

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



BUSINESS FINANCE & BOOKKEEPING

Financing a Business:

- Sources of Finance
- Applying for Finance
- Fixed & Working Capital
- The Risks of Business Enterprise
- The Services of Banks to the Business Community

Keeping the Books of a Business:

- Bookkeeping Records
- The Simplex System
- Double-Entry Bookkeeping
- Cash Flow
- The Profits of a Business
- The Trial Balance of a Trading Business
- The Trading Account
- The Profit & Loss Account
- The Balance Sheet
- The Role of Accounting
- The Interpretation of Final Accounts
- The Gross Profit Percentage
- The Rate of Stock Turnover
- The Net Profit Percentage & Expense Ratios
- The Interpretation of the Balance Sheet

Reading List

Main Text:

- Business Studies - G Whitehead (Butterworth Heinemann)