



## **Cert & Diploma in Office Management – Application Form**

### **Generic Description:**

This course equips learners with practical and theoretical skills aligned with Kenyan education and industry standards.

### **Requirements:**

- KCSE Certificate or equivalent
- National ID / Passport
- 2 Passport Photos

### **Duration:**

6 months – 2 years depending on level

**Download and submit this form together with the required documents.**