

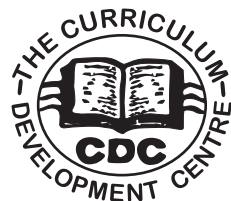


Republic of Zambia

MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION

BUSINESS STUDIES SYLLABUS

GRADE 8 - 9



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VISION

Quality, lifelong education for all which is accessible, inclusive and relevant to individual, national and global needs and value systems

TABLE OF CONTENTS

VISION -----	ii
PREFACE-----	vi
ACKNOWLEDGEMENT-----	vii
INTRODUCTION-----	viii
TEACHING METHODOLOGIES-----	viii
TIME ALLOCATION-----	viii
ASSESSMENT -----	viii
RATIONALE-----	ix
GENERAL OUTCOMES OF BUSINESS STUDIES SYLLABUS	x
GRADE 8 -----	1
General Outcomes: -----	1
Key Competences: -----	1
8.1 An Office -----	2
8.2 Entrepreneurship-----	3
8.3 Office Stationery and Equipment -----	8
8.4 Business Transactions-----	8
8.5 Business Documents -----	9
8.6 Source Documents -----	9
8.7 Books of Original Entry -----	9
8.8 Classes of Accounts -----	10
8.9 Ledger -----	10
8.10 Trial Balance:-----	10

GRADE 9 -----	11
General Outcomes -----	11
Key Competences-----	11
9.1 Final Accounts -----	12
9.2 Wages and Salaries -----	12
9.3 Personal Financial Management -----	13
9.4 Banking -----	14
9.5 Filing -----	15
9.6 Postal and Telecommunication Services-----	16
9.7 Commonly Used Business Abbreviations -----	17
9.8 Entrepreneurship-----	
 Appendix I: Scope and Sequence -----	 19

PREFACE

The syllabus was produced as a result of the Curriculum review process carried out by the Ministry of Education, Science, Vocational Training and Early Education under the auspices of the Curriculum Development Centre (CDC). The curriculum reform process started way back in 1999 when the Ministry of Education commissioned five (5) curriculum studies which were conducted by the University of Zambia. These studies were followed by a review of the lower and middle basic and primary teacher education curriculum. In 2005 the upper basic education National survey was conducted and information from learners, parents, teachers, school managers, educational administrators, tertiary institutions traditional leaders civic leaders and various stakeholders in education was collected to help design a relevant curriculum.

The recommendations provided by various stakeholders during the Upper Basic Education National survey of 2005 and National symposium on curriculum held in June 2009 guided the review process.

The review was necessitated by the need to provide an education system that would not only incorporate latest social, economic, technological and political developments but also equip learners with vital knowledge, skills and values that are necessary to contribute to the attainment of Vision 2030.

The syllabus has been reviewed in line with the Outcomes Based Education principles which seek to link education to real life experiences that give learners skills to access, criticize, analyze and practically apply knowledge that help them gain life skills. Its competences and general outcomes are the expected outcomes to be attained by the learners through the acquisition of knowledge, skills, techniques and values which are very important for the total development of the individual and the nation as a whole.

Effective implementation of Outcomes Based Education requires that the following principles be observed: clarity of focus, Reflective designing, setting high expectations for all learners and appropriate opportunities.

It is my sincere hope that this Outcomes Based syllabus will greatly improve the quality of education provided at Junior Secondary School as defined and recommended in various policy documents including Educating Our Future` 1996 and the `Zambia Education Curriculum Framework `2013.



Chishimba Nkossa
Permanent Secretary

MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION.

ACKNOWLEDGEMENTS

The syllabus presented here is a result of broad-based consultation involving several stakeholders within and outside the education system.

Many individuals, institutions and organizations were consulted to gather their views on the existing syllabus and to accord them an opportunity to make suggestions for the new syllabus. The Ministry of Education wishes to express heartfelt gratitude to all those who participated for their valuable contributions, which resulted in the development of this syllabus.

The Curriculum Development Centre worked closely with other sister departments and institutions to create this document. We sincerely thank the Directorate of Teacher Education and Specialized Services, the Directorate of Planning and Information, the Directorate of Human Resource and Administration, the Directorate of Open and Distance Education, the Examinations Council of Zambia, the University of Zambia, schools and other institutions too numerous to mention, for their steadfast support.

