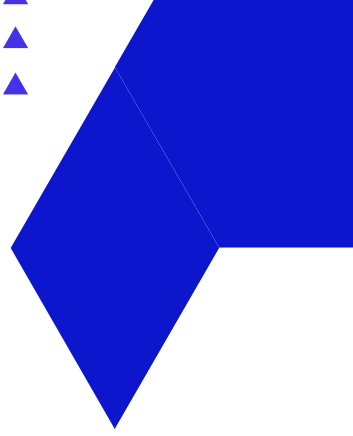
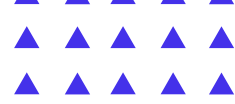




Royal
Business
School



COLLEGE HANDBOOK

www.royalbizschool.com



TABLE OF CONTENTS

Company History	01
Vision & Mission	02
Company Values	03
Knec Courses	04
KASNEB COURSES	07
Languages	12
ICT courses	13
Accounting packages	15



COLLEGE HISTORY

Royal Business School is an institution founded on high professional values. The school was established in January 2009 by a team of diverse forward-thinking professionals with vast experience and a deep passion for professional training. Royal Business School has experienced tremendous growth and continues to help students achieve their career goals in the shortest time possible.





VISION

The mission of Royal Business School is to encourage the acquisition, discovery, and application of knowledge in programs that promote creative and open-minded approaches to learning that enable its students to contribute to the positive development of intellect in a competitive and changing environment

MISSION

To be the leader in training and consultancy, driven by passion for excellence

CORE VALUES

Integrity, Academic Excellence, Accountability, Quality

OUR CORE VALUES

● Academic Excellence

We set and maintain high educational standards consistent with the needs of our students. Our staff is committed to providing high-quality and educational opportunities and which enable our students to fit in the competitive job market.

● Quality

We are committed to excellence in everything we do and strive to deliver value to our students. We adhere to ethical standards. By our work, we demonstrate a commitment to high quality.

● Integrity

Royal Business School promotes ethical behavior and therefore students are expected to demonstrate qualities of honesty, uprightness and trustworthiness at all times.

SCHOOL OF ACCOUNTANCY

KASNEB COURSES

We offer a wide variety of kASNEB-examined professional courses to complement your other qualifications or to be taken separately.



1 CAMS

Certificate in Accounting and Management Skills

Levels 1 and 2 are available

Course Duration

4 months

Course Entry requirements

Minimum of D+

2 ATD

Accounting Technicians Diploma

Levels 1, 2 and 3 are available

Course Duration

4 months

Course Entry requirements

Minimum of C-



3 CPA

Certified Public Accountants

***Foundation, Intermediate & Advanced Levels
Available***

Course Duration

4 months

Course Entry requirements

Minimum of C+



4 CIFA

Certified Investment and Financial Analyst

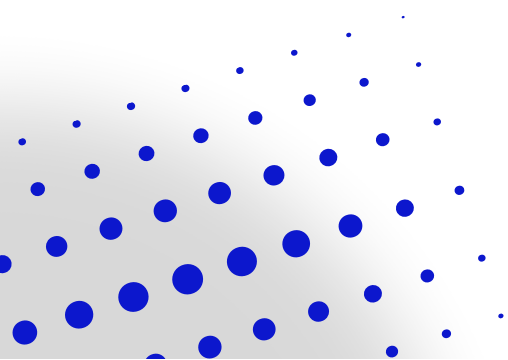
**Foundation, Intermediate & Advanced Levels
Available**

Course Duration

4 months

Course Entry requirements

Minimum of C+



5 CFFE

Certified Forensic Fraud Examiner

Module 1, 2 and 3 Available

Course Duration

4 months

Course Entry requirements

Minimum of C+

INTAKES FOR KASNEB COURSES

**JANUARY
MAY
SEPTEMBER**

SCHOOL OF BUSINESS

KNEC COURSES

We offer a wide variety of KNEC-examined courses ranging from Artisan, Certificate, and Diploma levels.



1 ARTISAN COURSES

- SALESMANSHIP
- STOREKEEPING
- COPY TYPIST

Course Duration

6 months

Course Entry requirements

Minimum of D-

- SECRETARIAL
- ACCOUNTANCY
- BANKING & FINANCE
- SALES & MARKETING
- SUPPLY CHAIN MANAGEMENT
- BUSINESS MANAGEMENT
- PROJECT MANAGEMENT
- TOURISM MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- INFORMATION COMMUNICATION TECHNOLOGY
- COMMUNITY DEVELOPMENT & SOCIAL WORK

Course Duration

1 Year

Course Entry requirements

Minimum of D



3 DIPLOMA COURSES

- ACCOUNTANCY
- BANKING & FINANCE
- SALES & MARKETING
- SUPPLY CHAIN MANAGEMENT
- BUSINESS MANAGEMENT
- PROJECT MANAGEMENT
- TOURISM MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- INFORMATION COMMUNICATION TECHNOLOGY
- COMMUNITY DEVELOPMENT & SOCIAL WORK

Course Duration

1 ½ Years

Course Entry requirements

Minimum of C-

**INTAKE
ONGOING
FOR KNEC
COURSES**



SCHOOL OF INFORMATION COMMUNICATION TECHNOLOGY

COURSE	UNITS	DURATION
Basic computer Packages	Ms word, Ms Excel, Powerpoint, Ms Publisher, Internet & Email, Introduction to Computer, Ms Access	1 month
Graphic Design	Adobe Photoshop, Adobe Indesign, Adobe Illustrator, Corel Draw	2 weeks each
Computer Maintenance	Repair & Maintenance, Understanding computer system as a whole and its components	3 weeks
Software Development	VB, C, C++, PHP, SQL, PYTHON & HTML	8 WEEKS
WEB DESIGN PART 1	HTML, CSS, SQL, PHP, DREAM WEAVER,	4 WEEKS

COURSE	UNITS	DURATION
WEB DESIGN PART 2	HTML, CSS, WORDPRESS	4 WEEKS
Advanced Financial modelling	<ul style="list-style-type: none"> • Consolidation of multiple business units • Sensitivity analysis • Handling Complex transaction structures 	2 weeks
Advanced Excel	Advanced Data Analysis and data visualization	2 weeks
Data Analysis	<ul style="list-style-type: none"> • Advanced Excel • Advanced financial modelling • Stata • SQL • SPSS 	3 months
Programming	VB, C, C++, PHP, SQL, PYTHON & HTML	2 WEEKS EACH

COMPUTERIZED ACCOUNTING PACKAGES

- Quick Books
- Sage
- Tally
- Pastel

LANGUAGE COURSES

- English
- Germany
- Chinese
- French



YOUR JOURNEY BEGINS HERE!

Let's Grow Together

 0716338701 Or 0768077984

 royalbizschool.com