REPUBLIC OF KENYA

COMPETENCY-BASED MODULAR CURRICULUM

FOR

ACCOUNTANCY

KNQF LEVEL 6

(CYCLE 3)

PROGRAM CODE: 0411 551A

TVET CDACC
P.O. BOX 15745-00100
NAIROBI

FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social economic development. Quality education and training will contribute to achievement Kenya's development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of the 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 allows for multiple entry and exit in TVET programmes.

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 Business sector's growth and sustainable development.

PRINCIPAL SECRETARY
STATE DEPARTMENT FOR TVET
MINISTRY OF EDUCATION

PREFACE

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

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, 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 Kenyan labour force.

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in conjunction with Business sector Skills Advisory Committee (SSAC), have developed this curriculum.

This curriculum has been developed following the CBET framework policy; the CBETA Standards and guidelines provided by the TVET Authority and the Kenya National Qualification framework designed by the Kenya National Qualification Authority.

This curriculum is designed and organized with an outline of learning outcomes; suggested delivery methods, training/learning resources and methods of assessing the trainee's achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Business SSAC, expert workers and all those who participated in the development of this curriculum.

CHAIRPERSON
 TVET CDACC

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 various organizations.

I recognize with appreciation the role of the Business Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Business 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 business sector acquire competencies that will enable them to perform their work more efficiently.

COUNCIL SECRETARY/CEO

TVET CDACC

TABLE OF CONTENTS

ABBREVIATIONS AND 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

XX X X XXXX X

Sector/Industry

Sub Sector

Occupational Area

Version Control

Unit of Competence
Number

ISCED level, programme
Orientation and Level of
Completion

KEY TO TVET CDACC UNIT CODE

BUS/CU/AC/BC/01/6/MA

Industry or sector

Curriculum

Occupational area

Type of competency

Competency number

Competency level

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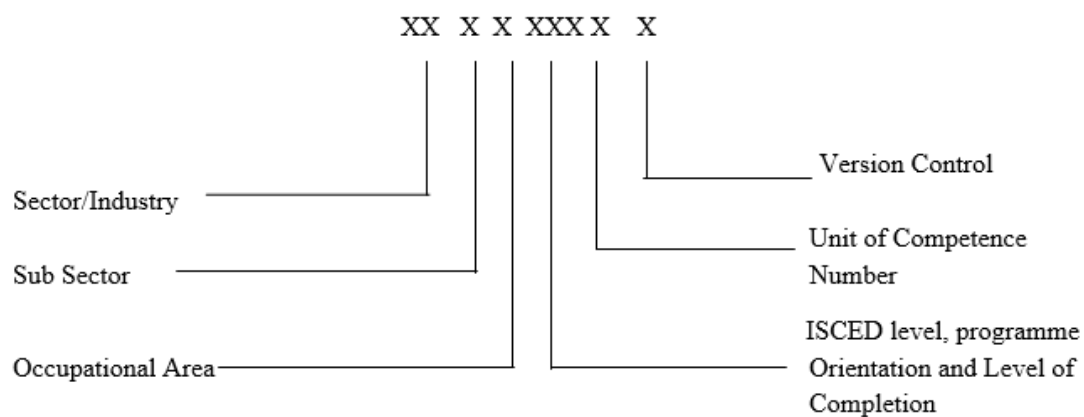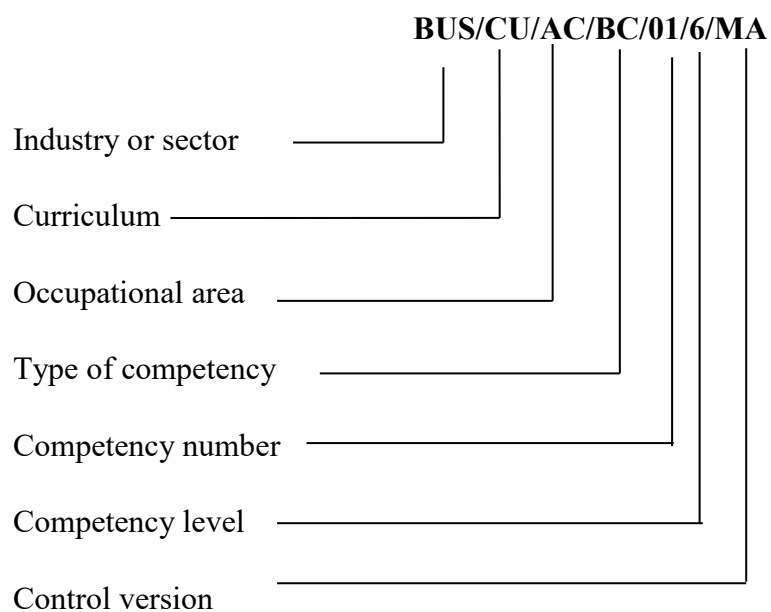
COURSE OVERVIEW

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 I				
Unit Code	**TVET CDACC Unit Code**	**Unit Title**	**Duration in hours**	**Credit Factor**
0031 551 06A	BUS/CU/AC/CC/01/6/MA	Business Communication	80	8
0417 551 01A	BUS/CU/AC/BC/03/6/MA	Work Ethics and Practices	40	4
0411 551 09A	BUS/CU/AC/CC/02/6/MA	Fundamentals of Accounting	130	13
0413 551 03A	BUS/CU/AC/CC/03/6/MA	Economics Skills	140	14
	Subtotal 1		**390**	**39**

	MODULE II			
Unit Code	**TVET CDACC Unit Code**	**Unit Title**	**Duration in hours**	**Credit Factor**
0411 551 09A	BUS/CU/AC/CR/01/6/MA	Information Communication	120	12

		Technology ICT		
0413 551 02A	BUS/CU/AC/BC/04/6/MA	Entrepreneurship Skills	40	4
0411 551 10A	BUS/CU/AC/CR/02/6/MA	Financial Accounting	160	16
	Subtotal 2		**320**	**32**

MODULE III				
Unit Code	**TVET CDACC Unit Code**	**Unit Title**	**Duration in hours**	**Credit Factor**
0421 551 05A	BUS/CU/AC/CC/04/6/MA	Principles Commercial Law	80	8
0413 551 04A	BUS/CU/AC/CC/05/6/MA	Management Skills	100	10
0411 551 08A	BUS/CU/AC/CR/03/6/MA	Business Mathematics and Statistics	140	14
Subtotal 3			**320**	32

MODULE IV				
Unit Code	**TVET CDACC Unit Code**	**Unit Title**	**Duration in hours**	**Credit Factor**
0411 551 11A	BUS/CU/AC/CR/04/6/MA	Public Finance and Taxation	130	13
0411 551 12A	BUS/CU/AC/CR/05/6/MA	Quantitative Techniques	140	14
	SUBTOTAL 4		**270**	27

MODULE V				
Unit Code		**Unit Title**	**Duration in hours**	**Credit Factor**
0411 551 13A	BUS/CU/AC/CR/06/6/MA	Financial Management	120	12
0411 551 14A	BUS/CU/AC/CR/07/6/MA	Management Accounting	130	13
0411 551 15A	BUS/CU/AC/CR/08/6/MA	Financial Audit	130	13
	SUBTOTAL 5		**380**	38
	INDUSTRIAL TRAINING		**480**	48
	GRAND TOTAL		**2160**	

Entry Requirements

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

a) Kenya Certificate of Secondary Education (KCSE) minimum mean grade C- (Minu)

Or

b) Related level 5 certificate

or

c) Equivalent qualifications as may be determined by TVETA

Trainer Qualification

Qualifications of a trainer for this course:

a) Possession of a minimum qualification in Accountancy Level 7 or in related trade area.

b) 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:

a) During formative assessment all performance criteria shall be assessed based on performance criteria weighting.

b) Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.

c) During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.

d) Theoretical and practical weight shall be 40:60 for each unit of learning.

e) 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:

   i) Obtained at least 40% in theory assessment in formative and summative assessments.

   ii) Obtained at least 60% in practical assessment in formative and summative assessment where applicable.

   iii) 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

f) 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.

