****

**REPUBLIC OF KENYA**

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**ACCOUNTANCY**

**LEVEL 6**

**PROGRAM CODE: 0411 551A**

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**…………………………..**

# FOREWORD

Provision of quality education and training is fundamental to the Government’s overall strategy for socio-economic development. Quality education and training contribute to achievement focused on Kenya’s development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meeting the provisions the Constitution of Kenya. The education sector had to be aligned to the Constitution and this resulted in formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 1 of 2019). A key feature of this policy is the change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery that allows for multiple entry and exit in TVET programs.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this Curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the finance sector’s growth and sustainable development.

**PRINCIPAL SECRETARY**

**STATE DEPARTMENT FOR TVET**

**MINISTRY OF EDUCATION**

# PREFACE

Kenya Vision 2030 aims to transform Kenya into a newly industrializing middle-income country, providing high-quality life to all its citizens by the year 2030. Kenya intends to create globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through lifelong education and training. TVET has a responsibility to facilitate the process of inculcating knowledge, skills, and worker behaviour necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency-Based Education and Training (CBET).

TVET Act CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform curriculum development, assessment, and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry, as well as increase the global competitiveness of the Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualifications Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes, suggested delivery methods, learning resources, and methods of assessing the trainee’s achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

**CHAIR OF COUNCIL**

**(QAI)**

# ACKNOWLEDGEMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from industry and various organizations.

I appreciate National Sector Skills Committee who enabled the development of this curriculum. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in this curriculum.

I also thank all stakeholders in the accounting sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in the accounting sector will acquire competencies that will enable them perform their work more efficiently.

**COUNCIL SECRETARY/CEO**

**QAI**

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# ACRONYMS

ICT Information Communication Technology

IFRS International Financial Reporting Standards

IPSAS International Public Sector Accountancy Standards

PAYE Pay as You Earn

RIBA Islamic Finance Interest

TVET Technical and Vocational Education and Training

# KEY TO ISCED UNIT CODE



# COURSE OVERVIEW

Accountancy level 6 qualifications consist of competencies that an individual must have to provide accountancy services. It involves demonstrating fundamentals of accounting, carrying out financial accounting, carrying out business mathematics and statistics, conducting public finance and taxation, conducting quantitative techniques, conducting financial management, and conducting financial audit.

The units of learning comprising Accountancy Level 6 qualifications include the following basic, common and core units.

**SUMMARY OF UNITS OF COMPETENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE 1** | | | |
| **Unit Code** | **Unit Title** | **Duration in hours** | **Credit Factor** |
| 0031 551 06A | Business Communication | 80 | 8 |
| 0417 551 01A | Work ethics and practices | 40 | 4 |
| 0411 551 09A | Fundamentals of accounting | 130 | 13 |
| 0413 551 03A | Economics skills | 140 | 14 |
| **Total** | | **390 hours** | **39** |

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE 2** | | | |
| **Unit Code** | **Unit Title** | **Duration in hours** | **Credit Factor** |
| 0411 551 09A | Information communication technology | 120 | 12 |
| 0413 551 02A | Entrepreneurship skills | 40 | 4 |
| 0411 551 10A | Financial accounting | 160 | 16 |
| **Total** | | **320 hours** | **32** |

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE 3** | | | |
| **Unit Code** | **Unit Title** | **Duration in hours** | **Credit Factor** |
| 0421 551 05A | Commercial law | 80 | 8 |
| 0413 551 04A | Management Skills | 100 | 10 |
| 0411 551 08A | Business mathematics and statistics | 140 | 14 |
| **Total** |  | **320 hours** | 32 |

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE 4** | | | |
| **Unit Code** | **Unit Title** | **Duration in hours** | **Credit Factor** |
| 0411 551 11A | Public finance and taxation | 130 Hours | 13 |
| 0411 551 12A | Quantitative techniques | 140 Hours | 14 |
| **Total** | | **270 HOURS** | 27 |

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE 5** | | | |
| **Unit Code** | **Unit Title** | **Duration in hours** | **Credit Factor** |
| 0411 551 13A | Financial management | 120 | 12 |
| 0411 551 14A | Management accounting | 130 | 13 |
| 0411 551 15A | Financial audit | 130 | 13 |
| **Total** | | **380 HOURS** | 38 |
| **INDUSTRIAL TRAINING** | | **480 HOURS** |  |
| **GRAND TOTAL 2160 HOURS** | | | |

The total duration of the course is 2160 hours inclusive of industrial training.

The core units of learning are independent of each other and may be taken independently.

**Entry Requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Secondary Education (KCSE) minimum mean grade C- (Minus), KCE DIV. III.

**Or**

1. Equivalent qualifications as may be determined by TVETA

**Trainer Qualification**

Qualifications of a trainer for this course:

1. Possession of a minimum qualification in Accountancy Level 7 or in related trade area.
2. Licensed by TVETA.

**Industry Training**

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 480 hours in accounting sector. The industrial training may be taken after completion of all units for those pursuing the full qualification or be distributed equally in each unit for that pursuing part qualification. In the case of dual training model, industrial training shall be as guided by the dual training policy.

The course shall be assessed formatively and summatively:

1. During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
2. Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
3. During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
4. Theoretical and practical weight shall be 40:60 for each unit of learning.
5. Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score

For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:

1. Obtained at least 40% in theory assessment in formative and summative assessments.
2. Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
3. Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.

|  |  |
| --- | --- |
| **MARKS** | **COMPETENCE RATING** |
| 80 -100 | Attained Mastery |
| 65 – 79 | Proficient |
| 50 – 64 | Competent |
| 49 and below | Not Yet Competent |
| Y | Assessment Malpractice/irregularities |

1. Assessment for Recognition of Prior Learning (RPL) may lead to award of part and/or full qualification.

**Certification**

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with Kenya National TVET Certificate in Accountancy Level 6, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. A Statement of Attainment certificate may be awarded upon demonstration of competence in certifiable element within a unit.

These certificates will be issued by Qualification Awarding Institution.

# MODULE ONE

**BUSINESS COMMUNICATION**

**UNIT CODE:** 0031 551 06A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Business Communication

**Duration of Unit: 80 Hours**

**Unit Description**

This unit specifies the competencies required to undertake business communication. It involves administering communication channels, implementing types of communication, implementing service charter, safeguarding confidentiality of information, coordinating communication on social media platforms, preparing workplace meeting and reports.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Administer communication channels | 12 |
| 2 | Implement types of communication | 15 |
| 3 | Implement service charter | 7 |
| 4 | Safeguarding confidentiality of information | 12 |
| 5 | Coordinate communication on social media platforms | 10 |
| 6 | Prepare workplace meetings | 14 |
| 7 | Prepare workplace reports | 10 |
| **TOTAL** | | **80 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Administer Communication channels | 1. Communication process 2. Principles of effective communication 3. Channels/medium/modes of communication 4. Factors to consider when selecting a channel of communication 5. Barriers to effective communication 6. Flow/patterns of communication 7. Sources of information 8. Organizational policies 9. Record keeping | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Implement types of communication | * 1. Written Communication      1. Types of written communication      2. Elements of communication      3. Organization requirements for written communication   2. Non- Verbal      1. Utilize body language and      2. Gestures      3. Apply body posture      4. Apply workplace dressing code   3. Oral Communication      1. Types of oral communication pathways      2. Effective questioning techniques      3. Interviews   4. Workplace etiquette   5. Active listening | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Implement service charter | * 1. Introduction to service charter   2. Importance of service charter   3. Correspondence response   4. Retrieval of records | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Safeguarding confidentiality of information | * 1. Introduction to confidentiality   2. Importance of confidentiality   3. Classification of information   4. Methods of securing information   5. Challenges of safeguarding confidentiality in human resource communication   6. Advantages and disadvantages of safeguarding confidentiality. | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Coordinate communication on social media platforms | * 1. Introduction to social media platforms   2. Importance/uses of social media platforms in an organization   3. Social media ethical issues   4. Social media monitoring tools   5. Advantages and disadvantages of social media platforms | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare work place meetings | * 1. Introduction to minute taking   2. Types of meetings   3. Structure of meetings      1. Notice      2. Agenda      3. Preparation of other relevant documents      4. Minute formats | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare workplace report | * 1. Introduction to report writing      1. Definition      2. Principles e.g. conciseness, clarity etc.   2. Importance of reports   3. Forms and types of reports      1. Oral reports      2. Written reports      3. Recorded etc.   4. Reports formats      1. Letter format      2. Memo format   5. Reports preparation | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Delivery Methods**

