



College **Handbook**

www.royalbizschool.com



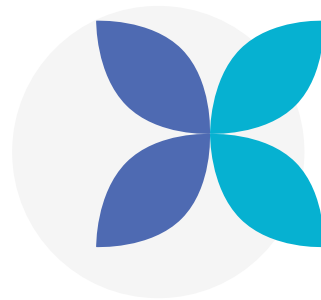
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College History

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.



Mission

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 enables its students to contribute to the positive development of intellect in a competitive and changing environment.



Vision

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

Core Values

Academic Excellence, Quality,
Integrity,

1. Academic Excellence

We set and maintain 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



2. 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

3. Integrity

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

SCHOOL OF **ACCOUNTACY**

KASNEB COURSES

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

1. CAMS

Certificate in accounting and management Skills

- . Levels 1 & 2 are available
- . 4 months (Per level)
- . Course Entry requirements

Minimum of D+





2 ATD

Accounting Technicians Diploma

- . Levels 1, 2 & 3 are available
- . 4 months (Per Level)
- . 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+

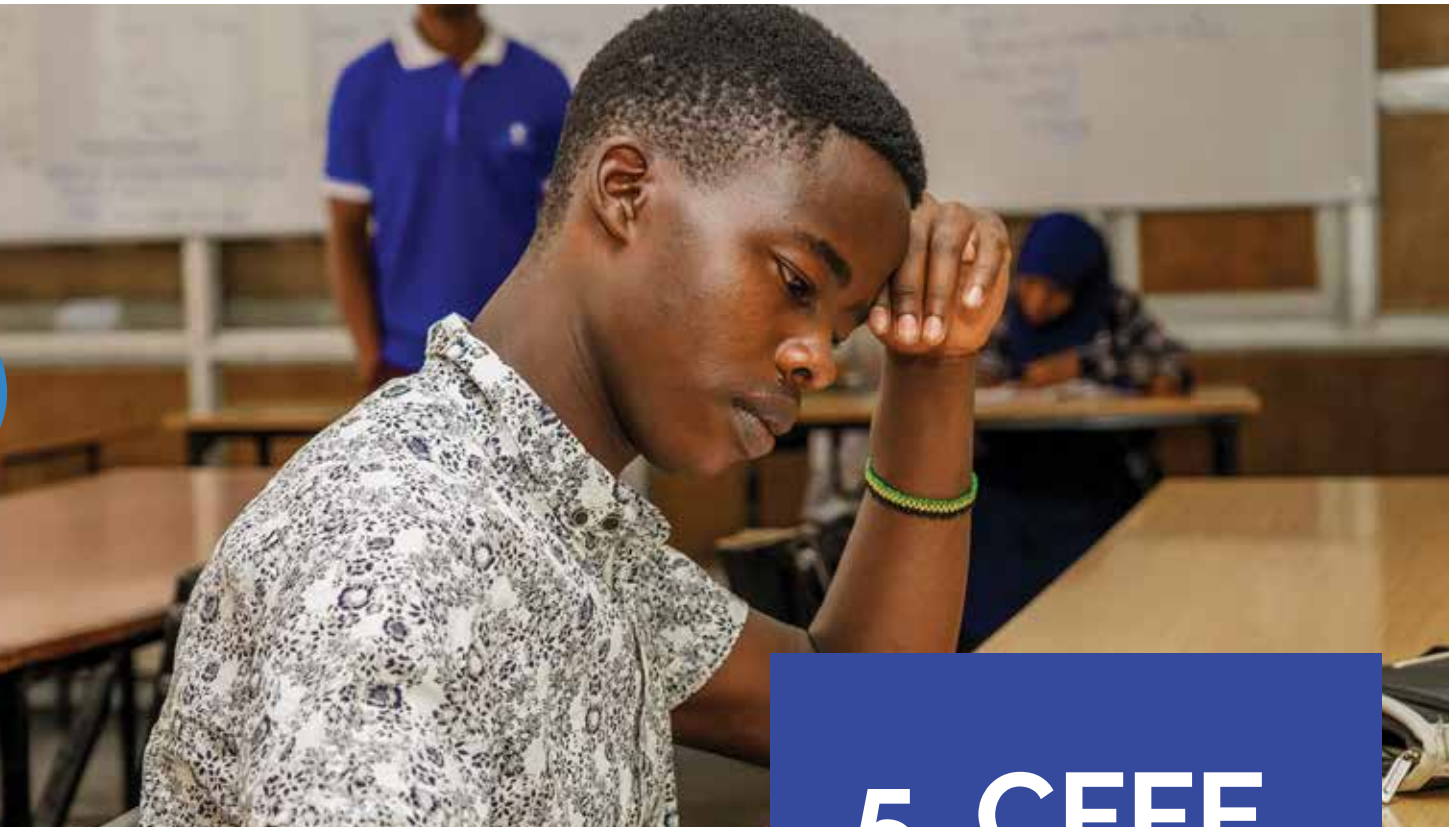
4. CIFA



Certified Investment and Financial Analyst

- . Foundation, Intermediate & Advanced Levels Available
- . Course Duration: 4 months (Per Level)
- . Course Entry requirements

Minimum of C+



5. CFFE

Certified Forensic Fraud Examiner

- . Module 1, 2 & 3 Available
- . Course Duration: 4 months (Per Module)
- . Course Entry requirements

Minimum of C+

CPA / CIFA finalist / Any degree graduate

**Intakes for
KASNEB
Courses**

**JANUARY
MAY
SEPTEMBER**



SCHOOL OF **BUSINESS**

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



Artisan Courses

- . SALESMANSHIP . STOREKEEPING
- . COPY TYPIST

Courses Duration: 6 months
Course Entry requirements

