

# **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

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**Anthony S. Fauci** 

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