

CERTIFICATE IN ACCOUNTING

Overview:

The Certificate in Accounting (CIA) course provides students with a basic knowledge in Accounting and Business Studies. This course is designed as a foundation Course in Accounting for students aspiring to be professional Accountants. This Course is accredited as one of the eligible entry qualifications to enroll for IBS Diploma in Business, offered under a licensing agreement that leads to the Bachelor of Business Degree of Southern Cross University, Australia.

Entry requirement:

- ✓ Grade 10 OR equivalent
- OR**
- ✓ Three years' work experience in the field of Accounting

Intakes:

There are several batches that commence at different times during the first 6 months of the year.

Registration & Duration:

Registration is open all year round. This is a 6 months consisting of 240 face-to-face lecture and practical class hours.

Course fee:

K3, 000 including course materials **OR** scheduled payment options

Further studies / pathway:

IBS Diploma in Business offered in affiliation with Southern Cross University (SCU), Australia.

Accommodation:

IBS provides minimum accommodation on campus and space is guaranteed upon payment of the full accommodation fee. There are separate blocks for female and male students.

Course Structure:

The course is divided into four stages:

Unit name	Hours
STAGE 1	
Elements of Bookkeeping	20
Fundamentals of Business Mathematics	20
Business Communication	20
STAGE 2	
Bookkeeping	20
Advanced Business Mathematics	20
Business Writing Skills	20
STAGE 3	
Business Statistics	20
Basic Accounting	40
STAGE 4	
Business Administration	30
Computer Applications In Business	30
TOTAL HOURS	240

Award:

- ✓ IBS Certificate in Accounting

INSTITUTE OF BUSINESS STUDIES

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