MINISRTY OF GENERAL EDUCATION
WESTERN PROVINCE
GRADE 8 BUSINESS STUDIES - COMMON SCHEMES OF WORK
TERM I - 2018

TEACHER: ..... CLASS: ..... TERM: ..... YEAR: .....

WEEK	TOPIC/SUB-TOPIC	OUTCOMES	TEACHING METHODS/ AIDS	REFERENCES	EVALUATON
22..01.18 1	AN OFFICE Functions of an Office Types of Offices	*State the functions of an office. *Identify the types of offices. *Outline the advantages and disadvantages of the types of offices.	Question & Answer, Group Discussion, Verbal Exposition and Document Study	Business Studies 8 - Bosman, M. et al pg. 5-11 Junior Sec Sch OP- Musonda, E. pg. 1-6.	Class Exercise
29.01.18 2	AN OFFICE Organisational Chart	*Draw an organisational chart. *Interpret an organisational chart. *State functions of each department.	Question & Answer, Group Discussion, Verbal Exposition and Document Study	Business Studies G8 - Bosman, M. et al pg. 12-16 Junior Sec Sch OP- Musonda, E. pg. 7-14.	Class Exercise and Home Work
05.02.18	AN OFFICE Organisational Chart	. *Interpret an organisational chart. *State functions of	Question & Answer,	Business Studies G8 -	Class

3		each department.	Group Discussion, Verbal Exposition and Document Study	Bosman, M. et al pg. 12-16 Junior Sec Sch OP- Musonda, E. pg. 7-14.	Exercise
12.02.18 4	AN OFFICE Job Opportunities Office Etiquette TEST ONE	*Identify the job opportunities available. *Demonstrate acceptable office etiquette. Work covered	Question & Ans. Verbal Exposition, Group Work and Project	Business Studies 8- Bosman, M. et al Pg. 16 -20. Junior Sec Sch OP- Musonda, E. pg. 116 -119 Question papers	Home Work Topical Test
19.02.18 5	OFFICE STATIONERY AND EQUIPMENT Stationery and uses Office Equipment	*Identify the different types of stationery. *Store office stationery safely. *Identify the different types of office equipment. *State the proper use of each office equipment. *Operate office equipment.	Question & Ans. Verbal Exposition, Group Work and Project	Business Studies G8 - Bosman, M. et al Pg. 49 -59 Junior Sec Sch OP- Musonda, E. pg. 25-34	Home Work and Class Exercise
26.02.18	OFFICE STATIONERY AND EQUIPMENT Office Equipment	*Identify the different types of office	Document Study,	Business Studies G8 - Bosman, M. et al Pg. 54-9	Class

6	and uses	equipment. *State the proper use of each office equipment. *Operate office equipment.	Question & Ans. Verbal Exposition and Project	Junior Sec Sch OP- Musonda, E. pg. 25-34	Exercise
05.03.18 7	<u>ENTREPRENEURSHIP</u> Entrepreneur Entrepreneurial Activities Reasons for Entrepreneurship	*Explain the term 'entrepreneurship' *Explain qualities of a good entrepreneur. *State ways of strengthening entrepreneurial abilities. *Describe entrepreneurial activities found in the community. *Explain reasons for entrepreneurship.	Question Pause Nomination (QPN), Tr's Exposition, Group Discussion and Debate	Business Studies G8- Bosman, M. et al Pg. 22-26	Class Exercise and Home Work
12.03.18 8	<u>ENTREPRENEURSHIP</u> Types of Businesses Business ideas TEST 2	*Identify different types of businesses. *Identify sources of business ideas.	Question Pause Nomination (QPN), Tr's Exposition, Group Discussion and Debate	Business Studies G8- Bosman, M. et al Pg. 28-30	Class Exercise

9	ENTREPRENEURSHIP SWOT Analysis Company Formation	*Explain SWOT analysis. *Describe factors to consider before forming company. *Describe the documents needed for the formation of different types of businesses.	Discussion, QPN, Document Study, Group Assignment and Project Method	Business Studies G8- Bosman, M. et al Pg. 32-8	Home Work and Class Test
10 & 11	ENTREPRENEURSHIP Business Plan	*State the contents of a Business Plan. *Explain the contents of a Business Plan. *.	Discussion, Document Study, Group Assignment and Project Method	Business Studies G8- Bosman, M. et al Pg. 38-41	Class Exercise
12	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question papers	End of Term Exams
	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question papers	End of Term Exams

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BUSINESS STUDIES – COMMON SCHEMES OF WORK
TERM II - 2018

TEACHER: ..... CLASS: ..... TERM: ..... YEAR: .....

