

BUSINESS EDUCATION FORM 1 SCHEMES OF WORK – TERM 1

WEEK	LESSON	TOPIC	SUB-TOPIC	LEARNING OBJECTIVES	TEACHING/LEARNING ACTIVITIES	TEACHING/LEARNING RESOURCES	REFERENCES	REMARKS
4	1-2	INTRODUCTION TO BUSINESS STUDIES	Meaning and importance of business studies	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the meaning of business studies • Explain the importance of business studies in the society 	<ul style="list-style-type: none"> • Teacher/learner discussions • Visit to relevant business ventures in the immediate environment • Answering relevant questions • Group work on relevant tasks 	<ul style="list-style-type: none"> • Relevant business environment • Student's book chapter 1 • Photos 	<ul style="list-style-type: none"> • Longman explore book 1 pages 1-2 • Inventor KLB book 1 pages 1-3 • Certificate business studies book 1 pages 1-2 • KLB Top Mark series business studies pages 1 	
	3	BUSINESS AND IT'S ENVIRONMENT	Meaning and purpose of a business	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the meaning and purpose of a business 	<ul style="list-style-type: none"> • Discussions • Definitions • Visits to relevant business environment • A talk by a relevant resource person • Asking and answering questions 	<ul style="list-style-type: none"> • Relevant business environment • Relevant resource persons • Pictures/ photographs and diagrams • Charts 	<ul style="list-style-type: none"> • Longman explore book 1 pages 4 • Inventor KLB book 1 pages 5 • Certificate business studies book 1 pages 4-5 • KLB Top Mark series business studies pages 4 	
5	1	BUSINESS AND IT'S ENVIRONMENT	Business Activities	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • identify and explain various business activities 	<ul style="list-style-type: none"> • Visits to relevant business environment • Talks from resource person • Watching relevant business activities on television • Viewing pictures, photos/diagrams 	<ul style="list-style-type: none"> • Newspaper cuttings • Diagrams • Photographs • Pictures • Television • Resource persons • Relevant business environment 	<ul style="list-style-type: none"> • Longman explore book 1 pages 5 • Inventor KLB book 1 pages 6 • Certificate business studies book 1 pages 7 • KLB Top Mark series business studies pages 5 	

	2-3	BUSINESS AND IT'S ENVIRONMENT	Business Environment <ul style="list-style-type: none"> Internal External 	By the end of the lesson, the learner should be able to identify various types of business environment	<ul style="list-style-type: none"> Asking and answering quizzes Discussion Viewing pictures/photos/diagrams Visits to relevant business environment Talks by resource person 	<ul style="list-style-type: none"> Resource person Relevant newspaper cuttings Photographs Pictures Diagrams Relevant business environment 	<ul style="list-style-type: none"> Longman explore book 1 pages 5-8 Inventor KLB book 1 pages 7-10 Certificate business studies book 1 pages 8-14 KLB Top Mark series business studies pages 4 	
6	1-2	BUSINESS AND IT'S ENVIRONMENT	Effects of various business environment on a business	By the end of the lesson, the learner should be able to explain how the various environments influence a business	<ul style="list-style-type: none"> Talk from resource persons Doing short tests Writing essays Discussions Asking and answering questions 	<ul style="list-style-type: none"> Talk by resource persons Pictures Photographs Diagrams Relevant business environment Newspapers Magazines 	<ul style="list-style-type: none"> Longman explore book 1 pages 10-11 Inventor KLB book 1 pages 9 Certificate business studies book 1 pages 8-14 KLB Top Mark series business studies pages 4 	
	3	BUSINESS AND IT'S ENVIRONMENT	Emerging issues and healthy environment	By the end of the lesson, the learner should be able to recognize the need for maintaining a healthy environment	<ul style="list-style-type: none"> Visits to business environment Discussions Asking and answering questions Watching relevant videos Talk by a resource person 	<ul style="list-style-type: none"> Talk by resource persons Pictures Photographs Diagrams Relevant business environment Newspapers Magazines 	<ul style="list-style-type: none"> Longman explore book 1 pages 12-13 Inventor KLB book 1 pages 9 Certificate business studies book 1 pages 17-18 KLB Top Mark series business studies pages 4 	
7	1-2	SATISFACTION OF HUMAN WANTS	Human Wants	By the end of the lesson, the learner should be able to explain the meaning and characterization of human wants	Discussions Citing of relevant examples Story telling	<ul style="list-style-type: none"> Suitable charts and diagrams Chalkboard Pictures Photographs 	<ul style="list-style-type: none"> Longman explore book 1 pages 16-17 Inventor KLB book 1 pages 12-13 	

							<ul style="list-style-type: none"> • Certificate business studies book 1 pages 20-21 • KLB Top Mark series business studies pages 6 	
	3	SATISFACTION OF HUMAN WANTS	Types of Human Wants	By the end of the lesson, the learner should be able to classify human wants	<ul style="list-style-type: none"> • Discussions • Explanations • Story telling on relevant events • Asking and answering questions • Studying relevant case studies 	<ul style="list-style-type: none"> • Case studies • Suitable charts • Diagrams • Pictures • Models • Photographs 	<ul style="list-style-type: none"> • Longman explore book 1 pages 17-18 • Inventor KLB book 1 pages 14 • Certificate business studies book 1 pages 20 • KLB Top Mark series business studies pages 7 	
8	1-2	SATISFACTION OF HUMAN WANTS	Goods and Services	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define goods and services • Discuss characteristics of goods and services • Differentiate between goods and services 	<ul style="list-style-type: none"> • Definitions • Discussions • Observations • Doing exercises • Asking and answering questions 	<ul style="list-style-type: none"> • Diagrams • Pictures • Charts • Models • Chalkboard • Student's book 	<ul style="list-style-type: none"> • Longman explore book 1 pages 18-20 • Inventor KLB book 1 pages 15-16 • Certificate business studies book 1 pages 23 • KLB Top Mark series business studies page 6 	
	3	SATISFACTION OF HUMAN WANTS	Economic Resources	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Define economic resources • Explain characteristics of economic resources 	<ul style="list-style-type: none"> • Definitions • Discussions • Doing exercises • Asking and answering questions • Talks from resource person 	<ul style="list-style-type: none"> • Resource persons • Relevant business environment • Photographs • Pictures • Models • Chalkboard • Charts 	<ul style="list-style-type: none"> • Longman explore book 1 pages 20-22 • Inventor KLB book 1 pages 17-18 • Certificate business studies book 1 pages 23 • KLB Top Mark series business studies page 6 	

9	1-2	SATISFACTION OF HUMAN WANTS	Classification of human Wants	By the end of the lesson, the learner should be able to discuss all types of economic resources	<ul style="list-style-type: none"> • Discussion on features of various types of economic resources • Practical work • Story telling • Studying and discussing relevant case studies • Visits to relevant business environment 	<ul style="list-style-type: none"> • Business environment • Relevant case studies • Charts • Pictures • Resource persons 	<ul style="list-style-type: none"> • Longman explore book 1 pages 20-22 • Inventor KLB book 1 pages 18-21 • Certificate business studies book 1 pages 24 • KLB Top Mark series business studies pages 24 	
	3	SATISFACTION OF HUMAN WANTS	Scarcity and Choice	By the end of the lesson, the learner should be able to define and explain the concepts of scarcity and choice	<ul style="list-style-type: none"> • Story telling on choice • Practical work for example learner writing his/her scales of preference • Discussions • Talks from resource persons 	<ul style="list-style-type: none"> • Resource persons • Relevant environment • Suitable charts, and diagrams (case studies) 	<ul style="list-style-type: none"> • Longman explore book 1 pages 20-22 • Inventor KLB book 1 pages 18-21 • Certificate business studies book 1 pages 24 • KLB Top Mark series business studies pages 24 	
10	1	SATISFACTION OF HUMAN WANTS	Opportunity Cost	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define opportunity cost • Discuss opportunity cost 	<ul style="list-style-type: none"> • Story telling on opportunity cost • Practical work e.g students writing their scales of preferences • Discussions of the relevant issues from the topic • Definition • Illustration 	<ul style="list-style-type: none"> • Charts • Diagrams • Chalkboard • Pictures • Photographs • Real life experiences 	<ul style="list-style-type: none"> • Longman explore book 1 pages 23 • Inventor KLB book 1 page 22 • Certificate business studies book 1 page 25 • KLB Top Mark series business studies page 7 	
	2-3	SATISFACTION OF HUMAN WANTS	The relationship between scarcity choice and opportunity cost	By the end of the lesson, the learner should be able to relate the concepts of its scarcity choice and opportunity cost to real-life	<ul style="list-style-type: none"> • Illustrations • Story telling, relevant events e.g scarcity and opportunity cost 	<ul style="list-style-type: none"> • Real-life experiences • Diagrams • Charts • Photographs 	<ul style="list-style-type: none"> • Longman explore book 1 page 23 • Inventor KLB book 1 page 22 • Certificate 	

				situation	<ul style="list-style-type: none"> Modifying practical work to suit learner's understanding Discussion of the relevant issues from the topic 	<ul style="list-style-type: none"> chalkboard Pictures 	business studies book 1 pages 26-27	
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11	1-3	REVISION						
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12	1-3	END-TERM EXAMINATION						
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13	1-3	CLOSING OF SCHOOLS						
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BUSINESS EDUCATION FORM 1 SCHEMES OF WORK – TERM 2

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	PRODUCTION	Meaning of Production	By the end of the lesson, the learner should be able to explain the meaning of production	<ul style="list-style-type: none"> Discussions on relevant topical issues Visits to nearby factories to witness the production process Talks from a resource person 	<ul style="list-style-type: none"> Resource persons Relevant business environment Suitable charts and diagrams Case studies 	<ul style="list-style-type: none"> Longman explore book 1 page 26 Inventor KLB book 1 page 23 Certificate business studies book 1 page 30 KLB Top Mark series business studies page 8 	
	2-3	PRODUCTION	Utility	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Define utility Distinguish between the different types of utility 	<ul style="list-style-type: none"> Definition Discussions Talk by resource person Classification of utility 	<ul style="list-style-type: none"> Pictures Diagrams Charts Resource persons Chalkboard and 	<ul style="list-style-type: none"> Longman explore book 1 page 27 Inventor KLB book 1 page 24 Certificate business studies 	

