

**NAPARIMA COLLEGE  
DEPARTMENT OF BUSINESS  
SCHEME OF WORK**

SUBJECT: BUSINESS STUDIES

LEVEL: FORM 3

YEAR: 2018 – TERM 1

| WEEK | TOPIC                             | OBJECTIVES   |
|------|-----------------------------------|--|
| 1,2  | <u>Introduction to accounting</u> | <p>Students should be able to:</p> <ul style="list-style-type: none"> <li>➤ Define the term 'Accounting'</li> <li>➤ Discuss the purpose or uses of Accounting</li> <li>➤ Identify the users of Accounting information</li> <li>➤ Discuss reasons for the need of accounting information</li> <li>➤ Describe <i>traditional and emerging</i> careers in the field of Accounting.</li> <li>➤ Distinguish between Accounting and Bookkeeping</li> <li>➤ Describe the accounting cycle.</li> </ul> |
| 3    | <u>The Accounting Equation</u>    | <p>Students should be able to:</p> <ul style="list-style-type: none"> <li>&gt; Define the Accounting equation</li> <li>&gt; Identify and define the components of the Accounting equation such as: <ul style="list-style-type: none"> <li>(i) Assets</li> <li>(ii) Liabilities</li> <li>(iii) Capital</li> </ul> </li> <li>&gt; Interpret the Accounting equation</li> <li>&gt; <b>COURSEWORK #1 – 15%</b></li> </ul>  |



|        |   |   |
|--------|---|---|
| 4,5,6  | <p><b><u>Ledgers, Double Entry System of Accounting: T-accounts for debit/credit</u></b></p>  | <p>Students should be able to</p> <ul style="list-style-type: none"> <li>➤ Identify and explain the type of accounts: <ul style="list-style-type: none"> <li>(i) Real</li> <li>(ii) Nominal</li> <li>(iii) Personal</li> </ul> </li> <li>➤ Explain the recording and layout of financial transactions</li> <li>➤ Give the rules for the double entry system</li> <li>➤ Engage the rules for double entry system in worked examples</li> <li>➤ <b>COURSEWORK #2 – 15%</b></li> </ul> |
| 7,8    | <p><b><u>The asset of Stock, flows of stock &amp; How recorded on Purchases, Purchases Returns, Sales and Sales Returns</u></b></p> | <p>Students should be able to</p> <ul style="list-style-type: none"> <li>➤ Explain the various accounts used in recording the movement of stock</li> <li>➤ Show how cash, credit transactions for purchases and sales are dealt with</li> <li>➤ Engage the rules for double entry system in worked examples for each flow of stock</li> </ul>   |
| 9, 10. | <p><b><u>Balancing off Accounts</u></b></p>   | <p>Students should be able to</p> <ul style="list-style-type: none"> <li>➤ Systematically go through steps to balance off each account.</li> </ul>  |

|          |                             |  |
|----------|-----------------------------|--|
| 11,12    | <b><u>Trial balance</u></b> | Students should be able to <ul style="list-style-type: none"><li>➤ Explain why trial balance totals should be equal</li><li>➤ Demonstrate how to construct a trial balance</li><li>➤ Construct a trial balance on the computer</li></ul> |
| 13,14,15 | <b>EXAMS</b>                | <b>END OF TERM EXAMS</b>   |

**END OF TERM 1**

**Teachers: Mrs. P. Jaggernath  
& Mrs. Joanne Gosine**