

Subject: Business Studies

YEAR: 9

WEEK: 1

Topic: Office Procedures

meaning of office procedures

Office procedures consist of laid down steps which must be taken to perform day-to-day activities in an office, in order to achieve the goals of the organisation. The day-to-day activities are also called routine.

Importance of office procedures

1. Office procedure makes for uniformity in the activities of an office
2. Office procedures cause an organisation to be orderly in its operations.
3. Office procedures help an organisation to detect errors or fraud easily.
4. It makes it possible to make reference to transactions in the future.
5. Office procedures help a business to run smoothly.

WEEK: 2 AND 3

TOPIC: Procedures for making payments.

Organisations make payments for various reasons.

1. Some goods and services have to be paid for immediately
2. Debts have to be repaid, e.g. loan and overdraft.
3. Bills for goods and services bought on credit have to be settled.
4. Wages and salaries have to be paid.

Methods of payment

1. Cash
2. Cheque
3. Bank draft
4. Bank transfer

5.E-payment

THE STORE

A store is a place or room where goods are kept until they are needed. Sometimes a store can be called a warehouse.

Store Record

These are documents which are used to determine the handling and current state of stocks. Some important store records are listed below.

1. Stock card
2. Stock requisition form
3. Delivery note
4. Gate pass

WEEK:4

TOPIC: Office Equipment.

Meaning of Office equipment

Office equipment are machines, tools or devices that facilitate or simplify the activities in an office.

Types of Office Equipment

1. Typewriter
2. Computers
3. Printers
4. Photocopiers
5. Filing Cabinet
6. Staplers
7. Perforators
8. Fax machines

9.Adding and calculating machines

10.Duplicating machines

Cares for office equipment.

1.Those who operate office equipment must study the manual carefully and follow the instructions to the letter

2.Do no overload the equipment because you have need for productivity

3.Have an effective maintenance cultures

4.Only trained personnel should be allowed to repair office equipment.

WEEK:5 AND 6

TOPIC: ADERTISING AND ADVERTISING MEDIA

Meaning of advertising

Advertising is the process of creating awareness about goods and service in order to promote sales.It is one of the most important aids to trade.

Types of advertising

1.Informative advertising:This is the type of advertising which educate people about a product or service.It provides information on tha existence of a product or service , or change in the feature of a product.

2.Competitive advertising:this type of advertising is meant to convince consumers that a particular product is better than other product.

3.Persuasive advertising: This is the type of advertising that encorage or entices peoples to buy a product.

4.Joint advertising: This is the type of advertising which promote two or more products of the same organisation .

Methods of advertising

1:Direct advertising:this is when an advertisement is meant for a particular segment of the market.

2:Indirect advertising:This occurs when advertisement is meant for everybody.

Advertising media

Electronic media

- i. Neon signs
- ii. Radio
- iii. Television
- iv. Internet
- v. Electronic billboard
- vi. Public address system
- vii. cinemas

PRINTED MEDIA

- i. Newspapers
- ii. Magazines
- iii. Billboards
- iv. Journal
- v. Posters
- vi. Catalogue

Ethics of advertising

These are standards which must be followed by advertisers Any individual or organisation that goes against the moral codes or standards is said to be unethical.

some unethical issues in advertising are stated below

- 1. Using advertising media to insult competitors
- 2. Using advertising media to discredit and damage the image of other competitors
- 3. Mentioning the brand name of a competitor.
- 4. Making false or exaggerated obscene pictures and issues