



CERTIFIED SECRETARIES (CS)

Certified Secretaries are expert practitioners in corporate governance, corporate secretarial practice, consultancy, business management and administration and human resources management.

ENTRY REQUIREMENTS

- Grade C Plus.
- Diplomas & Other Higher- Level Qualifications
- KCSE Certificate
- Copy of ID
- Degree/ Diploma Certificate
- Passport size photo

UNITS COVERED

Foundation Level

- Management Principles and Practice
- Communication Skills and Records Management
- Introduction to Law and Governance
- Principles of Accounting and Taxation
- Human Resources Management
- Information Communication Technology

Intermediate Level

- Company Law
- Public Sector Governance, Policy and Administration
- Meetings: Compliance and Administration
- Financial Markets and Specialised Institutions
- Corporate Governance and Ethics
- Research, Consultancy and Advisory

Advanced Level

- Strategic Management
- Finance for Decision Making
- Governance and Compliance Audit
- Boardroom Dynamics
- Research Project

HIP FEES PAYABLE

NO.	ITEM	PART 1	PART 2	PART 3
		Foundation Level	Intermediate Level	Advanced Level
1.	Registration Fee	1,000/-	-	-
2.	Administration Fee	2,000/-		
3.	Student ID Card	500/-		
4.	Fee per Unit	6,000/-	7,000/-	8,500/-
5.	Tuition per term	18,000/-	21,000/-	25,500/-

Important Notes

- Instalments payment are acceptable upon request to the management.

Class Attendance Modes:

Morning – 6.20 am – 7.45 am – Weekdays

Evening- 6.00pm- 8.00 pm

Late Evening- 8.00 pm – 10.00 pm

Saturday & Sunday- 9.00 am – 5.30 pm

Day - 8.30am – 4.30 pm - Weekdays

The classes are either In-Person & Online