The certificates will be issued by TVET CDACC.

MODULE I

BUSINESS COMMUNICATION

UNIT CODE:0031 551 06A

TVET CDACC UNIT CODE: BUS/CU/AC/CC/01/6/MA

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	1.1 Communication process 1.2 Principles of effective communication 1.3 Channels/medium/modes of communication 1.4 Factors to consider when selecting a channel of communication 1.5 Barriers to effective communication 1.6 Flow/patterns of communication 1.7 Sources of information 1.8 Organizational policies 1.9 Record keeping	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

2. Implement types of communication	2.1 Written Communication
	  2.1.1 Types of written communication
	  2.1.2 Elements of communication
	  2.1.3 Organization requirements for written communication
	2.2 Non- Verbal
	  2.2.1 Utilize body language and
	  2.2.2 Gestures
	  2.2.3 Apply body posture
	  2.2.4 Apply workplace dressing code
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

Learning Outcome	Content	Suggested Assessment Methods

	2.3 Oral Communication
	
	    2.3.1 Types of oral communication pathways
	
	    2.3.2 Effective questioning techniques
	
	    2.3.3 Interviews
	
	2.4 Workplace etiquette
	
	2.5 Active listening	

3. Implement service charter	3.1 Introduction to service charter 3.2 Importance of service charter 3.3 Correspondence response 3.4 Retrieval of records	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
4. Safeguarding confidentiality of information	4.1 Introduction to confidentiality 4.2 Importance of confidentiality 4.3 Classification of information 4.4 Methods of securing information 4.5 Challenges of safeguarding confidentiality in human resource communication 4.6 Advantages and disadvantages of safeguarding confidentiality.	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
5. Coordinate communication on social media platforms	5.1 Introduction to social media platforms 5.2 Importance/uses of social media platforms in an organization 5.3 Social media ethical issues 5.4 Social media monitoring tools	• Practical assessment • Project • POE evaluation • Third party reports

Learning Outcome	Content	Suggested Assessment Methods
	5.5 Advantages and disadvantages of social media platforms	• Written tests

6. Prepare work place meetings	6.1 Introduction to minute taking
	6.2 Types of meetings
	6.3 Structure of meetings
	    6.3.1 Notice
	    6.3.2 Agenda
	    6.3.3 Preparation of other relevant documents
	    6.3.4 Minute formats
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

7. Prepare workplace report	7.1 Introduction to report writing
	    7.1.1 Definition
	    7.1.2 Principles e.g. conciseness, clarity etc.
	7.2 Importance of reports
	7.3 Forms and types of reports
	    7.3.1 Oral reports
	    7.3.2 Written reports
	    7.3.3 Recorded etc.
	7.4 Reports formats
	    7.4.1 Letter format
	    7.4.2 Memo format
	7.5 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,	5 reams	1:6

		Foolscaps		
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

TVET CDACC UNIT CODE: BUS/CU/AC/BC/03/6/MA

Duration of Unit: 40 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	1.1 Self-awareness 1.2 Formulating personal vision, mission, and goals 1.3 Healthy lifestyle practices 1.4 Strategies for overcoming work challenges 1.5 Emotional intelligence 1.6 Coping with Work Stress. 1.7 Assertiveness versus aggressiveness and passiveness 1.8 Developing and maintaining high self-esteem 1.9 Developing and maintaining positive self-image 1.10 Time management 1.11 Setting performance targets 1.12 Monitoring and evaluating performance targets	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
2. Promote ethical work practices and values	2.1 Integrity 2.2 Core Values, ethics and beliefs 2.3 Patriotism 2.4 Professionalism 2.5 Organizational codes of conduct 2.6 Industry policies and procedures	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

3. Promote Teamwork	3.1 Types of teams	• Practical assessment
	3.2 Team building	• Project
	3.3 Individual responsibilities in a team	• POE evaluation
	3.4 Determination of team roles and objectives	• Third party reports
	3.5 Team parameters and relationships	• Written tests
	3.6 Benefits of teamwork	
	3.7 Qualities of a team player	
	3.8 Leading a team	
	3.9 Team performance and evaluation	
	3.10 Conflicts and conflict resolution	
	3.11 Gender and diversity	
	3.12 Mainstreaming	
	3.13 Developing Healthy workplace relationships	
	3.14 Adaptability and flexibility	
	3.15 Coaching and mentoring skills	
4. Maintain professional and personal development	4.1 Personal vs professional development and growth	• Practical assessment
	4.2 Avenues for professional growth	• Project
	4.3 Recognizing career advancement	• POE evaluation
	4.4 Training and career opportunities	• Third party reports
	4.5 Assessing training needs	• Written tests
	4.6 Mobilizing training resources	
	4.7 Licenses and certifications for professional growth and development	
	4.8 Pursuing personal and organizational goals	
	4.9 Managing work priorities and commitments	
	4.10 Dynamism and on-the-job learning	

5. Apply Problem-solving skills	a. Causes of problems b. Methods of solving problems c. Problem-solving process d. Decision making e. Creative thinking and critical thinking process in development of innovative and practical solutions	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
6. Promote Customer Care	6.1 Identifying customer needs 6.2 Qualities of good customer service 6.3 Customer feedback methods 6.4 Resolving customer concerns 6.5 Customer outreach programs 6.6 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