						pieces of chalk	<ul style="list-style-type: none"> book 1 page 31 KLB Top Mark series business studies page 8 	
2	1-2	PRODUCTION	Direct and Indirect Production	By the end of the lesson, the learner should be able to distinguish between direct and indirect production	<ul style="list-style-type: none"> Discussion of relevant topical issues Visits to relevant business environment Talks from a resource persons Distinguishing between direct and indirect production 	<ul style="list-style-type: none"> Resource persons Relevant business environment Relevant topical issues Pictures Diagrams Charts 	<ul style="list-style-type: none"> Longman explore book 1 pages 26-27 Inventor KLB book 1 pages 24-25 Certificate business studies book 1 pages 32 KLB Top Mark series business studies pages8 	
	3	PRODUCTION	Levels of production and related occupation	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> describe the levels of production and occupation related to each other 	<ul style="list-style-type: none"> Discussions Talks from a resource persons Observing charts and diagrams Visits to nearby factories to witness production activities Sharing experience through story telling 	<ul style="list-style-type: none"> Resource person Suitable charts and diagrams Relevant business environment Other relevant text books Pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 29 Inventor KLB book 1 pages 25-26 Certificate business studies book 1 pages 32-34 KLB Top Mark series business studies pages 8 	
3	1-2	PRODUCTION	Factors of Production	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> discuss factors of production and reward for each 	<ul style="list-style-type: none"> Explanation Talks from a resource person Visit to a relevant business Classification of factors of production Discussions 	<ul style="list-style-type: none"> Resource persons Suitable charts and diagrams Relevant business environment Pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 29 Inventor KLB book 1 pages 27-29 Certificate business studies book 1 pages 35-37 KLB Top Mark series business 	

							studies pages 8-9	
	3	PRODUCTION	Division of Labour and Specialization	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Explain the role of division of labour in the production process 	<ul style="list-style-type: none"> Explanations Discussions Talks by a resource persons Doing exercises Writing essays Visits to nearby towns to witness the manufacturing process 	<ul style="list-style-type: none"> Relevant environment Resource person Suitable charts and diagrams Pictures Relevant newspaper cuttings 	<ul style="list-style-type: none"> Longman explore book 1 pages 32-33 Inventor KLB book 1 pages 29-31 Certificate business studies book 1 pages 37-39 KLB Top Mark series business studies pages 8-9 	
4	1-2	PRODUCTION	Classification of goods and services produced in an economy	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Classify goods and services produced in an economy. 	<ul style="list-style-type: none"> Classification of goods and services Visits to relevant business environment Discussions Talks from resource persons Questioning and answering Doing exercise 	<ul style="list-style-type: none"> Suitable charts and diagrams Relevant business environment e.g filling stations to see long diagrams trucks Resource persons Newspaper cuttings 	<ul style="list-style-type: none"> Longman explore book 1 pages 32-33 Inventor KLB book 1 pages 29-31 Certificate business studies book 1 pages 37-39 KLB Top Mark series business studies pages 8-9 	
	3	PRODUCTION	Emerging Issues	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> identify emerging issues in the production process 	<ul style="list-style-type: none"> Visits to the relevant environment Talks from resource persons Doing exercise Writing essays Discussion 	<ul style="list-style-type: none"> Pictures Newspaper cuttings Relevant local environment Resource persons Diagrams and charts . 	<ul style="list-style-type: none"> Longman explore book 1 pages 34 Inventor KLB book 1 pages 33 	
5	1-2	ENTREPRENEURS HIP	Meaning and importance of entrepreneurship	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Explain the meaning of 	<ul style="list-style-type: none"> Relevant discussions Visits to relevant business 	<ul style="list-style-type: none"> Newspaper cuttings Diagrams Resource persons 	<ul style="list-style-type: none"> Longman explore book 1 pages 38-39 Inventor KLB book 	

				<ul style="list-style-type: none"> entrepreneurships Discuss the importance of entrepreneurship of an economy 	<ul style="list-style-type: none"> environment Examining case studies Listening to a resource person Story telling of relevant local examples by the students 	<ul style="list-style-type: none"> Pictures 	<ul style="list-style-type: none"> 1 pages 34-35 Certificate business studies book 1 pages 48 KLB Top Mark series business studies pages 11 	
3	ENTREPRENEURS HIP	Characteristics of an Entrepreneur	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> describe the characteristics of an entrepreneur 	<ul style="list-style-type: none"> Sharing experience through story telling Discussions Talk from a resource person Examining case studies Descriptions Reading newspapers 	<ul style="list-style-type: none"> Guest speakers Diagrams Pictures Newspaper cuttings Relevant case studies 	<ul style="list-style-type: none"> Longman explore book 1 page 40 Inventor KLB book 1 pages 36-37 Certificate business studies book 1 pages 48-49 KLB Top Mark series business studies pages 11 		
6	1-2	ENTREPRENEURS HIP	Business Idea	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> generate business idea 	<ul style="list-style-type: none"> Visits to relevant business idea Talk by a resource person e.g Jua kali artisan Reading magazines and newspapers Examining and discussing case studies Brainstorming sessions 	<ul style="list-style-type: none"> Resource persons Relevant newspaper cuttings Relevant business environment Relevant case studies 	<ul style="list-style-type: none"> Longman explore book 1 pages 40-41 Inventor KLB book 1 pages 37-39 Certificate business studies book 1 pages 49-52 KLB Top Mark series business studies page 11 	
3	ENTREPRENEURS HIP	Business Opportunity	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Identify a business opportunity 	<ul style="list-style-type: none"> Discussions Writing essays Doing tests Asking and answering questions 	<ul style="list-style-type: none"> Resource person Newspapers Magazines Radio/television Relevant business 	<ul style="list-style-type: none"> Longman explore book 1 pages 42 Inventor KLB book 1 pages 39 Certificate business studies 		

					<ul style="list-style-type: none"> • Talks by a resource person • Reading newspapers • Listening to radio • Watching television 	<ul style="list-style-type: none"> • environment • Relevant case studies 	<ul style="list-style-type: none"> • book 1 pages 52 • KLB Top Mark series business studies page 11 	
7	1-2	ENTREPRENEURS HIP	Evaluating a business opportunity	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Evaluate business opportunity 	<ul style="list-style-type: none"> • Relevant discussions • Examining case studies • Listening to resource persons • Asking and answering questions • Doing tests 	<ul style="list-style-type: none"> • Relevant case studies • Relevant newspaper cuttings • Suitable diagrams/pictures • Any other suitable resource 	<ul style="list-style-type: none"> • Longman explore book 1 pages 43-44 • Inventor KLB book 1 pages 39-41 • Certificate business studies book 1 pages 52-55 • KLB Top Mark series business studies page 12 	
	3	ENTREPRENEURS HIP	Need for Business Plan	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Explain the importance of a business plan to entrepreneur 	<ul style="list-style-type: none"> • Description • Discussions on relevant topical issues • Asking and answering questions • Talk by resource person • Writing essay • Observing sample business plan 	<ul style="list-style-type: none"> • Resource persons • Sample plans • Relevant newspaper cuttings • Diagrams/pictures 	<ul style="list-style-type: none"> • Longman explore book 1 pages 44 • Inventor KLB book 1 pages 39-41 • Certificate business studies book 1 pages 41-42 • KLB Top Mark series business studies page 58 	
8	1-2	ENTREPRENEURS HIP	Factors that influence entrepreneurial practices	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Discuss factors that may influence entrepreneurial practices 	<ul style="list-style-type: none"> • Talks by resource person • Discussions • Examining of relevant case studies • Asking and answering questions 	<ul style="list-style-type: none"> • Relevant case studies • Guest speaker • Relevant newspaper cuttings • Suitable diagrams/pictures 	<ul style="list-style-type: none"> • Longman explore book 1 pages 45-46 • Inventor KLB book 1 pages 42-44 • Certificate business studies book 1 pages 55-56 	

					<ul style="list-style-type: none"> • Story telling of relevant local examples 		<ul style="list-style-type: none"> • KLB Top Mark series business studies page 12 	
	3	ENTREPRENEURS HIP	Causes of business success	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Discuss causes of business success 	<ul style="list-style-type: none"> • Discussion • Asking and answering • Examining and discussing relevant local case studies • Talks by resource persons • Visits to relevant business environment 	<ul style="list-style-type: none"> • Relevant business environment • Relevant guest speakers • Local case studies/environment • Relevant newspaper cuttings 	<ul style="list-style-type: none"> • Longman explore book 1 pages 46 • Inventor KLB book 1 pages 44-46 • Certificate business studies book 1 pages 56-57 • KLB Top Mark series business studies page 12 	
9	1	ENTREPRENEURS HIP	Ethical issues and role of ethical practices in business	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Define business ethics • Identify and discuss the role of ethical practices in business 	<ul style="list-style-type: none"> • Explanations • Discussions on relevant topical issues • Definitions • Listening to a resource person • Story telling of relevant local examples by students 	<ul style="list-style-type: none"> • Resource person • Relevant business environment • Relevant case studies • Local environment • Relevant newspaper cuttings 	<ul style="list-style-type: none"> • Longman explore book 1 pages 47 • Inventor KLB book 1 pages 46-47 	
	2-3	ENTREPRENEURS HIP	Emerging issues	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Identify and discuss modern development in business 	<ul style="list-style-type: none"> • Discussion • Asking and answering questions • Story telling of relevant local example by the students • Talks by a resource person • Studying case studies 	<ul style="list-style-type: none"> • Resource persons • Relevant case studies • Pictures • Diagrams • Charts • Relevant business environment 	<ul style="list-style-type: none"> • Longman explore book 1 pages 47-48 	

10	1	THE OFFICE	Meaning and importance of an office	By the end of the lesson, the learner should be able to, <ul style="list-style-type: none"> Define an office (i) State the functions of an office 	<ul style="list-style-type: none"> A visit to the school office Discussions on the meaning and importance of an office Story telling Exemplification Illustrations 	<ul style="list-style-type: none"> Suitable pictures/charts/diagrams Case studies Relevant office environment 	<ul style="list-style-type: none"> Longman explore book 1 pages 51 Inventor KLB book 1 pages 49 Certificate business studies book 1 pages 87 KLB Top Mark series business studies page 16 		
	2-3	THE OFFICE	Functions of an office	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> explain the functions of an office 	<ul style="list-style-type: none"> Talks by a resource person Discussion Visit to the relevant office environment Studying case studies Doing short tests 	<ul style="list-style-type: none"> Suitable charts/pictures/diagrams Case studies Relevant office environment Real-life experience Resource person 	<ul style="list-style-type: none"> Longman explore book 1 pages 51-52 Inventor KLB book 1 pages 49-55 Certificate business studies book 1 pages 87-88 KLB Top Mark series business studies page 16 		
11	1-2	THE OFFICE	Office planning and layout	By the end of the lesson, the learner should be able to discuss the various office layouts	<ul style="list-style-type: none"> Discussions Doing tests Observing suitable charts/diagrams/pictures Talk from resource person Visits to relevant office environment 	<ul style="list-style-type: none"> Relevant office environment Suitable charts/pictures/diagrams Case studies Resource persons 	<ul style="list-style-type: none"> Longman explore book 1 pages 52-54 Inventor KLB book 1 pages 56-58 Certificate business studies book 1 pages 88-92 KLB Top Mark series business studies page 16 		
	3	REVISION							
12	1-3	END TERM EXAMINATION							
13		CLOSING OF SCHOOL							