* Discussion
* Roleplaying
* Simulation
* Direct instruction
* Demonstration
* Field trips

**Recommended Resources**

* Office stationeries
* Computers and computer software
* Printers
* Projectors

**Recommended Resources for 25Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| 2. | Report writing templates |  | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 3. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 4. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 5. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 6. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 7. | Files / folders |  | 25 | 1:1 |
| 8. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 9. | Computers/Laptops | Any model | 30 | 1:1 |
| 10. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 11. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 12. | Staplers |  | 2 | 1:15 |
| 13. | Paper punch |  | 2 | 1:15 |
| 14. | Metallic cabinet |  | 1 | 1:30 |
| 15. | Scanner |  | 2 | 1:15 |
| 16. | Printer |  | 1 | 1:30 |
| 17. | Print toners |  | 2 | 1:15 |
| 18. | Shredding machine |  | 1 | 1:30 |

**References**

McGraw-Hill Education. (2012). *Effective business communication*. Mcgraw-Hill.

# WORK ETHICS AND PRACTICES

**UNIT CODE:** 0417 551 01A

**Duration of Unit:** 50 hours

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Work Ethics and Practices.

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves the ability to: apply self-management skills, promote ethical practices and values, promote teamwork, maintain professional and personal development, apply problem-solving, and promote customer care.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Apply self-management skills | 10 |
| 2 | Promote ethical practices and values | 4 |
| 3 | Promote teamwork | 10 |
| 4 | Maintain professional and personal development | 10 |
| 5 | Apply problem-solving skills | 4 |
| 6 | Promote customer care | 2 |
| **TOTAL** | | **40 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * 1. Apply self-management skills | * 1. Self-awareness   2. Formulating personal vision, mission, and goals   3. Healthy lifestyle practices   4. Strategies for overcoming work challenges   5. Emotional intelligence   6. Coping with Work Stress.   7. Assertiveness versus aggressiveness and passiveness   8. Developing and maintaining high self-esteem   9. Developing and maintaining positive self-image   10. Time management   11. Setting performance targets   12. Monitoring and evaluating performance targets | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| * 1. Promote ethical work practices and values | * 1. Integrity   2. Core Values, ethics and beliefs   3. Patriotism   4. Professionalism   5. Organizational codes of conduct   6. Industry policies and procedures | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| * 1. 3. Promote Teamwork | * 1. Types of teams   2. Team building   3. Individual responsibilities in a team   4. Determination of team roles and objectives   5. Team parameters and relationships   6. Benefits of teamwork   7. Qualities of a team player   8. Leading a team   9. Team performance and evaluation   10. Conflicts and conflict resolution   11. Gender and diversity   12. Mainstreaming   13. Developing Healthy workplace relationships   14. Adaptability and flexibility   15. Coaching and mentoring skills | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| * 1. Maintain professional and personal development | * 1. Personal vs professional development and growth   2. Avenues for professional growth   3. Recognizing career advancement   4. Training and career opportunities   5. Assessing training needs   6. Mobilizing training resources   7. Licenses and certifications for professional growth and development   8. Pursuing personal and organizational goals   9. Managing work priorities and commitments   10. Dynamism and on-the-job learning | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| * 1. Apply Problem-solving skills | * 1. Causes of problems   2. Methods of solving problems   3. Problem-solving process   4. Decision making   5. Creative thinking and critical thinking process in development of innovative and practical solutions | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| * 1. Promote Customer Care | * 1. Identifying customer needs   2. Qualities of good customer service   3. Customer feedback methods   4. Resolving customer concerns   5. Customer outreach programs   6. Customer retention | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Methods of Instruction**

* Demonstrations
* Simulation/Role play
* Group Discussion
* Presentations
* Projects
* Assignments

**Recommended Resources for 30 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**References:**

Cottrell, S. (2015). *Skills for success. Personal development and employability*. Palgrave MacMillan

Hill, c. w., & Jones, G.R (2012). *Strategic management: An integrated approach.* Cengage Learning.

# FUNDAMENTALS OF ACCOUNTING

**UNIT CODE:** **0411 551 07A**

**Duration of Unit:** 130 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate Fundamentals of Accounting

**Unit Description**

This unit specifies the competencies required to demonstrate fundamentals of accounting**.** It involves demonstrating understanding of accounting principles and policies, applying double entry concept, classifying capital and liabilities, correcting accounting errors and suspense account, preparing sole trader statement, preparing partnership statements and prepare company statements.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Demonstrate understanding of accounting principle | 19 |
| 2 | Apply double entry concept | 18 |
| 3 | Classify capital asset and liability | 18 |
| 4 | Correct accounting errors and suspense accounts | 18 |
| 5 | Prepare a sole trader statement | 19 |
| 6 | Prepare partnership statement | 19 |
| 7 | Prepare company statement | 19 |
| **TOTAL** | | **130 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate Understanding of accounting principles and policies | * 1. Nature and purpose of accounting   2. Objectives of accounting   3. Limitations of financial accounting   4. Users of accounting information and their information needs   5. Qualitative characteristics of accounting information   6. Accounting concepts/principles and conventions   7. Accounting standards and their importance   8. The accounting equation | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply double entry concept | * 1. Source documents   2. Books of original entry   3. The double entry system and the ledger   4. The trial balance   5. Computerised accounting systems | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Classify capital, assets and liabilities. | * 1. Capital and revenue expenditure   2. Accounting for cash and cash equivalents, bank reconciliation   3. Accrued and prepaid expenses   4. Accrued and prepaid income   5. Accounting for accounts receivables, bad debts and allowance for doubtful   6. Debts   7. Property, plant and equipment depreciation, acquisition and disposal   8. Accounting for Inventories- valuation using specific cost   9. Methods   10. Accounting for accounts payable including control account | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Correct accounting errors and suspense account | * 1. Meaning of terms   2. Types of errors   3. Functions of suspense account   4. Correction of errors using the suspense account   5. Statement of corrected net profit | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare sole trader statements | * 1. Meaning of terms   2. Characteristics of a sole trader   3. Income statement   4. Statement of financial position | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare partnership statements | * 1. Introduction to partnership   2. Characteristics of partnership   3. Types of partners   4. Contents of a partnership agreement   5. Distinction between current and capital accounts   6. Appropriation statement and partners current and capital accounts   7. Statement of financial position and income statement (Excluding changes in partnerships) | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare company accounts | * 1. Types of share capital   2. Types of reserves   3. Issue of shares (exclude issue by instalment and forfeiture)   4. Rights issues and bonus   5. Income tax -Accounting treatment and presentation (exclude computation)   6. Income statement   7. Statement of financial position   8. Emerging issues and trends | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions
* Case studies
* Role plays

**List of Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**Reference**

Saleemi, N. A. (2011). *Financial accounting simplified* (East Africa ed.) N.A . Saleemi publishers.

