

study in KENYA

Course	Higher Diploma in Secretarial Studies
Institution	Beam International Training Centre
Campus	Kitengela Campus
Course Length	1 Year
Mode of Study	Full Time
Exam Body	Kenya National Examinations Council Association of Business Executives Institute of Commercial Management Studies International Training Centre
Tuition Fees	Kes. 16,000 per term
Entry Requirement	One Should have a Diploma in Secretarial Studies
Application Procedure	<p>Artisan Certificate - KCPE and above Certificate in BTEP/TIVET & TEP D and above Diploma in BTEP/TIVET & TEP D and above Certificate in BMC - Mean grade of D+ in Math or Commerce & C in English Diploma BM</p> <p>grade of C Plain with C in Math or Commerce & C in English Higher Diploma - Acceptable by the exam</p> <p>Advanced Diploma - Diploma Associate Degree - Advanced Diploma or Higher Diploma or Graduate Dip</p> <p>N.B (i) Examination Fees varies with Examination Body (ii) Fees provided is the minimum p</p> <p>Admission Fees kSHS. 1,000 6. Student Card Fees Kshs. 200 2. ID</p> <p>Photocopy 7. 2 Passport size photographs 3. Copies o</p> <p>Certification 8. Copy of Birth Certificate 4. Library Fees Kshs. 2</p> <p>year 9. T-shirt fee Kshs. 1,200 per year 5. Practicals Kshs. 2,000 per</p> <p>term 10. Activity Fee Kshs. 500 per term (Hotel & Catering, Engineering</p>
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