

Pacing Guide Course Outline

Bookkeeping/Accounts

Course Description: Students learn how to record financial transactions and ensure that records of those individual financial transactions are accurate, up-to-date and comprehensive. Bookkeeping provides the information from which accounts are prepared but is a distinct process, preliminary to accounting.

Prerequisites: To maximize the potential successes of our students, it is strongly recommended that all persons enrolled in this course possess the following BJC passes or equivalent: English (C) and have a minimum of a 2.50 GPA at the end of Grade 9.

Exit Competencies: Bookkeeping/Accounts BGCSE Examination
City and Guild Bookkeeping/Accounts- Level I, II and III

In an effort to keep our students on target and permit you to follow their progress and expected outcomes, this document outlines the expected areas of focus for the academic year of 2022-2023. Please visit the Ministry of Education's website at ministryofeducationbahamas.com for ongoing updates. Together, we will experience academic growth.

A = Advanced F= Fundamental I = Intermediate

NATIONAL PACING GUIDE

CURRICULUM: *Bookkeeping/Accounts*

GRADE LEVEL: 10

TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	<p>Introduction to Accounting</p> <ul style="list-style-type: none"> • Basic Accounting Terminologies • Careers in Accounts • Users of accounting Information The Accounting Equation • Types of Business Units 	<ul style="list-style-type: none"> • Appreciate the need for and purpose of bookkeeping and accounting. • Compare and contrast careers in Accounting. • Identify and explain basic concepts fundamental to understanding the accounting process. • Recognize and explain simple accounting terms: capital/owner's equity, assets, liabilities, turnover & profit. 	<p>Textbook(s) Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Caribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> • Fill in the blanks accounting terminology recognition • Short answer questions on business units • Flash cards • Worksheet • Discussion • Review of definitions and terminology • KWL charts <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Unit test • Review similar topic based questions from past BGCSE papers.
3	<p>Balance Sheet Vertical and Horizontal Format</p> <p>Accounting Concepts and Conventions Business Entity, Historical Cost, Money as a unit of Measurement, etc.</p>	<ul style="list-style-type: none"> ▪ Use and interpret the balance sheet equation: $A=L+C$ (Owners Equity). ▪ Construct a balance sheet in basic format (Vertical and Horizontal/'T'). 	<p>Textbook(s) Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p>	6 hours	

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TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
4-6	Asset of Stock <ul style="list-style-type: none"> • Movement of stock • Purchase of stock on credit 	<ul style="list-style-type: none"> • Analyze and understand the need to utilize multiple accounts relative to the movement of stock including: purchases, sales, purchases return (returns outwards), sales return (returns inward). • Identify and define stock, sales and purchases for both cash and credit transactions. • Differentiate purchases and sale of stock against other assets bought or sold. • List factors responsible for stock movement: purchases return (returns outwards), sales return (returns inward). 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition <i>by Frank Wood</i> Principles of Accounts for Caribbean Examinations <i>by Gaynelle Holdip & Cecelia Lamorell</i>	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Exercises from chapter in primary textbook • Worksheets Summative Assessment: <ul style="list-style-type: none"> • Unit test • Structured questions based on past BGCSE papers.
7-9	Double Entry <ul style="list-style-type: none"> • Double Entry Rule • Treatment of Stock • Revenue Expense • Balancing Off 	<ul style="list-style-type: none"> • Differentiate between and demonstrate an understanding of the expense and revenue accounts. • Distinguish between revenue and expense transactions. • Balance an account and bring down balances • Analyze and interpret debit and credit balances • Interpret the effects of profits and losses on capital and the relationship to the accounting equation. • Interpret the significance of ledger balances at the close of accounts. • Make entries using running balance ledger accounts. • Distinguish between horizontal 'T' and vertical ledger accounts. • Interpret the accounting concept duality. 	Principle of Caribbean 1 13 th <i>by Frank Wood</i> Microsoft Teams	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Multiple Choice activity review • Structured questions review Summative Assessment: <ul style="list-style-type: none"> • Unit Test • End of term exams

