Name of teacher: Mr. Mosses Name of School: FEZA BOYS'

Year: **2014** TERM: **1 to 2**

	Ge	M	W		Sub-to	Р						
Со	ne	o	е	Main	pic	e						
mp	ral	n	е	Topic		r	Teaching Activities	Learning Activities	T/L Material	References	Assessment	Remarks
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Name of teacher: Mr. Mosses Name of School: **FEZA BOYS'**

Year: **2014** TERM: **1 to 2**

Stu	Th	2	воок	Introduct	6	Explain to students	Listening.	Manila	• B	• Students
den	e	F	KEEPING	ion to		about the subject	 Discussing about the 	card	ook	should be
ts	st	E 3	SUBJECT	book		matter.	concept given by	showing	keeping	able to
sho	ud	В	MATTER	keeping		 Guide students to 	teacher to come up	the	book	use all
uld	en	R 4		and key		define the role of book	with correct answer.	different	one	terminolo
be	ts	U		concept		keeping.	 Asking question if 	transactio	first	gies in the
abl	sh	Α				 Explain to students 	any.	n and	page.	daily life.
e to	ou	R				the concept of		terminolo		Eg.
use	ld	Υ				business entry, going		gies		Business
ter	be	J				concern.		concern		entity
min	ab	Α						with book		Going
olo	le	N						keeping.		concern.
gy	to	U								
of	de	A 1 st	PRINCIPLE	Business	6	Guide students to	Listening.			
acc	fin	R	OF	transacti		explain the meaning of	Discuss in groups of	u		"
oun	e	Y 2 ⁿ	DOUBLE	on		business transactions.	two to four students		u	
t	an	d	ENTRY	Determi		 Explain to students 	to come up with			
wit	d		SYSTEM	nation		how to balance off	ledger, and how to			
h	ex	3 rd		of		account.	show debit and credit			
clar	pl	F		accounti		 Discuss with students 	side of the book.			
ity	ai	E 4 th		ng		the main points.				
or	n	В	All sub	balance						
the	th	R	topic							
pur	e	U			2	Administer test	Doing test.			
pos	su	Α			_				u	
e of	bj	R								
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Name of teacher: Mr. Mosses

Name of School: FEZA BOYS'

Year: 2014 TERM: 1 to 2

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Year: 2014 TERM: 1 to 2

_	Clas	ss/strea	III. FU	KIVI UI	NC						Subject:	BOOK KEEPING	_
Γ	S	Us		1 st	CLASSIFICA	Classes of	4	Discuss with pupils to	Listening carefully.	Prepared	• Book		
	t	e	Α		TION OF	Account		arrive to the classes of	 Taking notes where 	manila card	one		
	u	th	Р		ACCOUNT			Account.	necessary.	showing	Book		
	d	e	R					Real, personal and	 Asking questions to 	classification	Keeping		
	e	ter	1					impersonal.	clarify the concept.	of account.	pg. 68		
	n	mi	L					 Debtors, creditors and 					ı
	t	nol	M	2 nd				nature of the business.					ı
	s	ogi	Α										ı
	s	es	R										ı
	h	of	С										ı
	0	bu	Н								BREAK		ı
	u	sin		3 rd	M I D	TERM		T E S T	A N D	MIDTERM			ı
	1	ess											
	d	wit											ı
	b	h	F	4 th									ı
	e	cla	Ε										ı
	a	rit	В								Book		ı
	b	У	R	1 st	TRIAL	Meaning		 Lead students to define 	 Lead the students to 	Trial Balance	keeping		ı
	1	for	U		BALANCE	and	4	trial balance.	define the TRIAL	chart in manila	Book one.		ı
	e	th	Α	l .		nature of		 How to record ledgers 	BALANCE.	card.			ı
	t	e	R	2 nd		TRIAL		balances in trial	How to record ledger				ı
	0	pu	Υ			BALANCE		balance.	balance in the TRIAL				ı
	С	rp						 Discuss with students 	BALANCE.				ı
	0	os						advantages and	 Discuss with students 				ı
	m	e						disadvantages.	advantages and				ı
	m	of							disadvantage of Trial				
	u	eff							Balance.				
	n	ect							Factors which do not				
	i	ive							affect Trial Balance.				١
	С	со							Guide students to				
	a	m							record transactions.				
	t	mu											
	e	nic											
	e	ati											
	f	on											
	f	an											١
	e	d											١
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Name of teacher: Mr. Mosses Name of School: FEZA BOYS'