TVET CDACC UNIT CODE: BUS/CU/AC/CC/02/6/MA

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	1.1 Nature and purpose of accounting 1.2 Objectives of accounting 1.3 Limitations of financial accounting 1.4 Users of accounting information and their information needs 1.5 Qualitative characteristics of accounting information 1.6 Accounting concepts/principles and conventions 1.7 Accounting standards and their importance 1.8 The accounting equation	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
2. Apply double entry concept	2.1 Source documents 2.2 Books of original entry 2.3 The double entry system and the ledger 2.4 The trial balance 2.5 Computerised accounting systems	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
3. Classify capital, assets and liabilities.	3.1 Capital and revenue expenditure 3.2 Accounting for cash and cash equivalents, bank reconciliation 3.3 Accrued and prepaid expenses 3.4 Accrued and prepaid income 3.5 Accounting for accounts receivables, bad debts and allowance for doubtful 3.6 Debts 3.7 Property, plant and equipment	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

		depreciation, acquisition and disposal 3.8 Accounting for Inventories- valuation using specific cost 3.9 Methods 3.10 Accounting for accounts payable including control account	
4. Correct accounting errors and suspense account		4.1 Meaning of terms 4.2 Types of errors 4.3 Functions of suspense account 4.4 Correction of errors using the suspense account 4.5 Statement of corrected net profit	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
5. Prepare sole trader statements		5.1 Meaning of terms 5.2 Characteristics of a sole trader 5.3 Income statement 5.4 Statement of financial position	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
6. Prepare partnership statements		6.1 Introduction to partnership 6.2 Characteristics of partnership 6.3 Types of partners 6.4 Contents of a partnership agreement 6.5 Distinction between current and capital accounts 6.6 Appropriation statement and partners current and capital accounts	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

	6.7 Statement of financial position and income statement (Excluding changes in partnerships)	
7. Prepare company accounts	7.1 Types of share capital 7.2 Types of reserves 7.3 Issue of shares (exclude issue by instalment and forfeiture) 7.4 Rights issues and bonus 7.5 Income tax -Accounting treatment and presentation (exclude computation) 7.6 Income statement 7.7 Statement of financial position 7.8 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

TVET CDACC UNIT CODE: BUS/CU/AC/CC/03/6/MA

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	1.1 Meaning of terms
	1.2 Scope of economics
	    1.2.1 Micro and macro economics
	1.3 The methodology of economics Positive, Normative and scientific
	1.4 Basic concepts
	    1.4.1 Scarcity,
	    1.4.2 choice,
	    1.4.3 opportunity cost
	    1.4.4 production possibility frontiers curves
	1.5 Economic systems: free economy, planned economy and mixed economy
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

2. Apply concept of demand in market analysis	2.1 Meaning of terms 2.2 Individual demand versus market demand 2.3 Factors influencing	• Practical assessment • Project • POE evaluation

	demand	• Third party reports • Written tests
	2.4 Exceptional demand curves	
	2.5 Types of demand	
	2.6 Movement along and shifts of demand curves	
	2.7 Elasticity of demand	
	2.8 Types of elasticity: price, income and cross elasticity	
	2.9 Measurement of elasticity; point and arc elasticity	
	2.10 Factors influencing elasticity of demand	
	2.11 Application of elasticity of demand in management and economic policy decision making	
3. Apply concept of supply in market analysis	3.1 Meaning of terms 3.2 Individual versus market supply 3.3 Factors influencing supply 3.4 Movements along and shifts of supply curves 3.5 Meaning of elasticity of supply 3.6 Price elasticity of supply 3.7 Factors influencing elasticity of supply 3.8 Application of elasticity of supply in management and economic policy decision making	4 Practical assessment 5 Project 6 POE evaluation 7 Third party reports 8 Written tests
4. Set prices of the products	4.1 Interaction of supply and demand, equilibrium price and quantity	5 Practical assessment

	4.2 Mathematical approach to equilibrium analysis\	6	Project
		7	POE evaluation
	4.3 Stable versus unstable equilibrium	8	Third party reports
	4.4 Effects of shifts in demand and supply on market equilibrium	9	Written tests
	4.5 Reasons for price fluctuations		
	4.6 Government action to stabilise the prices and incomes		
5. Apply theory of consumer behaviour	5.1 Approaches to the theory of the consumer- cardinal versus ordinal approach	6	Practical assessment
	5.2 Utility analysis, marginal utility (MU), law of diminishing marginal utility (DMU)	7	Project
		8	POE evaluation
	5.3 Limitations of cardinal approach	9	Third party reports
	5.4 Indifference curve analysis	10	Written tests
	5.5 Budget line		
	5.6 Consumer equilibrium; effects of changes in prices and incomes on consumer equilibrium		
	5.7 Derivation of a demand curve		
	5.8 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		
	5.9 Consumer surplus		
6. Apply production theory	6.1 Factors of production	7	Practical assessment
	6.2 Mobility of factors of production	8	Project
	6.3 Production function analysis	9	POE evaluation
	6.4 Short run analysis	10	Third party reports
	6.5 Total product, average and marginal products	11	Written tests

	6.6 Stages in production and the law of variable proportions/ the law of	
	6.7 diminishing returns	
	6.8 Long run analysis	
	6.9 Isoquant and isocost lines	
	6.10 The concept of producer equilibrium and firm's expansion curve	
	6.11 Law of returns to scale	
	6.12 Demand and supply of factors of production	
	6.13 Wage determination theories	
	6.14 Trade unions: functions and challenges	
	6.15 Producer surplus/economic rent	
7. 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
8. Differentiate market structures.	8.1 Meaning of terms 8.2 Necessary and sufficient conditions for profit maximisation 8.3 Mathematical approach to profit maximisation 8.4 Output, prices and efficiency of: perfect competition, monopoly, monopolistic	9 Practical assessment 10 Project 11 POE evaluation 12 Third party reports 13 Written tests

	competition, oligopolistic competition	
9. Demonstrate understanding of national income	9.1 Meaning of terms 9.2 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 9.3 Approaches to measuring national income 9.4 Importance of national income 9.5 Circular flow of income 9.6 Problems of measurement; uses of national income statistics and their 9.7 Limitations 9.8 Analysis of consumption, saving and investment and their interaction in a 9.9 simple economic model 9.10 Determination of equilibrium national income 9.11 Inflationary and deflationary gaps 9.12 The multiplier and accelerator concepts 9.13 Business cycles/cyclical fluctuations 9.14 The differences between economic growth and economic development 9.15 The benefits of economic	10 Practical assessment 11 Project 12 POE evaluation 13 Third party reports 14 Written tests

	growth	
	9.16 Determinants of economic development	
	9.17 Common characteristics of developing countries	
	9.18 Role of agriculture and industry in economic development	
	9.19 Obstacles to economic development	
	9.20 The need for development planning	
	9.21 Limitation of planning in developing countries	
10. Demonstrate Understanding of money and banking	10.1 Meaning of terms 10.2 Characteristics of money 10.3 Functions of money 10.4 Demand and supply of money\ 10.5 Meaning of banking 10.6 Functions of central bank 10.7 Functions of commercial banks 10.8 Non-banking financial institutions	11 Practical assessment 12 Project 13 POE evaluation 14 Third party reports 15 Written tests
11. Demonstrate Understanding of Inflation and unemployment	11.1 Meaning of terms 11.2 Types of inflation 11.3 Causes of inflation: Cost push and demand pull 11.4 Effects of inflation 11.5 Measures to control inflation 11.6 Types and causes of unemployment 11.7 Control measures of unemployment 11.8 Relationship between	12 Practical assessment 13 Project 14 POE evaluation 15 Third party reports 16 Written tests

	unemployment and inflation: the Phillips curve	
12. 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 II