# ECONOMICS SKILLS

**UNIT CODE:** 0413 551 03A

**Duration of Unit:** 140 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Apply Economics Skills

**Unit Description**

This unit specifies the competencies required to apply economics skills. It involves; demonstrating understanding of economic concepts, applying concept of demand in market analysis, applying concept of supply in market analysis ,setting prices of the products, applying theory of consumer behaviour, applying production theory, applying theory of costs, differentiating market structures, demonstrating understanding of national income, demonstrate understanding of money and banking, demonstrate understanding of inflation and unemployment and demonstrate understanding of international trade.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENT** | **DURATION (HOURS)** |
| 1 | Apply fundamental of economic concepts | 12 |
| 2 | Apply demand concept in market analysis | 12 |
| 3 | Apply supply concept in market analysis | 12 |
| 4 | Set prices of the products | 12 |
| 5 | Apply consumer behaviour theory | 12 |
| 6 | Apply production theory | 11 |
| 7 | Apply costs theory | 11 |
| 8 | Differentiate market structures. | 11 |
| 9 | Determine national income | 11 |
| 10 | Demonstrate Understanding of money and banking | 12 |
| 11 | Demonstrate Understanding of Inflation and unemployment | 12 |
| 12 | Demonstrate understanding of international trade | 12 |
| **TOTAL** | | **140 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate understanding of principles of economics | * 1. Meaning of terms   2. Scope of economics      1. Micro and macro economics   3. The methodology of economics Positive, Normative and scientific   4. Basic concepts      1. Scarcity,      2. choice,      3. opportunity cost      4. production possibility frontiers curves   5. Economic systems: free economy, planned economy and mixed economy | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply concept of demand in market analysis | * 1. Meaning of terms   2. Individual demand versus market demand   3. Factors influencing demand   4. Exceptional demand curves   5. Types of demand   6. Movement along and shifts of demand curves   7. Elasticity of demand   8. Types of elasticity: price, income and cross elasticity   9. Measurement of elasticity; point and arc elasticity   10. Factors influencing elasticity of demand   11. Application of elasticity of demand in management and economic policy decision making | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply concept of supply in market analysis | * 1. Meaning of terms   2. Individual versus market supply   3. Factors influencing supply   4. Movements along and shifts of supply curves   5. Meaning of elasticity of supply   6. Price elasticity of supply   7. Factors influencing elasticity of supply   8. Application of elasticity of supply in management and economic policy decision making | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Set prices of the products | * 1. Interaction of supply and demand, equilibrium price and quantity   2. Mathematical approach to equilibrium analysis\   3. Stable versus unstable equilibrium   4. Effects of shifts in demand and supply on market equilibrium   5. Reasons for price fluctuations   6. Government action to stabilise the prices and incomes | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply theory of consumer behaviour | * 1. Approaches to the theory of the consumer- cardinal versus ordinal approach   2. Utility analysis, marginal utility (MU), law of diminishing marginal utility (DMU)   3. Limitations of cardinal approach   4. Indifference curve analysis   5. Budget line   6. Consumer equilibrium; effects of changes in prices and incomes on consumer equilibrium   7. Derivation of a demand curve   8. Applications of indifference curve analysis: substitution effect and income effect for a normal good, inferior good and a giffen good; derivation of the Engels curve   9. Consumer surplus | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply production theory | * 1. Factors of production   2. Mobility of factors of production   3. Production function analysis   4. Short run analysis   5. Total product, average and marginal products   6. Stages in production and the law of variable proportions/ the law of   7. diminishing returns   8. Long run analysis   9. Isoquant and isocost lines   10. The concept of producer equilibrium and firm’s expansion curve   11. Law of returns to scale   12. Demand and supply of factors of production   13. Wage determination theories   14. Trade unions: functions and challenges   15. Producer surplus/economic rent | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply theory of costs | * 1. Short run costs analysis and size of the firm’s total cost, fixed cost, average cost, variable costs and marginal cost   2. Long run costs analysis   3. Optimal size of a firm   4. Economies and diseconomies of scale | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Differentiate market structures. | * 1. Meaning of terms   2. Necessary and sufficient conditions for profit maximisation   3. Mathematical approach to profit maximisation   4. Output, prices and efficiency of: perfect competition, monopoly, monopolistic competition, oligopolistic competition | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Demonstrate understanding of national income | * 1. Meaning of terms   2. Concepts of national income: gross domestic product (GDP), gross national product (GNP) and net national product (NNP), net national income (NNI) at market price and factor cost, disposable income   3. Approaches to measuring national income   4. Importance of national income   5. Circular flow of income   6. Problems of measurement; uses of national income statistics and their   7. Limitations   8. Analysis of consumption, saving and investment and their interaction in a   9. simple economic model   10. Determination of equilibrium national income   11. Inflationary and deflationary gaps   12. The multiplier and accelerator concepts   13. Business cycles/cyclical fluctuations   14. The differences between economic growth and economic development   15. The benefits of economic growth   16. Determinants of economic development   17. Common characteristics of developing countries   18. Role of agriculture and industry in economic development   19. Obstacles to economic development   20. The need for development planning   21. Limitation of planning in developing countries | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Demonstrate Understanding of money and banking | * 1. Meaning of terms   2. Characteristics of money   3. Functions of money   4. Demand and supply of money\   5. Meaning of banking   6. Functions of central bank   7. Functions of commercial banks   8. Non-banking financial institutions | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Demonstrate Understanding of Inflation and unemployment | * 1. Meaning of terms   2. Types of inflation   3. Causes of inflation: Cost push and demand pull   4. Effects of inflation   5. Measures to control inflation   6. Types and causes of unemployment   7. Control measures of unemployment   8. Relationship between unemployment and inflation: the Phillips curve | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Demonstrate understanding of international trade | * 1. Meaning of terms   2. Advantages and disadvantages of international trade   3. Theories of absolute and comparative advantage   4. Terms of trade, balance of trade and balance of payments   5. Barriers to international trade   6. Exchange rates systems   7. Economic integration   8. International financial institutions: IMF, World bank, World Trade Organization   9. Emerging issues in economics | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Methods of Instruction**

* Practical
* Projects
* Poe evaluation
* Third party reports
* Written test

**Recommended Resources for 30 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**References**

Saleemi, N.A. (2018). *Economics simplified* (5th ed.). N.A Saleemi Publishers

# MODULE TWO

# INFORMATION COMMUNICATION TECHNOLOGY (ICT)

**UNIT CODE:** **0411 551 09A**

**Duration of Unit:** 120 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate Understanding of information communication technology (ICT)