BUSINESS EDUCATION FORM 1 SCHEMES OF WORK – TERM 3

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	THE OFFICE	Office Equipment	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the meaning of office equipment and discuss office equipment 	<ul style="list-style-type: none"> • Talks by a resource person • Classification of equipment used in an office • Discussions • Sharing experience through story telling • Visit to relevant office environment 	<ul style="list-style-type: none"> • Pictures • Photographs • Diagrams • Charts • Resource persons • Relevant office environment • Real life experience 	<ul style="list-style-type: none"> • Longman explore book 1 pages 54-55 • Inventor KLB book 1 pages 58 • Certificate business studies book 1 pages 94 • KLB Top Mark series business studies page 16 	
	3-2	THE OFFICE	Communication Equipment	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the uses of various communication equipment 	<ul style="list-style-type: none"> • Demonstration • Dramatization or role-play • Listening to a guest speaker • Visit to relevant office environment • Browsing the internet 	<ul style="list-style-type: none"> • Resource person (computer) • Mobile phones • Telephones • Fax machines • Telex machine • Radio call receivers • Pictures • Models 	<ul style="list-style-type: none"> • Longman explore book 1 pages 58 • Inventor KLB book 1 pages 55-58 • Certificate business studies book 1 pages 94-96 • KLB Top Mark series business studies page 17 	
2	1	THE OFFICE	Correspondence Machines	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the use of various correspondence machines 	<ul style="list-style-type: none"> • Demonstration • Discussions • Talks from resource person • Visits to relevant office environment 	<ul style="list-style-type: none"> • Diagrams • Charts • Resource persons • Relevant office environment • Models • Realie • Pictures 	<ul style="list-style-type: none"> • Longman explore book 1 page 58 • Inventor KLB book 1 page 59 • Certificate business studies book 1 pages 95-96 • KLB Top Mark series business studies page 16 	

	2-3	THE OFFICE	Mail room, reprographic and filing equipment	By the end of the lesson, the learner should be able to explain each of these equipments			<ul style="list-style-type: none"> • Longman explore book 1 pages 59-61 • Inventor KLB book 1 pages 59 • Certificate business studies book 1 pages 96-98 • KLB Top Mark series business studies page 16 	
3	1	THE OFFICE	The role of filing in an office	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Discuss the role of filing in an office 	<ul style="list-style-type: none"> • Illustrating the meaning of filing • Discussions • Relevant office environment • Talks from a resource persons • Studying case studies 	<ul style="list-style-type: none"> • Relevant office environment • Resource persons • Relevant case studies • Diagrams/charts pictures • Realie 	<ul style="list-style-type: none"> • Longman explore book 1 pages 61 • Inventor KLB book 1 page 55 • Certificate business studies book 1 page 98 • KLB Top Mark series business studies page 16 	
	2-3	THE OFFICE	The role of manager and supervisor	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Discuss the duties of a manager and a supervisor • Describe essential qualities of a manger and a supervisors 	<ul style="list-style-type: none"> • Talk by resource person e.g manager • Discussions • Visits to relevant office or business environment • Studying relevant case studies 	<ul style="list-style-type: none"> • Relevant cases studies • Pictures • Diagrams • Charts • Relevant resource persons • Relevant resource person 	<ul style="list-style-type: none"> • Longman explore book 1 pages 62-63 • Inventor KLB book 1 pages 62 • Certificate business studies book 1 pages 103 • KLB Top Mark series business studies page 17 	
4	1-3	THE OFFICE	Clerk, Secretaries, Receptionist and Messenger	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Discuss the duties of clerk, secretary, 	<ul style="list-style-type: none"> • Talks from resource person e.g clerical office secretary • Discussions 	<ul style="list-style-type: none"> • Guest speaker • Picture/charts/diagrams • Relevant business 	<ul style="list-style-type: none"> • Longman explore book 1 pages 63-64 • Inventor KLB book 1 pages 63-64 	

				<ul style="list-style-type: none"> receptionist and messenger Describe essential qualities of clerk, secretary receptionist and messenger 	<ul style="list-style-type: none"> Visits to relevant business environment e.g school office Studying relevant case studies Asking and answering questions Doing short tests 	<ul style="list-style-type: none"> environment Case studies 	<ul style="list-style-type: none"> Certificate business studies book 1 pages 103-105 KLB Top Mark series business studies page 18 	
5	1-2	THE OFFICE	Qualities of an office worker	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Describe personal attributes, office etiquette and professionalism 	<ul style="list-style-type: none"> Discussions Visits to relevant office environment Asking and answering questions Listening to guest speakers Studying and examining relevant case studies 	<ul style="list-style-type: none"> Relevant business environment Pictures Charts Diagrams Newspaper cuttings Guest speaker Relevant case studies 	<ul style="list-style-type: none"> Longman explore book 1 pages 64-65 Inventor KLB book 1 pages 64-65 Certificate business studies book 1 pages 104 KLB Top Mark series business studies page 18 	
	3	THE OFFICE	Trends in Office Management	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss trends in office management 	<ul style="list-style-type: none"> Asking and answering questions Visits to relevant office environment Listening to guest speaker Examining case studies 	<ul style="list-style-type: none"> Resource person Relevant case studies Suitable charts/diagrams and pictures Newspapers Magazines 	<ul style="list-style-type: none"> Longman explore book 1 pages 65 Inventor KLB book 1 pages 65-68 Certificate business studies book 1 pages 105-106 KLB Top Mark series business studies page 12 	
6	1-2	HOME TRADE	Meaning, importance and classification of home trade	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the meaning and importance of trade 	<ul style="list-style-type: none"> Analyzing case studies Talks by a resource persons Visits to relevant business 	<ul style="list-style-type: none"> Relevant case studies Resource persons Relevant case studies Suitable charts/diagrams/pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 67-68 Inventor KLB book 1 pages 70 Certificate 	

				<ul style="list-style-type: none"> Classify trade 	<ul style="list-style-type: none"> environment Story telling Discussions 		<ul style="list-style-type: none"> business studies book 1 pages 109-110 KLB Top Mark series business studies page 19 	
	3	HOME TRADE	Forms of Home trade	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain form of home trade 	<ul style="list-style-type: none"> Talks by a resource person Studying local case studies Story telling Visits to relevant business environment Discussions 	<ul style="list-style-type: none"> Case studies Doing exercise Suitable charts and diagrams Pictures Resource person Relevant business environment 	<ul style="list-style-type: none"> Longman explore book 1 pages 67-68 Inventor KLB book 1 pages 70 Certificate business studies book 1 pages 110-111 KLB Top Mark series business studies page 19 	
7	1	HOME TRADE	Small scale retailers	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the meaning and importance or small scale retailers 	<ul style="list-style-type: none"> Talks by a resource person Sharing experience through story telling Visits to relevant local environment Analyzing case studies 	<ul style="list-style-type: none"> Models Pictures Newspapers Magazines Relevant business environment Resource persons Relevant case studies 	<ul style="list-style-type: none"> Longman explore book 1 pages 69 Inventor KLB book 1 pages 71 Certificate business studies book 1 pages 113 KLB Top Mark series business studies page 20 	
	2-3	HOME TRADE	Small scale retailers without shops	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss retailers without shops 	<ul style="list-style-type: none"> Analyzing case studies Talks from a resource persons Visits to relevant business environment Sharing experience through story telling 	<ul style="list-style-type: none"> Guest speakers Case studies Relevant business environment Real life experience Suitable diagrams/charts/pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 69-74 Inventor KLB book 1 pages 71-74 Certificate business studies book 1 pages 113-116 KLB Top Mark series business 	

					<ul style="list-style-type: none"> Discussions based on relevant issues on this topic 		<p>studies page 20</p>	
8	1	HOME TRADE	Large scale retailers	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the meaning of and features of large scale retailers 	<ul style="list-style-type: none"> Visits to relevant business environment Analyzing case studies Talk from resource persons Discussions based on relevant issues 	<ul style="list-style-type: none"> Relevant business environment Resource persons Diagrams Pictures Charts 	<ul style="list-style-type: none"> Longman explore book 1 pages 74 Inventor KLB book 1 pages 76 Certificate business studies book 1 pages 117-122 KLB Top Mark series business studies page 20 	
	2-3	HOME TRADE	Large scale retailers	<p>By the end of the lesson, the learner should be able to discuss various types of large scale retailers</p>	<ul style="list-style-type: none"> Talks from a resource person Analyzing case studies Asking and answering questions Writing essays Discussions on relevant case studies Visits to relevant business environment 	<ul style="list-style-type: none"> Newspapers Photographs Magazines Pictures Diagrams Resource persons Relevant case studies 	<ul style="list-style-type: none"> Longman explore book 1 pages 74-78 Inventor KLB book 1 pages 77-81 Certificate business studies book 1 pages 117-123 KLB Top Mark series business studies page 20 	
9	1	HOME TRADE	Functions of retailers	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss functions of retailer 	<ul style="list-style-type: none"> Asking and answering questions Visits to relevant case studies Talks from a resource person Discussions on relevant case studies 	<ul style="list-style-type: none"> Newspapers Case studies Relevant business environment Magazines Pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 78 Inventor KLB book 1 pages 82 KLB Top Mark series business studies page 21 	
	2-3	HOME TRADE	Types and	<p>By the end of the lesson, the</p>	<ul style="list-style-type: none"> Analyzing case 	<ul style="list-style-type: none"> Case studies 	<ul style="list-style-type: none"> Longman explore 	

			functions of wholesalers	<p>learner should be able to</p> <ul style="list-style-type: none"> Discuss the types and functions of the office 	<p>studies</p> <ul style="list-style-type: none"> Visits to relevant business environment Discussion on relevant topical issues Classification of wholesalers Listening to guest speakers 	<ul style="list-style-type: none"> Business environment Resource persons Pictures Diagrams Photographs Newspapers 	<p>book 1 pages 79-80</p> <ul style="list-style-type: none"> Inventor KLB book 1 pages 83-86 Certificate business studies book 1 pages 128-130 KLB Top Mark series business studies page 22 	
10	1	HOME TRADE	Documents used in Home Trade	<p>By the end of the lesson the learner should be able to</p> <ul style="list-style-type: none"> Describe the documents used in home trade 	<ul style="list-style-type: none"> Demonstrations Visits to relevant office environment Discussions Listening to resource persons Story telling Analyzing case studies 	<ul style="list-style-type: none"> Relevant documents Relevant newspaper cuttings Diagrams Charts Pictures Resource persons Relevant business environment 	<ul style="list-style-type: none"> Longman explore book 1 pages 83 Inventor KLB book 1 pages 86-100 Certificate business studies book 1 pages KLB Top Mark series business studies page 22 	
	2-3	HOME TRADE	Means of Payment	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the means of payment used in home trade and the circumstances under which they are used 	<ul style="list-style-type: none"> Explanations Discussion Analyzing case studies Visits relevant business environment Demonstrations 	<ul style="list-style-type: none"> Relevant case studies Resource persons Relevant business environment Suitable charts/diagrams/pictures 	<ul style="list-style-type: none"> Longman explore book 1 pages 83-90 Inventor KLB book 1 pages 100-107 Certificate business studies book 1 pages 153-159 KLB Top Mark series business studies page 22 	
11	1-2	HOME TRADE	Terms of Payment	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the terms of 	<ul style="list-style-type: none"> Discussions Analyzing case studies 	<ul style="list-style-type: none"> Resource persons Relevant 	<ul style="list-style-type: none"> Longman explore book 1 pages 90-94 	

				payment used in home trade and circumstances in which they are used	<ul style="list-style-type: none"> • Visits to relevant business environment • Talks from a resource person • Writing essays • Story telling • Explanations • 	<ul style="list-style-type: none"> • business environment • Suitable charts/diagrams/pictures • Relevant newspaper cuttings • Documents such as cheques etc 	<ul style="list-style-type: none"> • Inventor KLB book 1 pages 108-114 • Certificate business studies book 1 pages 147-148 • KLB Top Mark series business studies page 23 	
	3	HOME TRADE	Emerging Issues	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Identify emerging issues in trade 	<ul style="list-style-type: none"> • Discussion on relevant case studies • Visits to relevant local environment • Talks from a resource persons • Other suitable resources 	<ul style="list-style-type: none"> • Diagrams • Pictures • Resource persons • Relevant business environment • Relevant case studies 	<ul style="list-style-type: none"> • Longman explore book 1 page 95 	