Year: **2014** TERM: **1 to 2**

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Name of teacher: Mr. Mosses Name of School: **FEZA BOYS'**

Year: **2014** TERM: **1 to 2**

Stu	St		3 rd	STOCK	Opening	2	- Guide students to	- Listening	Book	Asking	
1			·	STOCK				_		_	
den	ud	M			stock &		give explanation	carefully.	keeping	overate	
ts	en	Α			closing		about stocks.	- Discuss how stock is	book one	question.	
sho	ts	Υ			stock		- How does closing	obtained.			
uld	sh	Α					stock obtained.	- How to find average			
be	ou	Р					- How to record stock.	stock.			
abl	ld	R					- Effect of stock to				
e to	be		4 th	AN SUB			gross profit.				
rec	ab	L		TOPIC			- Administer monthly	Monthly Test			
ord	le						test				
vari	to										
ous	dis										
tra	tin	F									
nsa	gui	E 1	1 st	CREDIT	Credit		- Lead the students to				
ctio	sh	В		TRANSAC	sales		record credit sales.				
ns	va	R		TION			- Explain the meaning				
con	rio	U					of full paid, part paid.				
cer	us	A 2	2 nd		Credit		- Explain meaning of				
l n	bo	R			purchas		credit purchases.				
bus	ok	Y			e					Asking	
ine	ke		3 rd		-					questions	
SS.	ер									about	
33.	ing									Debtors &	
	sys									Creditors in	
	te			AN SUB			- To administer test.			business.	
	m		4 th	TOPIC			io administer test.	To attempt test given		Dasiness.	
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Name of School: FEZA BOYS'

Name of teacher: Mr. Mosses

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Year: **2014** TERM: 1 to 2 Class/Stream: FORM ONE Subject: **BOOK KEEPING** m att ers an d re co rd s. W Sub-t Ρ Ge Co opic ne 0 Main e е mp n Topic r **Teaching Activities Learning Activities** T/L Material References Remarks ral Assessment е ete i Ob t k nce o jec h d tiv

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Name of teacher: Mr. Mosses Name of School: **FEZA BOYS'**

Year: 2014 TERM: 1 to 2

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ents	de	J		TER	MI		N	Α	L	E	Χ	Α	M	1	N	Α	Т		- 1	O N		
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uld	sh	L																				
be	oul	Υ	3 rd																			
able	d	J																				
to	be	U	4 th																			
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effe	e																					
ctiv	ter	F																				
ely	mi	Е	2 nd																			
and	nol	В																				
cont	ogi	R																				
rol	es	U	3 rd	CORRECTION	All topic	2	- Lead	d stud	ents to	-	То со	rrect wh	nere they									
the	of	Α		FOR	or sub		corr	ect th	eir mistakes.		have	done a	mistake .									
busi	acc	R		TERMINAL	topic																	
ness	ou	Υ		EXAMINATIO	appear in																	
	nts			N	test																	
	wit																					
	h						- Lead	d stud	ents to	•	Record	ling trar	nsactions									
	cla		4 th	ELEMENTARY	Trading	2	shov	N:			in the	trading	account.			Pri	nciple		• Give	en class		
	rify			TRADING	account		● Tr	ading	account.	•	Differe	ntiate c	pening			of			wor	k and		
	for			AND PROFIT			• St	ock at	open or		stock a	nd clos	ing			acc	ounts		che	ck out		
	th			AND LOSS			cle	ose.			stock.					vol	ume		in tl	ne class.	.	
	е			ACCOUNT					rofit or loss.	•	Gross	profit &	gross			one	j					
	pu								gross profit		loss.											
	rp						or	loss.		•	Final a	ccount.										
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Name of teacher: Mr. Mosses Name of School: FEZA BOYS'