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10-11	Trial Balance <ul style="list-style-type: none"> • Uses of Trial Balance • Balance and Close off accounts in the ledger • Significance of balances in accounts 	<ul style="list-style-type: none"> • Extract, organize, prepare and critique the trial balance. • Organize components of the trial balance. • Prepare a trial balance. • Critically assess the trial balance to prove that total debits should equal total credits. • Demonstrate and explain reasons why a trial balance is not absolute proof of accuracy. • Detect and test trial balance limitations i.e. errors not revealed. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carriibbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	6 hours	Formative Assessment: <ul style="list-style-type: none"> • Multiple Choice activity review • Structured questions review Summative Assessment: <ul style="list-style-type: none"> • Unit Test • End of term exams
12-13	Final Accounts <ul style="list-style-type: none"> • Trading, Profit and Loss Account – Vertical and Horizontal Format 	<ul style="list-style-type: none"> • Distinguish between the terms net sales/ turnover and net purchases. • Differentiate between opening and closing stock in the trading account. • Construct a trading and profit and loss account, in horizontal ‘T’ form or vertical layout. • Calculate cost of sales. • Define and calculate gross profit/loss and net profit/loss. • Adjust gross profit with additional income examples: discounts received, rent received, interest received etc. • Draw up a profit & loss account using horizontal ‘T’ form or vertical layout with expenses in the given period. 	Principle of Caribbean 1 13 th by <i>Frank Wood</i> Microsoft Teams	6 hours	Formative Assessment: <ul style="list-style-type: none"> • Preparation of a Trading, Profit and Loss account and Balance Sheet. Summative Assessment: <ul style="list-style-type: none"> • Homework assignments on trading, profit and loss and Balance Sheet. • Short answer questions on terms e.g. “net sales, gross profit”.

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TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
14	Final Accounts Balance Sheet – Vertical and Horizontal Format	<ul style="list-style-type: none"> Identify, evaluate and calculate final account balances. Differentiate between fixed and current assets and long-term and current liabilities (Revision). Draw up a balance sheet in horizontal /'T' format arranging all the assets and liabilities in specific order: order of permanence and liquidity. Record 'drawings' in cash or stock in the balance sheet transferring to the capital account. Evaluate changes in proprietor's capital account due to increased injection of capital and net profit/loss. Explain the nature of working capital. Identify components of working capital and calculate working capital on the balance sheet. Identify and calculate capital employed/net assets. 	<p>Textbook(s) Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 1 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> Preparation of a Trading, Profit and Loss account and Balance Sheet. <p>Summative Assessment:</p> <ul style="list-style-type: none"> Homework assignments on trading, profit and loss and Balance Sheet. Short answer questions on terms e.g. "net sales, gross profit".

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-3	Books of Original Entry <ul style="list-style-type: none"> • Purchases and Sales Day Book • Invoices • Return Inwards Journal • Return Outwards Journal • Debit and Credit Note 	<ul style="list-style-type: none"> • Recognize different types of accounts (personal, impersonal, real, nominal). • Distinguish the significance of debit and credit in each type of account. • Identify books of original entry. • Create source documents recorded in the Books of Original Entry (e.g. Invoice, Receipts, Credit /Debit Notes, Cheques). <ul style="list-style-type: none"> ▪ Determine the treatment of cash and trade discounts and complete relevant calculations Appropriately record transactions to journal followed by posting of transactions to ledger accounts. ▪ Classify transactions and record in appropriate books, purchases, sales, and returns including the analysis column. ▪ Analyze and record entries in the general journal with appropriate narrations to: record purchases and sales of assets on credit. ▪ Introduction of the use of Sales, Purchases, General and Private Ledgers. ▪ Identify and interpret cross referencing of the folio column. • Post entries from specified subsidiary books to the ledger. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i> Principle of Caribbean 1 13 th by <i>Frank Wood</i> Microsoft Teams	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Prepare the journals. • Write summary of activities as reflected by the respective journals. • Posting from journals to ledger/T accounts. Summative Assessment: <ul style="list-style-type: none"> • Short answer questions. Debtors, creditors, and folio referencing.

