

ASCOT HIGH SCHOOL
DEPARTMENT OF BUSINESS STUDIES AND INFORMATION TECHNOLOGY
COURSE OUTLINE – GRADE 8
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.

DATE	UNIT TITLE	TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES	NATIONAL GOALS
WEEK 1	Introduction of teacher, classmate and subject Diagnostic Test				
WEEK 2	Exploring Resources	Production	1. Define correctly the term production. 2. Explain correctly, the significance of production in businesses. 3. Differentiate between goods and services. 4. Explore the distinction between goods (tangible products) and services	Class Activities/Homework: -Create a table to show the differences goods and services. -Short answer questions	#3 Jamaica’s economy is prosperous: An Enabling Business Environment.

			(intangible offerings).		
WEEK 4	Exploring Resources	Types of Production	1. Define the term primary production. 2. Explore primary production activities. 3. Discuss the importance of primary production to Jamaica's economy. 4. Examine careers in primary production.	Class Activities/Homework: -True or False Questions - Homework: Write a paragraph explaining the importance of primary production to the Jamaica's economy.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 5	Exploring Resources	Types of Production	1. Define the term secondary production. 2. Explore secondary production activity: manufacturing. 3. Discuss the importance of secondary production to Jamaica's economy. 4. Examine careers in secondary production.	Class Activities/Homework: -True or False questions -Homework: Write a paragraph on the importance of secondary production to Jamaica's economy.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 6	Exploring Resources	Types of Production	1. Define the term tertiary production. 2. Explore tertiary production activities: common services offered	Class Activities/Homework: -Work sheets -Short answer questions	

			3. Discuss the importance of tertiary production to Jamaica's economy. 4. Examine careers in tertiary production.		
WEEK 7	MID TERM				
WEEK 8	REVISION				
WEEK 9	SESSIONAL TEST				
WEEK 10	Exploring Resources	Production Process	1. Explain the importance of the production process. 2. Classify the process used to convert a selected raw material from its primary source to secondary source of production. 3. Create a flow chart showing the production process a selected product.	Class Activities/Homework: -Classwork: Create a flow chart showing the production process. -	#3 Jamaica's economy is prosperous: An Enabling Business Environment.

WEEK 11	SESSIONAL TEST 2 / PRACTICAL				
WEEK 12	Exploring Resources	Levels of Production	1. Define the levels of production: traditional and domestic level and export 2. Explore the levels of production: traditional, domestic level and surplus or export level. 3. Explain the importance of traditional, domestic level of production and export level in satisfying human needs and wants.	Class Activities/Homework: -Classwork: Fill in the blanks questions. Homework: Case studies	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 13	REVISION				
WEEK 14	END OF TERM EXAM (40%)				
	TERM 2				
WEEK 1	Exploring Resources	Industry	1. Define the term industry. 2. Classify industries into primary, secondary or tertiary sector based on their activities. 3. Classify products according to its industry.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.

WEEK 2	Efficiency in Production	Methods of Production	1. Definition of terms: methods of production, labour intensive and productivity 2. Examine the advantages and disadvantages of labour intensive. 3. Analyse the economic, social and environmental impact of labour intensive. 4. Identify the industries that utilized labour intensive.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 3	Efficiency in Production	Methods of Production	1. Definition of terms: methods of production and labour intensive 2. Examine the advantages and disadvantages of labour intensive. 3. Analyse the economic, social and environmental impact of labour intensive. 4. Identify the industries that utilized labour intensive.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.

WEEK 4	Efficiency in Production	Methods of Production	1. Discuss the differences between labour intensive and capital-intensive production 2. Create a timeline to show the evolution of productive activities from labour intensive to capital intensive production. 3. Examine how the various methods of production contribute to productivity in a business.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 5	Efficiency in Production	Automated System	1. Define the term automated systems. 2. Identify types of automated systems used in the business environment. 3. Discuss the safe use of machine used in the production of a selected good or service.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: An Enabling Business Environment.
WEEK 6	REVISION				

WEEK 7	SESSIONAL TEST 1				
WEEK 8	Communication in Business	Communication Process	1. Define the term communication. 2. Examine the elements of communication process. 3. Construct a diagram depicting the elements of communication process.	Classwork: Worksheet Homework: Construct a diagram showing the elements of the communication process.	#3 Jamaica 's economy is prosperous: Information and Communication Technology.
WEEK 9	Communication in Business	Barriers to Communication	1. Define the term “barriers to communication.” 2. Examine the elements of good communication. 3. Discuss the barriers to good communication.	Class Activity: Worksheet Short answer questions.	#3 Jamaica 's economy is prosperous: Information and Communication Technology.
WEEK 10	Communication in Business	Methods of communication	4. Define the term method of communication. 5. Explain the methods of communication. 6. Analyse the appropriate methods of communication.	Class Activity: Worksheet Short answer questions.	#3 Jamaica 's economy is prosperous: Information and Communication Technology.

WEEK 11			7. Define the term “business correspondence” 8. Explain the elements of various business documents used to communicate. 9. Design various business correspondence for given scenario: memorandum and business letter.	Class Activity: Worksheet Short answer questions.	#3 Jamaica ’s economy is prosperous: Information and Communication Technology.
WEEK 12	EASTER BREAK				
WEEK 13	SESSIONAL TEST 2				
WEEK 14	Communication in Business	Business Correspondence	1. Design various business correspondence for given scenario: memorandum, notice of meeting, business letter	Class Activity Create a memorandum from a given scenario. Homework: Design a notice of a meeting from a given scenario.	#3 Jamaica ’s economy is prosperous: Information and Communication Technology.

WEEK 15	Communication in Business	Business Correspondence	2. Discuss safety consideration when using communication in media. 3. Identify careers associated with communication media.	Class Activity: Worksheet Short answer questions.	#3 Jamaica 's economy is prosperous: Information and Communication Technology.
WEEK 16	Banking Services	Money	1. Define the term money. 2. Examine the form of money used to acquire goods and services.	Class Activity: Create a chart showing the various forms of money	#3 Jamaica's economy is prosperous: A Stable Macroeconomy.
WEEK 17	Banking Services	Banks	1. Define the terms: commercial banks, bank deposits, cheques cash, notes, withdrawal, deposits, lodgment. 2. Identify services provided by banks to businesses	Class Activity: Short answer questions. Homework: Create a glossary.	#3 Jamaica's economy is prosperous: A Stable Macroeconomy.
WEEK 18	Banking Services	Cheques	1. Define the term cheque. 2. Explain the parts of a cheque. 3. Discuss the advantages of using cheques in business transactions.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: A Stable Macroeconomy.

WEEK 19	Banking Services	Cheques	1. Discuss safety guidelines for drawing cheques. 2. Fill in appropriate information on a cheque.	Class Activity: Design a cheque and fill in the appropriate information.	#3 Jamaica's economy is prosperous: A Stable Macroeconomy.
WEEK 20	Banking Services	Automated Machine	1. Explain the procedures for using automated machine/online banking. 2. Discuss the benefits for using automated machine and online banking.	Class Activity: Worksheet Short answer questions.	#3 Jamaica's economy is prosperous: A Stable Macroeconomy.
WEEK 21	REVISION				
WEEK 22	END OF YEAR EXAM				