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PROGRAMME BROCHURE · DIPLOMA

Diploma in Secretarial Studies and Office Management

4 Semester(s) · Part Time · School of Business

Qualification level	Diploma
Duration	4 Semester(s)
Mode of study	Part Time
Awarded by	Technical University of Mombasa
Sponsorship	Government-Sponsored
School / institute	School of Business
Department	Business Administration
Programme code	DSSO

Entry requirements

KCSE Mean Grade C-(Minus)
OR
Certificate with a pass in the fields of Accountancy, Business Administration, Front Office Operations & Customer Care Management, Sales & Marketing, Procurement & Material Management, Stores Management, Secretarial & Office Management, Business Management, Human Resource Management & Industrial Relations, Shipping, Logistics & Transport Management.
OR
Any Certificate approved by the University Senate.

How to apply

Apply online through the student information system at **smis.tum.ac.ke/application/register**. Have your academic certificates, national ID or passport and a passport photograph ready. For admission dates, requirements for your intake and help with your application, contact the office above.

Contact us

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Phone	+254 41 2492222
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