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
4-6	Books of Original Entry <ul style="list-style-type: none"> • Purchases and Sales Day Book • Invoices • Return Inwards Journal • Return Outwards Journal • Debit and Credit Note 	<ul style="list-style-type: none"> ▪ Appropriately record transactions to journal followed by posting of transactions to ledger accounts. ▪ Classify transactions and record in appropriate books, purchases, sales, and returns including the analysis column. ▪ Analyze and record entries in the general journal with appropriate narrations to: record purchases and sales of assets on credit. ▪ Introduction of the use of Sales, Purchases, General and Private Ledgers. ▪ Identify and interpret cross referencing of the folio column. ▪ Post entries from specified subsidiary books to the ledger. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Prepare the journals. • Write summary of activities as reflected by the respective journals. • Posting from journals to ledger/T accounts. Summative Assessment: <ul style="list-style-type: none"> • Short answer questions. • Debtors, creditors, and folio referencing.
7	Role and Functions of Commercial Banks	<ul style="list-style-type: none"> • Discuss the role/function of a commercial bank. • Research the functions of a commercial bank and services it provides. • Demonstrate their knowledge of banking services and accounts. • Demonstrate the ability to correctly prepare a cheque. • Design a potential policy document to guide a bank seeking to safeguard cheques 	Principle of Caribbean 1 13 th by <i>Frank Wood</i> Microsoft Teams	3 hours	Formative Assessment: <ul style="list-style-type: none"> • Discussion/group presentation on the quality of services during a banking experience. Summative Assessment: <ul style="list-style-type: none"> • Unit test • Structured questions and multiple choice questions

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-3	Two and three column Cash Books <ul style="list-style-type: none"> • Definition of cash • Uses of Cash Book • Sources of Cash Book • Contra Entries • Discount Allowed and Received • Cash Book • Posting to General Ledger 	<ul style="list-style-type: none"> • Record cash transactions appropriately in the two and three column cash book. • Explain reasons for using the cash book. • Evaluate the use of specific documents eg. cheques, cheque stubs, remittances, till rolls, bank statements and receipts. • Illustrate the layout of the cashbook. • Distinguish between discount received and discount allowed. • Record receipts and payments of cash, cheque and discounts received and discounts allowed. • Complete the folio columns. • Balance the cash book and post entries to the ledger accounts. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i> Principle of Caribbean 1 13 th by <i>Frank Wood</i>	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Exercises from chapter • Puzzles • Flash cards • Worksheets • Label diagrams • KWL Chart Summative Assessment: <ul style="list-style-type: none"> • Unit test • BGCSE past papers review
8	Bank Reconciliation Statement <ul style="list-style-type: none"> • Reasons for difference between bank statement and cash kbook balances • Bank Reconciliation Statement • Overdrafts 	<ul style="list-style-type: none"> • Evaluate financial transactions and appropriately reconcile accounts. • Define terminology related to bank reconciliation. • Reconcile cash book balance with the bank statement balance. • Understand how bank overdrafts affect the reconciliation process. • Calculate and post dishonored cheques. 	Microsoft Teams	9 hours	Formative Assessment: <ul style="list-style-type: none"> • Worksheets • Flash cards • Exercises from chapter Summative Assessment: <ul style="list-style-type: none"> • Questions reflecting BGCSE standards.

