

BUSINESS STUDIES DEPARTMENT		
CSEC SBA TASK GUIDELINES AND DEADLINES 2015-2016		
PRINCIPLES OF ACCOUNTS TUDOR	TASK OUTLINE	ASSOCIATED DEADLINE
	Aims	March 14, 2015
	Description of Business	March 14, 2015
	List of Transactions	March 14, 2015
	Source Documents	September 21, 2015
	Books of Original Entry	July 1, 2015
	Financial Statements	
	Trial Balance	September 24, 2015
	Trading & Profit & Loss A/c	September 28, 2015
	Balance Sheet	September 24, 2015
	Correct Statement of Performance	
	Interpretation of Results	
	Ratio Analysis	October 1, 2015
	Comparisons	October 1, 2015
	Diagrammatic Representation	October 1, 2015
	Suggestions/Recommendations	October 8, 2015
	Conclusion	October 8, 2015
	FIRST DRAFT	October 16, 2015
	FINAL DRAFT	October 23, 2015

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CSEC SBA TASK GUIDELINES AND DEADLINES 2015-2016		
PRINCIPLES OF BUSINESS TUDOR	TASK OUTLINE	ASSOCIATED DEADLINE
	Description of Business	
	Justification of Location	
	Selection of Appropriate Labour	
	Sources of fixed and working capital	
	Role of the Entrepreneur	
	Type of Production	
	Levels of Production	
	Quality Control Measures	
	Use of Technology	
	Linkages	
	Potential for growth	
	Government regulations	
	Ethical issues	
	Bibliography	
	FIRST DRAFT	September 8, 2015
	FINAL DRAFT	September 25, 2015

PRINCIPLES OF ACCOUNTS
SCHEMES OF WORK

4th YEAR – TERM 1

SECTION	TOPIC/SUBTOPIC	LENGTH OF TIME (WEEK(S))
1	Introduction to Principles of Accounts Concept & Purpose of Accounting Financial statements prepared by businesses Users of Accounting Information	1
2	Classified Balance Sheet Concept & Components of a Balance Sheet Balance Sheet/Accounting Equation Preparation of a Balance Sheet	3
3	Books of Original Entry Reasons for using books of original entry Recording transactions in books of original entry Balancing of petting cash and cashbook	3
4	Trial Balance & Ledgers Types of ledgers Classes of accounts Double entry accounting	4
5	Financial Statements of Sole Traders Preparation of a simple Trading & Profit & Loss A/c Calculation of gross profit/loss; net profit/loss	3
TOTAL		13

Prepared by: Tanjia Tudor
September 24, 2015

PRINCIPLES OF ACCOUNTS
SCHEMES OF WORK

5th YEAR – TERM 1

SECTION	TOPIC/SUBTOPIC	LENGTH OF TIME (WEEKS)
5	Financial Statements of Sole Traders Preparation of Trading & Profit & Loss A/c Methods of Inventory	2
13	Manufacturing Accounts Direct & Indirect Cost Preparation of Manufacturing Accounts Calculation of unit cost of items produced Trading & Profit & Loss A/c Balance Sheet	3
10	Accounting for Partnerships Definition & Features Capital Accounts Appropriation Accounts Current Accounts Balance Sheet	3
5	Financial Statements of Sole Traders Preparation of closing accounts Analyzing & Interpreting of ratios	2
6	End of period adjustments Prepayments & advanced revenues Accrued revenues & expenses Bad & doubtful debts Depreciation Financial Statements after adjustments	3
TOTAL		13

Prepared by: Tanjia Tudor
September 24, 2015