12 1-3 END-YEAR EXAMINATION

13 1-3 MARKING AND CLOSING OF SCHOOL

BUSINESS EDUCATION FORM 2 SCHEMES OF WORK – TERM 1

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	FORMS OF BUSINESS UNITS	Definition and classification of business units	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Define the term business unit • Identify the various form of 	<ul style="list-style-type: none"> • Story telling • Review form 1 work” Business and its environment • Definitions 	<ul style="list-style-type: none"> • Resource persons • Magazines • Newspapers • Journals • Radio 	<ul style="list-style-type: none"> • Inventor KLB book 2 page1 • Certificate business studies 	

				business units	<ul style="list-style-type: none"> Discussions 	<ul style="list-style-type: none"> Pictures Photographs 	<ul style="list-style-type: none"> book 2 page 1 Dynamics of business studies Bk 2 pg 1-4 Gateway sec. Revision pg 77 	
	2-3	FORM OF BUSINESS UNITS	Sole Proprietorship	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Define the term sole proprietorship Discuss features of sole proprietorship Discuss formation, management and source of capital of sole proprietorship 	<ul style="list-style-type: none"> Debating Talks from resource persons Story telling Explanations Listening to business programmes on radio and television discussions 	<ul style="list-style-type: none"> Photographs Pictures Journals Case studies Radio & TV Resource persons 	<ul style="list-style-type: none"> Inventor KLB book 2 page 1-2 Certificate business studies book 2 page 1-4 Dynamics of business studies Bk 2 pg 5-7 Gateway sec. Revision pg 78 	
2	1-2	FORM OF BUSINESS UNITS	Sole Proprietorship	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Discuss factors favoring establishment of sole proprietorship Discuss merits, demerits and dissolution of sole proprietorship 	<ul style="list-style-type: none"> Discussions Debating Talks from resource persons Story telling Explanations Listening to business programs on radio and television 	<ul style="list-style-type: none"> Journals Radio & T.V Case studies Pictures Photographs 	<ul style="list-style-type: none"> Inventor KLB book 2 page 2-3 Certificate business studies book 2 page 4-5 Dynamics of business studies Bk 2 pg 8-11 Gateway sec. Revision pg 79-80 	
	3	FORMS OF BUSINESS UNITS	Partnership	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Define the term partnership Identify and discuss features of partnership 	<ul style="list-style-type: none"> Story telling Listening to radio and television Explanations Definitions Suggestions Discussions Talks from 	<ul style="list-style-type: none"> Case studies Newspapers Journals and magazines Business environment Student's book chapter 1 & 2 	<ul style="list-style-type: none"> Inventor KLB book 2 page 3-4 Certificate business studies book 2 page 6-8 Dynamics of business studies 	

					<ul style="list-style-type: none"> resource persons Reading journals, newspapers and magazines 	<ul style="list-style-type: none"> Pictures Photographs Radio, T,V 	<ul style="list-style-type: none"> Bk 2 pg 13-14 Gateway sec. Revision pg 80 	
3	1-2	FORMS OF BUSINESS UNITS	Partnership	<p>By the end of the lesson, the learner should be able to discuss the following on partnership</p> <ul style="list-style-type: none"> Ownership Formation Management Source of capital 	<ul style="list-style-type: none"> Story telling Talks from resource persons Reading journals, magazines and newspapers Listening to radio and television Observing pictures 	<ul style="list-style-type: none"> Resource persons Journals, newspapers & magazines Radio and television Pictures Photographs 	<ul style="list-style-type: none"> Inventor KLB book 2 page 4-6 Certificate business studies book 2 page 7-9 Dynamics of business studies Bk 2 pg 14-16 Gateway sec. Revision pg 82 	
	3	FORMS OF BUSINESS UNITS	Partnership	<p>By the end of the lesson the learner should be able to discuss</p> <ul style="list-style-type: none"> Types of partnerships Classification of partners 	<ul style="list-style-type: none"> Discussions Case studies Reading journals, magazines and newspapers Listening to radio business programs Watching business videos Doing exercises 	<ul style="list-style-type: none"> Magazines Journals Relevant business environments Video disks 	<ul style="list-style-type: none"> Inventor KLB book 2 page 4 Certificate business studies book 2 page 10-13 Dynamics of business studies Bk 2 pg 17-19 Gateway sec. Revision pg 81 	
4	1-2	FORM OF BUSINESS UNITS	Partnership	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> Discuss factors that favour establishment of partnership Discuss reasons which lead to dissolution of partnership Discuss merits and demerits of partnership 	<ul style="list-style-type: none"> Explanations Reading journals, newspaper magazines Listening to business programs on radio Story telling Talks from resource persons Discussions 	<ul style="list-style-type: none"> Resource persons Newspaper, journals magazines Radio Case studies Pictures 	<ul style="list-style-type: none"> Inventor KLB book 2 page 6-7 Certificate business studies book 2 page 14-16 Dynamics of business studies Bk 2 pg 20-22 Gateway sec. Revision pg 81 	

	3	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define the term co-operatives Identify and discuss features of co-operative societies 	<ul style="list-style-type: none"> Discussions Explanations Definitions Story telling Talks from a resource persons Listening to business programs on radio Reading journal, newspapers and magazines Doing short texts 	<ul style="list-style-type: none"> Relevant business environment Pictures Photographs Case study Radio Resource persons Newspapers, magazine, journals 	<ul style="list-style-type: none"> Inventor KLB book 2 page 7-8 Certificate business studies book 2 page 38 Dynamics of business studies Bk 2 pg 42-44 Gateway sec. Revision pg 88-89 	
5	1	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss the role of co-operatives societies 	<ul style="list-style-type: none"> Discussions Explanations talks from resource persons Story telling Studying relevant case studies Reading, journals, magazines and newspapers 	<ul style="list-style-type: none"> Journals Resource persons Pictures Magazines newspapers 	<ul style="list-style-type: none"> Inventor KLB book 2 page 9 Certificate business studies book 2 page 33 Dynamics of business studies Bk 2 pg 58 Gateway sec. Revision pg 90 	
	2-3	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson the learner should be able to discuss the following</p> <ul style="list-style-type: none"> Formation Ownership Management Source of capital 	<ul style="list-style-type: none"> Talks from resource persons Story telling Discussions Reading journal, magazines and newspapers Listening to business programs on radio 	<ul style="list-style-type: none"> Resource persons Pictures Newspapers Journals Magazines Radio Student's book chapter 1 & 2 	<ul style="list-style-type: none"> Inventor KLB book 2 page 8- 9 Certificate business studies book 2 page 35-37 Dynamics of business studies Bk 2 pg 45-47 Gateway sec. Revision pg 91 	
6	1	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson the learner should be able to</p>	<ul style="list-style-type: none"> Explanation Emphasis 	<ul style="list-style-type: none"> Pictures Newspapers 	<ul style="list-style-type: none"> Inventor KLB book 	

				<ul style="list-style-type: none"> Identify and explain the principles of co-operative societies 	<ul style="list-style-type: none"> Discussions Story telling Talks from resource persons 	<ul style="list-style-type: none"> Journals Magazines Resource persons 	<p>2 page 8</p> <ul style="list-style-type: none"> Certificate business studies book 2 page 39-40 Dynamics of business studies Bk 2 pg 44 Gateway sec. Revision pg 89 	
	2-3	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Name and discuss different types of co-operatives Point out functions of each type of co-operative 	<ul style="list-style-type: none"> Talks from resource personnel Explanations Discussions Identification reading journals, newspapers and magazines Story telling 	<ul style="list-style-type: none"> Journals Magazines Newspapers Pictures Resource persons Radio 	<ul style="list-style-type: none"> Inventor KLB book 2 page 10-14 Certificate business studies book 2 page 40-43 Dynamics of business studies Bk 2 pg 48-50 Gateway sec. Revision pg 89-90 	
7	1-2	FORM OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson, the learner should be able to discuss</p> <ul style="list-style-type: none"> Structure Problems Dissolution of co-operative societies 	<ul style="list-style-type: none"> Talks from resource persons Reading, journal newspapers and magazines Observing pictures and photographs Explanations Discussions 	<ul style="list-style-type: none"> Pictures Photographs Newspapers Journals Magazines Resource persons 	<ul style="list-style-type: none"> Inventor KLB book 2 page 15 Certificate business studies book 2 page 43, 46 and 48 Dynamics of business studies Bk 2 pg 56-57 Gateway sec. Revision pg 92 	
	3	FORMS OF BUSINESS UNITS	Co-operatives	<p>By the end of the lesson, the learner should be able to identify and discuss advantages and disadvantages of co-operative societies</p>	<ul style="list-style-type: none"> Explanation Talks from resource persons Doing short tests Discussions 	<ul style="list-style-type: none"> Photographs Pictures Resource person Magazine 	<ul style="list-style-type: none"> Inventor KLB book 2 page 14-15 Certificate business studies book 2 page, 47- 	