**Unit Description**

This unit specifies the competencies required to demonstrate the understanding of information communication technology (ICT).It involves: determining computer hardware, applying computer software, applying operating system, maintaining data security and control, applying application packages, managing information systems, configuring computer networks and applying computer internet.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENT** | **DURATION (HOURS)** |
| 1 | Determine Computer hardware | 13 |
| 2 | Apply Computer software | 13 |
| 3 | Apply Operating system | 15 |
| 4 | Maintain Data security and control | 15 |
| 5 | Apply application packages | 15 |
| 6 | Manage information systems | 15 |
| 7 | Configure Computer networks | 16 |
| 8 | Apply computer Internet | 17 |
| **TOTAL** | | **120 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Determine Computer hardware | * 1. Introduction to computers      1. Types of ICTs      2. Information centres      3. Uses of ICT in business      4. Impact of ICT in society      5. Overview of a computer system      6. Evolution of computers      7. Elements of a computer system   2. Input devices   3. Output devices   4. Processing devices   5. Storage devices   6. Communication devices   7. Factors that determine the processing power of a computer   8. Selection and acquisition of computer hardware | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Apply Computer software | * 1. Meaning of terms   2. System software   3. Application software   4. Other utility software   5. Computer programming languages   6. Selection and acquisition of computer software | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 3.Apply Operating system | * 1. Introduction to computer software   2. System software   3. Application software   4. Other utility software   5. Computer programming languages   6. Selection and acquisition of computer software | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 4.Maintain Data security and control | * 1. Elements of a computer file   2. Types of computer files   3. Basic file design and storage   4. File organization   5. File access methods | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 5.Apply application packages | * 1. Word processing      1. Features of word processor      2. Formatting and editing text      3. Creating and formatting tables   2. Spreadsheets      1. Features of a spreadsheet program      2. Formatting and editing spreadsheet      3. Formulas and functions      4. Charts and graphs   3. Presentation software      1. Features of presentation program      2. Typing and formatting text in slide      3. Slide show   4. Computerized accounting software      1. Capturing data      2. Features of accounting software | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 6.Manage information systems | * 1. Systems overview   2. Information systems   3. Components of an information system   4. Role of information systems in an organization   5. Classification of information systems   6. Types of information systems   7. Overview of information systems security and controls | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 7.Configure Computer networks | * 1. Computer networks concepts   2. Computer network hardware and software   3. Data transmission media   4. Types of computer networks   5. Advantages and limitations of networking | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 8.Apply computer Internet | * 1. Introduction to the internet   2. Applications of Internet      1. Using search engines      2. E-mails      3. Electronic communication   3. Internet services – e –mails, www, instant messaging   4. Searching for information on the Internet   5. Internet service providers (ISPs)   6. Applications of internet   7. Impact of internet on society   8. Emerging issues and trends | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Methods of Instruction**

* + Demonstration
  + Practical work by trainees
  + Viewing of related videos
  + Group discussions
  + Project
  + Role play

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
|  | Charts | * Flip Charts | 5 | 1:6 |
|  | Video clips | MP4, MP3 | 5 | 1:6 |
|  | CV samples |  | 5 | 1:6 |
|  | Sample job applications |  | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
|  | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
|  | Files / folders |  | 30 | 1:1 |
|  | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Computers/Laptops | With the following software   * Windows/Linux/Macintosh Operating System * Microsoft Office Software * Google Workspace Account * Antivirus Software | 30 | 1:1 |
|  | Projector | LED.LCD, Laser | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
|  | Staplers |  | 2 | 1:15 |
|  | Paper punch |  | 2 | 1:15 |
|  | Metallic cabinet |  | 1 | 1:30 |
|  | Smart phones |  | 5 | 1:6 |
|  | Scanner |  | 2 | 1:15 |
|  | Printer |  | 1 | 1:30 |
|  | Print toners |  | 2 | 1:15 |
|  | Shredding machine |  | 1 | 1:30 |

# ENTREPRENEURIAL SKILLS

**UNIT CODE:** 0413 551 02A

**UNIT DURATION:** 40 Hours

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Entrepreneurial Skills

**Unit Description**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves applying financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and innovating business strategies and developing business plans.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Apply financial literacy skills | 6 |
| 2 | Apply the entrepreneurial concepts | 4 |
| 3 | Identify entrepreneurship opportunities | 6 |
| 4 | Apply business legal aspects | 6 |
| 5 | Innovate business strategies | 6 |
| **6** | Develop a business plan | 12 |
| **TOTAL** | | **40 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * 1. Apply financial literacy skills | * 1. Personal finance management   2. .1 Balancing between needs and   wants   * + 1. Budget Preparation   1.2Saving management  1.2.1 Factors to consider when  deciding where to save   * 1. Debt management      1. Factors to consider before taking   a loan   * 1. Investment decisions      1. Types of investments      2. Factors to consider when   investing money   * 1. Insurance services      1. Insurance products available in the market      2. Insurable risks | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |
| 2.Apply entrepreneurial concept | * 1. Difference between entrepreneurs and business person   2. Types of entrepreneurs   3. Ways of becoming an entrepreneur   4. Characteristics of Entrepreneurs   5. Salaried employment and self-employment   6. Requirements for entry into self-employment   7. Roles of an Entrepreneur in an enterprise   8. Contributions of Entrepreneurship | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |
| 3.Identify entrepreneurship opportunities | * 1. Sources of business ideas   2. Factors to consider when evaluating business opportunity   3. Business life cycle | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |
| 4.Apply business legal aspects | 4.1 Forms of business ownership  4.2 Business registration and licensing processing  4.3 Types of contracts and agreements  4.4 Employment laws  4.5 Taxation laws | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |
| 5.Innovate business Strategies | 5.1 Creativity in business  5.2 Innovative business strategies   * 1. Entrepreneurial Linkages   2. ICT in business growth and development | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |
| 6.Develop Business Plan | 6.1 Business description  6.2 Marketing plan  6.3 Organizational/Management plan  6.4 Production/operation plan  6.5 Financial plan  6.6 Executive summary  6.7 Business plan presentation  6.8 Business idea incubation | * Project * Written assessment * Oral assessment * Third party report * Interviews * POE evaluation |

**Suggested Methods of Instruction**

* Direct instruction with active learning strategies
* Project (Business plan)
* Case studies
* Field trips
* Group Discussions
* Demonstration
* Question and answer
* Problem solving
* Experiential
* Team training
* Guest speakers

**Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**References**

Kuratko, D. F (2016). *Entrepreneurship: Theory and practice* (10th ed.). Cengage Learning

Scarborough, N.M., & Cornwall, J.R. (2018). *Essentials of entrepreneurship and small business management.* Pearson

# FINANCIAL ACCOUNTING

**UNIT CODE:** **0411 551 10A**

**Duration of Unit:** 160 hours

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Carry out Financial Accounting