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

UNIT CODE: 0411 551 09A

TVET CDACC UNIT CODE: BUS/CU/AC/CR/01/6/MA

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	1.1 Introduction to computers
	    1.1.1 Types of ICTs
	    1.1.2 Information centres
	    1.1.3 Uses of ICT in business
	    1.1.4 Impact of ICT in society
	    1.1.5 Overview of a computer system
	    1.1.6 Evolution of computers
	    1.1.7 Elements of a computer system
	1.2 Input devices
	1.3 Output devices
	1.4 Processing devices
	1.5 Storage devices
	1.6 Communication devices
	1.7 Factors that determine the processing power of a computer
	1.8 Selection and acquisition of computer hardware
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

2. Apply Computer software	2.1 Meaning of terms 2.2 System software 2.3 Application software 2.4 Other utility software 2.5 Computer programming languages 2.6 Selection and acquisition of computer software	3. Practical assessment 4. Project 5. POE evaluation 6. Third party reports 7. Written tests

3.Apply Operating system	3.1 Introduction to computer software 3.2 System software 3.3 Application software 3.4 Other utility software 3.5 Computer programming languages 3.6 Selection and acquisition of computer software	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
4.Maintain Data security and control	4.1 Elements of a computer file 4.2 Types of computer files 4.3 Basic file design and storage 4.4 File organization 4.5 File access methods	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

5.Apply application packages	5.1 Word processing
	   5.1.1 Features of word processor
	   5.1.2 Formatting and editing text
	   5.1.3 Creating and formatting tables
	5.2 Spreadsheets
	   5.2.1 Features of a spreadsheet program
	   5.2.2 Formatting and editing spreadsheet
	   5.2.3 Formulas and functions
	   5.2.4 Charts and graphs
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

	5.3 Presentation software 5.3.1 Features of presentation program 5.3.2 Typing and formatting text in slide 5.3.3 Slide show 5.4 Computerized accounting software 5.4.1 Capturing data 5.4.2 Features of accounting software	
6.Manage information systems	6.1 Systems overview 6.2 Information systems 6.3 Components of an information system 6.4 Role of information systems in an organization 6.5 Classification of information systems 6.6 Types of information systems 6.7 Overview of information systems security and controls	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
7.Configure Computer networks	7.1 Computer networks concepts 7.2 Computer network hardware and software 7.3 Data transmission media 7.4 Types of computer networks 7.5 Advantages and limitations	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

	of networking	

8.Apply computer Internet	8.1 Introduction to the internet
	8.2 Applications of Internet
	    8.2.1 Using search engines
	    8.2.2 E-mails
	    8.2.3 Electronic communication
	8.3 Internet services – e –mails, www, instant messaging
	8.4 Searching for information on the Internet
	8.5 Internet service providers (ISPs)
	8.6 Applications of internet
	8.7 Impact of internet on society
	8.8 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**			
1	Charts	• Flip Charts	5	1:6
2.	Video clips	MP4, MP3	5	1:6
3.	CV samples		5	1:6
4.	Sample job applications		5	1:6
B	**Learning Facilities & Infrastructure**			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	WI-FI, Dial-Up, Cable, Fixed-wireless,	1	1:30
C	**Consumable Materials**			
7.	Markers	whiteboard markers and permanent markers	5	1:6
8.	Stationery	Printing Papers, Foolscaps	5 reams	1:6
9.	Files / folders		30	1:1
10.	Flash disks		5	1:6
D	**Tools And Equipment**			
11.	Computers/Laptops	With the following software • Windows/Linux/Macintosh Operating System • Microsoft Office	30	1:1

		Software		
		• Google Workspace Account		
		• Antivirus Software		
12.	Projector	LED.LCD, Laser	1	1:30
13.	Whiteboard	Glass, melamine, porcelain	1	1:30
14.	Staplers		2	1:15
15.	Paper punch		2	1:15
16.	Metallic cabinet		1	1:30
17.	Smart phones		5	1:6
18.	Scanner		2	1:15
19.	Printer		1	1:30
20.	Print toners		2	1:15
21.	Shredding machine		1	1:30

ENTREPRENEURIAL SKILLS

UNIT CODE: 0413 551 02A

TVET CDACC UNIT CODE: BUS/CU/AC/BC/04/6/MA

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	1.1 Personal finance management
	    1.2 .1 Balancing between needs and wants
	    1.2.2 Budget Preparation
	1.2 Saving management
	    1.2.1 Factors to consider when deciding where to save
	1.3 Debt management
	    1.3.1 Factors to consider before taking a loan
	1.4 Investment decisions
	    1.4.1 Types of investments
	    1.4.2 Factors to consider when investing money
	1.5 Insurance services
	    1.5.1 Insurance products available in the market
	    1.5.2 Insurable risks
		• Project
		• Written assessment
		• Oral assessment
		• Third party report
		• Interviews
		• POE evaluation

2. Apply entrepreneurial concept	2.1 Difference between entrepreneurs and business person 2.2 Types of entrepreneurs 2.3 Ways of becoming an entrepreneur 2.4 Characteristics of Entrepreneurs 2.5 Salaried employment and self-employment 2.6 Requirements for entry into self-employment	• Project • Written assessment • Oral assessment • Third party report • Interviews • POE evaluation

	2.7 Roles of an Entrepreneur in an enterprise 2.8 Contributions of Entrepreneurship	
3.Identify entrepreneurship opportunities	3.1 Sources of business ideas 3.2 Factors to consider when evaluating business opportunity 3.3 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 5.3 Entrepreneurial Linkages 5.4 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	• Project • Written assessment • Oral assessment • Third party

	6.6 Executive summary	report
	6.7 Business plan presentation	• Interviews
	6.8 Business idea incubation	• 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

TVET CDACC UNIT CODE: BUS/CU/AC/CR/02/6/MA

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	1.1 The accounting framework 1.2 Sources of regulations at national and global levels; the law (Companies Act), 1.3 professional bodies, global regulatory bodies 1.4 Accounting standards (IASs/IFRSs) (their importance and limitations) 1.5 Professional ethics 1.6 Property, plant and equipment – recognition, capital and revenue 1.7 expenditure, measurement (depreciation and revaluation), disposal 1.8 and disclosures – property, plant and equipment schedule 1.9 Intangible assets – recognition, measurement (amortisation, 1.10 impairment and revaluation), disposals and disclosures 1.11 Financial assets and instruments 1.12 Loans – Accounting treatment of repayment of principal and interest	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
2. Prepare Financial statements of a Partnership	2.1 Income statement 2.2 Statement of financial position	• Practical assessment • Project

	2.3 Changes in partnership admission of a new partner, retirement and change in profit sharing ratio		• POE evaluation • Third party reports • Written tests
3. Prepare Financial statements of a company	3.1 Financial statements – income statement and statement of financial position 3.2 Published financial statements (Describe a complete set of published financial statements but not preparation		• Practical assessment • Project • POE evaluation • Third party reports • Written tests
4. Prepare Financial statements of a manufacturing entity	4.1 Features of a manufacturing entity 4.2 Classification and apportioning costs between manufacturing and selling and administration 4.3 Financial statements – manufacturing account, income statement and statement of financial position	5 6 7 8 9	Practical assessment Project POE evaluation Third party reports Written tests
5. Prepare Financial statements of a not-for-profit making organization	5.1 Features of Non-profit making organizations 5.2 Types of funds and their accounting treatment 5.3 Income and expenditure account 5.4 Statement of financial position	6 7 8 9 10	Practical assessment Project POE evaluation Third party reports Written tests
6. Analyse financial statements	6.1 Meaning of terms 6.2 Financial ratios –categories, analysis and interpretation, application 6.3 and limitations		• Practical assessment • Project • POE evaluation • Third party reports