							<ul style="list-style-type: none"> 48 Dynamics of business studies Bk 2 pg 54-55 Gateway sec. Revision pg 91 	
8	1	FORM OF BUSINESS UNITS	Companies	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define the term company Name and discuss its features 	<ul style="list-style-type: none"> Discussions Explanations Talks from resource persons Reading journal, news paper & magazines Observation of picture and photographs 	<ul style="list-style-type: none"> Resource persons Newspapers Magazines Journals Student book chapter 1& 2 	<ul style="list-style-type: none"> Inventor KLB book 2 page 15 Certificate business studies book 2 page, 20-21 Dynamics of business studies Bk 2 pg 23 Gateway sec. Revision pg 82-83 	
	2-3	FORM OF BUSINESS UNITS	Companies	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss formation of companies 	<ul style="list-style-type: none"> Explanations Observation of pictures Reading, journals, magazines and newspapers Watching business T V programs Listening to radio programs Discussion Explanations Observation of pictures 	<ul style="list-style-type: none"> Photos & Pictures Newspapers Magazines Journals Radio & T.V Resource persons 	<ul style="list-style-type: none"> Inventor KLB book 2 page 16-19 Certificate business studies book 2 page, 22-28 Dynamics of business studies Bk 2 pg 36-38 Gateway sec. Revision pg 83-84 	
9	1	FORM OF BUSINESS UNITS	Private Limited Company	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Describe private limited company Discuss the advantages and disadvantages of private limited 	<ul style="list-style-type: none"> Reading journal magazine and newspapers Listening to radio business programs Discussions Explanations 	<ul style="list-style-type: none"> Pictures Radio Newspapers Magazine Journals 	<ul style="list-style-type: none"> Inventor KLB book 2 page 19-20 Certificate business studies book 2 page, 29 Dynamics of business studies Bk 2 pg 24-27 	

				company	<ul style="list-style-type: none"> • Descriptions 		<ul style="list-style-type: none"> • Gateway sec. Revision pg 84 	
	2	FORM OF BUSINESS UNITS	Public Limited Company	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe public limited company • Discuss the advantages and disadvantages of public limited company 	<ul style="list-style-type: none"> • Discussions • Observing pictures • Watching television programs • Listening to business radio programs • Reading business journals and magazines 	<ul style="list-style-type: none"> • Pictures • Radio • Newspapers • Magazines • Journals 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 21-22 • Certificate business studies book 2 page, 29 • Dynamics of business studies Bk 2 pg 28-32 • Gateway sec. Revision pg 85-87 	
	3	FORM OF BUSINESS UNITS	Role of Stock Exchange	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Discuss stock exchange • State roles of stock exchange as a market for securities 	<ul style="list-style-type: none"> • Discussions • Observing pictures • Watching television programs • Listening to business radio programs • Reading business journals and magazines 	<ul style="list-style-type: none"> • Pictures and photos • Television • Radio • Magazines • Journals 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 23-24 • Dynamics of business studies Bk 2 pg 28 	
10	1-2	FORM OF BUSINESS UNITS	Dissolution of companies and difference between private and public limited companies	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Discuss the circumstances leading to dissolution of public limited company • State the differences between private and public limited companies 	<ul style="list-style-type: none"> • Listening to business programs on radio and T,V • Discussions • Reading business journals and magazines • Explanations • Observing pictures 	<ul style="list-style-type: none"> • Pictures and Photos • Television • Radio • Magazines • Journals • Case studies 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 25 • Dynamics of business studies Bk 2 pg 40-41 • Certificate business studies book 2 page, 30-31 • Gateway sec. Revision pg 88 	

	3	FORM OF BUSINESS UNITS	Public Corporation	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Define public corporation • Discuss its main features • Describe a parastatal 	<ul style="list-style-type: none"> • Discussions • Observing pictures and photos • Definitions • Story telling • Studying relevant case studies • Talks from resource persons 	<ul style="list-style-type: none"> • Journals • Magazines • Resource persons • Pictures and photos • Radio • Television 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 26 • Dynamics of business studies Bk 2 pg 66-67 • Certificate business studies book 2 page, 49 • Gateway sec. Revision pg 93 	
11	1-2	FORM OF BUSINESS UNITS	Public Corporation	By the end of the lesson, the learner should be able to discuss: <ul style="list-style-type: none"> • Formation • Ownership Management • Dissolution, advantages and disadvantages of public corporation 	<ul style="list-style-type: none"> • Listening to business programs on radio • Reading business journals and magazines • Discussions • Observations of pictures • Studying relevant case studies 	<ul style="list-style-type: none"> • Magazines • Resource persons • Pictures and photos • Radio • Television • Journals • Case studies 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 27-29 • Dynamics of business studies Bk 2 pg 67-74 • Certificate business studies book 2 page, 49-5 • Gateway sec. Revision pg 93 	
	3	FORM OF BUSINESS UNITS	Trends in Forms of Business Units	By the end of the lesson, the learner should be able to discuss trends observable today in business ownership	<ul style="list-style-type: none"> • Observation • Explanations • Talks from resource persons • Discussions • Listening to business programs on radio and television 	<ul style="list-style-type: none"> • Pictures & Photos • Resource persons • Radio • Television • Case studies 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 29 • Dynamics of business studies Bk 2 pg 60 and 76 • Certificate business studies book 2 page, 53-56 • Gateway sec. Revision pg 95-96 • 	

12	1-3	EXAMINATION
13	1-3	CLOSING OF TERM

BUSINESS EDUCATION FORM 2 SCHEMES OF WORK – TERM 2

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	GOVERNMENT AND BUSINESS	Definition and levels of Government participation	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define the term Government Identify the levels of government participation 	<ul style="list-style-type: none"> Definition Discussions Doing short tests Talks from a resource persons Reading relevant newspaper cuttings and magazines 	Students book (certificate) chapter 3 <ul style="list-style-type: none"> Resource persons Relevant case studies Newspapers Journals 	<ul style="list-style-type: none"> Inventor KLB book 2 page 31 Dynamics of business studies Bk 2 pg 81 Certificate business studies book 2 page, 58 Gateway sec. Revision pg 98 	
	2	GOVERNMENT AND BUSINESS	Reasons for Government involvement in business	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Identify and explain reasons for government involvement in business 	<ul style="list-style-type: none"> Citing examples from local environment Explanations Discussing relevant case studies Visits to relevant business environment e.g (KEBS) office 	<ul style="list-style-type: none"> Resource persons Case studies Relevant business environment Journals 	<ul style="list-style-type: none"> Inventor KLB book 2 page 31 Dynamics of business studies Bk 2 pg 81-82 Certificate business studies book 2 page, 59-60 Gateway sec. Revision pg 98 	

	3	GOVERNMENT AND BUSINESS	Methods of government involvement in business	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Give reasons why regulation of business activities is necessary • Mention reasons why government trains business people 	<ul style="list-style-type: none"> • Discussions • Explanation • Studying and discussion on relevant case studies and local examples • Talks from resource persons • Citing examples 	<ul style="list-style-type: none"> • Relevant case studies • Relevant resources • Newspapers and business journals • Resource persons 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 32-33 • Dynamics of business studies Bk 2 pg 83-84 • Certificate business studies book 2 page, 60-61 • Gateway sec. Revision pg 98 	
2	1-2	GOVERNMENT AND BUSINESS	Trade Promotion and Public Utilities	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Describe what trade promotion is • Discuss main public utilities 	<ul style="list-style-type: none"> • Description • Discussions on relevant case studies • Talks from resource person • Explanations • Identification • Reading relevant newspaper cuttings and magazines • Visits to relevant business environment 	<ul style="list-style-type: none"> • Resource persons • Relevant business environment • Newspapers • Magazines • Relevant case studies 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 34-36 • Dynamics of business studies Bk 2 pg 85-89 • Certificate business studies book 2 page, 62-65 • Gateway sec. Revision pg 98 	
	3	GOVERNMENT AND BUSINESS	Merits and demerits of Government involvement in business	By the end of the lesson the learner should be able to discuss merits, and demerits of government involvement in business	<ul style="list-style-type: none"> • Discussions • Talks from resource persons • Explanations • Reading relevant newspaper cuttings and magazines • Citing examples 	<ul style="list-style-type: none"> • Newspapers • Magazines • Relevant business environment • Resource persons 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 34-36 • Dynamics of business studies Bk 2 pg 91-92 • Certificate business studies book 2 page, 67-68 	

							<ul style="list-style-type: none"> Gateway sec. Revision pg 99 	
3	1	GOVERNMENT AND BUSINESS	Consumer Protection	<p>By the end of the lesson, the learner should be able to :</p> <ul style="list-style-type: none"> Define consumer protection Discuss why consumers need protection 	<ul style="list-style-type: none"> Studying relevant case studies Reading relevant newspaper cuttings and magazines Talks from resource persons Visits to relevant business environment Discussions 	<ul style="list-style-type: none"> Resource persons Relevant case studies Newspapers Magazines Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 38 Dynamics of business studies Bk 2 pg 93-95 Certificate business studies book 2 page, 68 Gateway sec. Revision pg 99-100 	
	2-3	GOVERNMENT AND BUSINESS	Methods of Consumer Protection	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Identify and discuss methods of consumer protection Discuss how consumers can protect themselves 	<ul style="list-style-type: none"> Talks from resource persons Reading relevant newspaper cuttings and magazines Discussing various concepts Discussing relevant case studies 	<ul style="list-style-type: none"> Relevant case studies Resource persons Newspapers Magazines Resource persons 	<ul style="list-style-type: none"> Inventor KLB book 2 page 39-40 Dynamics of business studies Bk 2 pg 96-103 Certificate business studies book 2 page, 69-70 Gateway sec. Revision pg 99-101 	
4	1-2	TRANSPORT	Meaning and importance of transport	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Define transport Identify and explain importance 	<ul style="list-style-type: none"> Discussions among learners Studying relevant case studies Talks from resource persons Relevant local environment visit 	<ul style="list-style-type: none"> Relevant environment Resource person Relevant case studies 	<ul style="list-style-type: none"> Inventor KLB book 2 page 42 Dynamics of business studies Bk 2 pg 109-110 Certificate business studies 	

							<ul style="list-style-type: none"> book 2 page, 72 Gateway sec. Revision pg 103 	
	3	TRANSPORT	Essentials of Transport	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> List essentials of transport Explain the essentials elements of transport 	<ul style="list-style-type: none"> Discussions Studying relevant case studies Talks from resource persons Observing pictures 	<ul style="list-style-type: none"> Relevant case studies Resource person Pictures 	<ul style="list-style-type: none"> Inventor KLB book 2 page 43 Dynamics of business studies Bk 2 pg 110-113 Certificate business studies book 2 page, 72 Gateway sec. Revision pg 103 	
5	1-3	TRANSPORT	Land and Water Transport	<p>By the end of the lesson the learner should be able to</p> <ul style="list-style-type: none"> Define land and water transport State merits and demerits of land and water transport 	<ul style="list-style-type: none"> Definitions Discussions Visits to relevant local environment such as bus stations Talks from resource persons Studying and discussing relevant case studies 	<ul style="list-style-type: none"> Resource persons Relevant local environment Relevant studies Pictures Photos Realie 	<ul style="list-style-type: none"> Inventor KLB book 2 page 44-52 Dynamics of business studies Bk 2 pg 114-140 Certificate business studies book 2 page, 74-83 Gateway sec. Revision pg 104-108 	
6	1	TRANSPORT	Air Transport and Containerization	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Describe air transport and containerization Discuss merits and demerits of air transport and containerization 	<ul style="list-style-type: none"> Relevant discussions amongst the learners Discussing relevant case studies Talks from resource persons Visits to relevant 	<ul style="list-style-type: none"> Resource persons Relevant case studies Pictures Photos 	<ul style="list-style-type: none"> Inventor KLB book 2 page 52-55 Dynamics of business studies Bk 2 pg 140-145 Certificate business studies book 2 page,83- 	

					local environment such as		84 <ul style="list-style-type: none"> Gateway sec. Revision pg 109 	
	2	TRANSPORT	Selection of means of Transport	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Identify and discuss factors which influence choice of an appropriate means of transport 	<ul style="list-style-type: none"> Identification Relevant discussions amongst the learners Talks from resource person Discussing relevant case studies 	<ul style="list-style-type: none"> Local environment Resource persons Relevant case studies Pictures 	<ul style="list-style-type: none"> Inventor KLB book 2 page 55-56 Dynamics of business studies Bk 2 pg 153-155 Certificate business studies book 2 page,84-85 Gateway sec. Revision pg 111 	
	3	TRANSPORT	Trends in Transport	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Identify trends in transport 	<ul style="list-style-type: none"> Discussion of current trends amongst learners Illustrating local examples Talks from resource persons Discussing relevant case studies 	<ul style="list-style-type: none"> Resource persons Relevant case studies Pictures Charts photos Relevant local examples 	<ul style="list-style-type: none"> Inventor KLB book 2 page 56-57 Dynamics of business studies Bk 2 pg 146-152 Certificate business studies book 2 page,85-87 Gateway sec. Revision pg 112 	
7	1-2	COMMUNICATION	Meaning and importance of communication	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Define communication Identify and explain the importance of communication 	<ul style="list-style-type: none"> Definitions Questioning and answers Discussions Lectures for explanations 	<ul style="list-style-type: none"> Local case studies Relevant business environment Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 59-60 Dynamics of business studies Bk 2 pg 163-164 Certificate business studies book 2 page,90- 	

