

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
Management Principles and Practice, Communication Skills and Records Management, Introduction to Law and Governance.	Company Law. Public Sector, Governance, Policy and Administration Meetings: Compliance and Administration.	Strategic Management Finance for Decision Making Covernance and Compliance Audit
Foundation Level 2	Intermediate Level 2	Advanced Level 2
Principles of Accounting and Taxation. Human Resources Management. Information Communication Technology	Financial Markets and Specialized Institutions. Corporate Governance and Ethics. Research, Consultancy and Advisory	Boardroom Dynamics Research Project

Mku Courses Intake January 2015

Ying Liu

Mku Courses Intake January 2015:

This book delves into Mku Courses Intake January 2015. Mku Courses Intake January 2015 is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and indepth insights into Mku Courses Intake January 2015, encompassing both the fundamentals and more intricate discussions.

- 1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Mku Courses Intake January 2015
 - o Chapter 2: Essential Elements of Mku Courses Intake January 2015
 - o Chapter 3: Mku Courses Intake January 2015 in Everyday Life
 - Chapter 4: Mku Courses Intake January 2015 in Specific Contexts
 - ∘ Chapter 5: Conclusion
- 2. In chapter 1, this book will provide an overview of Mku Courses Intake January 2015. The first chapter will explore what Mku Courses Intake January 2015 is, why Mku Courses Intake January 2015 is vital, and how to effectively learn about Mku Courses Intake January 2015.
- 3. In chapter 2, the author will delve into the foundational concepts of Mku Courses Intake January 2015. This chapter will elucidate the essential principles that must be understood to grasp Mku Courses Intake January 2015 in its entirety.
- 4. In chapter 3, the author will examine the practical applications of Mku Courses Intake January 2015 in daily life. This chapter will showcase real-world examples of how Mku Courses Intake January 2015 can be effectively utilized in everyday scenarios.
- 5. In chapter 4, this book will scrutinize the relevance of Mku Courses Intake January 2015 in specific contexts. This chapter will explore how Mku Courses Intake January 2015 is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, this book will draw a conclusion about Mku Courses Intake January 2015. The final chapter will summarize the key points that have been discussed throughout the book.
 - This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Mku Courses Intake January 2015.

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