**Unit Description**

This unit specifies the competencies required to carry out financial accounting**.** It involves accounting for assets and liabilities, preparing financial statements of a sole trader, a company, a manufacturing entity, a not-for-profit making organization, analysing financial statements and carrying out public sector accounting.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Accounts for assets and liabilities | 21 |
| 2 | Prepare financial statement of sole trader | 21 |
| 3 | Prepare financial statement of a company | 23 |
| 4 | Prepare financial statement of a manufacturing entity | 23 |
| 5 | Prepare financial statement of a not profit making organization | 23 |
| 6 | Analyse financial statement | 25 |
| 7 | Carry out public sector accounting | 25 |
| **TOTAL** | | **160 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Account for assets and liabilities | * 1. The accounting framework   2. Sources of regulations at national and global levels; the law (Companies Act),   3. professional bodies, global regulatory bodies   4. Accounting standards (IASs/IFRSs) (their importance and limitations)   5. Professional ethics   6. Property, plant and equipment – recognition, capital and revenue   7. expenditure, measurement (depreciation and revaluation), disposal   8. and disclosures – property, plant and equipment schedule   9. Intangible assets – recognition, measurement (amortisation,   10. impairment and revaluation), disposals and disclosures   11. Financial assets and instruments   12. Loans – Accounting treatment of repayment of principal and interest | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare Financial statements of a Partnership | * 1. Income statement   2. Statement of financial position   3. Changes in partnership admission of a new partner, retirement and change in profit sharing ratio | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare Financial statements of a company | * 1. Financial statements – income statement and statement of financial position   2. Published financial statements (Describe a complete set of published financial statements but not preparation | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare Financial statements of a manufacturing entity | * 1. Features of a manufacturing entity   2. Classification and apportioning costs between manufacturing and selling and administration   3. Financial statements – manufacturing account, income statement and statement of financial position | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Prepare Financial statements of a not-for-profit making organization | * 1. Features of Non-profit making organizations   2. Types of funds and their accounting treatment   3. Income and expenditure account   4. Statement of financial position | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Analyse financial statements | * 1. Meaning of terms   2. Financial ratios –categories, analysis and interpretation, application   3. and limitations   4. Statement of cash flows (categories of cash, methods of preparing statement of cash flows and the importance) | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |
| 1. Carry out Public Sector Accounting | * 1. Features of public sector entities   2. Structure of the public sector   3. Regulatory structures and oversight [IPSAS, PSASB (establishment, mandate and functions), Director of Accounting Services, National Treasury, Parliamentary Committees, Accounting Officers at national and county levels)   4. Objectives of public sector financial statements   5. Objectives of IPSAS   6. Accounting techniques in public sector (budgeting, cash, accrual, commitment and fund)   7. (Preparation of financial statements should be excluded)   8. Emerging issues and trends | * Practical assessment * Project * POE evaluation * Third party reports * Written tests |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions
* Case studies
* Role plays

**List of Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**Reference**

Saleemi, N. A. (2011). *Financial accounting simplified* (East Africa ed.) N.A . Saleemi publishers.

# MODULE 3

# PRINCIPLES OF COMMERCIAL LAW

**UNIT CODE:** 0421 551 05A

**UNIT DURATION:** 80 Hours

**Relationship to Occupational Standards**; this unit addresses the Unit of Competency: Apply Principles of Commercial Law

**UNIT DESCRIPTION**

This unit specifies the competencies required to apply principles of commercial law. It involves demonstrating an understanding of nature of law, Illustrating the structure of court system in Kenya, applying law of tort, law of contract, law of sale of goods, hire purchase contracts, law of agency, law of negotiable instruments, the law of insurance and law of property.

**Summary of Learning outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Demonstrate understanding of nature of law | 6 |
| 2 | Illustrate structure of court system in Kenya | 8 |
| 3 | Apply law of Tort | 6 |
| 4 | Apply law of Contract | 8 |
| 5 | Apply law of Agency | 8 |
| 6 | Apply law of Sale of Goods | 8 |
| 7 | Apply hire purchase contracts | 8 |
| 8 | Apply law of negotiable instruments | 8 |
| 9 | Apply law of insurance | 10 |
| 10 | Apply law of property | 10 |
| **TOTAL** | | **80 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate understanding of nature of law | * 1. Nature of law   2. Purpose of law   3. Sources of law.      1. Constitution      2. Legislation      3. Common law      4. Equity      5. African customary law      6. Islamic law   4. Classifications of Commercial Law      1. Written and unwritten      2. National and international      3. Public and private      4. Substantive and procedural      5. Criminal and civil   5. Comparison between Law and Morality | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Illustrate structure of court system in Kenya | * 1. Court structure in Kenya   2. Composition of Kenyan courts      1. Supreme Court      2. Court of Appeal      3. High Court      4. Employment and Labour Relations Court      5. Environment and Land Court      6. Magistrates Court      7. Court Martial      8. Kadhis’ Court   3. Jurisdiction of Courts.      1. Original      2. Appellate      3. Territorial.      4. Pecuniary   4. Procedure of appointment and removal of magistrates and judges   5. Tribunals   6. The role of the JSC, AG, LSK, and ODPP in the Kenyan legal system. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of Tort | * 1. Nature of tortuous liability   2. Tort, crime vs breach of contract   3. Capacity to sue /be sued by the law of tort.   4. Types of tort.      1. Negligence      2. Defamation      3. Nuisance      4. Trespass   5. General defences in tort   6. Elements of tort | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of Contract | * 1. Essential of a valid contract   2. Types of Contracts   3. Methods of discharging a contract.   4. Remedies of breach of a contract   5. Terms of contract | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of Agency | * 1. Formation and classification of agents      1. General agent      2. Special agent   2. Agents’ authority   3. Duties of agents   4. Rights of Agents   5. Methods of terminating an agency. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of Sale of Goods | * 1. Sale and agreement to sell   2. Capacity to buy and sell.   3. Terms of Sale of Goods.      1. Conditions      2. Warranties   4. Doctrine of caveat emptor   5. Factors affecting the transfer of title.   6. Rights of parties in the sale of goods.   7. Auction process.   8. Duties of the seller   9. Duties of the buyer. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply hire purchase contracts. | * 1. Nature of Hire Purchase   2. Hire purchase agreement.   3. Conditions of Terminating Hire Purchase Agreement.   4. Completion of hire purchase agreement. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of negotiable instruments | * 1. Negotiable instruments.      1. Cheques      2. Bill of exchange      3. Promissory note   2. Characteristics of negotiable instruments.   3. Elements of negotiable instruments. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of insurance | * 1. Insurance contracts      1. Elements of insurance.   2. Principles of insurance.      1. Utmost good faith.      2. Subrogation      3. Indemnity      4. Proximate cause      5. Third party insurance      6. Re-instatement.      7. Salvage.      8. Contribution and appointment.   3. Formation of insurance contract   4. Requirement for insurance contract.   5. Discharge of insurance contract. | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |
| 1. Apply law of property. | * 1. Classifications of property      1. Real and personal      2. Movable      3. Immovable      4. Tangible      5. Intangible.   2. Land interest.   3. Intellectual property.      1. Patents      2. Trademarks      3. Copyrights      4. Industrial designs | 1. Practical assessment 2. Project 3. POE evaluation 4. Third party reports 5. Written tests |

**Suggested Methods of Delivery**

* + Practical work by trainees
  + Group discussions
  + Role play
  + Case study
  + Assignments

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**References**

Adams, A. (2014). *Law for business students* (8th ed.). Pearson.

Miller, R. L., & Cross, F.B. (2018). *Business law: Text and cases.* Cengage Learning.

# MANAGEMENT SKILLS

**UNIT CODE:** 0413 551 04A

**Duration of Unit: 100 Hours**

**Relationship to occupational standards**

This unit addresses the unit of competency: Apply Management Skills.

**UNIT DESCRIPTION**

This unit describes competencies required to effectively apply management principles in the workplace. It covers applying planning principles, organizing principles, directing principles and coordinating principles.

