**BUSINESS STUDIES SCHEMES OF WORK FORM 4**

**TERM 2**

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **T/L ACTIVITIES** | **T/L AIDS** | **REFERENCE** | **REMARKS** |
| 1 | **Opening and Revision** | | | | | | | |
| 2 | 1 | FINANCIAL STATEMENTS | Basic financial ratios: - Mark-up. | By the end of the lesson, the learner should be able to:   Define the term mark-up. Explain why mark up is important in a business. Determine business mark up. | Q/A: definition of a ratio. Teacher exposes and explains the new concepts then leads in an example. | chart,text book | New Inventor K.L.B. BK IV. Pg. 70-71 |  |
| 2 | FINANCIAL STATEMENTS | - Margin. | By the end of the lesson, the learner should be able to:  Define the term margin. Explain why margin is important in a business. Determine business margin. | Exposition of new concept; Worked examples; Written exercise. | text book | New Inventor K.L.B. BK IV. Pg. 71-72 |  |
| 3 | FINANCIAL STATEMENTS | Using mark-up or margin to prepare a trading account. | By the end of the lesson, the learner should be able to:  Work out the mark-up given the margin and vice-versa. | Guided discovery on the relationship. Illustrative examples. | text book | New Inventor K.L.B. BK IV. Pg.72-74 |  |
| 4 | FINANCIAL STATEMENTS | Using mark-up or margin to prepare a trading account. | By the end of the lesson, the learner should be able to:  Work out the mark-up given the margin and vice-versa. | Guided discovery on the relationship. Illustrative examples. | text book | New Inventor K.L.B. BK IV. Pg.72-74 |  |
| 3 | 1 | FINANCIAL STATEMENTS | Current ratio or Working capital ratio. | By the end of the lesson, the learner should be able to:  Define the term current ratio or working capital ratio.  Explain importance of current ratio. Calculate current ratio given various balances. | Exposition & Worked examples; Discussion. | text book,chart | New Inventor K.L.B. BK IV. Pg. 75-76 |  |
| 2 | FINANCIAL STATEMENTS | Rate of stock turnover. | By the end of the lesson, the learner should be able to:  Define the terms turn over and rate of stock turn over. Calculate the rate of stock turn over. | Exposition, Worked examples & numericals Discussion: implications of rate of stock turnover on a business. | chart | New Inventor K.L.B. BK IV. Pg. 76-78 |  |
| 3 | FINANCIAL STATEMENTS | Stock turn-over and trading account. | By the end of the lesson, the learner should be able to:  Prepare the trading account given the rate of stock turn-over. | Illustrative examples & supervised practice. | text book | New Inventor K.L.B. BK IV. Pg. 78 |  |
| 4 | FINANCIAL STATEMENTS | Stock turn-over and trading account. | By the end of the lesson, the learner should be able to:  Prepare the trading account given the rate of stock turn-over. | Illustrative examples & supervised practice. | text book | New Inventor K.L.B. BK IV. Pg. 78 |  |
| 4 | 1 | FINANCIAL STATEMENTS | Return on Capital. | By the end of the lesson, the learner should be able to:  Define the term return on capital. Calculate return on capital. Explain implications of return on capital on a business. | Brief discussion; simple problem solving; Assignment. | chart, text book | New Inventor K.L.B. BK IV. Pg. 79 |  |
| 2 | FINANCIAL STATEMENTS | Acid test or quick ratio. | By the end of the lesson, the learner should be able to:  Determine the quick ratio given current assets, stock and current liabilities. | Exposition of new concepts; Simple calculations. | Business Magazines. | New Inventor K.L.B. BK IV. Pg. 79-80 |  |
| 3 | FINANCIAL STATEMENTS | Acid test or quick ratio. | By the end of the lesson, the learner should be able to:  Determine the quick ratio given current assets, stock and current liabilities. | Exposition of new concepts; Simple calculations. | Business Magazines. | New Inventor K.L.B. BK IV. Pg. 79-80 |  |
| 4 | MONEY & BANKING | Introduction. Barter trade. | By the end of the lesson, the learner should be able to:    Explain the concepts of money and banking. Describe merits and demerits of barter trade. | Brain storming; Brief discussion. | text book | New Inventor K.L.B. BK IV. Pg 91-94 |  |
| 5 | 1 | MONEY & BANKING | Money system Characteristics of money. | By the end of the lesson, the learner should be able to:  State characteristics of money. | Brainstorming and superficial discussion. | text book | New Inventor K.L.B. BK IV. Pg 95-96 |  |