							<ul style="list-style-type: none"> 91 Gateway sec. Revision pg 115 	
	3	COMMUNICATIO N	Lines of Communication	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> State and describe lines of communication 	<ul style="list-style-type: none"> Oral questions and answers Discussions Talks from resource persons Story telling Studying relevant case studies Role-play simulation and demonstration 	<ul style="list-style-type: none"> Resource persons case studies Pictures Radio Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 61 Dynamics of business studies Bk 2 pg 171-173 Certificate business studies book 2 page, 92 Gateway sec. Revision pg 116 	
8	1	COMMUNICATIO N	Essential of effective communication	<p>By the end of the lesson, the learner should be able to identify and explain essentials of effective communication</p>	<ul style="list-style-type: none"> Discussions Study relevant case studies Oral questions and answers Visits to areas of interest Talks from resource persons 	<ul style="list-style-type: none"> Resource persons Local case studies Computers Radio Relevant case study 	<ul style="list-style-type: none"> Inventor KLB book 2 page 61-62 Dynamics of business studies Bk 2 pg 166 Certificate business studies book 2 page, 99-100 Gateway sec. Revision pg 116 	
	2-3	COMMUNICATIO N	Oral and Written Communication	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define oral and written communication Identify and discuss merits and demerits of oral and written communication 	<ul style="list-style-type: none"> Role-play, simulation and demonstration Story telling Visits to area of interest Listen to radio Reading newspapers, 	<ul style="list-style-type: none"> Relevant newspaper cuttings Radio Television Relevant business environment Magazines 	<ul style="list-style-type: none"> Inventor KLB book 2 page 63-70 Dynamics of business studies Bk 2 pg 174-175 Certificate business studies book 2 page, 94- 	

					<ul style="list-style-type: none"> magazines Definition 	<ul style="list-style-type: none"> Resource persons Pictures Photographs 	<p>98</p> <ul style="list-style-type: none"> Gateway sec. Revision pg 117-118 	
9	1-2	COMMUNICATION	Audio-visual Communication	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Define audio-visual communication Discuss merits and demerits 	<ul style="list-style-type: none"> Viewing television Browsing the internet Visits to areas of interest for instant cyber cafes Talks from resource persons Discussions Lectures for explanation 	<ul style="list-style-type: none"> Cyber café Media house Resource persons Television Mobile phone Computer 	<ul style="list-style-type: none"> Inventor KLB book 2 page 71-74 Dynamics of business studies Bk 2 pg 176-181 Certificate business studies book 2 page, 104-105 Gateway sec. Revision pg 118 	
	3	COMMUNICATION	Choosing appropriate means of communication	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Identify factors that influence choice of appropriate means of communication 	<ul style="list-style-type: none"> Oral questions and answers Lecture for explanation Discussions Talks from resource persons Studying relevant case studies 	<ul style="list-style-type: none"> Resource persons Relevant case studies Local case studies Pictures Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 74 Dynamics of business studies Bk 2 pg 182-183 Certificate business studies book 2 page, 103 Gateway sec. Revision pg 119 	
10	1-2	COMMUNICATION	Barriers to effective communication	<p>By the end of the lesson, the learner should be able to identify and discuss barriers to effective communication</p>	<ul style="list-style-type: none"> Lecture for explanations Reading newspaper, listening to radio and viewing television programs 	<ul style="list-style-type: none"> Local case studies Resource persons Relevant business environment Newspapers 	<ul style="list-style-type: none"> Inventor KLB book 2 page 75-76 Dynamics of business studies Bk 2 pg 167-169 Certificate business studies 	

					<ul style="list-style-type: none"> • Discussions • Role-plays, simulation • Study relevant case studies • Story telling 	<ul style="list-style-type: none"> • Radio • Television • Computers • Mobile phones 	<p>book 2 page, 101-102</p> <ul style="list-style-type: none"> • Gateway sec. Revision pg 116 	
	3	COMMUNICATIO N	Services that facilitate communication	By the end of the lesson, the learner should be able to identify and discuss services that facilitate communication	<ul style="list-style-type: none"> • Discussion • Studying relevant case studies • Story telling • Lecture for explanations • Listening to radio 	<ul style="list-style-type: none"> • Relevant case studies • Pictures • Letters • Cell phones • Telephones • Radio 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 77-80 • Dynamics of business studies Bk 2 pg 184-190 • Certificate business studies book 2 page, 104-106 • Gateway sec. Revision pg 119-120 	
11	1-2	COMMUNICATIO N	Trends in communication	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Identify current trends in communication • Discuss the importance of current trends of communication 	<ul style="list-style-type: none"> • Visiting cyber cafes • Browsing the internet • Studying relevant case studies • Media houses may be visited • Talks from resource persons • Discussions • Oral questions for explanations 	<ul style="list-style-type: none"> • Pictures • Local case studies • Mobile phones • Computers • Relevant business environment • Resource persons 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 80-82 • Dynamics of business studies Bk 2 pg 191-192 • Certificate business studies book 2 page, 107-110 • Gateway sec. Revision pg 121 	
	3	COMMUNICATIO N	Revision	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Answer questions related to communication 	<ul style="list-style-type: none"> • Doing short test • Oral questions and answer • Talk from resource persons 			

12	1-3	END TERM EXAMINATION
13	1-3	CLOSING OF SCHOOL

BUSINESS EDUCATION FORM 2 SCHEMES OF WORK – TERM 3

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1-3	WAREHOUSING	Definition and importance of warehouse	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define warehousing Explain the importance of warehousing of business 	<ul style="list-style-type: none"> Discussion and brainstorming sessions Visits to relevant business environment e.g local warehouse Talks from resource persons Story telling by students of relevant local experiences 	<ul style="list-style-type: none"> Relevant business environment Resource persons e.g warehouse manager Pictures Charts Newspaper cuttings 	<ul style="list-style-type: none"> Inventor KLB book 2 page 83-84 Dynamics of business studies Bk 2 pg 197-198 Certificate business studies book 2 page, 112 Gateway sec. Revision pg 124 	
2	1-2	WAREHOUSING	Types of Warehouses	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Identify various types of warehouses Discuss merits and demerits of each type of warehouse 	<ul style="list-style-type: none"> Visits to relevant business environment Discussions Talks from resource persons Story telling Studying and discussing case studies 	<ul style="list-style-type: none"> Relevant business environments Pictures Photos Charts Diagrams Resource persons Newspaper cuttings 	<ul style="list-style-type: none"> Inventor KLB book 2 page 85-90 Dynamics of business studies Bk 2 pg 202-208 Certificate business studies book 2 page, 114-118 Gateway sec. Revision pg 125- 	

							128	
	3	WAREHOUSING	Essentials of Warehouse	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define the term essentials Illustrate fundamental features of warehouse 	<ul style="list-style-type: none"> Explanations Definitions Illustrations Discussions Talks from resource person Visits to relevant business environment Observing pictures 	<ul style="list-style-type: none"> Newspaper cuttings Resource persons Diagrams Charts Relevant case studies Pictures 	<ul style="list-style-type: none"> Inventor KLB book 2 page 85 Dynamics of business studies Bk 2 pg 199 Certificate business studies book 2 page, 119-120 Gateway sec. Revision pg 125 	
3	1	INSURANCE	Meaning of Insurance and its importance	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Explain the concept of insurance Discuss the meaning of insurance Discuss the importance of insurance 	<ul style="list-style-type: none"> Discussions Definitions Talks from resource persons Explanations of relevant terms associated with insurance Illustrating the “pooling of risk” clearly 	<ul style="list-style-type: none"> Relevant case studies Resource persons Relevant newspaper cuttings 	<ul style="list-style-type: none"> Inventor KLB book 2 page 91-92 Dynamics of business studies Bk 2 pg 212-215 Certificate business studies book 2 page, 122-123 Gateway sec. Revision pg 132 	
	2-3	INSURANCE	Purpose and Principles of Insurance	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Explain the purpose of insurance Identify and explain principles of insurance 	<ul style="list-style-type: none"> Studying case studies Visits to relevant business environment such as an insurance company Talks from resource persons Discussions Explanations Filling insurance documents 	<ul style="list-style-type: none"> Insurance document Resource persons Relevant business environment Relevant case studies Relevant newspaper cuttings 	<ul style="list-style-type: none"> Inventor KLB book 2 page 93-98 Dynamics of business studies Bk 2 pg 216-221 Certificate business studies book 2 page, 125-127 Gateway sec. Revision pg 135 	

4	1	INSURANCE	Life Assurance	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define life assurance • Explain the risk covered by life assurance 	<ul style="list-style-type: none"> • Explanations • Discussions • Observing insurance documents • Reading newspaper cuttings • Visits to relevant business environment • Viewing pictures, diagrams 	<ul style="list-style-type: none"> • Pictures • Relevant business environment • Relevant newspaper cutting • Diagrams • Charts • Insurance document 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 99-100 • Dynamics of business studies Bk 2 pg 229-232 • Certificate business studies book 2 page, 128 • Gateway sec. Revision pg 140-141 	
	2-3	INSURANCE	General or Property Insurance	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Define general insurance • Explain the risks insured by general insurance 	<ul style="list-style-type: none"> • Definitions • Discussions • Viewing pictures, charts and diagrams • Visits to relevant business environment • Illustrations • Watching films 	<ul style="list-style-type: none"> • Videos • Newspaper cuttings • Pictures, diagrams and charts • Relevant business environment • Case studies 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 99-100 • Dynamics of business studies Bk 2 pg 223-228 • Certificate business studies book 2 page, 128-130 • Gateway sec. Revision pg 137-140 	
5	1	INSURANCE	Re-insurance and co-insurance	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Define re-insurance and co-insurance • Discuss re-insurance and co-insurance 	<ul style="list-style-type: none"> • Talks from resource persons • Viewing diagrams, charts, pictures • Illustrations • Explanations • Definitions • Discussions • Visits to relevant business environment 	<ul style="list-style-type: none"> • Diagrams • Charts • Resource persons • Relevant business environment • Relevant cutting • Relevant case studies • Pictures 	<ul style="list-style-type: none"> • Inventor KLB book 2 page 99-100 • Dynamics of business studies Bk 2 pg 239 • Certificate business studies book 2 page, 130 • Gateway sec. Revision pg 143 	