**Learning outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Apply planning principle | 25 |
| 2 | Apply organizing principle | 25 |
| 3 | Apply directing principle | 25 |
| 4 | Apply coordinating principle | 25 |
| **TOTAL** | | **100 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | Suggested Assessment Methods |
| 1. Apply planning principle | * 1. Goals and objectives      1. Innovation and adaptability      2. Customer satisfaction      3. Employee engagement and development      4. Achieve sustainable growth      5. Ensure financial growth and profitability      6. Identify opportunities for growth and diversification   2. Work plans      1. Creating timelines      2. Break down the project into specific tasks      3. Identifying resources required      4. Identifying potential risks and challenges      5. Process for seeking approvals   3. Monitoring of work progress   4. Principles of planning      1. Vision and mission      2. Data-driven decision making      3. Flexible plans      4. Transparency in decision making      5. Fair and equitable decision making   5. Steps in planning process   6. Barriers to planning   7. Guidelines to avoiding barriers   8. Management by objectives   9. Types of plans      1. Tactical plans      2. Strategic plans      3. Operational plans | Practical assessment  Project  Portfolio of evidence  Third party reports  Written tests  Oral questions |
| 1. Apply organizing principle | * 1. Office goals and objectives   2. Office tasks and responsibilities   3. Monitoring of progress   4. Process of organization   5. Organizing components   6. Authority and responsibility   7. Organization structures      1. Product line structure      2. Matrix structure      3. Geographical-based structure   8. Delegation   9. Centralization and decentralization   10. Principles of organization | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply directing principle | * 1. Orders and instructions   2. Staff Supervision   3. Exchange of opinions and ideas   4. Characteristics of successful leaders   5. Leadership roles   6. Theories   7. Leadership styles      1. Bureaucratic leadership      2. Charismatic leadership      3. Situational leadership      4. Autocratic leadership   8. Communication structures | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply coordinating principle | 4.1 Work schedules creation  4.2 Roles and responsibilities  4.3 Rewards and recognition | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Methods of Instruction**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions
* Role plays
* Case studies

**Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •Windows/Linux/Macintosh Operating System  •Microsoft Office Software  •Google Workspace Account  Antivirus Software | 1 | 1:1 |

**References**

* Organization operating procedures
* Industry/workplace codes of practice
* Text books
* E-learning resources
* Occupational standards

# BUSINESS MATHEMATICS AND STATISTICS

**UNIT CODE:** **0411 551 08A**

**Duration of Unit:** 140 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Carry Out Business Mathematics Statistics

**Unit Description**

This unit specifies the competencies required to carry out business mathematics and statistics. It involves carrying out statistical equations, carrying out statistical matrices, preparing commercial mathematics, performing elementary statistics, carrying out descriptive statistics, applying set theory, applying basic probability theory and determining index numbers.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Carry out statistic equations | 18 |
| 2 | Carry out statistical matrices | 18 |
| 3 | Prepare commercial mathematics | 18 |
| 4 | Perform elementary statistics | 17 |
| 5 | Carry out descriptive statistics | 17 |
| 6 | Apply set theory | 17 |
| 7 | Apply basic probability theory | 17 |
| 8 | Determine index numbers | 18 |
| **TOTAL** | | **140 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Carry out statistical equations | * 1. Linear equations; solving and graphs   2. Quadratic equations; solving and graphs   3. Differentiation   4. Simultaneous equations; solving   5. Break-even analysis   6. Total revenue, total cost and profit equations; application of errors | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Carry out statistical matrices | * 1. Introduction: order, types   2. Addition, subtraction and multiplication   3. Determinants of 2x2 matrices   4. Inverses of 2x2 matrices   5. Application of matrices to business problems | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Prepare Commercial mathematics | * 1. Buying and selling; discounts, profit and loss, margins and mark-ups   2. Commissions and salaries; piece and hourly rates, gross and net pay, PAYE   3. Bills calculations; water and electricity   4. Simple and compound interest   5. Depreciation and appreciation of assets   6. Hire purchase   7. Foreign currency exchange transactions | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Perform Elementary statistics | * 1. Introduction: definitions and branches of statistics   2. Methods of data collection: primary and secondary data   3. Sampling techniques   4. Presentation of data:      1. Tables      2. Diagrams: bar charts and pie charts      3. Graphs: basic time series graphs, Z-charts, Lorenz curves and semi log graphs      4. Frequency distribution tables      5. Histogram and frequency polygons      6. Cumulative frequency curve (ogive) and its application | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Carry out Descriptive statistics | * 1. Measures of central tendency:      1. Mean: arithmetic mean, weighted arithmetic mean, geometric mean      2. and harmonic mean      3. Mode      4. Median   2. Measures of dispersion: range, quartile, deciles, percentiles, mean deviation, standard deviation and coefficient of variation   3. Measures of skewness and kurtosis excluding computation of the   coefficients | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Apply Set theory | * 1. Introduction to set theory   2. Types of sets: universal, empty/null, subsets, finite and infinite   3. Operation of sets: unions, intersections, complements and set difference   4. Venn diagrams | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Apply Basic probability theory | * 1. Introduction to probability: definitions, events, outcomes, sample space   2. Types of events: simple, compound, independent, mutually exclusive,   3. mutually inclusive, dependent events   4. Rules of probability: additive and multiplicative rules   5. Bayes’ Theorem   6. Elementary probability trees | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Determine Index numbers | * 1. Construction of index numbers   2. Purpose of index numbers   3. Simple index numbers; fixed base method and chain base method   4. Consumer Price Index (CPI)   5. Weighted index numbers; Laspeyre’s, Paasche’s, Fisher’s ideal and   6. Marshall- Edgeworth’s methods (both price and quantity index numbers) * Limitations of index numbers * Emerging issues and trends | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

Reference

Saleemi, N.A. (2008). Business calculations and statistics simplified (Revised ed.). N.A. Saleemi Publishers

# MODULE 4

# PUBLIC FINANCE AND TAXATION

**UNIT CODE:** **0411 551 11A**

**Duration of Unit:** 130 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Conduct Public Finance and Taxation

**Unit Description**

This unit specifies the competencies required to apply principles of taxation. It involves; demonstrating understanding of public finance and taxation process, demonstrating understanding of public budget process, managing public finance, computing taxable income, computing capital allowances, administering income tax, administering presumptive tax and VAT and administering customs and excise duty.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Demonstrate understanding of public finance and taxation process | 18 |
| 2 | Demonstrate understanding of public budget process | 16 |
| 3 | Manage public finance | 16 |
| 4 | Compute taxable income | 16 |
| 5 | Compute capital allowances | 16 |
| 6 | Administer income tax | 16 |
| 7 | Administer presumptive tax and VAT | 16 |
| 8 | Administer customs and excise duty | 16 |
| **TOTAL** | | **130 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * Understand public finance and taxation process | * 1. General overview of Public Financial Management as envisaged by the Constitution (      1. Chapter 12 of the constitution)      2. Financial regulations      3. Treasury Circulars      4. Process of developing county government finance bills   2. History and Purposes of taxation      1. Role of the government in an economy   3. Principles of an optimal tax system      1. Single versus multiple tax systems   4. classification of taxes      1. Tax rates   5. Impact incidence and tax shifting, tax shifting theories   6. Taxable capacity   7. Revenue authority – History, structure and mandate | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 2.Demonstrate understanding of Public budget process | * 1. General definition of budgets terms   2. Role of budget officers in budget preparation and execution   3. Responsibilities of The National and County treasury’s in relation to budget preparation   4. Budget process for both national, county and Public entities   5. Budgetary and fiscal policy tools | * Written tests * Observation * Oral questions * Third party report * Interviewing * Project and report writing |
| 1. Manage public finance | * 1. Principles of public finance   2. Area s of government expenditure are identified   3. Government revenue sources are identify   4. Taxation principles are applied   5. Fiscal policy is formulated   6. National debt levels are determined | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 4.Compute taxable income | * 1. Taxable and non-taxable persons   2. Sources of taxable incomes   3. Employment income:      1. Taxable and non-taxable benefits      2. Allowable and non-allowable deductions      3. Tax credits Pension Income   4. Business income:      1. Sole proprietorship      2. Partnerships (excluding conversions)      3. Incorporated entities (excluding specialised institutions)      4. Turnover tax   5. Income from use of property- rent and royalties, Farming income Investment income | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 5.Compute capital allowances | * 1. Rationale for capital deductions   2. Investment deductions: ordinary manufacturers   3. Industrial building deductions   4. Wear and tear allowances   5. Farm works deductions   6. Mining allowances   7. Shipping investment deductions | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Administer income tax | * 1. Overview of the income tax act      1. Identification of new tax payers      2. Assessments and returns   2. Operations of PAYE systems: Preparation of PAYE returns, categories of employees   3. Notices, objections, appeals and relief of mistake, Appellant bodies   4. Collection, recovery and refund of taxes   5. Offences, fines, penalties and interest   6. Application of ICT in business; iTax, simba system | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 7.Administer presumptive tax and VAT | * 1. Introduction and development of presumptive tax and VAT   2. Registration and deregistration of businesses for VAT   3. Taxable and non-taxable supplies   4. Privileged persons and institutions   5. VAT rates      1. VAT records      2. Value for VAT, tax point      3. Accounting for VAT      4. VAT returns   6. Remission, rebate and refund of VAT   7. Rights and obligations of VAT registered person   8. Offences fines, penalties and interest | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 8.Administer customs and presumptive tax | * 1. Customs procedure   2. Import and export duties   3. Prohibitions and restriction measures   4. Transit goods and bond securities   5. Excisable goods and services   6. Purposes of customs and excise duties   7. Emerging issues and trends | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 30 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

