



# GREENWICH COLLEGE

of Business Studies & Accountancy

# PROSPECTUS



*The Path to Success for the Community, by the Community.*

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### Vision statement

Greenwich College will be distinguished by highly regarded programs and renowned specializations that will be inspiring and transforming lives through skills, qualifications, and opportunities.

### Mission statement

Greenwich College is here to meet the educational and training needs of our communities by being an excellent provider, where all learners are empowered to realise their aspirations and achieve their goals to succeed in this changing world.

COURSE (Entry : O level certificate plus Aptitude test)	Duration (Months)	Monthly Tuition fees
<b>KNEC - Diploma in Business Management</b>	<b>9 Months</b>	
<b>Module 1</b>		
Life skills		
Communication skills		
Entrepreneurship education		
Business plan		
Business law		
Financial accounting		
Economics		
Information Technology		
<b>Module 2</b>		
Cost accounting		
Supplies and transport management		
Commercial and Administrative law		
Marketing management		
Principles and practice of management		
Quantitative techniques		
Office administration and management		
<b>Module 3</b>		
Research methods		
Labour and industrial law		
Research project		
Human resource management		
Organizational theory and behaviour		
Managerial accounting		
<b>KNEC - Certificate in Business Management</b>	<b>6 Months</b>	
<b>Module 1</b>		
Life skills		
Commerce		
Book-keeping		
Communication skills		
Entrepreneurship education		
Business plan		
<b>Module 2</b>		
Financial accounting		
Cost accounting		
Business finance		
Communication and report writing		
Business administration and environment		

COURSE (Entry : O level certificate plus Aptitude test)	Duration (Months)	Monthly Tuition fees
<b>KNEC - Diploma in Supply Chain Management</b>	<b>9 Months</b>	
<b>Module 1</b>		
Communication skills		
Life skills		
Information communication technology		
Entrepreneurship		
Supply chain management and purchasing principles		
Warehousing operations and stock control		
Economics		
Element of law		
Financial accounting		
Business finance		
<b>Module 2</b>		
Public procurement and finance		
Purchasing management		
Supplies management		
Cost accounting		
Principles and practices of marketing		
Quantitative techniques		
Office administration and management		
Business plan		
<b>Module 3</b>		
Purchasing and supply strategy		
Operations management		
Project and contract management		
International purchasing		
Managerial accounting		
Theory and practice of management		
Research methods		
<b>KNEC - Certificate in Supply Chain Management</b>	<b>6 Months</b>	
<b>Module 1</b>		
Information technology.		
Ware house and stock control		
Financial accounting		
Communication skills		
<b>Module 2</b>		
Supply chain management and purchasing		
Economics		
Business finance		
Project		
Office organization		
Business law		

# Enrolling now !!

COURSE (Entry : O level certificate plus Aptitude test)	Duration (Months)	Monthly Tuition fees
<b>KNEC – Diploma in Human Resource Management</b>	<b>9 Months</b>	
<b>Module 1</b>		
Foundations of Human Resource Management, Office Administration and Management Information Communication Technology Communication Entrepreneurship		
<b>Module 2</b>		
Principles and practice of management, Theory and practice of human resource, Labour laws, Public Relations, Quantitative Methods		
<b>Module 3</b>		
Labour and industrial relation Organizational behaviour Accounting and Control Economics Project		
<b>KNEC – Certificate in Human Resource Management</b>	<b>6 Months</b>	
<b>Module 1</b>		
Communication Skills Office Administration and Management Elements of Human Resource Management Information and Communication Technology Entrepreneurship		
<b>Module 2</b>		
Elements of Labour Law and Industrial Relations Book Keeping and Accounts Practice of Human Resource Management Commerce Trade Project		

COURSE (Entry : Open	Duration (Months)	Monthly Tuition fees
<b>ICDL PART 1</b>		
Computer essentials	<b>2 Months</b>	
Online essentials	<b>2 Months</b>	
Word processing	<b>2 Months</b>	
Spreadsheets	<b>2 Months</b>	
<b>ICDL PART 2</b>		
Presentation	<b>2 Months</b>	
Databases.	<b>2 Months</b>	
Online collaboration / IT security/ Web editing/Project planning/Image editing/ 2D CAD	<b>2 Months</b>	

COURSE (Entry : O level certificate plus Aptitude test)	Duration (Months)	Monthly Tuition fees
<b>KNEC - Diploma in Social work &amp; Community development</b>	<b>21 Months</b>	
<b>Module I</b>		
Social Work Introduction to Community Development Community Based Organization Communication Skills Development Economics Entrepreneurship Education Community Capacity Building & Empowerment		
Information Technology		
<b>Module II</b>		
Resource Mobilization & Fundraising Project Management Advocacy & Lobbying HIV/AIDS & Other Pandemics Statistics Legal Aspects in Social Work Resource Management		
<b>Module III A Social Work</b>		
Social Psychology & Human Development Introduction to Counselling Psychology Social Rehabilitation & Reintegration Disaster Management Social Policy & Management Social Research Project		
<b>Module III Part B Community Development</b>		
Transforming & Social Marketing Community Development Methodologies Management of Community Concerns Gender & Development Social Research Project Community Leadership		
<b>KNEC - Certificate in Social work &amp; Community development</b>	<b>18 Months</b>	
Introduction to Community Development Communication Skills Management of Community Development Community Health Education Social Research Methods Project Development & Management Community Leadership Community Based Organizations Law in Community Development Proposal Writing & Fundraising Skills Introduction to Management & Administration Computer Skills Field Practicum and report		

COURSE (Entry : O level certificate plus Aptitude test)	Duration	Monthly Tuition fees
<b>KASNEB - Accounting Technician Certificate (ATC)</b>	<b>6 Months</b>	
<b>LEVEL I</b>		
Financial accounting Introduction to law Entrepreneurship Principles of management Business mathematics		
<b>LEVEL II</b>	<b>6 Months</b>	
Financial accounting Fundamental of information technology Cost accounting Taxation Auditing		
<b>KASNEB - Accounting Technician Diploma (ATD)</b>	<b>6 Months</b>	
<b>LEVEL I</b>		
Introduction to Financial Accounting Introduction to commercial Law Entrepreneurship and Communication Information Communication Technology		
<b>LEVEL II</b>	<b>6 Months</b>	
Financial Accounting Principles of Management Business Mathematics and Statistics Fundamentals of Finance		
<b>LEVEL III</b>	<b>6 Months</b>	
Principles of Economics Fundamentals of Management Accounting Principles of Public Finance and Taxation Auditing		

(Entry: O level or ATD or Any other Diploma) @ 6 months a section		
CPA PART I	CPA PART II	CPA PART III
<b>Section 1</b> > Financial Accounting >Commercial Law > Entrepreneurship and Communication	<b>Section 3</b> >Company law >Financial Management >Financial Reporting	<b>Section 5</b> >Strategy, Governance and Ethics >Advanced Management Accounting >Advanced Financial Management
<b>Section 2</b> >Economics >Management Accounting >Public Finance and Taxation	<b>Section 4</b> >Audit and Assurance >Management Information Systems >Quantitative Analysis	<b>Section 6</b> >Advanced Public Finance and taxation >Advanced Auditing and Assurance >Advanced Financial Reporting