study in KENYA

Course	Certificate in Secretarial Studies(S&G)
Institution	Beam International Training Centre
Campus	Kisii Campus
Course Length	1 Year
Mode of Study	Full Time
Exam Body	Kenya National Examinations Council Association of Business Executives Institute of Commercial Mana International Training Centre
Tuition Fees	Kes. 8,700 per term
Entry Requirement	Mean Grade D plain and Above
Application Procedure	Artisan Certificate - KCPE and above Certificate in BTEP/TIVET & TEP D and above Diploma in BTEP/TC - and above Certificate in BMC - Mean grade of D+ in Math or Commerce & C in English Diploma BM grade of C Plain with C in Math or Commerce & C in English Higher Diploma - Acceptable by the exam Advanced Diploma - Diploma Associate Degree - Advanced Diploma or Higher Diploma or Graduate Diploma (ii) Examination Fees varies with Examination Boby N.B (i) Examination Fees varies with Examination Boby (ii) Fees provided is the minimum p 6. Student Card Fees Kshs. 200 2. ID Photocopy 7. 2 Passport size photographs 3. Copies or 8. Copy of Birth Certificate 4. Library Fees Kshs. 2 year 9. T-shirt fee Kshs. 1,200 per year 5. Practicals Kshs. 2,000 per 10. Activity Fee Kshs. 500 per term (Hotel & Catering, Engineering
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