	6.4 Statement of cash flows (categories of cash, methods of preparing statement of cash flows and the importance)	• Written tests
7. Carry out Public Sector Accounting	7.1 Features of public sector entities 7.2 Structure of the public sector 7.3 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) 7.4 Objectives of public sector financial statements 7.5 Objectives of IPSAS 7.6 Accounting techniques in public sector (budgeting, cash, accrual, commitment and fund) 7.7 (Preparation of financial statements should be excluded) 7.8 Emerging issues and trends	8 Practical assessment 9 Project 10 POE evaluation 11 Third party reports 12 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 III

<h1 style="text-align:center">PRINCIPLES OF COMMERCIAL LAW</h1>

UNIT CODE: 0421 551 05A

TVET CDACC UNIT CODE: BUS/CU/AC/CC/04/6/MA

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.

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	1.1 Nature of law
	 1.2 Purpose of law
	 1.3 Sources of law.
	     1.3.1 Constitution
	     1.3.2 Legislation
	     1.3.3 Common law
	     1.3.4 Equity
	     1.3.5 African customary law
	     1.3.6 Islamic law
	 1.4 Classifications of Commercial Law
	     1.4.1 Written and unwritten
	     1.4.2 National and international
	     1.4.3 Public and private
	     1.4.4 Substantive and procedural
	     1.4.5 Criminal and civil
	 1.5 Comparison between Law and
		• Practical assessment
		 • Project
		 • POE evaluation
		 • Third party reports
		 • Written tests

		Morality	

2	Illustrate structure of court system in Kenya	2.1 Court structure in Kenya
		
		2.2 Composition of Kenyan courts
		
		   2.2.1 Supreme Court
		
		   2.2.2 Court of Appeal
		
		   2.2.3 High Court
		
		   2.2.4 Employment and Labour Relations Court
		
		   2.2.5 Environment and Land Court
		
		   2.2.6 Magistrates Court
		
		   2.2.7 Court Martial
		
		   2.2.8 Kadhis' Court
		
		2.3 Jurisdiction of Courts.
		
		   2.3.1 Original
		
		   2.3.2 Appellate
		
		   2.3.3 Territorial.
		
		   2.3.4 Pecuniary
		
		2.4 Procedure of appointment and removal of magistrates and judges
		
		2.5 Tribunals
		
		2.6 The role of the JSC, AG, LSK, and ODPP in the Kenyan legal system.
			• Practical assessment
			• Project
			• POE evaluation
			• Third party reports
			• Written tests

3	Apply law of Tort	3.1 Nature of tortuous liability
		3.2 Tort, crime vs breach of contract
		3.3 Capacity to sue /be sued by the law of tort.
		3.4 Types of tort.
		    3.4.1 Negligence
		    3.4.2 Defamation
		    3.4.3 Nuisance
		    3.4.4 Trespass
		3.5 General defences in tort
		3.6 Elements of tort
			• Practical assessment
			• Project
			• POE evaluation
			• Third party reports
			• Written tests

4	Apply law of Contract	4.1 Essential of a valid contract 4.2 Types of Contracts 4.3 Methods of discharging a contract. 4.4 Remedies of breach of a contract 4.5 Terms of contract	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

5	Apply law of Agency	5.1 Formation and classification of agents
		    5.1.1 General agent
		    5.1.2 Special agent
		5.2 Agents' authority
		5.3 Duties of agents
		5.4 Rights of Agents
		5.5 Methods of terminating an agency.
			• Practical assessment
			• Project
			• POE evaluation
			• Third party reports
			• Written tests

6	Apply law of Sale of Goods	6.1 Sale and agreement to sell
		6.2 Capacity to buy and sell.
		6.3 Terms of Sale of Goods.
		    6.3.1 Conditions
		    6.3.2 Warranties
		6.4 Doctrine of caveat emptor
		6.5 Factors affecting the transfer of title.
		6.6 Rights of parties in the sale of goods.
		6.7 Auction process.
		6.8 Duties of the seller
		6.9 Duties of the buyer.
			• Practical assessment
			• Project
			• POE evaluation
			• Third party reports
			• Written tests

7	Apply hire purchase contracts.	7.1 Nature of Hire Purchase 7.2 Hire purchase agreement. 7.3 Conditions of Terminating Hire Purchase Agreement. 7.4 Completion of hire purchase agreement.	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

8	Apply law of negotiable instruments	8.1 Negotiable instruments.
		    8.1.1 Cheques
		    8.1.2 Bill of exchange
		    8.1.3 Promissory note
		8.2 Characteristics of negotiable instruments.
		8.3 Elements of negotiable instruments.
			• Practical assessment
			• Project
			• POE evaluation
			• Third party reports
			• Written tests

| 9 | Apply law of insurance | 9.1 Insurance contracts

    9.1.1 Elements of insurance.

9.2 Principles of insurance.

    9.2.1 Utmost good faith.

    9.2.2 Subrogation

    9.2.3 Indemnity

    9.2.4 Proximate cause

    9.2.5 Third party insurance

    9.2.6 Re-instatement.

    9.2.7 Salvage.

    9.2.8 Contribution and appointment.

9.3 Formation of insurance contract

9.4 Requirement for insurance contract.

9.5 Discharge of insurance contract. | • Practical assessment
• Project
• POE evaluation
• Third party reports
• Written tests |
| 10 | Apply law of property. | 10.1   Classifications of property

    10.1.1 Real and personal

    10.1.2 Movable

    10.1.3 Immovable

    10.1.4 Tangible

    10.1.5 Intangible.

10.2   Land interest.

10.3   Intellectual property.

    10.3.1 Patents

    10.3.2 Trademarks

    10.3.3 Copyrights

    10.3.4 Industrial designs | • Practical assessment
• Project
• POE evaluation
• Third party reports
• 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

