

Accounting

This refers to a systematic way of recording business activities which are used for decision making.

Office practice

This refers to all activities that are carried out in an office e.g. communication, filing, clerical work, reproduction of documents e.t.c

Entrepreneurship

This is the study of activities involved in the process of identifying a business opportunity and acquiring the necessary resources to start and run a business. The person who carries out these activities is referred to as an **entrepreneur**.

IMPORTANCE/PURPOSE OF BUSINESS STUDIES IN THE SOCIETY

Some of the benefits of learning business studies include:

- i. Assists the learner to relate the knowledge, skills and attitudes acquired to the day to day business activities around them.
- ii. Assists the learner to understand other subjects better e.g. agriculture, geography, art, home science e.t.c.
- iii. Provides basic knowledge for further studies in the same subject or even in other subjects.
- iv. Equips the learner with knowledge and skills necessary to start and run a business comfortably.
- v. Assists the learner in appreciating the role of business in the provision of goods and services.
- vi. Assists the learner to develop ability for inquiry, critical thinking and rational judgement.
- vii. Makes the learner appreciate the need for ethical practices and efficient business management.
- viii. Assists the learner to acquire self-discipline and positive attitude towards work.
- ix. Equips individuals with abilities to promote co-operation in society through trade.
- x. Enables the learner to understand the role of Government in relation to business activities.
- xi. Assist the learner in appreciating the role of communication and information technology in modern business management.