

BUSINESS STUDIES DEPARTMENT
CSEC SBA TASK GUIDELINES AND DEADLINES 2015-2016

SUBJECT	TASK OUTLINE	ASSOCIATED DEADLINE
OFFICE ADMINISTRATION	Criteria One (1)- Preparation which includes title, aims, functions, correspondence . Cover page and table of contents (minus page numbers)	Friday, 25 TH September, 2015
	Questionnaire	Friday, 2 nd October 2015
	Criteria Two (2) - Gathering Data- Methodology and regulations and policies. (Schedule of activities is an ongoing part of the SBA).	Friday, 9 th October 2015
	Criteria Three (3) – Presentation which includes report and office equipment	Friday, 23 October 2015
	All other components of SBA. For example sources of information and any relevant documents etc	Friday, 30 October 2015
	Completed first draft by	Friday, 6 November 2015
	Final draft should be submitted	Friday, 20 November 2015