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
9	Petty Cash Book <ul style="list-style-type: none"> • Uses of a Petty Cash Book • Imprest System • Balance Petty Cash Book 	<ul style="list-style-type: none"> • Compare, contrast, record and demonstrate an understanding of the petty cash and Imprest systems. • Define the petty cash and Imprest systems. • Record transfers of cash from main cash accounts to petty cash account. • Prepare petty cash records from related documents. • Balance and post to the ledger accounts 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	3 hours	Formative Assessment: <ul style="list-style-type: none"> • Worksheet • Flash cards • KWL chart Summative Assessment: <ul style="list-style-type: none"> • BGCSE standard questions for review • Unit test
10	Payroll <ul style="list-style-type: none"> • Internal control • Payroll deductions • Time cards and time sheets • Preparation of payroll and wage documents 	<ul style="list-style-type: none"> • Define terminology associated with payroll (eg. basic rate / pay, overtime rate / pay, commission, bonus, deductions, taxes, gross / net pay. • Check and organize time worked by employees, calculating appropriate payroll and reflecting relevant deductions. • Prepare a completed time card / sheet. • Create a pay slip. • Transfer particulars from time cards/sheets to payroll. • Discuss the components of gross pay (basic wage + overtime + bonuses + commissions). • Calculate and execute relevant deductions from employee’s earnings. • Calculate employees’ net earnings. 	Principle of Caribbean 13 th by <i>Frank Wood</i> Microsoft Teams	6 hours	Summative Assessment: <ul style="list-style-type: none"> • Observations • Discussions • Questioning • Graph organizers • Peer assessment • Practice presentations Formative Assessment: <ul style="list-style-type: none"> • Chapter test • Unit test • End of semester exam

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TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1	Capital and Revenue Expenditure <ul style="list-style-type: none"> Capital and revenue expenditure receipts Effects of capital and revenue expenditure and receipts on balance sheet. 	<ul style="list-style-type: none"> Distinguish between capital and revenue expenditure and capital & revenue receipts. Complete transactions categorizing capital & revenue, expenditure and receipts. Explain the implications of the incorrect treatment of capital & revenue expenditure transactions on final accounts. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	6 hours	Formative Assessment: <ul style="list-style-type: none"> Pop quiz Practice problems Summative Assessment: <ul style="list-style-type: none"> Chapter test Unit test
2-3	Control Accounts <ul style="list-style-type: none"> Sales and Purchase Ledger Sources of Information for control accounts 	<ul style="list-style-type: none"> Analyze and Interpret components of control accounts. Evaluate reasons for preparing control accounts. Organize and calculate sales ledger balances to create a sales ledger control account. Organize and calculate purchases ledger balances to create a purchase ledger control account. Reconcile control account balances with personal ledger balances. 	Principle of Caribbean 13 th by <i>Frank Wood</i> Microsoft Teams	6 hours	Formative Assessment: <ul style="list-style-type: none"> Pop quiz Practice problems Summative Assessment: Unit test
4-5	Depreciation <ul style="list-style-type: none"> Straight Line/fixed instalment Diminishing balance/reducing balance Reevaluation method Provision for depreciation 	<ul style="list-style-type: none"> Assess and outline the need to prepare adjustments prior to the preparation of final accounts. Evaluate and discuss the nature of depreciation. Compare, contrast and calculate methods of depreciation including: straight line/ fixed installment, reducing balance/ diminishing balance and revaluation method. Post to the journal, trading, profit and loss account and balance sheet entries to reflect adjustments. 		6 hours	Formative Assessment: <ul style="list-style-type: none"> Pop quiz Practice problems Summative Assessment: <ul style="list-style-type: none"> Unit test Review questions based on BGCSE standards.

