

## FIRST TERM E-LEARNING NOTE

**SUBJECT: COMMERCE**

**CLASS: SS 3**

### SCHEME OF WORK

<b>WEEK</b>	<b>TOPIC</b>
1	Introduction to Business Management
2	Business Management
3	Departments in a Business Organization, Social Responsibilities of a Business
4	Structure of a Business
5	Authority: Span of Control
6	Nationalization
7	Indigenization
8	Privatization
9-10	Economic Groupings in West Africa

### WEEK ONE

#### INTRODUCTION TO BUSINESS MANAGEMENT

##### CONTENT

1. Meaning of Business, Business Management
2. Resources of Business
3. Objectives of Business
4. Functions of Management

Business can be defined as the sum of all activities involved in the creation and distribution of goods and services for profit.

Business management is the act of planning, organizing, directing and controlling business resources in order to attain some set objectives.

##### CLASSES OF BUSINESS

1. Primary/Extractive Business
2. Processing/Conversion Business
3. Distributive/Commercial Business
4. Services Business – Concerned with the provision or marketing of intangible benefits to ultimate users such as banking insurance etc.

##### EVALUATION

1. Define the following terms (a) Business (b) Businessman
2. Mention four importance of business to the individual or society

##### RESOURCES OF BUSINESS

1. Money: This includes all the...
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