We pay special tribute to co-operating partners especially JICA and UNICEF for rendering financial technical support in the production of the syllabus.



C.N.M Sakala (Mrs)

Director-Standard and Curriculum

MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION

INTRODUCTION

This syllabus has been produced against the background of National Policy on Education Document (1996) **Educating Our Future**. In the National Policy on Education Document, Business Subject is stressed as essential for starting and running a business, for work and entrepreneurship. It incorporates the acquisition of both academic and entrepreneurship skills.

TEACHING METHODOLOGIES

The methodologies to be used shall be:

- a) Teacher exposition
- b) Question and answers
- c) Group/pair activities (Project work- company formation)
- d) Educational visits (visits to various relevant sites)
- e) Teaching/learning aids to help pupils understand the topics
- f) Role play
- g) Debate

TIME ALLOCATION

The Business Studies syllabus comprises a two-year course thus, Grade 8 and 9. Five (5) periods of 40 minutes each per week arranged as 2 doubles and 1 single.

ASSESSMENT

The assessment in Business Studies shall be conducted as follows:

- a) Home work
- b) Class quizzes
- c) Mid-Term Tests
- d) End of Term Examinations
- e) Final (National) Examination (Grade 9).

RATIONALE

The purpose of Business course is to provide the learner with some basic knowledge, productive skills and positive values and attitudes on financial, commercial and entrepreneurial ideas necessary for making effective economic and social decisions. This will assist in developing the learner's interest and talent in business through critical evaluation rather than by just accepting information as facts. It will also assist the learner to appreciate business education as a tool for national development.

GENERAL OBJECTIVES OF BUSINESS STUDIES SYLLABUS

- a) Acquire entrepreneurial knowledge, skills, positive attitudes and values in order to enhance running of business ventures.
- b) Attain knowledge, skills and values in order to competently perform office procedures and financial tasks.

GRADE 8

GENERAL OUTCOMES:	KEY COMPETENCES:
<ul style="list-style-type: none">• Acquire basic knowledge, skills and values of an office• Acquire knowledge, skills and values of entrepreneurship• Develop an understanding of different types of office stationery, equipment and their uses• Acquire knowledge, Skills and values on recording business transactions from business documents into books of accounts	<ul style="list-style-type: none">• Demonstrate acceptable office etiquette• Demonstrate qualities of a good entrepreneur• Ability to record business transactions in the books in the books of accounts

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
8.1 AN OFFICE	8.1.1 Functions of an Office	8.1.1.1 State the functions of an office	<ul style="list-style-type: none"> • Computing • Analyzing data • Storing data • Planning(Research for more) 		<ul style="list-style-type: none"> • Appreciating the functions of an office
	8.1.2 Types of offices	8.1.2.1 Identify the types of offices	<ul style="list-style-type: none"> • Open Office • Closed Office • Virtual office 	<ul style="list-style-type: none"> • Identifying different types of offices 	<ul style="list-style-type: none"> • Awareness of the types of offices
	8.1.3 Organizational Chart	8.1.3.1 Interpret an organizational chart 8.1.3.2 State functions of each department	<ul style="list-style-type: none"> • Administration • Accounts/Finance • Human Resource • Marketing/Advertising/Sales • Procurement/Purchasing • Planning • Maintenance/Engineering • Transport and logistics • Legal 	<ul style="list-style-type: none"> • Interpreting organizational chart • Analytical 	<ul style="list-style-type: none"> • Awareness of the function of different departments In an organisation
	8.1.4 Job opportunities	8.1.4.1 Identify the job opportunities available	<ul style="list-style-type: none"> • Managing Director • General Manager • Financial Manager • Accounts clerks • Registry clerks 	<ul style="list-style-type: none"> • Identifying job opportunities 	<ul style="list-style-type: none"> • Knowledge about job opportunities in the office
	8.1.5 Office Etiquette	8.1.5.1 Describe acceptable office etiquette	<ul style="list-style-type: none"> • Appearance • Reliability • Punctuality • Loyalty • Courtesy • Responsibility 	<ul style="list-style-type: none"> • Application of accepted office etiquette 	<ul style="list-style-type: none"> • Appreciating the importance of office etiquette