TVET CDACC UNIT CODE: BUS/CU/AC/CC/05/6/MA

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	1.1 Goals and objectives 1.1.1 Innovation and adaptability 1.1.2 Customer satisfaction 1.1.3 Employee	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

engagement and development

    1.1.4 Achieve sustainable growth

    1.1.5 Ensure financial growth and profitability

    1.1.6 Identify opportunities for growth and diversification

1.2 Work plans

    1.2.1 Creating timelines

    1.2.2 Break down the project into specific tasks

    1.2.3 Identifying resources required

    1.2.4 Identifying potential risks and challenges

    1.2.5 Process for seeking approvals

1.3 Monitoring of work progress

1.4 Principles of planning

    1.4.1 Vision and mission

    1.4.2 Data-driven decision making

    1.4.3 Flexible plans

    1.4.4 Transparency in decision making

    1.4.5 Fair and equitable decision making

1.5 Steps in planning process

1.6 Barriers to planning

	1.7 Guidelines to avoiding barriers
	
	1.8 Management by objectives
	
	1.9 Types of plans
	
	    1.9.1 Tactical plans
	
	    1.9.2 Strategic plans
	
	    1.9.3 Operational plans	

2. Apply organizing principle	2.1 Office goals and objectives
	
	2.2 Office tasks and responsibilities
	
	2.3 Monitoring of progress
	
	2.4 Process of organization
	
	2.5 Organizing components
	
	2.6 Authority and responsibility
	
	2.7 Organization structures
	
	    2.7.1 Product line structure
	
	    2.7.2 Matrix structure
	
	    2.7.3 Geographical-based structure
	
	2.8 Delegation
	
	2.9 Centralization and decentralization
	
	2.10 Principles of organization
		• Practical assessment
		• Project
		• Portfolio of evidence
		• Third party reports
		• Written tests
		• Oral questions

3. Apply directing principle	3.1 Orders and instructions 3.2 Staff Supervision 3.3 Exchange of opinions and ideas 3.4 Characteristics of successful leaders 3.5 Leadership roles 3.6 Theories 3.7 Leadership styles	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

		3.7.1 Bureaucratic leadership	
		3.7.2 Charismatic leadership	
		3.7.3 Situational leadership	
		3.7.4 Autocratic leadership	
		3.8 Communication structures	
4. 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**			
1.	Charts	• Flip Charts	5	1:6

		• Rules and Regulations		
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	**Learning Facilities & Infrastructure**			
1.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
2.	Internet Connection	System	1	1:30
C	**Consumable Materials**			
1.	Markers	Whiteboard markers and permanent Markers	5	1:6
2.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	**Tools And Equipment**			
1.	Desktops	Any model	30	1:1
2.	Printer	Inkjet, LaserJet	2	1:15
3.	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

TVET CDACC UNIT CODE: BUS/CU/AC/CC/05/6/MA

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	1.1 Linear equations; solving and graphs 1.2 Quadratic equations; solving and graphs 1.3 Differentiation 1.4 Simultaneous equations; solving 1.5 Break-even analysis 1.6 Total revenue, total cost and profit equations; application of errors	• Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing
2. Carry out statistical matrices	1.1 Introduction: order, types 1.2 Addition, subtraction and multiplication 1.3 Determinants of 2x2 matrices 1.4 Inverses of 2x2 matrices 1.5 Application of matrices to business problems	• Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing
3. Prepare Commercial mathematics	3.1 Buying and selling; discounts, profit and loss, margins and mark-ups 3.2 Commissions and salaries; piece and hourly rates, gross and net pay, PAYE 3.3 Bills calculations; water and electricity 3.4 Simple and compound interest 3.5 Depreciation and appreciation of assets 3.6 Hire purchase	• Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing

	3.7 Foreign currency exchange transactions	

4. Perform Elementary statistics	4.1 Introduction: definitions and branches of statistics
	4.2 Methods of data collection: primary and secondary data
	4.3 Sampling techniques
	4.4 Presentation of data:
	    4.4.1 Tables
	    4.4.2 Diagrams: bar charts and pie charts
	    4.4.3 Graphs: basic time series graphs, Z-charts, Lorenz curves and semi log graphs
	    4.4.4 Frequency distribution tables
	    4.4.5 Histogram and frequency polygons
	    4.4.6 Cumulative frequency curve (ogive) and its application
		• Written tests
		• Observation
		• Oral questions
		• Third party report
		• Interviewing
		• Project and report writing

5. Carry out Descriptive statistics	5.1 Measures of central tendency:
	    5.1.1 Mean: arithmetic mean, weighted arithmetic mean, geometric mean
	    5.1.2 and harmonic mean
	    5.1.3 Mode
	    5.1.4 Median
	5.2 Measures of dispersion: range, quartile, deciles, percentiles,
		• Written tests
		• Observation
		• Oral questions
		• Third party report
		• Interviewing
		• Project and report writing

	mean deviation, standard deviation and coefficient of variation 5.3 Measures of skewness and kurtosis excluding computation of the coefficients	
6. Apply Set theory	6.1 Introduction to set theory 6.2 Types of sets: universal, empty/null, subsets, finite and infinite 6.3 Operation of sets: unions, intersections, complements and set difference 6.4 Venn diagrams	• Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing
7. Apply Basic probability theory	7.1 Introduction to probability: definitions, events, outcomes, sample space 7.2 Types of events: simple, compound, independent, mutually exclusive, 7.3 mutually inclusive, dependent events 7.4 Rules of probability: additive and multiplicative rules 7.5 Bayes' Theorem 7.6 Elementary probability trees	• Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing
8. Determine Index numbers	8.1 Construction of index numbers 8.2 Purpose of index numbers 8.3 Simple index numbers; fixed base method and chain base method 8.4 Consumer Price Index (CPI) 8.5 Weighted index numbers;	• Written tests • Observation • Oral questions • Third party report

		Laspeyre's, Paasche's, Fisher's ideal and 8.6 Marshall- Edgeworth's methods (both price and quantity index numbers) • Limitations of index numbers • Emerging issues and trends	• 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 IV

PUBLIC FINANCE AND TAXATION

UNIT CODE: 0411 551 11A

TVET CDACC UNIT CODE: BUS/CU/AC/CR/04/6/MA

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
1. Understand public finance and taxation process	1.1 General overview of Public Financial Management as envisaged by the Constitution (1.1.1 Chapter 12 of the constitution) 1.1.2 Financial regulations 1.1.3 Treasury Circulars 1.1.4 Process of developing county government finance bills 1.2 History and Purposes of taxation 1.2.1 Role of the government in an economy 1.3 Principles of an optimal tax system 1.3.1 Single versus multiple tax systems 1.4 classification of taxes 1.4.1 Tax rates 1.5 Impact incidence and tax shifting, tax shifting theories 1.6 Taxable capacity 1.7 Revenue authority – History, structure and mandate	2. Practical assessment 3. Project 4. Portfolio of evidence 5. Third party reports 6. Written tests 7. Oral questions
2.Demonstrate understanding of Public budget process	2.1 General definition of budgets terms 2.2 Role of budget officers in budget preparation and execution	• Written tests • Observation • Oral questions • Third party

	2.3 Responsibilities of The National and County treasury's in relation to budget preparation 2.4 Budget process for both national, county and Public entities 2.5 Budgetary and fiscal policy tools	report • Interviewing • Project and report writing
3 Manage public finance	3.1 Principles of public finance 3.2 Area s of government expenditure are identified 3.3 Government revenue sources are identify 3.4 Taxation principles are applied 3.5 Fiscal policy is formulated 3.6 National debt levels are determined	4 Practical assessment 5 Project 6 Portfolio of evidence 7 Third party reports 8 Written tests 9 Oral questions

