

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 Governance 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 | | |

NOTES

- Each level has two (2) parts. The minimum number of units allowed per semester is three (3) units.
- -The maximum number of units allowed per semester is six (6) units.
- -There are three (3) semesters in a year commencing in January, May and August.
- -Subject Exemptions are to be dealt with directly with KASNEB before admission.
- -The programme is delivered virtually through lectures.

| C. FEES PAYABLE TO MKU | | | FEES PAYABLE TO KASNEB | | | | |
|-------------------------------|---------------|-----------------|-----------------------------|-------------------------------|---------------|-----------------|--------------|
| 3 UNITS | CS-Foundation | CS-Intermediate | CS-Advanced | 3 UNITS | CS-Foundation | CS-Intermediate | CS-Advanced |
| APPLICATION FEES (ONE OFF) | Kchc I ()()() | | REGISTRATION FEES (ONE OFF) | Kshs. 7,500 | | | |
| TUITION FEES PER PART | Kshs. 25,000 | Kshs. 27,500 | Kshs. 29,900 | ANNUAL RENEWAL FEES | Kshs. 2,000 | | |
| | | | | RESEARCH PROJECT | | | Kshs. 10,000 |
| | | | | EXAM FEES (PER PAPER) | Kshs. 1,400 | Kshs. 2,400 | Kshs. 3,600 |
| | | | | EXEMPTION FEES (PER PAPER) | Kshs. 2,500 | Kshs. 3,500 | Kshs. 4,500 |

D. MODE OF APPLICATION

Application forms are available at any MKU campus or downloaded from our website and are to be submitted with the application fee.

The application fee should be deposited through MPESA Paybill Number - 4075677 & Accounnt name as - Your National ID Number or Passport Number.

The application package (completed application form, copies of academic certificates, copy of National ID, passport-size photograph) should be sent to cidlaw@mku.ac.ke or delivered to MKU Parklands Law Campus.