

Other Benefits

Students will have access to:

- Library Facilities
- Canteen facilities
- Reprographics facilities
- Textbooks at reasonable prices
- Tutor Support
- Modern Commuter Laboratory
- Don't Pass Don't Pay Policy
- Over 500 questions answered before exams

Important Dates

JANUARY

Payment of your Annual Subscription is now due by 31 January.

FEBRUARY

Results will normally be sent to you if you sat your exams in December and can be accessed from the ACCA website.

APRIL

Examination Entry Forms for June sitting should be received by ACCA's Exams department in Glasgow, UK, by 15 April.

MAY

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the June exams and the address of the exam centre.

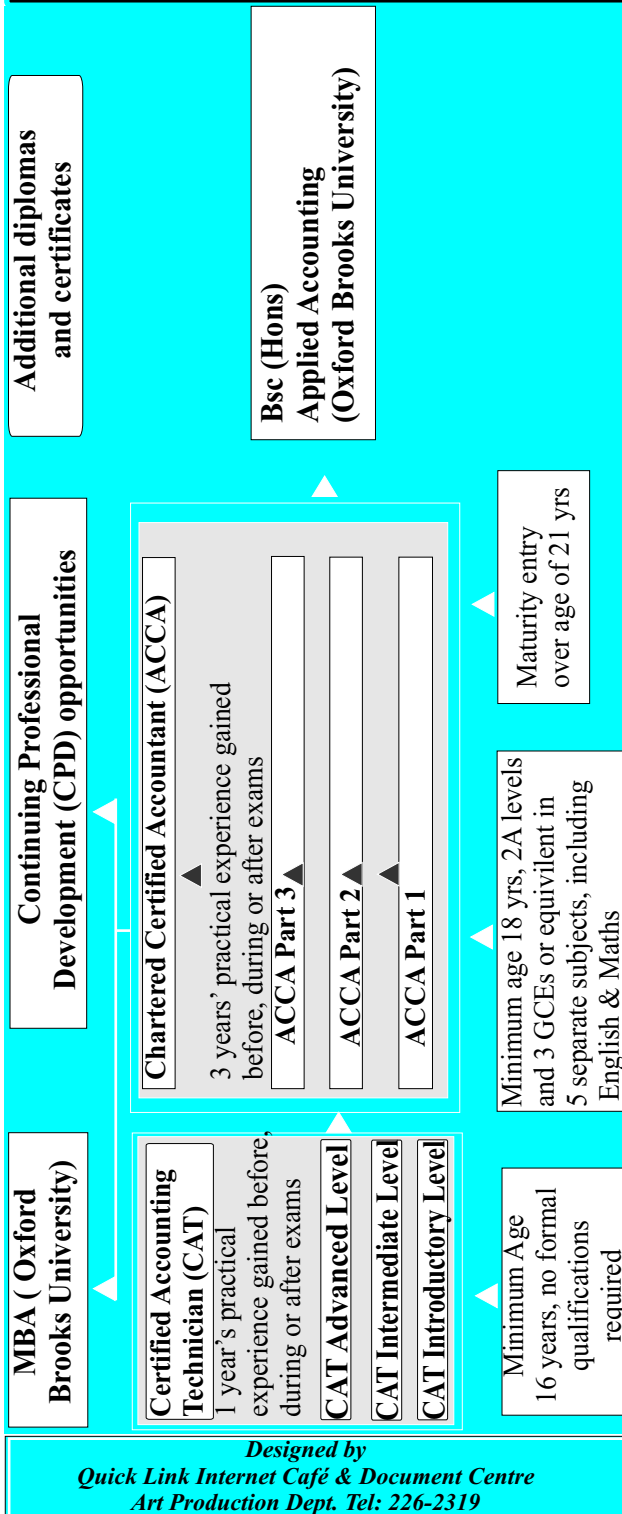
AUGUST

Results will normally be sent to you if you sat the exams in June and can be accessed on the ACCA website.

OCTOBER

Examination Entry Forms for December sitting must be received by ACCA's Exams department in Glasgow, UK, by 15 October.

Career Path



Designed by
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Accountancy

ACCA *The Association of Chartered Certified Accountants*

TBS *The Business School*



**CERTIFIED
 ACCOUNTING
 TECHNICIAN**

The Business School
 43 Brickdam, Stabroek Georgetown.
 Tel: 592-226-8906, 225-5261. Fax: 592-223-7386
 E-mail: info@businesschool.com
www.businesschool.com

INTRODUCTORY LEVEL

T1 - Recording Financial Transactions

Course Outline

- Business Transactions & Documentation
- Double Entry Bookkeeping
- Banking and Petty Cash
- Sales and Sales Records
- Purchases and Purchases Records
- Payroll
- Control Accounts and the Initial Trial Balance

T2 - Information for Management Control

Course Outline

- Use computer systems safely and effectively
- Security, confidentiality and legal issues
- Management information
- Income and expenditure
- Variance analysis
- Decision - making

Cost

Registration cost (TBS) \$.....
 Tuition fees: Course: \$.....
 Other: \$.....
 Books: \$.....
 Lecture notes: \$.....

Duration:- 3 months- 24 hrs per paper

Methodology:- Tutor led courses
- Revision and exam questions

Exam options - Computer Based (CBE)
- Paper Based

Pass Mark- 55%

ACCA Registration Cost:- £
 ACCA Subscription Cost- £
 ACCA Exams Cost (CBE)-
 ACCA Exams Cost (PBE)-
 Late Exam Cost-

INTERMEDIATE LEVEL

T3 - Maintaining Financial Records

Course Outline

- Basic Book Keeping
- Accounting Standards, Principles & Policies
- Non-current Assets & Depreciation
- Control Accounts, Reconciliations & Errors
- Adjustments to the trial balance
- Final accounts

T4 - Accounting for Cost

Course Outline

- Management Information
- Cost Classification and cost Behaviour
- Elements of Cost
- Marginal Costing and Absorption Costing
- Product & Service Costs
- Estimating Costs and Revenues

Cost

Registration cost (TBS) \$.....
 Tuition fees: Course: \$.....
 Term: \$.....
 Books: \$.....
 Lecture notes: \$.....

Duration:- 6 months
- 48 hrs per paper

Methodology:- Tutor led courses
- Revision and exam questions

Exam options- Computer Based (CBE)
- Paper Based

Pass Mark- 50%

ACCA Registration Cost:- £
 ACCA Subscription Cost- £
 ACCA Exams Cost (CBE)-
 Late Exam Cost-

ADVANCE LEVEL

T5 - Managing People and Systems

T6 - Drafting Financial Statements

T7 - Planning, Control and Performance Management

T8 - Implementing Audit Procedures

T9 - Preparing Taxation Computations

T10 - Managing Finances

Cost

Registration cost (TBS) \$.....
 Tuition fees: Course: \$.....
 Term: \$.....
 Books: \$.....
 Lecture notes: \$.....

Duration:- 6 months - 48 hrs per paper

Methodology:- Tutor led courses
- Revision and exam questions
- Paper Based

Pass Mark- 40%

ACCA Registration Cost:- £

ACCA Subscription Cost- £

Late Exam Cost-