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TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
6-7	Bad Debt and Provision for Bad Debt	<ul style="list-style-type: none"> Summarize and outline categories of bad debt, making appropriate provisions. Determine and discuss the relevance of making provisions for bad debt. Differentiate between bad debt accounts and provision for bad debt accounts. Create double entry accounts for bad debt and provisions for bad debt. Prepare a provision for bad debt account posting provision to the profit and loss account and balance sheet. 	<p>Textbook(s) Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 1 13th by <i>Frank Wood</i></p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> Pop quiz Practice problems <p>Summative Assessment:</p> <ul style="list-style-type: none"> Unit test Calculation activity
8-9	<p>Other Adjustments for Final Accounts</p> <ul style="list-style-type: none"> Prepayment Accruals 	<ul style="list-style-type: none"> Analyze and critically review prepaid and accrued balances. Complete adjustments for accounts which have stock to carry forward. Construct ledger accounts for accrued expenses. Include accrued and prepaid expenses in the calculation of the profit and loss account and balance sheet. Demonstrate an understanding of the use of the concept going concern. 	<p>Microsoft Teams</p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> Pop quiz Practice problems <p>Summative Assessment:</p> <ul style="list-style-type: none"> Unit test Practice problems based on BGCSE standards

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GRADE LEVEL: 11

TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
10-11	Worksheets and Final Accounts	<ul style="list-style-type: none"> • Prepare worksheets using information analyzed. • Prepare worksheet using analysis paper to demonstrate business transactions in appropriate columns including trial balance, adjustments, trading account profit & loss account and the balance sheet. • Assess the financial position of a business based on the relevant financial statement. 	<p>Textbook(s) Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	12 hours	<p>Formative Assessment: ✓ Pop quiz ✓ Practice problems</p> <p>Summative Assessment: Unit test</p>

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CURRICULUM: *Bookkeeping/Accounts*

GRADE LEVEL: 11

TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Errors Not Affecting Trial Balance Agreement <ul style="list-style-type: none"> • Omission, commission, principle, original entry, reversal of entries, compensating and transposition. • Suspense Accounts 	<ul style="list-style-type: none"> • Compare, contrast & evaluate errors not affecting the Trial Balance agreement. • Assess the errors that do not affect trial balance agreement: omission, commission, principle, original entry, reversal of entries, compensating and transposition. • Interpret effects of Trial Balance agreement errors: causing overstating and understating. • Detect entries that may cause errors in posting. • Demonstrate use of suspense account. • Prepare Journal entries to record the correction of errors. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	6 hours	Formative Assessment: <ul style="list-style-type: none"> • Pop quiz • Practice problems Summative Assessment: <ul style="list-style-type: none"> • End of chapter exercises • Unit test
3	Stock Valuation	<ul style="list-style-type: none"> • Explain the need for stock valuation. • Differentiate between the methods of stock valuation: first in, first out; last In, last out; average cost methods. • Calculate the value of closing stock on hand 	Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i> Principle of Caribbean 13 th by <i>Frank Wood</i>	6 hours	Formative Assessment: <ul style="list-style-type: none"> • Observations • Discussions • Graph organizers • Peer assessment • Mind maps Summative Assessment: Chapter test
4-5	Columnar Departmental Accounts	<ul style="list-style-type: none"> • Evaluate and appropriately distribute departmental stock, sales and purchases. • Organize and distribute stocks, purchases, and sales including returns and expenses to departments. • Apportion expenses to departments on the basis of turnover, staff employed, floor space, ratios, percentages, sales & work done. • Calculate gross profit and net profit for individual departments. 	Microsoft Teams	6 hours	Formative Assessment: Complete exercises from the assigned textbook on the topic. Summative Assessment: <ul style="list-style-type: none"> • Unit exam • Practice questions from Past BGCSE and Pitman exams on the topic.