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
8.2 ENTREPRE- NEURSHIP	8.2.1. Entrepreneur	8.2.1.1 Explain entrepreneurship	<ul style="list-style-type: none"> • Meaning of entrepreneurship 	<ul style="list-style-type: none"> • Entrepreneurship skills 	<ul style="list-style-type: none"> • Appreciating the importance of engaging in entrepreneurship activities
		8.2.1.2 Explain qualities of a good entrepreneur (characteristics)	<ul style="list-style-type: none"> • Meaning of entrepreneur • Open to criticism • Hard work • Independence and organised • Innovative • Responsive to feed back • Risk takeretc. 		<ul style="list-style-type: none"> • Knowledge about the qualities of an entrepreneur
		8.2.1.3 State ways of strengthening entrepreneurial abilities	<ul style="list-style-type: none"> • Help from other people, friends, family members, other business people. • Observe from successful business people • Training • Communication • Reading books • Activities being done in the communities • Motivational talks. 		

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
	8.2.2. Entrepreneurial Activities	8.2.2.1 Describe entrepreneurial activities found in the community	<ul style="list-style-type: none"> • Activities (e.g. farming, fishing, poultry, bee keeping, dairy, selling, transport, hair salon(All entrepreneurial activities)) 		<ul style="list-style-type: none"> • Awareness of the activities undertaken in the community. • Knowledge about the reasons for engaging into Entrepreneurship activities.
	8.2.3. Reasons for entrepreneurship	8.2.3.1. Explain reasons for entrepreneurship	<ul style="list-style-type: none"> • Ensure innovation and creativity • Encourage grass root development • Social progress / Growth • National development • Self reliance • Flexibility • Employer (self) • Create jobs • Maintain free enterprise • Promote healthy competition • Generate wealth/Profit • Spread prosperity • Enhance wealthy stability 		
	8.2.4. Types of Businesses	8.2.4.1. Identify different types of businesses	<ul style="list-style-type: none"> • Sole Trader • Partnerships • Cooperatives 		<ul style="list-style-type: none"> • Knowledge about the types of businesses

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
	8.2.5. Business Idea	8.2.5.1. Identify sources of business ideas	<ul style="list-style-type: none"> • Self, friends, family members, books, media existing business. 		<ul style="list-style-type: none"> • Awareness of sources of business ideas.
	8.2.6. SWOT Analysis	8.2.6.1. Explain SWOT analysis	<ul style="list-style-type: none"> • Strengths of the new idea • Weaknesses of the new idea • Opportunities of a new idea • Threats of a new idea 	<ul style="list-style-type: none"> • Analysing business opportunities 	<ul style="list-style-type: none"> • Knowledge about the importance of swot analysis
	8.2.7. Company Formation	8.2.7.1. Describe factors to consider before forming a company	Factors: <ul style="list-style-type: none"> • Locality, Start up capital, Trading hours, Source of raw materials, Competitors, Advertising, Banking. 		<ul style="list-style-type: none"> • Knowledge about the factors to consider before forming a company
		8.2.7.2. Describe the documents needed for the formation of different types of businesses.	<ul style="list-style-type: none"> • Partnership Deed, Articles of partnership, Articles of Association, Memorandum of Associations (as obtaining in the Companies (Act). Trading licence, business permits. 		<ul style="list-style-type: none"> • Awareness of the documents needed for the formation of the company.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
	8.2.8. Business Plan	8.2.8.1. State the contents of a Business Plan	Contents of a business plan: <ul style="list-style-type: none"> Executive summary, Business idea, Marketing plan, Form of business, Staff, Legal responsibilities and Insurance, Costing items, Financial planning Required start-up capital, source of start up capital etc. 		<ul style="list-style-type: none"> Knowledge about the contents of a business plan Knowledge about the use and importance of Business Plan
		8.2.8.2. Explain the contents of a Business Plan			
	8.2.8.3. Describe the functions of a Business Plan	Functions of a business plan: <ul style="list-style-type: none"> Provides more clearer and organised business ideas Leads to putting down of ideas into written documents An operational plan Used for sourcing loans from lending institutions Helps to determine viability of business idea Provides an answer as to the profitability of the business 			
	8.2.9. Financing businesses	8.2.9.1. Explain ways of financing businesses	Ways of financing businesses: <ul style="list-style-type: none"> Savings Bank loans Borrowing from friends or family members Leasing Sub letting 	<ul style="list-style-type: none"> Negotiation skills 	<ul style="list-style-type: none"> Knowledge about ways of financing a business.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
	8.2.10. Desirable business ethics	8.2.10.1. Explain desirable business ethics	Business ethics: Honesty, Integrity, Fairness, Loyalty, Dependability, Flexibility, Punctuality, Responsibility		<ul style="list-style-type: none"> • Knowledge about the importance of business ethics.
	8.2.11. Dealing with Fraud	8.2.11.1. Identify fraudulent situations.	Fraudulent Situations: Shopping Internet ATM Borrowing money from unreliable sources.	<ul style="list-style-type: none"> • Recognise fraudulent situations 	<ul style="list-style-type: none"> • Awareness of fraudulent situations
		8.2.11.2. Explain ways to stay protected from fraud	Ways of avoiding being a victim of fraud: <ul style="list-style-type: none"> • Checking change is correct • Keeping personal details safe • Being aware of risk • Knowing rights • Reading the terms and conditions on contracts. 		<ul style="list-style-type: none"> • Appreciation of being alert to fraudulent activities
		8.2.11.3. Describe the effects of frauds	Effects of fraud on victims <ul style="list-style-type: none"> • Lose money • Get into debt • Become bankrupt • Fall out with family members and friends Effects of fraud on fraudsters <ul style="list-style-type: none"> • Loss of trust among colleagues. • Black listed • Fraud conviction • Bad reputation 		<ul style="list-style-type: none"> • Appreciate the effects of fraud on people.

TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
			Knowledge	Skills	Values
8.3 OFFICE STATIONERY AND EQUIPMENT	8.3.1 Stationery and uses	8.3.1.1 Identify the different types of stationery 8.3.1.2 Store office stationery safely	<ul style="list-style-type: none"> • Paper, pens, rulers, envelopes, rubbers, stencils. • Ink / toner, carbon papers • correction fluid/Tipp-Ex • filling clips • pins etc. 	<ul style="list-style-type: none"> • Storing office stationery. 	<ul style="list-style-type: none"> • Appreciating the use of office stationery.
	8.3.2. Office equipment and uses	8.3.2.1. Identify the different types of office equipment 8.3.2.2. State the proper use of each office equipment 8.3.2.3. Store office equipment appropriately 8.3.2.4. Operate/use office equipment	<ul style="list-style-type: none"> • typewriters • ink/spirit duplicators • filing cabinets • staplers • hole punchers • telephones • intercoms • desk calendar • date stamp • Facsimile machine • Stylus pen • calculating machine • Photocopier, Copy printer, Computer, Shredder, Scanner, Guillotine etc. 	<ul style="list-style-type: none"> • Storing office Equipment • Operating office equipment. 	<ul style="list-style-type: none"> • Appreciating the use of office equipment.
8.4 BUSINESS TRANSACTIONS	8.4.1 Types of Business Transactions	8.4.1.1. Explain different types of business transactions	<ul style="list-style-type: none"> • Cash (Cash/Bank) • Credit • Barter 		<ul style="list-style-type: none"> • Knowledge about business transactions

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
8.5 BUSINESS DOCUMENTS	8.5.1 Types of business documents	8.5.1.1 Identify the different types of business documents 8.5.1.2 Draw different types of business documents 8.5.1.3 Fill in details in business documents correctly	<ul style="list-style-type: none"> • Enquiry • Order/Quotation • Catalogues • Estimates/Tender • Advice Note • Invoice • Receipts/Cash Sale • Petty Cash Voucher • Debit Note/Credit Note • Delivery /Consignment Notes/ • Goods Received Notes • Cheque • Cheque Counter foil/Cheque Stabs 	<ul style="list-style-type: none"> • Drawing business documents • Filling in business documents 	<ul style="list-style-type: none"> • Knowledge about the different types of business documents.
8.6 SOURCE DOCUMENTS	8.6.1 Types of source documents	8.6.1.1 Identify different types of source documents	<ul style="list-style-type: none"> • Invoice, Receipts, Cash Sale, Debit/Credit notes, Cheque, Cheque counterfoil/Stabs 	<ul style="list-style-type: none"> • Drawing source documents • Filling in source documents 	<ul style="list-style-type: none"> • Knowledge about source documents
8.7 BOOKS OF ORIGINAL ENTRY	8.7.1 Types of Books of Original Entry	8.7.1.1 Identify the books of original entry 8.7.1.2 Record business transactions from source documents into the books of original entry	<ul style="list-style-type: none"> • Purchases Day Book • Sales Day Book • Journal Proper/General Journal • Returns Inwards/Sales Returns • Returns Outwards/Purchases Returns • Cash Book(One, Two and Three Column) • Petty Cash Book (Imprest System) 	<ul style="list-style-type: none"> • Recording business transactions in the books of original entry. 	<ul style="list-style-type: none"> • Knowledge about the different types of books of original entry • Awareness of the importance of neatness when recording business transactions