WEEK	TOPIC/SUB-TOPIC	OUTCOMES	TEACHING METHODS/ AIDS	REFERENCES	EVALUATON
14.05.18	<u>REVISION</u> Revision of End of Term Exam. <u>ENTREPRENEURSHIP</u> Business Plan	*Revise the Mock Exam. *Explain the ways of	Question & Answer, Discussion and Verbal Exposition.	Marked Scripts And Marking Key. Business Studies G8 - Bosman, M. et al pg. 43-4	Oral Q & A Question Pause Nomination Class

1		financing businesses.			Exercise
21.05.18 2	ENTREPRENEURSHIP Business Ethics BUSINESS TRANSACTIONS	*Explain desirable business ethics. *State the type of business transactions. *Identify different types of business transactions.	Question & Answer, Group Discussion, Verbal Exposition and Document Study	Business Studies G8 - Bosman, M. et al pg. 45-47; 60-5.	Class Exercise
28.05.18 3	BUSINESS DOCUMENTS	*Identify the different types of business documents. *Draw different types of business documents. *Fill-in details in business documents, correctly.	Question & Answer, Group Discussion, Verbal Exposition and Document Study	Junior Sec Sch OP-Musonda, E. pg. 50-6. Business Studies G8 - Bosman, M. et al Pg. 67-89	Home Work
04.06.18 4	BUSINESS DOCUMENTS TEST ONE	*Identify the different types of business documents. *Draw different types of business documents. *Fill-in details in business	Question & Ans. Verbal Exposition, Group Work and Project	Junior Sec Sch OP-Musonda, E. pg. 50-6. Business Studies G8 - Bosman, M. et al	Class Exercise Topical Test

		documents, correctly.		Pg. 67-89	
11.06.18 5	BUSINESS DOCUMENTS	*Identify the different types of business documents. *Draw different types of business documents. *Fill-in details in business documents, correctly.	Question & Ans. Verbal Exposition, Group Work and Project	Junior Sec Sch OP-Musonda, E. pg. 50-6. Business Studies G8 - Bosman, M. et al Pg. 67-89	Home Work and Class Exercise
18.06.18 6	MID-TERM EXAM: Mid-Term Exam	*Administer Mid-Term Examination. *Marking Exam Scripts	Project Method	*Mid-Term Exam *Marking keys	Mid-Term Exam
25.06.18 7	BUSINESS DOCUMENTS	*Identify the different types of business documents. *Draw different types of business documents. *Fill-in details in business documents, correctly.	Document Study, Question & Ans. Verbal Exposition and Project	Business Studies G8 - Bosman, M. et al Pg. 67-89	Home Work and Class Exercise
04.07.18	SOURCE DOCUMENTS	*Identify different types of source documents.	Discussions Question and	Business Studies G8 - Bosman, M. et al	Home Work

8	TEST TWO	*Draw different types of business documents. *Fill-in details in business documents, correctly	answer Pair groups	Pg. 67-89	and Class Test
09.07.18 9	SOURCE DOCUMENTS	*Identify different types of source documents. *Draw different types of business documents. *Fill-in details in business documents, correctly	Document Study, Question & Ans. Verbal Exposition	Business Studies G8 - Bosman, M. et al Pg. 67-89	Class Exercise
16.07.17 10	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Identify the books of original entry: Purchases Day Book and Sales Journal *Record transactions from source documents Into subsidiary books.	Discussion, Q & A, Document Study, Group Assignment	Book-Keeping & Accounts - Cox, B. Pg.132-139. Business Studies 8- Bosman, M. et al Pg. 95-98.	Home Work
23.07.17	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Record transactions from source documents into subsidiary books. -Purchases Returns Journal -Sales Returns Day	Discussion, Q & A, Document Study, Group Assignment	. Business Studies 8- Bosman, M. et al Pg. 99-111.	Class Exercise

11		Book.			
30.07.18 12	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question Papers	End of Term Exams
07.08.18 13	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question Papers	End of Term Exams

BUSINESS STUDIES – COMMON SCHEMES OF WORK
TERM III - 2018

TEACHER: ..... CLASS: ..... TERM: ..... YEAR: .....

