

ASCOT HIGH SCHOOL

DEPARTMENT OF BUSINESS STUDIES AND INFORMATION TECHNOLOGY

COURSE OUTLINE – GRADE 7

SEPTEMBER 2025 –JUNE 2026

BUSINESS BASICS

THEORIES ALIGNMENT: Metacognitive Theory, Vygotsky’s Zone of Proximal Development (ZPD), and Constructivist Theory all emphasize active, student-centered learning. Metacognitive Theory focuses on helping learners become aware of and regulate their own thinking by setting goals, monitoring progress, and adjusting strategies. Vygotsky’s Zone of Proximal Development highlights the importance of social interaction and guided support in helping learners move from what they can do independently to what they can achieve with assistance. Constructivist Theory asserts that learners build knowledge through experiences and reflection, promoting hands-on activities, collaboration, and critical thinking to deepen understanding. Together, these theories support meaningful, reflective, and interactive learning environments.

<i>DATE</i>	<i>TOPIC</i>	<i>SUB-TOPIC</i>	<i>OBJECTIVES</i>	<i>SUGGESTED ACTIVITIES</i>	<i>NATIONAL GOALS</i>
	<i>TERM 1</i>				
WEEK 1	Introduction to subject / Diagnostic Test				
WEEK 2	Utilizing Resources and Technology in Business	Resources	1. Define the term resources correctly. 2. Explain the importance of resources. 3. Identify examples of resources in used business.	➤ Short answer questions ➤ Worksheets.	#4 Jamaica has healthy natural environment: Sustainable Management and Use of Environmental Natural Resources
WEEK 3	Utilizing Resources and Technology in Business	Resources	1. Define the terms human and non-human resources correctly. 2. Differentiate between human and non-human resources.	➤ Work sheets ➤ Homework: Research on the importance of human and non-human resources.	#4 Jamaica has healthy natural environment: Sustainable Management and Use of Environmental Natural Resources

			3. Identify examples of human and non-human resources.		
WEEK 4	Utilizing Resources and Technology in Business	Technology	1. Define the term technology. 2. Discuss how technology contribute to a business productivity and efficiency. 3. Identify examples of technology used in a business.	➤ Worksheets ➤ Project: Create a booklet showing examples of technology used in business and how each technology contribute to the business productivity.	#3 Jamaica's economy is prosperous: A Technology-Enabled Society.
Week 5	Utilizing Resources and Technology in Business	Technology	1. Define the terms: simple and advance technology. 2. Identify the examples of simple and advance technology. 3. Differentiate between simple and advance technology.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: A Technology-Enabled Society.
WEEK 6	REVISION FOR SESSIONAL TEST 1				
WEEK 7	MID TERM BREAK				
WEEK 8	SESSIONAL TEST 1				
WEEK 9	Safety and Hygiene in Business Environment	Safety	1. Define the term safety. 2. Identify safety signs and symbols used in the workplace. 3. Explain the importance of safety	➤ Short answer questions ➤ Worksheet ➤ Practical: Create a safety sign used in the business.	#2 The Jamaican society is secure, cohesive and just: Security and Safety.

			signs and symbols in the workplace.		
WEEK 10	Safety and Hygiene in Business Environment	Personal Hygiene	1. Define the term personal hygiene. 2. Discuss the importance of personal hygiene in the business environment. 3. Suggest ways a business can maintain hygiene in its environment.	➤ Short answer questions ➤ Worksheet ➤ Homework: Write a paragraph explaining the importance of personal hygiene in the work place.	#1 Jamaicans are empowered to achieve their fullest potential: A Healthy and Stable Population.
WEEK 11	Safety and Hygiene in Business Environment	Safe and Hygienic Workplace	1. Define the term hygiene. 2. Examine the benefits of safe and hygienic practices in the work environment. 3. Discuss the risk associated with unsafe and unhygienic business environment.	➤ Short answer questions ➤ Worksheet	#2 The Jamaican society is secure, cohesive and just: Security and Safety.
WEEK 12 & 13	<i>REVISION FOR END OF TERM EXAMINATION</i>				
WEEK 14	<i>END OF TERM EXAMINATION</i>				
	<i>TERM 2 & TERM 3</i>				
WEEK 1	Safety and Hygiene in the Business Environment	Safety Management	1. Define the term safety management. 2. Examine the reason why a business needs a safety management system.	➤ Short answer questions ➤ Worksheet	#2 The Jamaican society is secure, cohesive and just: Security and Safety.

