

2024 FORM 4 NEW INVENTOR KLB BUSINESS STUDIES SCHEMES OF WORK TERM I

NAME: **TSC NUMBER:**

SCHOOL: **SUBJECT: BUSINESS STUDIES**

YEAR: **DATE:**

WK	LSN	TOPIC	SUB-TOPIC	OBJECTIVES	T/L ACTIVITIES	T/L AIDS	REFERENCE	REMARKS
1	1	SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY	Source documents Introduction Cash receipt.	By the end of the lesson, the learner should be able to: Define a source document. Give examples of source documents. Describe features of a cash / cheque receipt.	Exposition of new terms; Brain storming; Brief discussion.	Cash receipts	New Inventor K.L.B. BK IV. Pg 1-2	
	2	SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY	Invoice.	By the end of the lesson, the learner should be able to: Outline details of an invoice.	Examine an invoice. Probing questions on details of an invoice; Discussion. Examine an invoice.	Invoices.	New Inventor K.L.B. BK IV. Pg. 3-4	
	3	SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY	Invoice.	By the end of the lesson, the learner should be able to: Outline details of an invoice.	Examine an invoice. Probing questions on details of an invoice; Discussion.	Invoices.	New Inventor K.L.B. BK IV. Pg. 3-4	
	4	SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY	Debit note and credit note.	By the end of the lesson, the learner should be able to: Define a debit note and a credit note. Explain purposes of credit notes and credit note.	Examine a debit note and a credit note. Brief discussion on features of the notes.	Debit note and credit note.	New Inventor K.L.B. BK IV. Pg. 5-6	
2	1	SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY	Payment voucher &	By the end of the lesson, the learner should be able to: Identify entry features of a	Examine a payment voucher & petty	Payment voucher & petty cash voucher.	New Inventor K.L.B. BK IV. Pg 6-7	

Inventor Schemes Of Work Business Studies

EW Minium



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