# QUANTITATIVE TECHNIQUES

**UNIT CODE:** **0411 551 12A**

**Duration of Unit:** 140 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Conduct Quantitative Techniques

**Unit Description**

This unit specifies the competencies required to conduct quantitative techniques. It involves carrying out quantitative techniques, applying correlation and regression analysis, formulating linear programming models, carrying out operational matrices, applying time series, analysing project networks, applying calculus, formulating inventory control models, determining probability and probabilistic distribution and testing hypothesis.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Carry out quantitative techniques | 14 |
| 2 | Apply correlation and regression | 14 |
| 3 | Formulate linear programming models | 14 |
| 4 | Carry out operational matrices | 14 |
| 5 | Apply time series | 14 |
| 6 | Analyse project networks | 14 |
| 7 | Apply calculus | 14 |
| 8 | Formulate inventory control models | 14 |
| 9 | Determine probability and probabilistic distribution | 14 |
| 10 | Testing hypothesis | 14 |
| **TOTAL** | | **140 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Carry out quantitative techniques | * 1. Meaning of terms   2. Development of quantitative techniques   3. Role of quantitative techniques in business and industry   4. Types of quantitative techniques   5. Areas where quantitative techniques are applicable | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply correlation and regression | * 1. Meaning of terms   2. Differences and similarities between correlation and regression analysis   3. Methods of calculating correlation   4. Interpretation of correlation coefficient   5. Methods of calculating regression   6. application of regression analysis | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Formulate linear programming models | * 1. Meaning of terms   2. Assumptions of linear programming models   3. Formulation of linear programming model   4. Solving linear programming problems   5. Application of linear programming | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 4.Carry out operational matrices | * 1. Meaning of terms   2. Types of matrices   3. Determinants of order of a matrix (2\*2 and 3\*3)   4. Inverse of a matrix   5. Application of matrices | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply time series | * 1. Meaning of terms   2. Objectives of time series analysis   3. Components of time series analysis   4. Application of time series | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Analyse project networks | * 1. Meaning of terms   2. Rules applicable when drawing networks   3. Construction of project network   4. Critical path and project duration   5. Application of network analysis | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply calculus | * 1. Meaning of terms   2. Differentiation of simple functions   3. Integration of simple functions   4. Application of calculus | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Formulate inventory control models | * 1. Meaning of terms   2. Setting Inventory control levels   3. Minimization of cost of inventories   4. Inventory control models   5. Total inventory costs are determined | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Determine probability and probabilistic distribution | * 1. Meaning of terms   2. Basic concepts of probability   3. Laws of probability   4. Probability distribution   5. Application of probability distribution functions | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Test hypothesis | * 1. Meaning of terms   2. Types of hypothesis   3. Type 1 and 2 errors   4. Critical and acceptance regions   5. Z-test and T-test   6. Emerging issues | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 30 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

# MODULE FIVE (5)

# FINANCIAL MANAGEMENT

**UNIT CODE:** **0411 551 13A**

**Duration of Unit:** 120 hours

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Conduct Financial Management

**Unit Description**

This unit specifies the competencies required to conduct financial management. It involves; identifying financial sources, evaluating financial markets and systems, determining time value of money, analysing risk and return, determining cost of capital, managing working capital, evaluating capital budgeting decisions, formulating dividend decisions and applying Islamic finance.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Identify financial sources | 8 |
| 2 | Evaluate financial markets and system | 14 |
| 3 | Determine time value of money | 14 |
| 4 | Analyse risk and return | 10 |
| 5 | Determine cost of capital | 16 |
| 6 | Manage working capital | 10 |
| 7 | Evaluate Capital Budgeting decisions | 16 |
| 8 | Formulate dividend decisions | 16 |
| 9 | Apply Islamic finance | 16 |
| **TOTAL** | | **120 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify financial sources | * 1. Nature and purpose of finance      1. Scope of finance      2. Relationship between financial management and other management disciplines      3. Finance and non-finance functions      4. Roles of a finance manager      5. Goals of a firm      6. Agency theory :conflicts and resolutions   2. Sources of finance      1. Short term sources      2. Long term sources      3. Internal sources      4. External sources      5. Factors to consider when choosing the source of finance | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Evaluate financial markets and systems | * 1. Roles of financial systems   2. Markets participants and financial innovation   3. Types of financial markets   4. Characteristics of a good market   5. Functions of financial markets   6. The flow of funds and the financial system   7. Organisation and structure of securities markets   8. Automation of securities exchanges; automated trading system (ATS), Central depository system(CDS)   9. Role of government in the financial system; capital markets authority, central bank, central depository and settlement company | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Determine time value of money | * 1. Time value versus time preference for money   2. Relevance of time value of money   3. Discounting techniques   4. Compounding techniques   5. Preparation of loan amortisation schedule | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Analyse risk and return | * 1. Meaning of terms   2. Components of risks and returns   3. Sources of risk   4. Measures of risk and return for a single asset   5. Distinction between risk- free and risky assets-CAPM & APT   6. Relationship between risk and return on investments | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Determine cost of capital | * 1. Significance of cost of capital to firms   2. Factors influencing a firms cost of capital   3. Components costs of capital   4. Weighted average cost of capital   5. Marginal cost of capital | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Manage working capital | * 1. Nature and importance of working capital   2. Determinants of working capital   3. Working capital operating cycle   4. Dangers of excessive / inadequate working capital   5. Working capital management policies   6. Cash management   7. Accounts receivable management   8. Accounts payable management   9. Inventory management | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Evaluate Capital Budgeting decisions | * 1. Importance, characteristics and types of capital investment decisions   2. Difficulties of capital budgeting   3. Investment appraisal techniques;      1. Accounting Rate of Return (ARR)      2. Payback period      3. Net Present Value      4. Profitability index      5. Internal Rate of Return | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Formulate dividend decisions | * 1. Meaning of terms   2. Forms of dividends payment   3. Factors influencing dividend decisions of a firm   4. Dividend policies;      1. Pay-out ratio policy      2. Residual policy      3. Stable predictable policy      4. Low regular plus extra policy   5. Dividend theories      1. Dividend relevance theories      2. Dividend irrelevance theories | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply Islamic finance | * 1. Meaning of terms   2. Principles and trends in Islamic banking   3. Differences between Islamic and conventional banking   4. The concept of interest (riba) and how returns are made by Islamic financial securities   5. Sources of finance in Islamic financing: muhabaha, sukuk   6. Emerging issues | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 30 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

**References**

Brigham, E.F., & Ehrhardt, M. C (2019). *Financial Management: Theory & practice* (15th ed.). Cengage Learning.