4.Compute taxable income	4.1 Taxable and non-taxable persons
	4.2 Sources of taxable incomes
	4.3 Employment income:
	    4.3.1 Taxable and non-taxable benefits
	    4.3.2 Allowable and non-allowable deductions
	    4.3.3 Tax credits Pension Income
	4.4 Business income:
	    4.4.1 Sole proprietorship
	    4.4.2 Partnerships (excluding conversions)
	    4.4.3 Incorporated entities (excluding specialised institutions)
	    4.4.4 Turnover tax
	4.5 Income from use of property- rent
		5 Practical assessment
		6 Project
		7 Portfolio of evidence
		8 Third party reports
		9 Written tests
		10 Oral questions

	and royalties, Farming income Investment income	
5.Compute capital allowances	5.1 Rationale for capital deductions 5.2 Investment deductions: ordinary manufacturers 5.3 Industrial building deductions 5.4 Wear and tear allowances 5.5 Farm works deductions 5.6 Mining allowances 5.7 Shipping investment deductions	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

6 Administer income tax	6.1 Overview of the income tax act
	   6.1.1 Identification of new tax payers
	   6.1.2 Assessments and returns
	6.2 Operations of PAYE systems: Preparation of PAYE returns, categories of employees
	6.3 Notices, objections, appeals and relief of mistake, Appellant bodies
	6.4 Collection, recovery and refund of taxes
	6.5 Offences, fines, penalties and interest
	6.6 Application of ICT in business; iTax, simba system
		7 Practical assessment
		8 Project
		9 Portfolio of evidence
		10 Third party reports
		11 Written tests
		12 Oral questions

7.Administer presumptive tax and VAT	7.1 Introduction and development of presumptive tax and VAT 7.2 Registration and deregistration of businesses for VAT 7.3 Taxable and non-taxable supplies	8. Practical assessment 9. Project 10. Portfolio of evidence 11. Third party

	7.4 Privileged persons and institutions
	7.5 VAT rates
	    7.5.1 VAT records
	    7.5.2 Value for VAT, tax point
	    7.5.3 Accounting for VAT
	    7.5.4 VAT returns
	7.6 Remission, rebate and refund of VAT
	7.7 Rights and obligations of VAT registered person
	7.8 Offences fines, penalties and interest
		reports
		12. Written tests
		13. Oral questions

8.Administer customs and presumptive tax	8.1 Customs procedure 8.2 Import and export duties 8.3 Prohibitions and restriction measures 8.4 Transit goods and bond securities 8.5 Excisable goods and services 8.6 Purposes of customs and excise duties 8.7 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

TVET CDACC UNIT CODE: BUS/CU/AC/CR/05/6/MA

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	1.1 Meaning of terms 1.2 Development of quantitative techniques 1.3 Role of quantitative techniques in business and industry 1.4 Types of quantitative techniques 1.5 Areas where quantitative techniques are applicable	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
2. Apply correlation and regression	2.1 Meaning of terms 2.2 Differences and similarities between correlation and regression analysis 2.3 Methods of calculating correlation 2.4 Interpretation of correlation coefficient 2.5 Methods of calculating regression 2.6 application of regression analysis	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
3. Formulate linear programming models	3.1 Meaning of terms 3.2 Assumptions of linear programming models 3.3 Formulation of linear programming model 3.4 Solving linear programming problems 3.5 Application of linear programming	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

4.Carry out operational matrices	4.1 Meaning of terms 4.2 Types of matrices 4.3 Determinants of order of a matrix (2*2 and 3*3) 4.4 Inverse of a matrix 4.5 Application of matrices	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
5 Apply time series	5.1 Meaning of terms 5.2 Objectives of time series analysis 5.3 Components of time series analysis 5.4 Application of time series	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
6 Analyse project networks	6.1 Meaning of terms 6.2 Rules applicable when drawing networks 6.3 Construction of project network 6.4 Critical path and project duration 6.5 Application of network analysis	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
7 Apply calculus	7.1 Meaning of terms 7.2 Differentiation of simple functions 7.3 Integration of simple functions 7.4 Application of calculus	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

8 Formulate inventory control models	8.1 Meaning of terms 8.2 Setting Inventory control levels 8.3 Minimization of cost of inventories 8.4 Inventory control models 8.5 Total inventory costs are determined	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
9 Determine probability and probabilistic distribution	9.1 Meaning of terms 9.2 Basic concepts of probability 9.3 Laws of probability 9.4 Probability distribution 9.5 Application of probability distribution functions	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
10 Test hypothesis	10.1 Meaning of terms 10.2 Types of hypothesis 10.3 Type 1 and 2 errors 10.4 Critical and acceptance regions 10.5 Z-test and T-test 10.6 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 V

FINANCIAL MANAGEMENT

UNIT CODE: 0411 551 13A

TVET CDACC UNIT CODE: BUS/CU/AC/CR/06/6/MA

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	1.1 Nature and purpose of finance
	    1.1.1 Scope of finance
	    1.1.2 Relationship between financial management and other management disciplines
	    1.1.3 Finance and non-finance functions
	    1.1.4 Roles of a finance manager
	    1.1.5 Goals of a firm
	    1.1.6 Agency theory :conflicts and resolutions
	1.2 Sources of finance
	    1.2.1 Short term sources
	    1.2.2 Long term sources
	    1.2.3 Internal sources
	    1.2.4 External sources
	    1.2.5 Factors to consider when choosing the source of finance
		• Practical assessment
		• Project
		• Portfolio of evidence
		• Third party reports
		• Written tests
		• Oral questions

2. Evaluate financial markets and systems	2.1 Roles of financial systems 2.2 Markets participants and financial innovation 2.3 Types of financial markets 2.4 Characteristics of a good	• Practical assessment • Project • Portfolio of

	market	evidence
	2.5 Functions of financial markets	• Third party reports
	2.6 The flow of funds and the financial system	• Written tests
	2.7 Organisation and structure of securities markets	• Oral questions
	2.8 Automation of securities exchanges; automated trading system (ATS), Central depository system(CDS)	
	2.9 Role of government in the financial system; capital markets authority, central bank, central depository and settlement company	
3. Determine time value of money	3.1 Time value versus time preference for money 3.2 Relevance of time value of money 3.3 Discounting techniques 3.4 Compounding techniques 3.5 Preparation of loan amortisation schedule	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
4. Analyse risk and return	4.1 Meaning of terms 4.2 Components of risks and returns 4.3 Sources of risk 4.4 Measures of risk and return for a single asset 4.5 Distinction between risk- free and risky assets-CAPM &	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests

	APT 4.6 Relationship between risk and return on investments	• Oral questions
5. Determine cost of capital	5.1 Significance of cost of capital to firms 5.2 Factors influencing a firms cost of capital 5.3 Components costs of capital 5.4 Weighted average cost of capital 5.5 Marginal cost of capital	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
6. Manage working capital	6.1 Nature and importance of working capital 6.2 Determinants of working capital 6.3 Working capital operating cycle 6.4 Dangers of excessive / inadequate working capital 6.5 Working capital management policies 6.6 Cash management 6.7 Accounts receivable management 6.8 Accounts payable management 6.9 Inventory management	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
7. Evaluate Capital Budgeting decisions	7.1 Importance, characteristics and types of capital investment decisions 7.2 Difficulties of capital budgeting	• Practical assessment • Project • Portfolio of evidence

