

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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Table of Contents Inventor Schemes Of Work Business Studies

1. Understanding the eBook Inventor Schemes Of Work Business Studies
 - The Rise of Digital Reading Inventor Schemes Of Work Business Studies
 - Advantages of eBooks Over Traditional Books
2. Identifying Inventor Schemes Of Work Business Studies
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Inventor Schemes Of Work Business Studies
 - User-Friendly Interface
4. Exploring eBook Recommendations from Inventor Schemes Of Work Business Studies
 - Personalized Recommendations
 - Inventor Schemes Of Work Business Studies User Reviews and Ratings
 - Inventor Schemes Of Work Business Studies and Bestseller Lists

5. Accessing Inventor Schemes Of Work Business Studies Free and Paid eBooks
 - Inventor Schemes Of Work Business Studies Public Domain eBooks
 - Inventor Schemes Of Work Business Studies eBook Subscription Services
 - Inventor Schemes Of Work Business Studies Budget-Friendly Options
6. Navigating Inventor Schemes Of Work Business Studies eBook Formats
 - ePub, PDF, MOBI, and More
 - Inventor Schemes Of Work Business Studies Compatibility with Devices
 - Inventor Schemes Of Work Business Studies Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Inventor Schemes Of Work Business Studies
 - Highlighting and Note-Taking Inventor Schemes Of Work Business Studies
 - Interactive Elements Inventor Schemes Of Work Business Studies
8. Staying Engaged with Inventor Schemes Of Work Business Studies
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Inventor Schemes Of Work Business Studies
9. Balancing eBooks and Physical Books Inventor Schemes Of Work Business Studies
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Inventor Schemes Of Work Business Studies
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Inventor Schemes Of Work Business Studies
 - Setting Reading Goals Inventor Schemes Of Work Business Studies
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Inventor Schemes Of Work Business Studies
 - Fact-Checking eBook Content of Inventor Schemes Of Work Business Studies
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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