WEEK	TOPIC/SUB-TOPIC	OUTCOMES	TEACHING METHODS/ AIDS	REFERENCES	EVALUATON
10.09.18 1	REVISION Revision of Mock Exam.	*Revision of End of Term Two Test	Question & Answer, Discussion and Verbal Exposition.	Marked Scripts And Marking Key.	
17.09.18 2	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Record transactions from source documents into subsidiary books: -Purchases Journal -Sales Day Book. -Purchases Returns Journal -Sales Returns Day Book.	Question & Answer, Group Discussion, Verbal Exposition and Document Study	Business Studies G8- Bosman, M. et al Pg. 98-103.	Class Exercise
24.09.18	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Record transactions from source documents into subsidiary books: Cash Book - One and Two Column Cash Book.	Question & Answer, Group Discussion, Verbal Exposition	Business Studies G8- Bosman, M. et al Pg. 103-109.	Home Work

3		*Balance-off the cash book.	and Document Study		
01.10.18 4	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books TEST ONE	*Record transactions from source documents into subsidiary books: Cash Book -Three Column Cash Book. *Balance-off the cash book.	Question & Ans. Tr's Exposition, and Project	Business Studies G8- Bosman, M. et al Pg. 103-109.	Class Exercise Topical Test
08.10.18 5	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Record transactions into the General Journal: -Opening entries -Closing entries -Purchase and Sale of assets. *Narrate journal entries.	Question & Ans. Tr's Exposition, and Project	Business Studies G8 - Bosman, M. et al Pg. 114-116 BK and Accounts - Wood, F. et al pg. 171-9	Home Work and Class Exercise
    6	BOOKS OF ORIGINAL ENTRY Types of Subsidiary Books	*Record transactions into the Petty Cash Book (Imprest System). *Balance-off the petty cash book	Document Study, Question & Ans. Verbal Exposition and Project	Business Studies G8 - Bosman, M. et al Pg. 110-114	Home Work and Class Exercise
	LEDGER Classes of Accounts	*Identify the types of accounts. *Explain the classes/types		Business Studies G8- Bosman, M. et al Pg. 119-137	Class Exercise and

7	Ledger Double-Entry System	Of accounts. *Identify different types of ledgers. *Post the transactions using the rule of double-entry.	Question & Ans. Tr's Exposition, and Project	Book-Keeping and Accounts - Wood, F. et al. pg. 28-36	Inter-class Quiz Home Work and Class Test
8	<u>LEDGER</u> Ledger Double-Entry System TEST TWO	*Post the transactions to accounts using the rule of double-entry. *Balance-off accounts.	Document Study, Question & Ans. Verbal Exposition and Project	Business Studies G8- Bosman, M. et al Pg. 119-137 Book-Keeping and Accounts - Wood, F. et al. pg. 28-36	Class Exercise
9	<u>TRIAL BALANCE</u> Use of the Trial Balance	*Explain the use of a trial balance. *Prepare a trial balance.	Question Pause Nomination , Document Study, Group Assignment and Project Method	Business Studies G8- Bosman, M. et al Pg. 144-154 BK & Accounts - Cox, D. pg. 32-6	Home Work
10 &	<u>TRIAL BALANCE</u>	*Prepare a trial balance. *Re-draft a trial balance.	Question Pause Nomination , Document Study, Group Assignment	Business Studies G8- Bosman, M. et al Pg. 144-154 BK & Accounts -	

11			and Project Method	Cox, D. pg. 32-6	
12	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question Papers *Marking keys	End of Term Exams
13	END OF TERM EXAMS: End of Year Exams	*Administer End of Term Exams. *Mark pupils' scripts.	Assessments	Question papers	End of Term Exams