GRADE 10 BUSINESS STUDIES RECORDS OF WORK 2027

Terms 1, 2 and 3 | Ministry of Education calendar 2027 (Senior School) | 6 lessons a week

Teacher's name _____ School _____

Class / stream _____ TSC number _____

TERM 1

Wk	Dates	Strand / sub-strand	Work covered	Reflection / remarks	Sign
1	4 Jan - 8 Jan (6 lessons)	**1.0 Business and Money Management** - 1.1 Money	1. From barter to money 2. Kenyan coins and notes and what makes money good 3. Practical: the security features of Kenyan money 4. Functions of money: medium of exchange, unit of account and store of value 5. Role play: money in action, including deferred payment and transfer of value 6. Demand for money: why people and firms hold money		
2	11 Jan - 15 Jan (6 lessons)	**1.0 Business and Money Management** - 1.1 Money - 1.2 Business Goals	1. Case study: demand for money and economic development 2. Supply of money: what decides how much money is in the economy 3. Ethical and unethical practices in the use of money 4. The role of money in day-to-day life: review 5. What is a business goal? Goals, objectives, vision and mission 6. Importance of setting goals I: direction, motivation and measuring progress		
3	18 Jan - 22 Jan (6 lessons)	**1.0 Business and Money Management** - 1.2 Business Goals	1. Importance of setting goals II: a case study 2. Factors to consider when setting goals I: inside the business 3. Factors to consider when setting goals II: outside the business 4. Factors to consider when setting goals III: choosing goals for a school business 5. Steps in setting business goals I: knowing where you are 6. Steps in setting business goals II: setting the goal and planning action		
4	25 Jan - 29 Jan (6 lessons)	**1.0 Business and Money Management** - 1.2 Business Goals - 1.3 Budgeting in Business	1. Steps in setting business goals III: monitoring, reviewing and adjusting 2. SMART goals 3. Short-term and long-term business goals 4. Practical: formulating SMART goals for a business 5. Business goals: consolidation and reflection 6. What is a budget? Income, expenditure, surplus and deficit		