



CERTIFICATE IN ACCOUNTING & MANAGEMENT SKILLS (CAMS)

This course is mainly for persons who wish to qualify to work as entry level Accounting & Management Personnel.

Minimum Entry Requirements

- Grade D Plain
- Vocational Training Certificates from KASNEB or a recognized Vocational training centre.

Duration for the Course

- The Course will take 1 year.
- The course has 2 levels and each level takes 6 Months.

Units Covered

Level I

- Principles of Entrepreneurship & Management
- Introduction to Law & Ethics
- Fundamental ICT Skills
- Fundamentals of Business Mathematics

Level II

- Foundations Of Accounting
- Elements of Taxation
- Principles of Marketing & Communication

FEES PAYABLE

NO.	ITEM		
		Level I	Level II
1.	Registration Fee	1,000	-
2.	Administration Fee	2,000	
2.	Student ID Card	500	-
3.	Tuition	20,000	15,000
4.	Exam Fee payable at KASNEB rates	-	-

Important Notes

- Instalments payment are acceptable upon request to the management

Class Attendance Modes:

- Early morning – 6.00am – 8.00 am - Weekdays
 - Full time - 8.30am – 4.00 pm - Weekdays
 - Evening – 4.00pm – 7.00 pm - Daily
 - Evening- 8.00 pm – 9.30 pm - online
 - Saturday - 8.30 am – 4.00 pm - Saturday
- *The classes are either In-Person, Online or Blended mode of study.*