| 2 | MONEY & BANKING | Money system Characteristics of money. | By the end of the lesson, the learner should be able to:  State characteristics of money. | Brainstorming and superficial discussion. | text book | New Inventor K.L.B. BK IV. Pg 95-96 |  |
| 3 | MONEY & BANKING | Functions of money. | By the end of the lesson, the learner should be able to:  Explain major functions of money. | Probing questions; Discussion. | chart | New Inventor K.L.B. BK IV. Pg. 96-97 |  |
| 4 | MONEY & BANKING | Demand for money (liquidity preference) | By the end of the lesson, the learner should be able to:  Define the term demand for money.  Explain the motives that influence the desire to keep money instead of other assets. | Q/A: review the term demand.  Exposition and probing questions. | text book | New Inventor K.L.B. BK IV. Pg. 97-99 |  |
| 6 | 1 | MONEY & BANKING | Supply of money. Banking System. | By the end of the lesson, the learner should be able to:  Define the term supply of money. Identify various monetary items that are in circulation in an economy. Identify elements of banking system in Kenya. | Q/A: review the term supply. Expository approach  Analyse the hierarchy of banks in Kenya.  Give examples of banks in each category. | chart,text book | New Inventor K.L.B. BK IV. Pg. 99-100 |  |
| 2 | MONEY & BANKING | Development of Banking. Commercial Banks. | By the end of the lesson, the learner should be able to:  Outline a brief history on development of banking.   Identify methods employed by commercial banks to generate profits. Identify services offered by commercial banks. | Exposition and probing questions; Detailed discussion. | text book | New Inventor K.L.B. BK IV. Pg. 101-103 |  |
| 3 | MONEY & BANKING | Services offered by commercial banks. | By the end of the lesson, the learner should be able to:  Describe other services offered by commercial banks. | Discussion on lending money, safekeeping of valuable items, money transfer facilities, e.g. standing order, cheques, savings and current accounts, time deposits. | text book | New Inventor K.L.B. BK IV. Pg. 103-9 |  |
| 4 | MONEY & BANKING | Non-banking financial institutions. | By the end of the lesson, the learner should be able to:  Cite examples of non-banking financial institutions.  State functions of non-banking financial institutions.  Outline differences between commercial bank and NBFI. | Exposition; Brief discussion; Probing questions. | text book | New Inventor K.L.B. BK IV. Pg. 109-113 |  |
| 7 | 1 | MONEY & BANKING | Functions of the Central bank. | By the end of the lesson, the learner should be able to:  Identify objectives and functions of the Central Bank. | Exposition of new ideas; Guided discussion. | text book | New Inventor K.L.B. BK IV. Pg 113-8 |  |
| 2 | MONEY & BANKING | Trends in banking. | By the end of the lesson, the learner should be able to:  Describe banking policies on types of account, use of computers, ,ATMs, m-banking, Mpesa,  e-banking. | Brain storming; Discussion. | chart,text book | New Inventor K.L.B. BK IV. Pg. 118-121 |  |
| 3 | PUBLIC FINANCE | Purpose of public finance. Sources of public finance. | By the end of the lesson, the learner should be able to:     Differentiate between internal and external borrowing. | Brainstorming. Brief discussion. | Business Magazines. | New Inventor K.L.B. BK IV. Pg.125-7 |  |
| 4 | PUBLIC FINANCE | External borrowing. | By the end of the lesson, the learner should be able to:  Differentiate between reproductive debt and dead weight debt. Identify types of govt?s expenditure. | Exposition; Discussion. | text book | New Inventor K.L.B. BK IV. Pg. 127-8 |  |
| 8 | **Mid Term Exams and Break** | | | | | | | |
| 9 | 1 | PUBLIC FINANCE | Government expenditure. Principles of public expenditure. | By the end of the lesson, the learner should be able to:  Differentiate between recurrent and development expenditure. Outline principles of public expenditure. | Exposition & discussion. | Newspaper cuttings & relevant magazines. | New Inventor K.L.B. BK IV. Pg. 129-130 |  |
| 2 | PUBLIC FINANCE | Taxation. | By the end of the lesson, the learner should be able to:  Define the term taxation. Identify methods that the give reasons for taxation. | Exposition; Explanations. | Newspaper cuttings & relevant magazines. | New Inventor K.L.B. BK IV. Pg.131 |  |
