

KNOWLEDGE IS POWER

C.I.A CERTIFICATE IN ACCOUNTING

HAVE YOU COMPLETED FORM 4 OR LOOKING FOR A
JOB?

THIS IS A GOLDEN OPPORTUNITY

MODULES

- Introduction to Accounts
- Introduction to business
- Introduction to Economics
- Tally Accounting
- Study & communication skills
- Mathematical techniques
- Computer studies & Cultural studies

BUSINESS DOCUMENTS:

All the important things for you to learn

Definition , calculation, form filling, submission & deadlines and recording

Pay-as-you-earn (PAYE)-Using the tax table)

Skills and development levy (SDL)

City service levy on turnover

National social security fund (NSSF)

Parastatal pension fund (PPF)

P9 & P10 forms

Value added tax (VAT)

Input tax, VAT exemptions

Special relief, zero rated



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DURATION: 6 MONTHS

TIMINGS: 9:00-10:30 OR 5:00-6:00PM

FEE:TSH 1,400,000/

AUTHORIZED

Tally

Academy