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
8.8 CLASSES OF ACCOUNTS	8.8.1 Types of classes of Accounts	8.8.1.1 Identify the classes of Accounts 8.8.1.2 Explain the classes of Accounts	<ul style="list-style-type: none"> Nominal/Fictitious Accounts Real/Assets Accounts Personal Accounts 	<ul style="list-style-type: none"> Classification 	<ul style="list-style-type: none"> Knowledge and Awareness of classes of accounts
8.9 LEDGER	8.9.1 Double entry system	8.9.1.1 Identify the different types of ledgers 8.9.1.2 Post the transactions using the principle of double entry	<ul style="list-style-type: none"> General Ledger Purchases Ledger Sales Ledger Principle rule of double entry (debit the receiver and credit the giver) (golden rule of double entry bookkeeping) 	<ul style="list-style-type: none"> Posting (Recording) transactions in the books of Accounts using double entry system 	<ul style="list-style-type: none"> Knowledge about the different types of ledgers. Knowledge about the double entry system.
8.10 TRIAL BALANCE	8.10.1 Use of the Trial Balance	8.10.1.1 Prepare the Trial Balance	Trial Balance: <ul style="list-style-type: none"> Checking arithmetical errors of the ledger accounts Checking completion of double entry Preparing the Trial Balance Balancing 	<ul style="list-style-type: none"> Preparation of the Trial Balance 	<ul style="list-style-type: none"> Awareness of the importance of the Trial Balance in accounting circles.

GRADE 9

GENERAL OUTCOMES	KEY COMPETENCES
<ul style="list-style-type: none">• Acquire knowledge, skills and values on the preparation of final accounts• Acquire knowledge, skills and values on the preparation of wages and salaries.• Develop an understanding of personal financial management• Create an understanding of different types of financial institutions, services offered, types of accounts and documents used.• Acquire knowledge, skills and values on systems, methods and equipment used in filing• Acquire knowledge, skills and values of using postal & telecommunication services• Acquire knowledge, skills and values of Managing a business	<ul style="list-style-type: none">• Ability to prepare Final Accounts of a business• Ability to prepare personal budgets• Ability to manage a business

