

# study in KENYA

Course	Diploma in Secretarial Administration
Institution	Thika Institute of Business Studies
Campus	Highway Campus
Course Length	1 1/2 Years
Mode of Study	Full Time Part Time
Exam Body	Kenya National Examinations Council
Tuition Fees	Tuition Fees information NOT Available
Entry Requirement	K.C.S.E C MINUS
Application Procedure	Copies of ID card, KCSE/Result Slip & Leaving certificate 2 recent Passport size Photos Recommended uniforms & practical materials where applicable Personal effects for students wishing to reside in Hostels One term fee for the relevant course. NB: Payments to be made through TIBS bank accounts and bank slip to be submitted to the Accounts Offices for receipting. KCB A/C No. 1129610411 Family Bank A/C No. 005000034356 Co-op Bank A/C No. 0113674728300
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