



Times Training Centre

Redefining Quality

ACCOUNTANCY TRAINING FEE STRUCTURE (INCLUSIVE OF BLOCK RELEASE)

AUGUST - NOVEMBER 2017

DAY/EVENING/EARLY MORNING CLASSES

LEVEL/PART	CASH	1 ST Inst	2 ND Inst	3 RD Inst	SINGLE SUBJECT
ATD I	15,900	8,900	7,000	1,000	4,900
ATD II	16,200	9,000	7,100	1,100	5,100
ATD III	16,900	9,500	7,300	1,100	5,400
CPA I: Section 1 or 2	18,200	9,600	8,400	1,200	7,200
CPA II: Section 3 or 4	19,000	9,900	8,800	1,300	7,900
CPA III: Section 5 or 6	19,300	10,300	8,900	1,300	8,200

NOTE:

- Students shall be required to provide two passport size photographs. A photocopy of National ID and a copy of result slip on admission.
- Non refundable registration fee of Ksh. 500 is payable per calendar year.
- Registration for single subject on approval.
- All payments are to be made directly to Times Training Centre - Bank Account No **1000230177** at NIC Bank, Mombasa OR Mpesa paybill No. **488008**. Personal Cheque will **NOT** be acceptable.
- Installments are due by 8th of every month.
- Optional caution money of Ksh. 1000/- per book is payable for those borrowing books from the library for use at home
- Fee shall neither be refundable nor transferable to another student, however it can be carried forward to next successive semester, provided a change of course form is approved by 30th September 2017.
- 20% discount on computer training given to all our current students and 50% to all our CPA finalists.
- The following are **FREE Benefits** Provided:
 - Spacious, well stocked and modern library
 - Access to the internet
 - Counselling services
 - Job placement and career guidance
 - Soft skills training

MOI AVENUE, POST BANK HOUSE 3RD FLOOR
PO BOX 84954 – 80100, MOMBASA – KENYA
TEL. 0412315788, CELL: 0722999538 / 0732999538
EMAIL: timestraining@gmail.com / info@times.ac.ke
WEBSITE: www.times.ac.ke FACE BOOK PAGE: Times Training Centre



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Computerised Operator :1 ½ months	Computerised Accounting :1 ½ months
1. Introduction to computers	1. Introduction to computers
2. Microsoft Windows	2. Microsoft Windows
3. Microsoft Word	3. Microsoft Word
4. Microsoft Excel	4. Microsoft Excel
5. Microsoft Powerpoint	5. Microsoft Powerpoint
6. Microsoft Access	6. Microsoft Access
7. Microsoft Publisher	7. QuickBooks /SAGE/Accpac /Pastel - (Choose one pkg)
8. PageMaker	8. Internet & E-mail
9. Internet & E-mail	9. Speed Typing
10. Scanning	10. Scanning
All at Ksh.3, 500/=	All at Ksh.4, 000/=

Computerised Secretary:1 ½ months	Computerised Graphics:1 ½ months
1. Introduction to computers	1. Introduction to computers
2. Microsoft Windows	2. Microsoft Windows
3. Microsoft Word	3. Microsoft Word
4. Microsoft Excel	4. Microsoft Excel
5. Microsoft Powerpoint	5. Microsoft Powerpoint
6. Microsoft Access	6. Microsoft Access
7. Microsoft Publisher	7. CorelDraw
8. Speed Typing	8. Internet & E-mail
9. Internet & E-mail	9. Scanning
10. Scanning	10. Photoshop
All at Ksh.3, 500/=	All at Ksh.4, 500/=

Accounting Packages: 2 Weeks Each	Web Design.....Duration.....Fee's
1. QuickBooks	1. H.T.M.L 4 Wks Ksh.4, 000
2. SAGE	2. Ms FrontPage 3 Wks Ksh.3, 000
3. Pastel	3. Dream Weaver 6 Wks Ksh.6, 000
4. Accpac	
5. Tally	Programming.....Duration.....Fee's
	1. Visual Basic 4 Wks Ksh.4, 000
	2. Ms Access 4 Wks Ksh.4, 000
	3. JAVA 6 Wks Ksh.6, 000

Graphics Packages: 2 Weeks Each	Single Package: Ksh. 1000 for 1 Wk Each
1. CorelDRAW	Ms word, Ms Excel, Ms Dos,
2. PageMaker	MS PowerPoint, Ms Windows,
3. Photoshop	Ms Access, Internet & E-mail,
4. Ms Publisher	Scanning, SpeedTyping

All payments are to be made directly to Times Training Centre - Bank Account No **1000230177** at NIC Bank, Mombasa.
Classes for all packages begin every Monday of the week.
CLASS TIME: 8.30 – 10.30 A.M, 11.00 – 1.00 P.M, 2.00 – 4.00 P.M, 5.45 – 8.00 P.M.
OFFER: 20% Discount To Our Current Students & 50% Discount To Our CPA Finalists

"come experience high quality training"



Times Training Centre

Trainers in Accountancy, Governance, Management sciences & ICT
(ATD, CPA, CS, CFE, APS, CPSP & ICT)

SCHOOL OF MANAGEMENT SCIENCES COURSE(S) ON OFFER FOR 2017 CERTIFIED PROCUREMENT AND SUPPLY PROFESSIONAL (CPSP -PART I)

- A). MODULE I : JANUARY - MAY 2017**
- Organizational environment
 - Procurement planning
 - Finance for procurement
- B). MODULE II : JULY - NOVEMBER 2017**
- Contract law and negotiation
 - Procurement of goods, services and work
 - Supply chain management information systems
- C). FEE PER MODULE**

LEVEL/PART	CASH	1 ST Inst	2 ND Inst	3 RD Inst	4 TH Inst
CPSP - Part I	25,000	10,600	7,950	5,300	2,650

- D). MODE OF STUDY**
Evening / Weekend
- E). EXAMINATION BODY**
Exams are administered by Kenya Institute of Supplies Management (KISM) in conjunction with KASNEB.
(Deadline for Normal registration with KISM is 15/02/2017)

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 - Access to the internet
 - Counselling services
 - Exercise books and a pen issued on registration
 - Job placement and career guidance
 - Soft skills training

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