake January 2015
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Mku Courses Intake January 2015
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Mku Courses Intake January 2015
  - Setting Reading Goals Mku Courses Intake January 2015
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Mku Courses Intake January 2015
  - Fact-Checking eBook Content of Mku Courses Intake January 2015
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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