



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
BUSINESS MANAGEMENT AND ACCOUNTING SKILLS

(09th – 27th September 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

This Training is geared towards imparting necessary knowledge and skills to enable participants to manage a small and medium businesses and be able to do strategic as well as financial planning. The Training is suitable to for anyone who do not have any knowledge on business management and accounting and is aspiring to become a business manager.

2.0 COURSE RATIONALE

The rationale for this training is based on understanding that effective business management allows an organization's team to make appropriate decisions on a day-to-day basis and ensures that activities are carried out as planned and modified when necessary. There is also an increasing need for use of information system for managing the business and implementation for efficient and effective delivery of the intended outputs. Thus the training is intended to equip participants from both government and non-government organizations with no prior background in business management and or accounting a practical knowledge on how to plan, implement and manage various business decisions.

3.0 COURSE OBJECTIVE AND OUTCOME

The overall objective of this course is to equip the participants with practical knowledge to manage a small and medium businesses and be able to do strategic as well as financial planning.

Outcomes:

At the end of the workshop participants will be able to:

- (i) Conduct strategic planning
- (ii) Supervise human resource
- (iii) Communicate well with colleagues and customers
- (iv) Prepare accounts manually or using quick books
- (v) Prepare standard monthly, quarterly and annual budgets
- (vi) Manage Information System(s)
- (vii) Understand different business Ethics

Course Content:

- (i) Business Ethics
- (ii) Introduction to strategic management
- (iii) Accounting for Business Managers
- (iv) Financial Planning & Budgeting
- (v) Customer Behavior
- (vi) Human resource Management
- (vii) Communication and supervisory skills
- (viii) Basic Entrepreneurial skills
- (ix) Introduction to accounting package –QuickBooks
- (x) Management Information Systems

4.0 TARGET GROUP

The course is intended for anyone who do not have a degree in Accounting or Business Management or any knowledge on business management and accounting and is aspiring to become a business Manager.

5.0 METHODOLOGY

This intensive and practical training will be facilitated by a group of experts with vast and practical or field-based experiences in accounting and business management. The course will be delivered through class attendance, practicals and assignments.

6.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 2,500,000/=** (say **Two Million Five Hundred Thousand only**) per participant to cover tuition fee, training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

7.0 DATE, DURATION AND VENUE:

This course will be conducted from **09th – 27th September 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

1.0 CONTACT PERSONS

For more details you may contact the following:

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