# MANAGEMENT ACCOUNTING

**UNIT CODE:** **0411 551 14A**

**Duration of Unit:** 130 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Conduct Management Accounting

**Unit Description**

This unit specifies the competencies required to conduct management accounting. It involves gathering costing data, performing cost classification, analysing costing data, managing accounting costs, consolidating financial and cost accounting systems, applying costing methods, preparing marginal and absorption costing and managing budgets and budgetary controls.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Gather costing data | 16 |
| 2 | Perform Cost classification | 16 |
| 3 | Analyse costing data | 16 |
| 4 | Manage accounting costs | 16 |
| 5 | Consolidate financial and cost accounting systems | 16 |
| 6 | Apply costing methods | 16 |
| 7 | Prepare marginal and absorption costing | 17 |
| 8 | Manage budgets and budgetary controls | 17 |
| **TOTAL** | | **130 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Gather costing data | * 1. The nature of cost accounting and costing terms   2. The role of cost accounting in management   3. The purposes of cost accounting information   4. Scope of cost accounting   5. Meaning of management accounting, scope, limitations, applications   6. Relationship between cost, financial and management accounting   7. Selection of an ideal cost accounting system | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Perform cost classification | * 1. Meaning of terms   2. Purpose of cost classification   3. Methods of cost classification:      1. Functional classification      2. Behavioural classification      3. Controllability      4. Time      5. Financial accounting | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Analyse costing data | * 1. Meaning of cost estimation   2. Methods of estimating cost;      1. Non-mathematical methods like engineering method      2. accounts analysis method      3. high-low method      4. mathematical methods like scatter graph method      5. OLS regression method (simple linear regression only) | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Manage accounting costs | * 1. Accounting for materials and inventory;      1. Material cost records,      2. Purchasing procedures      3. receipt and issues of material      4. Methods of valuing material issues      5. Stock control procedures   2. Accounting for labour:      1. Methods of labour remuneration      2. Labour control procedures      3. Maintenance of labour records   3. Accounting for overheads:      1. Types of overheads      2. Manufacturing, distribution and administration      3. Departmental cost allocation and apportionment      4. Overheads analysis      5. Overhead absorption rates      6. Over or under absorption | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Consolidate financial and cost accounting systems | * 1. The flow of costs in a business enterprise   2. Cost bookkeeping- interlocking and integrated ledger systems | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply costing methods | * 1. Contract costing   2. Job order costing   3. Batch costing   4. Process costing   5. Service costing   6. Unit costing | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Prepare marginal and absorption costing | * 1. Distinction between marginal and absorption costing, valuation of products under marginal and absorption costing   2. Preparation of marginal and absorption statements; cost of production and profit determination   3. Reconciliation of marginal profits and absorption profits      1. Application of marginal costing      2. break-even analysis and charts (single product)      3. Simplified decision problems; accept or reject,      4. Special order,      5. Dropping a product,      6. Make or buy and choice of a product | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Manage budgets and budgetary controls | * 1. Nature and purposes of budgets   2. Preparation of budgets      1. Master budgets      2. Functional (department budgets,      3. Cash budgets)      4. Proforma financial reports   3. Purpose of budgetary control      1. Operation of a budgetary control system,   4. Organisation and coordination of the budgeting function   5. Emerging issues and trends | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 30 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |

# FINANCIAL AUDIT

**UNIT CODE 0411 551 15A**

**Duration of Unit:** 130 hours

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Conduct Financial Audits

**Unit Description**

This unit specifies the competencies required to conduct financial audits. It involves carrying out pre-engagement procedures, planning financial audit, monitoring internal control system, detecting errors and frauds, gathering audit evidence, carrying out risk assessment, carrying out computerized auditing and carrying out audit report.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Carry out pre-engagement procedures | 16 |
| 2 | Plan financial audit | 16 |
| 3 | Monitor internal control system | 16 |
| 4 | Detect errors and frauds | 16 |
| 5 | Gather audit evidence | 16 |
| 6 | Carry out risk assessment | 16 |
| 7 | Carry out computerised auditing | 17 |
| 8 | Carry out audit completion | 17 |
| **TOTAL** | | **130 HOURS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Carry out pre-engagement procedures | * 1. Definition of auditing, auditor and an audit   2. Explain the principles and processes of an audit   3. Differences between auditing and accounting   4. The types and timing of audits – consider internal versus external and a focus   5. on the complimentary role of internal to external, interim and final   6. The users of audited financial statements and auditor reports | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Plan financial audit | * 1. Objectives of planning for the audit work   2. Audit plan for a new client   3. Audit plan for an existing client   4. Developing an overall audit plan   5. Limitations of audit plans | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Monitor internal control system | * 1. Definition of internal controls and internal control systems   2. Purpose of internal control system   3. Designing an internal control system   4. Benefits and limitations of internal control system   5. General controls on:      1. Revenue      2. Expenditure      3. Assets      4. Liabilities | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Detect errors and frauds | * 1. Definition of error and fraud   2. Differences between error and fraud   3. Types of errors and fraud   4. Causes of frauds | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Gather audit evidence | * 1. Nature and source of audit evidence   2. Types of audit evidence   3. Gathering audit evidence   4. Reliance on the work on internal auditor   5. Contents of audit working papers (excluding their preparation)   6. Audit tests      1. Compliance tests      2. Substantive tests  1. Analytical tests | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Carry out risk assessment | * 1. Meaning of audit risks   2. Types of audit risks   3. Risk based audit | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Carry out computerised auditing | * 1. Benefits and drawbacks of computerised accounting systems   2. Computer Aided Auditing Techniques (CAATs); Auditing around and through the computer | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Carry out audit report | * 1. Purpose of the auditor’s report   2. Elements of the auditor’s report   3. Types of audit reports   4. Key audit matters   5. Forms of audit opinion   6. Professional ethics   7. Emerging issues and trends | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**Suggested Delivery Methods**

* Demonstration
* Practical work by trainee
* Fieldwork and benchmarking
* Group discussions

**List of Recommended Resources for 25 trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
| 1. | Charts | * Flip Charts | 5 | 1:6 |
| **B** | **Learning Facilities & Infrastructure** | | | |
| 2. | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
| 3. | Internet Connection | WI-FI, Dial-Up, Cable, Fixed-wireless, | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
| 4. | Markers | whiteboard markers and permanent markers | 5 | 1:6 |
| 5. | Stationery | Printing Papers,  Foolscaps | 5 reams | 1:6 |
| 6. | Files / folders |  | 30 | 1:1 |
| 7. | Flash disks |  | 5 | 1:6 |
| **D** | **Tools And Equipment** | | | |
| 8. | Computers/Laptops | Any model | 30 | 1:1 |
| 9. | Projector | LED.LCD, Laser | 1 | 1:30 |
| 10. | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| 11. | Staplers |  | 2 | 1:15 |
| 12. | Paper punch |  | 2 | 1:15 |
| 13. | Metallic cabinet |  | 1 | 1:30 |
| 14. | Scanner |  | 2 | 1:15 |
| 15. | Printer |  | 1 | 1:30 |
| 16. | Print toners |  | 2 | 1:15 |
| 17. | Shredding machine |  | 1 | 1:30 |