**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 & numericalsDiscussion: 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. 147-8Pg. 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** |