

## ELEMENTS OF THE CONSTRUCT

The whole paper is developed basing on the elements of the construct which are subdivided as below;

1. Appreciate Business start-up process.
2. Manage a business.
3. Appreciate Business support:
4. Apply Book keeping skills.

ITEM	ELEMENT OF THE CONSTRUCT	TOPIC/SUB TOPIC
1	Appreciate Business start-up process	<ul style="list-style-type: none"><li>• Businesses in Uganda and their types</li><li>• Business ideas</li><li>• Business opportunities</li><li>• Market survey/research</li><li>• Business start-up process</li><li>• Sources of business finance</li><li>• Saving and investment</li><li>• Legal forms of business ownership</li><li>• Cooperatives in Uganda</li><li>• Formalizing a business</li><li>• Location of business</li><li>• Human wants</li><li>• Factors of production</li><li>• Preparation of a business plan</li><li>• Preparation of an action plan</li><li>• Introduction to International trade</li><li>• Regional cooperation</li></ul>
2	Manage a business	<ul style="list-style-type: none"><li>• The entrepreneur and qualities</li><li>• Creativity and innovation</li><li>• Factors of production</li><li>• Specialization, division of labour, and diversification</li><li>• Raw materials</li><li>• Machinery, equipment and tools</li><li>• Marketing in a small enterprise</li><li>• Channels of distribution</li><li>• Advertising and sales promotion</li><li>• Cash flow planning and estimates</li></ul>

<b>3</b>	Appreciate Business support	<ul style="list-style-type: none"> <li>➤ Money and financial institutions</li> <li>➤ Central bank</li> <li>➤ Commercial banks</li> <li>➤ Types of bank account</li> <li>➤ Micro finance institutions</li> <li>➤ SACCOs</li> <li>➤ Electronic banking</li> <li>➤ Risks in business</li> <li>➤ Insurance</li> <li>➤ Terms used in insurance</li> <li>➤ Principles of insurance</li> <li>➤ Insurance documents and process</li> <li>➤ Challenges facing insurance companies</li> <li>➤ Introduction to government revenue</li> <li>➤ Taxation</li> <li>➤ Tax administration in Uganda</li> <li>➤ Tax compliance</li> <li>➤ Basic tax computations (Income tax, corporation tax, rental tax)</li> <li>➤ Business ethics</li> <li>➤ Consumer protection</li> <li>➤ Technology in business</li> <li>➤ Success in Business</li> </ul>
<b>4 &amp; 5</b>	Apply Book keeping skills	<ul style="list-style-type: none"> <li>➤ Book keeping</li> <li>➤ Source documents</li> <li>➤ Books of original entry</li> <li>➤ The ledger and Trial balance</li> <li>➤ Correction of errors</li> <li>➤ Statement of comprehensive income (Trading profit and loss account)</li> <li>➤ Statement of financial position</li> </ul>