

THIRD TERM SCHEME OF WORK

Week 1	Stock taking
Week 2	Erasing Techniques (Alternative to Practical)
Week 3	Memorandum (A/Practical)
Week 4-5	Business Letter
Week 6	Simple Tabulation (A/Practical)
Week 7-8	Revision.
Week 9-10	Examination

WEEK 1

STOCK TAKING

Stock taking is the physical counting of goods in the store or warehouse so as to balance the physical stock with the book record.

Store is a room, building or place where raw materials, finished goods, spare parts, equipment and semi-finished goods are kept until they are needed.

Types of Stock Taking

1. Perpetual inventory: It is a method of checking and controlling stock regularly at any time. It involves the use of stock card.
2. Continuous Stock taking: It is the checking of few items of stock throughout the year. E.g. items regularly in use.
3. Periodic inventory: This is the checking of physical quantities of stock at a particular date.

Assignment 1: Mention 5 fixed assets.

Scheme Of Work On Business Studies 3rd Term

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