	2-3	INSURANCE	Obtaining Insurance and compensation	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Describe procedure for obtaining an insurance policy Describe the procedure for making insurance claim 	<ul style="list-style-type: none"> Discussions Talk from people who have taken up policies and have made claims Studying case studies Filing insurance document Visits to relevant business environment Description 	<ul style="list-style-type: none"> Resource persons Relevant newspaper cutting Relevant business environment Relevant insurance documents Relevant case studies 	<ul style="list-style-type: none"> Inventor KLB book 2 page 108-109 Dynamics of business studies Bk 2 pg 232-133 Certificate business studies book 2 page, 132-133 Gateway sec. Revision pg 141-142 	
6	1-2	PRODUCT PROMOTION	Meaning and importance of product promotion	<p>By the end of the lesson the learner should be able to</p> <ul style="list-style-type: none"> Define product Explain the importance of product promotion 	<ul style="list-style-type: none"> Definition of terms Sharing experiences through story telling Brainstorming sessions Studying relevant case studies Discussions 	<ul style="list-style-type: none"> Case studies Relevant local environment Student's book chapter 8 (certificate b/studies) 	<ul style="list-style-type: none"> Inventor KLB book 2 page 111 Dynamics of business studies Bk 2 pg 244 Certificate business studies book 2 page, 136 Gateway sec. Revision pg 147 	
	3	PRODUCT PROMOTION	Publicity and public Relations	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Define publicity and public relations Discuss merits and demerits of publicity and public relations 	<ul style="list-style-type: none"> Talks from resource persons Dramatizing or role playing Studying relevant case studies Listening and watching various relevant programs Brainstorming sessions 	<ul style="list-style-type: none"> Radio Television Photos Resource persons Case studies Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 128-129 Dynamics of business studies Bk 2 pg 257 Certificate business studies book 2 page, 159-161 Gateway sec. Revision pg 155- 	

							156	
7	1-2	PRODUCT PROMOTION	Personal selling	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Define personal selling Discuss ways of carrying out personal selling 	<ul style="list-style-type: none"> Discussions Watching and listening to relevant programs Talks from resource persons Dramatizing role-playing Sharing experiences Studying relevant case studies 	<ul style="list-style-type: none"> Case studies Resource persons Radio television Newspapers Photos Charts Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 112-118 Dynamics of business studies Bk 2 pg 252-260 Certificate business studies book 2 page, 154-158 Gateway sec. Revision pg 154 	
	3	PRODUCT PROMOTION	Advertising and its Importance	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define advertisement State importance of advertising 	<ul style="list-style-type: none"> Discussions Definitions Explanation Talks from resource persons Story telling Visits to relevant business environment 	<ul style="list-style-type: none"> Newspapers Resource persons Radio Televisions Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 118 Dynamics of business studies Bk 2 pg 246 Certificate business studies book 2 page, 141-142 Gateway sec. Revision pg 147-148 	
8	1	PRODUCT PROMOTION	Types of advertisement	By the end of the lesson, the learner should be able to identify and discuss types of advertising	<ul style="list-style-type: none"> Talks from resource persons Dramatizing/role playing Listening and watching relevant advertisements on radio and television Sharing 	<ul style="list-style-type: none"> Resource persons Newspapers Posters Brochures Billboards Relevant business environment Radio 	<ul style="list-style-type: none"> Inventor KLB book 2 page 119 Dynamics of business studies Bk 2 pg 247 Certificate business studies book 2 page, 143 Gateway sec. 	

					<ul style="list-style-type: none"> experience through story telling Discussions 	<ul style="list-style-type: none"> Television 	Revision pg 149	
	2-3	PRODUCT PROMOTION	Advertising Media	By the end of the lesson, the learner should be able to discuss different types of media for advertising	<ul style="list-style-type: none"> Listening and watching advertisement on radio and television Sharing experience through story telling Discussions Reading newspapers Visits to relevant business environment Talks from resource persons Dramatizing or role play 	<ul style="list-style-type: none"> Radio Television Newspapers/ magazines Posters Brochures Billboards Resource persons Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 119 Dynamics of business studies Bk 2 pg 247 Certificate business studies book 2 page, 143 Gateway sec. Revision pg 156-159 	
9	1	PRODUCT PROMOTION	Merits and demerits of advertising and advertising agencies	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> State functions of advertising agencies Discuss merits and demerits of advertising 	<ul style="list-style-type: none"> Discussions Talks from resource persons Reports on visits and talks Dramatizing on role playing Listening and watching various advertisements on radio and television Visits to relevant business environment 	<ul style="list-style-type: none"> Relevant business environment Radio Television Resource persons Case studies Newspapers Posters Billboards 	<ul style="list-style-type: none"> Inventor KLB book 2 page 126-127 Dynamics of business studies Bk 2 pg 249-250 Certificate business studies book 2 page, 153-154 Gateway sec. Revision pg 149 	
	2-3	PRODUCT PROMOTION	Other types of product	By the end of the lesson, the learner should be able to	<ul style="list-style-type: none"> Viewing pictures Discussions 	<ul style="list-style-type: none"> Resource persons 	<ul style="list-style-type: none"> Inventor KLB book 	

			promotion	<ul style="list-style-type: none"> Identify and discuss other types of product promotions 	<ul style="list-style-type: none"> Sharing experience through story telling Talks from resource persons Visits to relevant business environment Role playing relevant product promotion activities 	<ul style="list-style-type: none"> Radio Television Credit cards Newspapers Relevant business environment 	<p>2 page 129-133</p> <ul style="list-style-type: none"> Certificate business studies book 2 page, 166-167 	
10	1	PRODUCT PROMOTION	Choice of a promotion method	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Discuss the factors which influence choice of promotion method 	<ul style="list-style-type: none"> Talks from resource persons Discussions Sharing experience through story telling Listening and watching various advertisement and television 	<ul style="list-style-type: none"> Resource persons Radio Television Newspapers Posters Relevant business environment 	<ul style="list-style-type: none"> Inventor KLB book 2 page 134 Dynamics of business studies Bk 2 pg 249-250 Certificate business studies book 2 page, 162-164 Gateway sec. Revision pg 160 	
	2-3	PRODUCT PROMOTION	Ethical issues in product promotions	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> Recognize the need for ethical practices in product promotion 	<ul style="list-style-type: none"> Discussion Talks from resource person Listening and watching various advertisement on radio and television Dramatizing or role-playing various product promotion activities Story telling 	<ul style="list-style-type: none"> Resource persons Radio Television Posters Billboards Relevant business environment Case studies 	<ul style="list-style-type: none"> Inventor KLB book 2 page 135-136 Dynamics of business studies Bk 2 pg 278-279 Certificate business studies book 2 page, 164-165 Gateway sec. Revision pg 161 	
11	1-2	PRODUCT	Trends in product	By the end of the lesson, the	<ul style="list-style-type: none"> Discussions 	<ul style="list-style-type: none"> Computers 	<ul style="list-style-type: none"> Inventor KLB book 	

		PROMOTION	promotion	learner should be able to <ul style="list-style-type: none"> • Discuss, trends in product promotion 	<ul style="list-style-type: none"> • Browsing, the internet using computer • Observing pictures and photos • Viewing diagrams and charts • Reading newspaper • Listening and watching various advertisement on radio and T.V 	<ul style="list-style-type: none"> • Pictures • Diagrams • Charts • Radio • Television • Newspapers • Relevant business environment • Case studies • Resource persons 	2 page 136-138 <ul style="list-style-type: none"> • Dynamics of business studies Bk 2 pg 274-277 • Certificate business studies book 2 page, 165-166 • Gateway sec. Revision pg 161 	
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	3	REVISION						
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12	1-3	END – TERM EXAMINATION						
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13	1-3	CLOSING OF SCHOOL						
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BUSINESS EDUCATION FORM 3 SCHEMES OF WORK – TERM 1

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	DEMAND AND SUPPLY	Meaning of demand, Factors influencing demand	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the meaning of demand state and explain factors which influence demand for 	<ul style="list-style-type: none"> • Taking notes • Visiting market • Asking and answering questions 	Market Text book	<ul style="list-style-type: none"> • Longman Explore Business studies students copy Pg 1-3 • KLB inventor secondary 	

				a product			business studies students book Pg 1-5	
	2	DEMAND AND SUPPLY	The law of demand and derived demand Joint demand Demand schedule	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> State the law of demand Give the assumption of law of demand Differentiate derived and joint demand Define demand schedule 	<ul style="list-style-type: none"> Taking notes Asking and answering questions Sketching diagram of demand schedule 	Text book	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 4-5 KLB inventor secondary business studies students book Pg 5-7 	
	3	DEMAND AND SUPPLY	Demand curves/ movement along the demand curves	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> Describe demand curves Derive a demand curve from demand schedule Explain movement along the demand curve 	<ul style="list-style-type: none"> Drawing curves Taking notes Asking and answering questions 	Text book curves/graphs	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 5-7 KLB inventor secondary business studies students book Pg 	
	4-1	DEMAND AND SUPPLY	Shift in the demand curve Definition Causes to increase (right Cause to the left	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> Describe the shift in the demand curve Explain causes of shift to the left and right 	<ul style="list-style-type: none"> Drawing curves and graphs Taking notes Asking and answering questions 	Text book Graphs	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 8-9 KLB inventor secondary business studies students book Pg 8-9 	
2	2	DEMAND AND SUPPLY	Supply	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> define the term supply State factors that influence supply of a 	<ul style="list-style-type: none"> Asking and answering questions Taking notes 	Text book	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 10-11 KLB inventor 	

				product			secondary business studies students book Pg 10-14	
	3	DEMAND AND SUPPLY	Supply Schedule Supply Curve Movement along the supply curve	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Describe supply schedule Explain the movement along the supply curve 	<ul style="list-style-type: none"> Asking and answering questions Taking notes 	Textbook	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 10-11 KLB inventor secondary business studies students book Pg 14-15 	
	4	DEMAND AND SUPPLY	Shift in Supply Curves	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Describe shift in supply curve Derive supply curve from supply schedule Distinguish between movement along a supply curve 	<ul style="list-style-type: none"> Drawing curves Taking notes Asking and answering questions 	Text book curves	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 13-14 KLB inventor secondary business studies students book Pg 15-16 	
3	1	DEMAND AND SUPPLY	Equilibrium Price and quantity Excess demand and supply	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> Determine equilibrium price and quantity State effects price above or below the equilibrium price 	<ul style="list-style-type: none"> Drawing the demand and supply curve Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Graphs Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 16-19 KLB inventor secondary business studies students book Pg 14-16 	
	2	DEMAND AND SUPPLY	Effects of shifts in the demand and supply curves on equilibrium price & quantity Shift in demand	By the end of the lesson, the learner should be able to : <ul style="list-style-type: none"> Explain positive and negative shift in demand and the results 	<ul style="list-style-type: none"> Drawing the demand and supply curve Discussions Observing drawn curves on charts 	<ul style="list-style-type: none"> Charts Textbooks 	<ul style="list-style-type: none"> Longman Explore Business studies students copy Pg 19-20 KLB inventor secondary 	