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
6-7	Manufacturing Accounts <ul style="list-style-type: none"> • Prime Cost and Production cost of goods manufactured • Fixed and variable cost • Work in progress 	<ul style="list-style-type: none"> • Interpret and explain varied manufacturing costs. • Differentiate between direct vs indirect costs; fixed vs variable cost. • Appropriate costs between manufacturing and profit and loss activities. • Prepare adjustments for stocks of raw materials, work in progress, expenses paid in advance and accruals. 	Textbook(s) Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i> Principles of Accounts for Caribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	6 hours	Extension Activity: Prepare manufacturing accounts from a set of accounts of local businesses in the community. PROJECT: Visit two manufacturing companies / entities to examine their accounting system.
8-9	Partnership Accounts <ul style="list-style-type: none"> • Define a partnership • Capital and current accounts of partnership • Appropriation Account • Balance Sheet 	<ul style="list-style-type: none"> • Evaluate the partnership business unit and assess the implications, financial and otherwise, associated with expansion. • Produce a prerequisite list of criteria needed to expand a sole proprietor’s business by the introduction of partners. • Analyze and interpret the nature and importance of partnerships and its agreements. • Demonstrate an understanding of interest on drawings and interest on capital. • Prepare an appropriation account with relevant entries. • Compile and explain the need for partner’s current accounts. • Distinguish between debit and credit balances in current accounts. • Prepare the capital account for each partner’s fixed and current capital. • Calculate and distribute the divisions of residual profit or loss between partners. • Prepare capital accounts in the balance sheet. 	Principle of Caribbean 13 th by <i>Frank Wood</i> Microsoft Teams	6 hours	Formative Assessment: <ul style="list-style-type: none"> • Students will be selected randomly to answer questions on the topic at the end of the lesson. • Self & peer assessment • Student record keeping • Observations Summative Assessment: End of Unit test

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TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
10-11	Consignment Account	<ul style="list-style-type: none"> • Illustrate the consignment process. • Describe the nature of consignment. • Define terms associated with consignment accounts eg. Consignment. consignor/principal, consignee/agent, commissions, pro-forma invoice. • Demonstrate the ability to correctly make entries in the book of the consignor eg. goods sent on consignment, consignment outward, consignee account, profit & loss on consignment. • Demonstrate the ability to correctly make entries in the consignee account eg. account sales, consignment inwards, commissions, bad debts. 	<p>Principle of Accounts for Caribbean – 5th Edition <i>by Frank Wood</i></p> <p>Principles of Accounts for Carribbean Examinations <i>by Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> • As I See It – Reflect on the topic with a view to discuss personal interpretation of the topic and outline any areas of uncertainty on the topic. • One Word Summary – Teacher reads statements and students record one word to summarize their comprehension of the same. • 3-2-1 Students record concepts learnt, ones of personal interest and those which were unclear during the lesson for discussion. • Role Play • Four Corners - group student in class corners using title Strongly Agree, Agree, Disagree, Strongly Disagree, teacher reads a statement and groups discuss their position based on title of their group. • Individual Illustration <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Comprehensive Exam • Unit Quiz Verbal/Written • Individual Presentation • Group Audio/Visual Presentation • Peer Assignment • Case Studies • Practice questions based on BGCSE standards

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CURRICULUM: *Bookkeeping/Accounts*

GRADE LEVEL: 12

TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Single entry bookkeeping and incomplete records	<ul style="list-style-type: none"> ▪ Critique and explain the system of single entry bookkeeping. ▪ Discuss the advantages and dis-advantages of single entry bookkeeping. ▪ Compute capital, profits/loss as a missing figure from the balance sheet. ▪ Compute purchases and sales figures from source documents, or personal accounts. ▪ Prepare final accounts from incomplete records. ▪ Categorize and calculate losses (eg. from theft & fire). ▪ Prepare insurance claims. 	<p>Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Caribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p> <p>Principle of Caribbean 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> • Fill in the blank • Multiple choice • Structured questions <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Unit test • BGCSE past papers questions review • Case Study Analysis
3-4	Accounting Ratios and Interpretations	<ul style="list-style-type: none"> ▪ Discuss the need to utilize ratios to evaluate a company's financial position as a tool of comparison. ▪ Calculate profitability ratios – gross profit margin, net profit margin, return on capital employed, rate of stock turnover. ▪ Calculate liquidity ratios – current ratio, acid test ratio. ▪ Differentiate between margins and markups. ▪ Utilize markup and margins to assist in calculating missing figures. ▪ Interpret results of ratios for businesses. 		6 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> • Observations • Discussions • Questioning • Graph organizers • Peer assessment • Practice presentations <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Chapter test • Unit test