Minimum of D-



Certificate Courses

- . Secretarial
 - . Banking & Finance
 - . Supply Chain Management
 - . Business Management
 - . Project Management
 - . Human Resource Management
 - . Information Communication Technology
 - . Accountancy
 - . Sales & Marketing
- . Course Duration: 1 year
- . Course Entry requirements

Minimum of D



DIPLOMA COURSES

- . Accountancy
 - . Banking & Finance
 - . Sales & Marketing
 - . Supply Chain Management
 - . Business Management
 - . Project Management
 - . Human Resource Management
 - . Information Communication Technology
-
- . **Course Duration: 1year 6months**
 - . **Course Entry requirements**

Minimum of C-

SCHOOL OF

INFORMATION COMMUNICATION TECHNOLOGY

COURSE UNIT DURATION

**Basic
Computer
Packages**

Ms word, Ms Excel, Powerpoint, Ms
Publisher, Internet & Email, Intro-
duction to Computer, Ms Access

1 month

**Graphic
Design**

Adobe Photoshop, Adobe Illustra-
tor, Indesign, Corel Draw, Adobe
Pagemaker

2 weeks
each

**Computer
Maintenance**

Repair & Maintenance,

3 weeks

**Software
Development**

VB, C, C++, PHP, SQL,
PYTHON, HTML

8 Weeks

**Web
Design
Part 1**

HTML, CSS, SQL, PHP,
DREAMWEAVER

1 month

**Web
Design
Part 2**

HTML, CSS,
WORDPRESS

4 Weeks

**Advanced
Financial
Modelling**

Consolidation of multiple
business units.
Sensitivity Analysis

2 weeks

**Advanced
Excel**

Advanced Data Analysis and
data visualization

2 weeks

**Data
analysis**

. Advanced Excel . Advanced
financial modelling. Stata
. SQL .SPSS .RPROGRAMMING

3 months

**Programming
Languages**

. VB, C, C++, PHP, SQL, PYTHON
& HTML

2 Weeks
Each

Computerized Accounting Packages



- . Quickbooks
- . Sage
- . Tally
- . Pastel

Languages Courses

- . English
- . Germany
- . Chinese
- . French

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Let's grow together



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