



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

Mku Courses Intake January 2015

Marcel A. Müller



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