	7.3 Investment appraisal techniques; 7.3.1 Accounting Rate of Return (ARR) 7.3.2 Payback period 7.3.3 Net Present Value 7.3.4 Profitability index 7.3.5 Internal Rate of Return	• Third party reports • Written tests • Oral questions

8. Formulate dividend decisions	8.1 Meaning of terms
	 8.2 Forms of dividends payment
	 8.3 Factors influencing dividend decisions of a firm
	 8.4 Dividend policies;
	     8.4.1 Pay-out ratio policy
	     8.4.2 Residual policy
	     8.4.3 Stable predictable policy
	     8.4.4 Low regular plus extra policy
	 8.5 Dividend theories
	     8.5.1 Dividend relevance theories
	     8.5.2 Dividend irrelevance theories
		• Practical assessment
		 • Project
		 • Portfolio of evidence
		 • Third party reports
		 • Written tests
		 • Oral questions

9. Apply Islamic finance	9.1 Meaning of terms 9.2 Principles and trends in Islamic banking 9.3 Differences between Islamic and conventional banking 9.4 The concept of interest (riba) and how returns are made by Islamic financial securities 9.5 Sources of finance in Islamic	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests

| | | financing: muhabaha, sukuk 9.6 Emerging issues | | • 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,	5 reams	1:6

		Foolscaps			
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

TVET CDACC UNIT CODE: BUS/CU/AC/CR/07/6/MA

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	1.1 The nature of cost accounting and costing terms 1.2 The role of cost accounting in management 1.3 The purposes of cost accounting information 1.4 Scope of cost accounting 1.5 Meaning of management accounting, scope, limitations, applications 1.6 Relationship between cost, financial and management accounting 1.7 Selection of an ideal cost accounting system	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

2 Perform cost classification	2.1 Meaning of terms
	2.2 Purpose of cost classification
	2.3 Methods of cost classification:
	    2.3.1 Functional classification
	    2.3.2 Behavioural classification
	    2.3.3 Controllability
	    2.3.4 Time
	    2.3.5 Financial accounting
		• Practical assessment
		• Project
		• Portfolio of evidence
		• Third party reports
		• Written tests
		• Oral questions

3 Analyse costing data	3.1 Meaning of cost estimation 3.2 Methods of estimating cost; 3.2.1 Non-mathematical methods like engineering method	• Practical assessment • Project • Portfolio of evidence

	3.2.2 accounts analysis method 3.2.3 high-low method 3.2.4 mathematical methods like scatter graph method 3.2.5 OLS regression method (simple linear regression only)	• Third party reports • Written tests • Oral questions

4 Manage accounting costs	4.1 Accounting for materials and inventory;
	
	    4.1.1 Material cost records,
	
	    4.1.2 Purchasing procedures
	
	    4.1.3 receipt and issues of material
	
	    4.1.4 Methods of valuing material issues
	
	    4.1.5 Stock control procedures
	
	4.2 Accounting for labour:
	
	    4.2.1 Methods of labour remuneration
	
	    4.2.2 Labour control procedures
	
	    4.2.3 Maintenance of labour records
	
	4.3 Accounting for overheads:
	
	    4.3.1 Types of overheads
	
	    4.3.2 Manufacturing, distribution and administration
	
	    4.3.3 Departmental cost allocation and apportionment
	
	    4.3.4 Overheads analysis
		• Practical assessment
		
		• Project
		
		• Portfolio of evidence
		
		• Third party reports
		
		• Written tests
		
		• Oral questions

		4.3.5 Overhead absorption rates	
		4.3.6 Over or under absorption	
5	Consolidate financial and cost accounting systems	5.1 The flow of costs in a business enterprise 5.2 Cost bookkeeping- interlocking and integrated ledger systems	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
6	Apply costing methods	6.1 Contract costing 6.2 Job order costing 6.3 Batch costing 6.4 Process costing 6.5 Service costing 6.6 Unit costing	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
7	Prepare marginal and absorption costing	7.1 Distinction between marginal and absorption costing, valuation of products under marginal and absorption costing 7.2 Preparation of marginal and absorption statements; cost of production and profit determination 7.3 Reconciliation of marginal profits and absorption profits 7.3.1 Application of marginal	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

		costing	
		7.3.2 break-even analysis and charts (single product)	
		7.3.3 Simplified decision problems; accept or reject,	
		7.3.4 Special order,	
		7.3.5 Dropping a product,	
		7.3.6 Make or buy and choice of a product	

8	Manage budgets and budgetary controls	8.1 Nature and purposes of budgets
		 8.2 Preparation of budgets
		     8.2.1 Master budgets
		     8.2.2 Functional (department budgets,
		     8.2.3 Cash budgets)
		     8.2.4 Proforma financial reports
		 8.3 Purpose of budgetary control
		     8.3.1 Operation of a budgetary control system,
		 8.4 Organisation and coordination of the budgeting function
		 8.5 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

TVET CDACC UNIT CODE: BUS/CU/AC/CR/08/6/MA

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	1.1 Definition of auditing, auditor and an audit 1.2 Explain the principles and processes of an audit 1.3 Differences between auditing and accounting 1.4 The types and timing of audits – consider internal versus external and a focus 1.5 on the complimentary role of internal to external, interim and final 1.6 The users of audited financial statements and auditor reports	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
2. Plan financial audit	2.1 Objectives of planning for the audit work 2.2 Audit plan for a new client 2.3 Audit plan for an existing client 2.4 Developing an overall audit plan 2.5 Limitations of audit plans	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
3. Monitor internal control system	3.1 Definition of internal controls and internal control systems 3.2 Purpose of internal control system 3.3 Designing an internal control system	• Practical assessment • Project • Portfolio of evidence • Third party

	3.4 Benefits and limitations of internal control system
	3.5 General controls on:
	    3.5.1 Revenue
	    3.5.2 Expenditure
	    3.5.3 Assets
	    3.5.4 Liabilities
		reports
		• Written tests
		• Oral questions

4. Detect errors and frauds	4.1 Definition of error and fraud 4.2 Differences between error and fraud 4.3 Types of errors and fraud 4.4 Causes of frauds	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
5. Gather audit evidence	5.1 Nature and source of audit evidence 5.2 Types of audit evidence 5.3 Gathering audit evidence 5.4 Reliance on the work on internal auditor 5.5 Contents of audit working papers (excluding their preparation) 5.6 Audit tests 5.6.1 Compliance tests 5.6.2 Substantive tests 6. Analytical tests	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
7. Carry out risk assessment	7.1 Meaning of audit risks 7.2 Types of audit risks 7.3 Risk based audit	• Practical assessment • Project

		• Portfolio of evidence • Third party reports • Written tests • Oral questions
8. Carry out computerised auditing	8.1 Benefits and drawbacks of computerised accounting systems 8.2 Computer Aided Auditing Techniques (CAATs); Auditing around and through the computer	• Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
9. Carry out audit report	9.1 Purpose of the auditor's report 9.2 Elements of the auditor's report 9.3 Types of audit reports 9.4 Key audit matters 9.5 Forms of audit opinion 9.6 Professional ethics 9.7 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