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.1 FINAL ACCOUNTS	9.1.1 Trading Account	9.1.1.1. Prepare trading Account 9.1.1.2 Calculate gross profit/loss	<ul style="list-style-type: none"> • Trading Account • Turnover (Net Sales) • Closing Stock • Cost of Sales • Gross Profit/Loss 	<ul style="list-style-type: none"> • Preparing the trading Account • Calculating net sales, cost of sales and Gross Profit or loss 	<ul style="list-style-type: none"> • Knowledge on the preparations of Trading Account
	9.1.2 Profit and Loss Account	9.1.2.1.Prepare profit and loss account 9.1.2.2.Calculate net profit/loss	<ul style="list-style-type: none"> • Profit and Loss Account • Income • Expenses • Net Profit/Loss 	<ul style="list-style-type: none"> • Preparing profit and loss Account • Calculating: Net /profit /loss 	<ul style="list-style-type: none"> • Knowledge on the preparations of Profit and Loss Account.
	9.1.3 Balance Sheet (Statement of Financial Position)	9.1.3.1. Prepare Balance Sheet 9.1.3.2.Calculate Capitals	<ul style="list-style-type: none"> • Balance Sheet • Capital (all types of capitals) • Assets: <ul style="list-style-type: none"> ○ Fixed ○ Current (include Closing Stock) • Liabilities:Long Term Current 	<ul style="list-style-type: none"> • Preparing balance sheet • Calculating all types of capitals 	<ul style="list-style-type: none"> • Knowledge on the preparations of the Balance Sheet. • Awareness of the importance of neatness in business circles.
9.2 WAGES AND SALARIES	9.2.1. Wages and Salaries	9.2.1.1. Explain wages and salaries. 9.2.1.2. Prepare Time Cards 9.2.1.3. Prepare wage sheets 9.2.1.4. Prepare pay slips 9.2.1.5 Calculate Gross and Net pays	<ul style="list-style-type: none"> • Wage • Salary • The Time Card • Wage Sheet • Pay slips • Deductions: <ul style="list-style-type: none"> ○ Voluntary ○ Statutory 	<ul style="list-style-type: none"> • Preparing Wages, salaries • Calculating Gross and Net pays 	<ul style="list-style-type: none"> • Knowledge about the preparation of wages and Salaries and calculations of net pays. • Awareness of the importance of accuracy when preparing wages and salaries.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.3 PERSONAL FINANCIAL MANAGEMENT	9.3.1. Savings	9.3.1.1.Explain personal financial Management	<ul style="list-style-type: none"> • Goal setting • Savings: Personal bank Account, traditional methods 	<ul style="list-style-type: none"> • Goal setting • Financial management 	<ul style="list-style-type: none"> • Knowledge about the importance of Personal Financial Management.
	9.3.2 Investments	9.3.2.1. State methods of Investment.	<ul style="list-style-type: none"> • Entrepreneurship • Running a small business • Farming • Bonds • Shares 	<ul style="list-style-type: none"> • Investment 	<ul style="list-style-type: none"> • Knowledge and awareness of importance of investments.
	9.3.3. Budgeting	9.3.3.1.Describe types of budgets	<ul style="list-style-type: none"> • Individual (personal) • Home • National 	<ul style="list-style-type: none"> • Budgeting 	<ul style="list-style-type: none"> • Knowledge and awareness about importance of budgeting.
		9.3.3.2 Explain reasons for budgeting 9.3.3.3. Draw a personal budget	<ul style="list-style-type: none"> • Control measure • Guide • Transparency etc 		

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.4 BANKING	9.4.1 Types of Financial Institutions	9.4.1.1 Identify different types of financial institutions	<ul style="list-style-type: none"> • Commercial Banks • Building Society • Credit Union and Savings Associations • National Savings and Credit Bank • Micro Finance Companies • Bureau De-change 		<ul style="list-style-type: none"> • Awareness of the types of financial institutions.
	9.4.2 Services offered by financial institutions	9.4.2.1 Identify services offered by financial institutions 9.4.2.2 Explain the services offered by financial institutions	<ul style="list-style-type: none"> • Banking • Loan facilities • Issuance of foreign exchange • Bank transfers • Credit transfer • Direct debit • Standing orders • Automated Teller Machine (ATM) facility • Points of Sale (POS) • Any other services 		<ul style="list-style-type: none"> • Awareness of the service offered by the financial institutions. • Appreciating the services offered by the financial institutions.
	9.4.3 Types of Accounts	9.4.3.1. Identify types of accounts offered by financial institutions 9.4.3.2. Explain types of accounts offered by financial institutions	<ul style="list-style-type: none"> • Current Account • Savings Account • Deposit Account • Save as you earn • Investments Account (Building Societies) 		<ul style="list-style-type: none"> • Awareness of the types of accounts offered by the financial institutions. .