Year: 2014 TERM: 1 to 2

Co m pe te	bu sin ess Gener Object e	 M o n t	W e e k	Main Topic	-	С	P e r Teaching Activition	es Learning A	ctivities	T/L Material	References	Assessment	Remarks
	mu nic ati on in co ntr ol of												

Name of teacher: Mr. Mosses Name of School: FEZA BOYS'

Year: 2014 TERM: 1 to 2

C																				
C	Stu	Students		1 st	ELEMENTAR	- Profit and	4	- Lead stu	dents to	define	- To	brain s	toking	and came			Fran	k	Gives class	l
	de	should be	S	1	Y TRADING	Loss		profit an				with m					woo		work and	i
l r	nts	able to	Е	2 nd	AND PROFIT	account.		net profi			-		Net pro				volu	me	check if they	l
	sho	distinguish	Р	1	AND LOSS	- Balance	4	net loss			_		Detern				one		have attempt	l
	uld	Students	T	3 rd	ACCOUNT	sheet		How net	profit o	r loss can	ti	ons of n							correctly.	l
	be	should be	E	`			4	be deter				et loss.								l
	abl	able to use	M	4 th								define	halance	e						l
	e	terminolo-	В	'				Define b	alance s	heet		neet.	balance	_						l
	to	various	E	1				 Lead stud 			_	ecord as	cetc an	Ч						l
	rec	book	R		BOOKS OF	Two		different				abilities		u						l
	ord	keeping	A	1	PRIME	column		statemer		ount and		alance s								l
	vari	systems	ĺΰ	1 st	ENTRY	cash book		Statemen	it.			alalice 3	neet.							l
	ous	concern	G	*	LININI	Casii book		How to r	ocord a	scots and	Т.	define	two							l
	Stu	gies of A/C	U	1						business		olumn ca		d.						l
	de	with clarity	S	1				balance		busilless		ecord tr					Book			l
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	e	records	E					column			р	rime ent	try							l
	to	control of	В	1				•		students to										l
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Name of teacher: Mr. Mosses Name of School: FEZA BOYS' Year: **2014** TERM: 1 to 2

Class	/Stream: FORM	NO N	E				Subject: B	OOK KEEPING	
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Stu	St		1 st	воокѕ	• Three	6	Define three column	To define three	Manila	Book	Asking
den	ud	N	_	OF	column	١	cash book guided by	column cash book.	card	keeping	questions
ts	en			PRIME	cash		teacher.	To record transaction	showing	one and	concern
	_	1 9	2 nd	ENTRY	book		Lead students to		school	1	with cash
sho	ts		2	ENIKY	DOOK			given in the three		two.	1
uld	sh						record transactions in	column cash book.	cash book.		book
be	ou	IM	o rd				the three column				shown.
abl	ld		3 rd				cash book				
e to	be	E									
rec	ab	R	4 th								
ord	le	q		All sub		2	Administer test	- Do the test			
vari	to	C		topic							
ous	dis	T									
tran	tin	d	1^{st}								
sact	gui	В									
ions	sh	Е		воокѕ	• Sales	6	 Guide students to 	To define sales day		Book	
con	va	R		OF	day		sales day book.	book.		keeping	
cer	rio			PRIME	book		Recording	 Recording transactions 		book	
n	us		2 nd	ENTRY	Purchas		transactions in the	in the sales journal.		one	
busi	bo				es day		sales journal.	Lead students to			
nes	ok	F			book		Lead students to	define purchases day			
S.	ke	E					define purchase	book.			
	ер	В					journal.	Recording transactions			
	ing		3 rd				- Recording	in the purchases			
	sys		•				transactions in the	journal.			
	te		4 th				purchases journal.	Journal.			
	m		7				parchases journal.				
	co			E X			l I N A	T I O N	W E	l E K	
	nc			E X	A M		I N A	T I O N	VV E	E K	
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