BRM 3102 MANAGEMENT OF BUSINESS RECORDS

**Short** **Description**

The course covers basic accounts and how business records are generated. Elementary accounting terminologies and purpose of book keeping are covered

Aim

To enable students acquire basic knowledge and skills in identifying and managing business records.

Learning outcome

Students should be able to:

-Identify categories business records

-identify different accounting procedures and techniques

Intellectual, Practical and Transferable skills

Knowledge how to identify business records

Basic skills in writing books of account

Knowledge on accounting procedure

Teaching and Learning Pattern

By use of lectures, Visits, Library search, student led group presentations and self – directed research guided by the lecturer, Practical

Indicative Content

Basic accounts, the purpose of bookkeeping: arithmetical approach to double- entry: Glossary of elementary accounting terms: Abbreviations in general use. The ledger system and cash Account: posting procedure; Balancing the cash Account: posting procedure; Double entry in practice; Cash sales; purchases; Trading expenses; proprietor’s drawing. The trial balance. Business financial records, record keeping system, financial management, rational for financial records management etc

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

* [Jeffrey R. S](https://isbndb.com/d/person/stewart_jeffrey_c.html), [Daisy L. S](https://isbndb.com/d/person/stewart_daisy_l.html), and [Harry H](https://isbndb.com/d/person/huffman_harry.html) 1994. Financial management and recordkeepingNew York: [Glencoe](https://isbndb.com/d/publisher/glencoe.html)
* Schultheis R, Kaliski, B and Passalacqua D. 2005 Keeping Financial Records for Business
* Roper (Ed.) 1999. Management of financial records. London, Internatinal Records Management Trust.
* Kaliski S. (Author), Schultheis  R & Daniel Passalacqua D. 2005. Keeping financial records for business. 10th Ed. Ohio South-Western Educational Pub
* Kimmel P. D.,   Weygandt J. & Kieso D. 2009. Financial Accounting, Study Guide: Tools for Business Decision Making. 5th Ed. New York, Wiley