

**SECOND TERM**  
**SCHEME OF WORKS**  
**SUBJECT: BOOK-KEEPING**  
**CLASS: SS 3**

**WEEKS**

1. Revision of 1<sup>st</sup> term's work
2. Business organization
  - Features of each type of business organisation
3. Business organisation
  - Features
  - Advantages and disadvantages of each type of business organisation.
4. Business organisation
  - Advantages and disadvantages of each type of business organisation
- 5-7. Sources of capital
  - Define capital
  - Identify various sources of capital
8. Sources of capital
9. Explain each sources of capital
10. Income and expenditure Account
  - Preparation of income and expenditure account.
11. Revision
12. Examination

**BOOK KEEPING**  
**SS 3**  
**WEEK ONE (REVISION)**  
**WEEK TWO (2)**

**BUSINESS ORGANISATION**

**Business:** The term “business” describes the activities of individuals, institutions organizations to promote and distribute goods and services satisfying human wants in the society at large.

Objectives of business include the following.

- a. Producing goods and services that satisfy customers’ needs and desires.
- b. Creating employment opportunities.
- c. Maintaining and improving the...