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GRADE LEVEL: 12

TERM: I

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
5-6	Non-Trading Organization	<ul style="list-style-type: none"> Outline and explain terminologies appropriate to non-trading organizations. Demonstrate knowledge of terms used in non-trading organizations: accumulated funds, receipts and payments accounts, income and expenditure, statement of affairs, balance sheet surplus, and deficit. Draw up an accumulated fund account for the non-profit organization. Set up and perform calculations in a receipt and payment account. Set up and perform calculations in an income and expenditure account. 	<p>Principle of Accounts for Caribbean – 5th Edition by <i>Frank Wood</i></p> <p>Principles of Accounts for Carribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i></p>	12 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> As I See It – Reflection on accounting entries discussing personal explanatory and confusion statements. One Word Summary – Teacher reads statements and students record one word to summarize the concept identifying their level of comprehension. 3-2-1 Students record things learned, found interesting, and questionable in lesson. Role Play Four Corners -group student in class corners using title Strongly Agree, Agree, Disagree, Strongly Disagree, teacher reads a statement groups discuss their position based on title of their group. Individual Illustration <p>Summative Assessment:</p> <ul style="list-style-type: none"> Unit Quiz Verbal/Written Individual Presentation Group Audio/Visual Presentation Peer Assignment Comprehensive Exam
7-8	Limited Company Accounts	<ul style="list-style-type: none"> Analyze the components of a limited company. Demonstrate knowledge and understanding of limited companies, limited liability, share capital (net profit/dividends), preference and ordinary shares (non-cumulative and cumulative preference shares) general reserves, provisions and debentures. Define terminology related to limited companies. Calculate authorized share capital, issued share capital, called up capital, paid up capital, calls in arrears. Distinguish between charge against profit and provisions. Construct a list of prerequisite criteria needed for the formation of a limited company. Create a listing of potential methods used by companies to raise capital (eg. shares and debentures). Correctly set up and calculate trading and profit and loss accounts, the appropriations account, ordinary share accounts, debenture accounts and balance sheets. 	<p>Principle of Caribbean 13th by <i>Frank Wood</i></p> <p>Microsoft Teams</p>	12 hours	

NATIONAL PACING GUIDE

CURRICULUM: *Bookkeeping/Accounts*

GRADE LEVEL: 12

TERM: II

Week	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1	Understand Interview Techniques	<ul style="list-style-type: none"> Engage members of the business community in discussions about current commercial issues, in a formal interview. Prepare multimedia presentations on topics discussed during the interview. 	Principle of Accounts for Caribbean – 5 th Edition by <i>Frank Wood</i>	3 hours	<ul style="list-style-type: none"> Reiterate established BGCSE standards. Gather data and footage for interviews and prepare multimedia presentations. Simulate employment interview process. Review questions based on BGCSE standards in preparation for the National Exam
2	Appreciate personal marketability	<ul style="list-style-type: none"> Discuss personal branding as fundamental to the interview process / personal marketability. Assess effective interview techniques. Simulate the employment interview process. 	Principles of Accounts for Caribbean Examinations by <i>Gaynelle Holdip & Cecelia Lamorell</i>	3 hours	
3-6	Content Review	<ul style="list-style-type: none"> Review all notes and review subject content covered from grades 10 to present. Practice BGCSE format questions structure from past BGCSE topics. Reflect and discuss current events of the past three years to heighten understanding and ability to discuss and justify positions. 	Principle of Caribbean 13 th by <i>Frank Wood</i> Microsoft Teams	20 hours	