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
	9.4.4 Documents used in Banking	9.4.4.1. Identify types of documents used in banking 9.4.4.2. Draw documents used in Banking. 9.4.4.3. Fill in documents used in banking.	<ul style="list-style-type: none"> • Bank statement • Pay-in-slip • Withdrawal slip • Deposit slip • Cheque book • Automated Teller Machine (ATM) cards (Credit/Visa) 	<ul style="list-style-type: none"> • Drawing documents used in banking. • Filling in the documents used in banking. 	<ul style="list-style-type: none"> • Awareness of the documents used in banking.
9.5 FILING	9.5.1 Filing Systems	9.5.1.1. Identify filing systems	<ul style="list-style-type: none"> • Central • Departmental 	<ul style="list-style-type: none"> • Record keeping 	<ul style="list-style-type: none"> • Awareness of the types of filing systems.
	9.5.2 Filing Methods	9.5.2.1 Identify methods of filing 9.5.2.2 File documents using different methods	<ul style="list-style-type: none"> • Alphabetical • Geographical • Numerical • Chronological • Subject 	<ul style="list-style-type: none"> • Record keeping 	<ul style="list-style-type: none"> • Knowledge about the different methods of filing.
	9.5.3 Filing Equipment	9.5.3.1 Identify types of filing equipment	<ul style="list-style-type: none"> • Spike • Flat • Box • Vertical • Lateral 	<ul style="list-style-type: none"> • Record keeping 	<ul style="list-style-type: none"> • Awareness of the types equipment used in filing.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.6 POSTAL AND TELECOMMUNICATION SERVICES	9.6.1 Postal Services	9.6.1.1 Identify postal services 9.6.1.2 Demonstrate use of postal services	<ul style="list-style-type: none"> • Mail • Courier Services • Poste Restante • Railex • Express Mail • Registered Mail • Datapost • Parcels • Business Reply • Cards, Circulars, Printed Matter • Money Orders, Money transfer, Postal Orders, Cash on Delivery • Post Boxes and Private Bags • Free Post, Franking 	<ul style="list-style-type: none"> • Identifying postal services 	<ul style="list-style-type: none"> • Appreciating the services offered by the post office. • Awareness on the services offered by the post office.
	9.6.2 Telecommunication Services	9.6.2.1. Identify telecommunication services 9.6.2.2. Demonstrate use of telecommunication services	<ul style="list-style-type: none"> • Telephone • Telex • Telegram • Phonograms • Radio Messages • Fascimile • Mobile Phones • Internet • Facsimile 	<ul style="list-style-type: none"> • Communication Skills 	<ul style="list-style-type: none"> • Appreciating services offered by the telephone and mobile service providers • Awareness on the services offered by the telephone and mobile service providers.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.7 COMMONLY USED BUSINESS ABBREVIATIONS	9.7.1 Business Abbreviations	9.7.1.1. Identify the commonly used business abbreviations	<ul style="list-style-type: none"> • A/c Account • Bal. Balance • B/d. Brought down • B/f. Brought forward • C.A.I. Cash Against Invoice • C.W.O. Cash With Order • c/d. Carried down • c/f. Carried forward • chq. Cheque • Co. Company • ATM. Automated Teller Machine etc. 		<ul style="list-style-type: none"> • Awareness of the different types of commonly used business abbreviations.

Topic	Sub-Topic	Specific Outcome	Content		
			Knowledge	Skills	Values
9.8 ENTREPRENEUR SHIP	9.8.1. Business management	9.8.1.1 Describe a business management sheet 9.8.1.2 Prepare the business management sheet. 9.8.1.3 Fill in the management sheet	<ul style="list-style-type: none"> • Financial control • Production of goods and services • Quality control • Stock control • Marketing • Selling of goods and services • Record keeping • Banking • Packing • Grading • Pricing • Investing and expanding • Resources • Time • Clients 	<ul style="list-style-type: none"> • Preparing a business management sheet • Filling in a business management sheet 	<ul style="list-style-type: none"> • Knowledge about business management. • Knowledge about business management sheet.
	9.8.2 Managing Business Finances	9.8.2.1. Explain ways of Managing Business Finances	<ul style="list-style-type: none"> • Financial Control • Banking: - Deposits, Withdrawals, Loans 	<ul style="list-style-type: none"> • Controlling business finances 	<ul style="list-style-type: none"> • Knowledge about managing business finances
	9.8.3 Keeping Financial Records	9.8.3.1.Explain basic financial records 9.8.3.2.Prepare basic financial records	<ul style="list-style-type: none"> • Income and Expenditure records • Balance Sheets • Business reports 	<ul style="list-style-type: none"> • Recording business transactions 	<ul style="list-style-type: none"> • Knowledge about reading business transactions.
	9.8.4 Dissolution of Companies	9.8.4.1. State reasons for dissolving companies	<ul style="list-style-type: none"> • Bankruptcy • End of time frame • Partnership disagreement • Pay back of start-up capital 		<ul style="list-style-type: none"> • Knowledge about dissolution of companies.

