



THE KENYA SCHOOL OF LAW

CERTIFIED SECRETARIES (CS) COURSE

COURSE CODE: CS01/2023

SEPTEMBER 2023 INTAKE

VIRTUAL CLASSES

1.0 COURSE OVERVIEW

1.1 Introduction

The Kenya School of Law in exercise of its mandate invites applications from qualified persons to pursue the Certified Secretaries (CS) Course qualifications. The intakes will now be January, May and September to align with KASNEB examinations of April August and December respectively.

1.2 Why CS Course?

The CS qualification is increasingly becoming a key requirement for qualification for employment for various roles by Companies including State Corporations and County Governments

Upon successful completion the learner will be able to:

- Practice and promote principles of good governance within public and private sector entities;
- Implement and comply with legal, regulatory and ethical requirements in practice;
- Ensure proper conduct and management of meetings;
- Undertake consultancy and advisory services in corporate secretarial and related practices;
- Manage boardroom dynamics;
- Undertake governance and compliance audits.

2.0 FEE STRUCTURE AND DURATION

LEVEL	COURSE DURATION	TUITION FEE PHYSICAL CLASSES (Kshs)	TUITION FEE ONLINE CLASSES (Kshs)	SINGLE UNIT (Kshs)
Foundation	3 months	38,000	34,000	7,500
Intermediate	3 months	40,000	36,000	8,000
Advanced	3 months	42,000	38,000	9,000

NOTE that the fee excludes the, Registration, examination, exemption fee or any other charges payable to KASNEB.

3.0 SYLLABUS

The Course is divided into three levels, namely, the Foundation Level, the Intermediate Level and the Advanced Levels. Lawyers and advocates are entitled to **EXEMPTIONS** as provided in the table below.

		LL.B GRADUATES	ADVOCATES 0- 5 YEARS	ADVOCATES ABOVE 5 -10 YEARS	ADVOCATES 10 YEARS AND ABOVE
FOUNDATION LEVEL					
1	Management Principles & Practice;	Exempted	Exempted	Exempted	Exempted
2	Communication Skills & Records Management	Exempted	Exempted	Exempted	Exempted
3	Introduction to Law & Governance;	Exempted	Exempted	Exempted	Exempted
4	– Principles of Accounting & Taxation;	To sit	Exempted	Exempted	Exempted
5	Human Resource Management;	To sit	Exempted	Exempted	Exempted
6	Information Communication Technology.	Exempted	Exempted	Exempted	Exempted
INTERMEDIATE LEVEL					
1	Company Law;	Exempted	Exempted	Exempted	Exempted
2	Public Sector Governance, Policy & Administration;	To sit	To sit	To sit	To sit
3	Meetings: Compliance & Administration	To sit	To sit	To sit	To sit
4	Financial Markets & Specialized Institutions;	To sit	To sit	To sit	Exempted
5	Corporate Governance & Ethics;	To sit	To sit	To sit	To sit
6	Research, Consultancy & Advisory	To sit	To sit	Exempted	Exempted
ADVANCED LEVEL					
1	Strategic Management;	To sit	To sit	Exempted	Exempted
2	Finance for Decision-Making;	To sit	To sit	To sit	Exempted
3	Governance & Compliance Audit	To sit	To sit	To sit	To sit
4	Boardroom Dynamics.	To sit	To sit	To sit	To sit
5	Research Project	To sit	To sit	Exempted	Exempted

4.0 MODE OF DELIVERY

The course will be delivered *virtually* between 1700hrs and 2100hrs on week-days and on Saturdays as shall be indicated on the timetable

5.0 APPLICATION PROCESS

A registration, fee of shillings 2,000 is applicable and should be deposited to Absa Bank PLC Absa Plaza Branch, Nairobi, **Account Number:** 202 2029 110. Payment may also be made by EFT or RTGS and the deposit slip bearing applicant's name, a copy of national identity card/passport and a passport-size colour photograph with white back-ground; sent to cpd@ksl.ac.ke. Registration for the course is by logging on to <https://services.ksl.ac.ke/web/signup> and signing up (for those without account), or signing in, for those who have already opened an account. Applicants will be issued with admission letters and applicable fee structure upon registration.

The applications should be received by August 28, 2023

INQUIRIES: Please contact the Programme Coordinator, Ms. Jane Githinji, on jgithinji@ksl.ac.ke, Jacqueline jacqueline@ksl.ac.ke; or Christine cmwanza@ksl.ac.ke

DIRECTOR/ CHIEF EXECUTIVE OFFICER

The Kenya School of Law is



ISO 9001:2015 Certified