

SCHEME OF WORK

Name of Teacher:

Year: 2024

Class/Stream: FORM FOUR

Name of School:

Term: I & II

Subject: BOOK KEEPING

Co mp ete nce	Gener al Object ive	M o n t h	W e e k	Main Topic	Sub-topi c	P e r i o d s	Teaching Activities	Learning Activities	T/L Material	References	Assessment	Remarks
------------------------	------------------------------	-----------------------	------------------	---------------	---------------	---------------------------------	---------------------	---------------------	--------------	------------	------------	---------

SCHEME OF WORK

Name of Teacher:

Year: 2024

Class/Stream: FORM FOUR

Name of School:

Term: I & II

Subject: BOOK KEEPING

- D O - S T U D E N T S H O U L D B E A B L E T O R E C O R D V A R I O U S	-	F	3	BILL OF EXCHAN GE	<ul style="list-style-type: none"> ● Nature of bill of exchange 	8	<ul style="list-style-type: none"> ● Lead students to discuss the meaning of <ul style="list-style-type: none"> - Bill of exchange. - Nature of bill of exchange. - Guide students to discuss accounts for bill of exchange. - Lead students to record: <ul style="list-style-type: none"> ● Interest accrued A/C 	<ul style="list-style-type: none"> ● Pupils should be able to define bill of exchange. <ul style="list-style-type: none"> - Nature of bill of exchange. ● To discuss and be able to draw accounts concerning bill received eg. Interest account, endorsement of the bill. ● Pupil to be able to open all accounts on bill payable e.g interest accrued. 	<ul style="list-style-type: none"> ● Specimen bill of exchange. 	<ul style="list-style-type: none"> ● Business accounting by Frank Wood. 	<ul style="list-style-type: none"> ● Asking oral questions about <ul style="list-style-type: none"> - Bill & nature of bill. 		
	-	E	4		JOINT VENTUR E	<ul style="list-style-type: none"> ● Accounts for bill receivable. 	8	<ul style="list-style-type: none"> ● Dishonoured of bill of exchange. ● Discounting a bill of exchange. - Lead students to discuss on bill payable. 	<ul style="list-style-type: none"> ● Pupils should be able to define joint venture. ● Pupils should be able to open accounts of both parties on joint venture. ● To discuss and be able to determine profit/loss in joint venture. 	<ul style="list-style-type: none"> ● Films showing traders and use of bill of exchange. 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● Given home work and mark for proofing. 	
	-	R	1			JOINT VENTUR E	<ul style="list-style-type: none"> ● Accounts for bill payable 	8	<ul style="list-style-type: none"> ● Guide students to define: <ul style="list-style-type: none"> - Joint venture. - How to open A/Cs both parties. ● To discuss with pupils how to determine profit/loss of joint venture 	<ul style="list-style-type: none"> ● Pupils should be able to define joint venture. ● Pupils should be able to open accounts of both parties on joint venture. ● To discuss and be able to determine profit/loss in joint venture. 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● Give n class work and marked for clearance.
	-	A	2				JOINT VENTUR E	<ul style="list-style-type: none"> ● Books of partners/ventures 	8	<ul style="list-style-type: none"> ● To discuss with pupils how to determine profit/loss of joint venture 	<ul style="list-style-type: none"> ● To discuss and be able to determine profit/loss in joint venture. 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● " " " "
-	Y	3	JOINT VENTUR E	<ul style="list-style-type: none"> ● Books of partners/ventures 				8	<ul style="list-style-type: none"> ● To discuss with pupils how to determine profit/loss of joint venture 	<ul style="list-style-type: none"> ● To discuss and be able to determine profit/loss in joint venture. 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● Give n class work and marked for clearance.
-	J	4		JOINT VENTUR E	<ul style="list-style-type: none"> ● Books of partners/ventures 			8	<ul style="list-style-type: none"> ● To discuss with pupils how to determine profit/loss of joint venture 	<ul style="list-style-type: none"> ● To discuss and be able to determine profit/loss in joint venture. 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● " " " " 	<ul style="list-style-type: none"> ● Give n class work and marked for clearance.

SCHEME OF WORK

Name of Teacher:
 Year: 2024
 Class/Stream: FORM FOUR

Name of School:
 Term: I & II
 Subject: BOOK KEEPING

TR A N S A C T I O N S C O N C E R N B U S I N E S S.	AND REC ORD S											
--	----------------------------------	--	--	--	--	--	--	--	--	--	--	--

C o m p e t e n c e	G e n e r a l O b j e c t i v e	M o n t h	W e e k	M a i n T o p i c	S u b- t o p i c	P e r i o d s	T e a c h i n g A c t i v i t i e s	L e a r n i n g A c t i v i t i e s	T/ L M a t e r i a l	R e f e r e n c e s	A s s e s s m e n t	R e m a r k s

SCHEME OF WORK

Name of Teacher:

Name of School:

Year: 2024

Term: I & II

Class/Stream: FORM FOUR

Subject: BOOK KEEPING

Students should be able to distinguish various book keeping systems concerned with financial matters and records.	APRIL	1								
		2								
		3	CONSIGNMENT	CONSIGNOR AND CONSIGNEE BOOK	12	<ul style="list-style-type: none"> - To discuss with pupil the meaning of consignment. • To discuss with pupils consignee and consignors book. 	<ul style="list-style-type: none"> - Pupils should be able to discuss meaning of consignment. - Pupil should be able to discuss and open books of consignor and consignee. 	<ul style="list-style-type: none"> - Video showing foreign trade. 	<ul style="list-style-type: none"> • Business accounts by Frank Wood I. • Book keeping Book two. 	<ul style="list-style-type: none"> • Asking the meaning of consignment and its advantage.
		4		Profit and loss A/C		<ul style="list-style-type: none"> • Discuss with pupils on how to prepare: <ul style="list-style-type: none"> - Profit and loss a/c. - Account sales. - How to find unsold goods. 	<ul style="list-style-type: none"> • Pupils should be able to prepare profit and loss A/C <ul style="list-style-type: none"> - Account sales. - To find unsold goods. 			
		1								
		2	Partnership	Basic characteristics of partnership. Accounts for partnership.	8	<ul style="list-style-type: none"> • To discuss with pupils the basic characteristic of partnership. • Advantages and disadvantages of partnership. • Lead students to discuss <ul style="list-style-type: none"> - Partners capital ratio. - Earning to partners. 	<ul style="list-style-type: none"> • Pupils to discuss meaning of partnership. • Pupil to discuss the basic characteristics of partnership. - Pupils should be able to allocate: <ul style="list-style-type: none"> • Partners capital ratio. • Earning to partners. 	<ul style="list-style-type: none"> - Specimen of partnership deed. 	<ul style="list-style-type: none"> • Business account by Frank Wood. 	<ul style="list-style-type: none"> • Asking question for partnership types of partnership
3						“	“			

SCHEME OF WORK

Name of Teacher:

Name of School:

Year: 2024

Term: I & II

Class/Stream: FORM FOUR

Subject: BOOK KEEPING

t i o n s c o n c e r n w i t h b u s i n e s s .															
Comp etenc e	General33 Objective https:// chat.whatsapp .com/KGmXo0Q YEGi8GTIEI1Nwqi	M o n t h	W e e k	Main Topic	Sub-t opic	P e r i o d s	Teaching Activities	Learning Activities	T/L Material	References	Assessment	Remarks			

SCHEME OF WORK

Name of Teacher:

Year: 2024

Class/Stream: FORM FOUR

Name of School:

Term: I & II

Subject: BOOK KEEPING

STUDENTS SHOULD BE ABLE TO DIFFERENTIATE VARIOUS CONCEPTS AND USE THE TERMINOLOGIES OF ACCOUNTS WITH CLARITY FOR THE PURPOSE OF EFFECTIVE COMMUNICATION AND CONTROL OF BUSINESS.	4	DEPARTMENTAL ACCOUNTS ELEMENT OF AUDITING	Admission of a new partner Final accounts for departmental	4	<ul style="list-style-type: none"> To discuss with pupils on the account for admission of a new partner. 	<ul style="list-style-type: none"> Pupils should be able to open accounts for admission of a new partner. 	<ul style="list-style-type: none"> Posters with a list of partnership. 	<ul style="list-style-type: none"> Business account Frank Wood. 	<ul style="list-style-type: none"> Given class work and marked in the class. 	
	1		8	<ul style="list-style-type: none"> To discuss with pupils meaning of departmental A/C Lead students to reach conclusion and application of departmental final account. 	8	<ul style="list-style-type: none"> Pupils to be able to prepare departmental final account. To prepare departmental final account. 	<ul style="list-style-type: none"> Chart to show departmental account. 	<ul style="list-style-type: none"> Financial account by Frank Wood. 	<ul style="list-style-type: none"> Asking oral questions which marks the meaning of departmental account. 	
	2		8	8	<ul style="list-style-type: none"> Discuss with pupils departmental balance sheet. 	8	<ul style="list-style-type: none"> To discuss with pupils meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> Pupils should be to prepare balance sheet for department. To discuss meaning of auditing. Pupils to state able to prepare auditing. Pupils to be able to prepare audit report. Pupils to be able to explain audit working paper. 	<ul style="list-style-type: none"> Wall chart posters on internal or external auditor. 	<ul style="list-style-type: none"> Asking questions which prove understand of the concept.
	3		8	8	8	8	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> Wall chart posters on internal or external auditor. 	<ul style="list-style-type: none"> Asking questions which prove understand of the concept.
4	8	8	8	8	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> Wall chart posters on internal or external auditor. 	<ul style="list-style-type: none"> Asking questions which prove understand of the concept. 		
4	8	8	8	8	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> To discuss with pupil meaning of auditing. State types of auditing. Discuss with pupils on audit report. To mention and explain types of working paper to pupils. 	<ul style="list-style-type: none"> Wall chart posters on internal or external auditor. 	<ul style="list-style-type: none"> Asking questions which prove understand of the concept. 		

SCHEME OF WORK

Name of Teacher:
Year: 2024
Class/Stream: FORM FOUR

Name of School:
Term: I & II
Subject: BOOK KEEPING