			3. Identify safety management strategies used in business.		
WEEK 2	Safety and Hygiene in the Business Environment	Safety Management	1. Define the term injury. 2. Outline the procedures for handling injury in the workplace.	➤ Short answer questions ➤ Worksheet	#2 The Jamaican society is secure, cohesive and just: Security and Safety.
WEEK 3	Safety and Hygiene in the Business Environment	Safety Personnel in the workplace	1. Identify designated personnel responsible managing health and safety issues in the workplace 2. Examine the role of personnel and agencies to ensure safety in the business environment.	➤ Short answer questions ➤ Worksheet ➤ Project: Create a poster of the personnel responsible for managing safety in the workplace.	#2 The Jamaican society is secure, cohesive and just: Security and Safety.
WEEK 4	Managing Resources and Technology	Stationery	1. Define the term stationery. 2. Identify examples of stationery used in the business environment. 3. Examine the importance of stationery.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 5	Managing Resources and Technology	Paper	1. Define the term paper. 2. Outline the steps for making paper.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 6	REVISION FOR SESSIONAL TEST 1				
WEEK 7	SESSIONAL TEST 1				

WEEK 8	MID TERM EXAMINATION				
WEEK 9	Managing Resources and Technology	Types of Paper	1. Identify the types of paper use in business. 2. Explain the purpose of each type of paper.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 10	Managing Resources and Technology	Sizes of Paper	1. Identify the sizes of paper use in business. 2. Examine the purpose of each size of paper. 3. Convert the paper sizes measurements from millimetres to centimetres	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 11	Managing Resources and Technology	Envelopes	1. Identify the types of envelopes used in business. 2. Explain the purpose of each type of envelope.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 12	Resources Used in Production	Production	1. Define the terms: production, goods and services 2. Analyze the importance of production in a business. 3. Differentiate between goods and	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.

			services.		
WEEK 13	<i>EASTER BREAK</i>				
WEEK 14	<i>PRACTICAL</i>				
WEEK 15	Resources Used in Production	Production	1. Define the term factors of production. 2. Identify the four factors of production. 3. Discuss how each factor of production is utilize the creation of goods and services.	➤ Short answer questions ➤ Worksheet	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 16	Resources Used in Production	Category of Workers in Business	1. Define the term worker. 2. Explain how each category of workers.	➤ Short answer questions ➤ Worksheet	#1 Jamaicans are empowered to achieve their fullest potential: World- Class Education and Training.
WEEK 17	Protection and Conservation of Resources in the Business Environment	Ergonomics	1. Define the term ergonomics. 2. Analyze the advantages and disadvantages of an ergonomically friendly business environment.	➤ Short answer questions ➤ Worksheet	
WEEK	Protection and	Ergonomics	1. Outline the standards ergonomically	➤ Short answer questions	#1 Jamaicans are empowered to

18	Conservation of Resources in the Business Environment		friendly office environment. 2. Identify appropriate furniture and equipment to ensure health, safety and increased productivity.	➤ Worksheet	achieve their fullest potential: A Healthy and Stable Population.
WEEK 19	<i>MID-TERM BREAK</i>				
WEEK 20			1. Define the term recycling. 2. Discuss the benefits of recycling. 3. Identify reusable materials that can be converted into efficient used in an office.	➤ Short answer questions ➤ Worksheet	#4 Jamaica has a healthy environment: Hazard Risk Reduction and Adaption to Climate Change.
WEEK 21&22	<i>REVISION FOR END OF YEAR EXAMINATION</i>				
WEEK 23	<i>END OF YEAR EXAMINATION</i>				