| 3 | PUBLIC FINANCE | Principles of taxation. | By the end of the lesson, the learner should be able to:  Explain basic principles of taxation. |  |  | New Inventor K.L.B. BK IV. pg 132-3 |  |
| 4 | PUBLIC FINANCE | Impact and incidence of tax. Classification of taxes on basis of structure. | By the end of the lesson, the learner should be able to:  Differentiate between impact and incidence of tax.  Classify taxes according to structure. State merits and demerits of taxing people according to structure. | Exposition of new ideas; Give examples and explanations. | text book | Pg. 133-4 |  |
| 10 | 1 | PUBLIC FINANCE | Classification of taxes on basis of impact on the tax payer. - Direct tax. | By the end of the lesson, the learner should be able to:  Classify taxes according to impact on the taxpayer.  State and explain merits and demerits of direct tax. | Guided discussion on direct taxes. | text book | Pg. 135-6 |  |
| 2 | PUBLIC FINANCE | Classification of taxes on basis of impact on the tax payer. - Indirect tax. | By the end of the lesson, the learner should be able to:  State merits and demerits of Indirect tax. | Q/A and guided discussion. | text book | Pg. 138-141 |  |
| 3 | PUBLIC FINANCE | Topic summary / review | By the end of the lesson, the learner should be able to:  Tackle review question, | Problem solving.Revision; | text book | Pg. 142-144 |  |
| 4 | INFLATION | Introduction Consumer Price index | By the end of the lesson, the learner should be able to:    Define the terms inflation and deflation. Define the term CPI. Compute CPI. | Guided discussion and computations. | Newspaper cuttings & relevant magazines. | 145-6 |  |
| 11 | 1 | INFLATION | Simple and weighted price relatives. | By the end of the lesson, the learner should be able to:  Compute the price index using simple average of price relatives. Compute the price index using the weighted average method. | Guided computations.  Supervised practice. | Price relative tables. | Pg. 147 |  |
| 2 | INFLATION | Types of inflation. Causes of demand- pull inflation. | By the end of the lesson, the learner should be able to:  outline types of inflation.    Explain the term demand-pull inflation. Explain causes of demand ?pull inflation. | Teacher exposes new concepts related to inflation types.  Expository and descriptive approaches. | Newspaper cuttings & relevant magazines. | Pg. 147-8   Pg. 149-150 |  |
| 3 | INFLATION | Causes of cost- pull inflation. | By the end of the lesson, the learner should be able to:  Explain the concept of cost-pull inflation. Explain the causes of cost-pull inflation. | Expository and descriptive approaches with probing questions. |  | Pg. 152 |  |
| 4 | INFLATION | Levels of inflation & Effects of inflation on the economy of a country. | By the end of the lesson, the learner should be able to:  Highlight various levels of inflation. Outline positive and negative effects of inflation. | Probing questions; Discussion.. | Newspaper cuttings & relevant magazines. | Pg. 152-3,  154-6 |  |
| 12 | 1 | INFLATION | Controlling inflation. | By the end of the lesson, the learner should be able to:  Identify some policies adopted by the govt to reduce or control inflation. | Discussion on: control of money supply, control of demand, cost control. |  | Pg. 156-8 |  |
| 2 | INTERNATIONAL TRADE | Types of International Trade. Advantages and disadvantages of International Trade. | By the end of the lesson, the learner should be able to:     Distinguish bilateral trade from multilateral trade.   State advantages and disadvantages of International Trade. | Brainstorming and guided discussion.   Q/A & guided discussion | Newspaper cuttings & relevant magazines. | Pg. 163-4 |  |
| 3 | INTERNATIONAL TRADE | Terms of International Trade. | By the end of the lesson, the learner should be able to:  Explain the concept terms of International Trade. Distinguish favourable trade from unfavourable terms of trade. | Probing questions, brief discussion. | text book | Pg. 164-6 |  |
| 4 | INTERNATIONAL TRADE | Terms of trade among different countries. | By the end of the lesson, the learner should be able to:  Account for differences in terms of terms of trade among nations. | Probing questions and guided discussion. | newspaper | Pg. 167-8 |  |
| 13-14 | **End Term Exams and closing** | | | | | | | |