



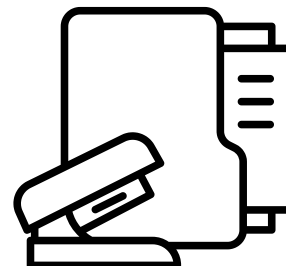
SECRETARIAL STUDIES

KNEC-Single Subject Certificate

Course Duration: 1 Year per level

REQUIREMENTS

- KCPE or D-
- One Copy of KCPE/KCSE Result Slip/Certificate
- One ID Copy
- One Birth Certificate Copy
- One Passport Photo



OTHER REQUIREMENTS

- 1 Exercise Book A4 200pgs – Ruled
- 1 Ream Printing Paper

Fee Structure

	DESCRIPTION	FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
	TUITION FEES:	27,000	27,000	27,000
1	Registration	2,500	-	
2	Examination Fee	-	-	16,000
	Total Payable to UCC	29,500	27,000	43,000

Payment of Fee:

1. Fee Payment should be made using **MPESA: Till No: 9117941**
2. **Exam fee** payments should be made using **MPESA PAYBILL:**
Business No: 522522
Account No: 1295674041