**MURANG’A UNIVERSITY OF TECHNOLOGY**

**BACHELOR OF COMMERCE**

**Unit Code: BCA 100 TITLE: INTRODUCTION TO FINANCIAL ACCOUNTING**

**Department: Commerce**

**Lecturer’s Name: DR. FLORENCE KARIUKI**

**Lecturer’s Tel. No.0723142232 Email Address: fkariuki@mut.ac.ke**

**Contact Hours: 3**

**Semester: 1 Academic Year: 2021/2022**

**Expected Learning Outcomes**

By the end of this course, students should be able to:

1. Apply accounting principles in business bookkeeping
2. Record business transactions in books of accounts
3. Reconcile cash books with bank statements
4. Prepare financial statements for an organisation

**Teaching Methodology**

1. Lectures, student’s presentations
2. **Instructional Materials**
3. White board
4. Laptop
5. projector

**Course Evaluation Methods**

1. Assignments
2. Continuous assessment tests
3. End of semester exams

**References**

1. Introduction to financial accounting by N.A Salemi.
2. Elements of accounts by Baston.
3. Business accounting by Frank Wood volume 1.
4. Carter’s Advanced accounts by Douglas Gar

**Course content**

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| **Week** | **Topic** | **Reference** |
|  | **Nature and purpose of accounting.** | * Definition of book keeping and accounting. * Functions of accounting. * Users of accounting. * Book keeping and Accounting |
|  | **Basic accounting concepts.** | * The accounting equation.   Assets liabilities and capital. |
|  | **Recording of financial data** | * Source documents * books. |
|  | **Double entry book keeping.** | * Recording opening balance in accounts. * Record cash transactions in accounts. |
|  | **Recording credit transactions in accounts.** | * Sales and purchase accounts. |
|  |  | Income and expenses accounts  Recording |
|  | * . | * Income and expenses. * Recording income and accounts |
|  | * Balancing off accounts. |  |
|  | **Books of original entry.** | * Source documents. * Journals. |
|  | **The cash book.**   * . | * Three column cash book. * Cash column. * Bank column. * Discount column |
|  | **Continuous assessment tests two.** | * Analytical cash book |
|  | * . | * Petty cash book. * imprest system |
|  | **Financial statements.** | * Trial balance. * Trading account. * Profit loss and account.   /income statement |
|  | * . | * Balance sheet./ statement of financial position * Bank reconciliation statement. * Year and adjustments |
|  | * End of semester. | * Exam. |