

# study in KENYA

Course	Certificate in Secretarial Studies(S&G)
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 International Training Centre
Tuition Fees	Kes. 8,700 per term
Entry Requirement	Mean Grade D plain and Above
Application Procedure	<p>Artisan Certificate - KCPE and above Certificate in BTEP/TIVET &amp; TEP D and above Diploma in BTEP/TIVET &amp; TEP C - and above Certificate in BMC - Mean grade of D+ in Math or Commerce &amp; C in English Diploma BMC - Mean grade of C Plain with C in Math or Commerce &amp; C in English Higher Diploma - Acceptable by the examination body Advanced Diploma - Diploma Associate Degree - Advanced Diploma or Higher Diploma or Graduate Diploma N.B (i) Examination Fees varies with Examination Body (ii) Fees provided is the minimum per term</p> <p>Admission Fees kSHS. 1,000 Photocopy Certification year term</p> <p>6. Student Card Fees Kshs. 200 2. ID 7. 2 Passport size photographs 3. Copies of 8. Copy of Birth Certificate 4. Library Fees Kshs. 2,000 per 9. T-shirt fee Kshs. 1,200 per year 5. Practicals Kshs. 2,000 per 10. Activity Fee Kshs. 500 per term (Hotel &amp; Catering, Engineering)</p>
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