			Positive shift Negative shift		<ul style="list-style-type: none"> • Taking notes • Asking and answering questions 		business studies students book Pg 17-18	
	3 & 4	DEMAND AND SUPPLY	Shift in supply Positive Negative	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> • Explain positive and negative shift in supply 	<ul style="list-style-type: none"> • Drawing of supply and demand curves • Observing drawn curves from the text book & charts • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Charts • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students copy Pg 18-20 • KLB inventor secondary business studies students book Pg 20 	
4	1	DEMAND AND SUPPLY	Other methods of determining price of a product <ul style="list-style-type: none"> • Price control • Taxation • Auction • Tendering • Haggling/ bargaining 	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain other methods of determining price of a product 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes • Taking photograph of auctioneers 	<ul style="list-style-type: none"> • Text book • Photograph 	<ul style="list-style-type: none"> • Longman Explore Business studies students copy Pg 21 • KLB inventor secondary business studies students book Pg 21 	
	2	DEMAND AND SUPPLY	Emerging issues Unethical practices & integrity of traders & Revision questions	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Explain emerging issues • Answer questions on the topic covered 	<ul style="list-style-type: none"> • Asking and answering questions • Discussions • Taking notes 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students copy Pg 21-23 	
4	3	SIZE AND LOCATION OF A FIRM	Introduction <ul style="list-style-type: none"> • Theory An-industry • A firm Objectives of a firm • Reasons 	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define the terms, theory, a firm, industry • Describe the objectives of a firm • Explain the decisions 	<ul style="list-style-type: none"> • Asking and answering questions • Discussions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 24-26 • KLB inventor secondary business studies 	

			around what to produce What How Where When How much	around what to produce			students book Form 3 Pg 23	
	4	SIZE AND LOCATION OF A FIRM	Factors influencing the decision on what to produce <ul style="list-style-type: none"> • Consumer preferences • Government policies • Level of competition • Level of technology • Economic factors • Social, cultural financial liability 	By the end of the lesson, the learner should be able to : <ul style="list-style-type: none"> • Explain factors influencing decision on what to produce 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 24-26 • KLB inventor secondary business studies students book Form 3 pg 23-24 	
5	1	SIZE AND LOCATION OF A FIRM	Determining the size of a firm Number of employees Volume of output Floor area covered by premises Capital interested Market share Production Methods Sales volume	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Explain different factors determining the size of a firm 	<ul style="list-style-type: none"> • Asking and answering questions • Discussions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 28 • KLB inventor secondary business studies students book Form 3 24-25 	
	2	SIZE AND	The location of a	By the end of the lesson, the	<ul style="list-style-type: none"> • Taking notes 	<ul style="list-style-type: none"> • Taking notes 	<ul style="list-style-type: none"> • Longman Explore 	

		LOCATION OF A FIRM	<p>firm</p> <p>Factors that influence the location of a firm</p> <p>Proximity to raw materials</p> <p>Availability of labour</p> <p>Nearness to the market</p> <p>Nearness to the</p>	<p>learner should be able to</p> <ul style="list-style-type: none"> • Explain factors that influence the location of a firm 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions 		<p>Business studies students book</p> <p>3copy Pg 28-30</p> <ul style="list-style-type: none"> • KLB inventor secondary business studies students book Form 3 25-27 	
	3	SIZE AND LOCATION OF A FIRM	<p>Localization of firms in an economy</p> <p>Definition</p> <p>Advantages</p> <p>Disadvantages</p>	<p>By the end of the lesson the learner should be able to</p> <ul style="list-style-type: none"> • Define localization • Explain the advantages and disadvantages of localization 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 30-31 • KLB inventor secondary business studies students book Form 3 27-28 	
	4 & 1	SIZE AND LOCATION OF A FIRM	<p>Delocalization of firms</p> <p>Economies of scale</p> <p>Advantages & disadvantages</p> <p>Internal economies</p> <p>Technical</p> <p>Managerial</p> <p>Marketing</p> <p>Financial</p> <p>Research</p> <p>Welfare</p> <p>Diversification</p>	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Define delocalization of firms • Explain advantages and disadvantages of delocalization • Define economies of scale • Explain internal economies of scale 	<ul style="list-style-type: none"> • Taking notes • Discussions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 32-33 • KLB inventor secondary business studies students book Form 3 29-31 	
6	2	SIZE AND LOCATION OF A FIRM	<p>External</p> <p>Economies</p> <p>Diseconomies of scale</p> <p>Internal</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain external economies of scale • Define diseconomies 	<ul style="list-style-type: none"> • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 	

			<p>diseconomies Managerial High-overhead cost Slow decision Increased risk Wastage Problems of getting factors of production</p>	<p>of scale</p> <ul style="list-style-type: none"> • Explain internal diseconomies of scales 			<p>3copy Pg 33-34</p> <ul style="list-style-type: none"> • KLB inventor secondary business studies students book Form 3 31-32 	
3	SIZE AND LOCATION OF A FIRM	<p>External diseconomies of scale</p> <ul style="list-style-type: none"> • Scramble for raw materials • Non-availability of kind for expansion • Competition • Targets during wars • Existence of small firms in the economy • Size of the market • Nature of products • Flexibility • Simplicity in organization • Small capital • Self control • Government support 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain external diseconomies of scale • Explain reasons for existence of small firms in economy 	<ul style="list-style-type: none"> • Asking and answering • Discussions • Taking notes 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 35-36 • KLB inventor secondary business studies students book Form 32-33 		
4	SIZE AND LOCATION OF A FIRM	<p>Implication of product activities on the environment</p> <ul style="list-style-type: none"> • Pollution • Air • Noise 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> • discuss the implications of production activities on the environment and community 	<ul style="list-style-type: none"> • Discussion • Asking and answering questions • Taking notes • Visiting a manufacturing 	<ul style="list-style-type: none"> • Text book • Photographs • Resource persons 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 36-37 • KLB inventor secondary business studies 		

			<ul style="list-style-type: none"> • Environmental degradation • Social effects • Depletion of energy sources • Solid waste Pollution 		<p>firm</p> <ul style="list-style-type: none"> • Listening to resource persons • Taking photographs 		students book Form 33-35	
7	1	SIZE AND LOCATION OF A FIRM	<p>Maintaining a healthy environment</p> <ul style="list-style-type: none"> • Check on pollution • Security • Required resource • Good interpersonal relation • Measures to appreciate the negative impact of production activities to the environment • Emerging issues 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Discuss the ways of main training healthy environment and articulating the negative impacts • Explain the emerging issues 	<ul style="list-style-type: none"> • Taking notes • Asking and answering questions • Discussion 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 36-39 • KLB inventor secondary business studies students book Form3 36-38 	
	2	PRODUCT MARKETS	<p>Definition Elements dictating market sellers, buyers and product Types and features of product markets Perfect competition</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define the term production, market, commodity • Describe how nature of buyers, sellers and product determine the type of market • Explain perfect competition market • State its features 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 43-46 • KLB inventor secondary business studies students book Form3 40-42 	

	3	PRODUCT MARKETS	<p>Monopoly market structure</p> <ul style="list-style-type: none"> • Definition • Price discrimination • Basis of market separation • Sources of monopoly power 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define monopoly market structure • Explain how price discrimination is done in monopoly • Market structure • Explain the sources of monopoly markets 	<ul style="list-style-type: none"> • Asking answering questions • Taking notes • discussions 	<ul style="list-style-type: none"> • textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 46-47 • KLB inventor secondary business studies students book Form3 42-45 	
	4	PRODUCT MARKETS	<p>Monopolistic Competition. Oligopoly</p>	<p>By the end of the lesson, the learner is supposed to define</p> <ul style="list-style-type: none"> • Monopolistic competition market, oligopoly • Explain the characteristics of monopoly and oligopoly markets 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 47-49 • KLB inventor secondary business studies students book Form3 45-49 	
8	1	PRODUCT MARKETS	<p>The kinked demand curve Emerging issues</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe the kinked demand curve • Draw the curve showing the demand curve • Explain the emerging issues in product markets 	<ul style="list-style-type: none"> • Sketching the curve • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 49 • KLB inventor secondary business studies students book Form3 47-49 	
	2	CHAIN DISTRIBUTION	<p>Definition of</p> <ul style="list-style-type: none"> • Distribution • Channel of distribution • Function of 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> • Define distribution • State functions of channels of 	<ul style="list-style-type: none"> - Charts of sketched channels of distribution - Asking and answering 	<ul style="list-style-type: none"> • Charts • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 	

			<p>channel of distribution</p> <ul style="list-style-type: none"> • General channel • Local agricultural products • Imported agricultural products • Locally manufactured goods • Imported manufactured goods 	<p>distribution</p> <ul style="list-style-type: none"> • Sketch the channels of distribution 	<p>questions</p> <ul style="list-style-type: none"> - Taking notes - Discussions 		<p>3copy Pg 53-55</p> <ul style="list-style-type: none"> • KLB inventor secondary business studies students book Form3 49-53 	
3	CHAIN DISTRIBUTION	<p>Roles played by intermediaries in the distribution chain</p> <ul style="list-style-type: none"> • Reducing transaction between producers & consumer • Breaking bulk • Accumulating bulk • Risk taking • Providing finance • Passing information • Product promotion • Storage variety 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain roles played by intermediaries in the distribution chain 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 55-56 • KLB inventor secondary business studies students book Form3 54-57 		
4	CHAIN DISTRIBUTION	<p>Factors that may influence choice of distribution of channels</p> <ul style="list-style-type: none"> • Nature of goods • Nature of market 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain the different factors that may influence choice of distribution channels 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 55-56 • KLB inventor secondary 		

			<ul style="list-style-type: none"> • Government policies • Nature of competition • Cost of channel • Need to break bulk • Emerging issues • Corruption • Counterfeit • Outsourcing • Ecommerce • HIV and Aids 	<ul style="list-style-type: none"> • Explain the emerging issues 			business studies students book Form3 57-58	
9	1	NATIONAL INCOME	<p>Meaning Gross Domestic Product Gross National Product Pre-capital income</p>	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> • Give meaning of national income • GNP,GDP, pre-capital income 	<ul style="list-style-type: none"> • Discussion • Teacher explaining the meanings • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 60-56 • KLB inventor secondary business studies students book Form3 59-66 	
	2		<p>Circular flow of Income Two sector economy</p> <ul style="list-style-type: none"> • Assumptions • Infections • Leakages • Savings • Government 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> • Describe circular flow of income • State the assumptions of two circular or flow of income • Define infections and leakages • Explain savings government as an injection of leakage 	<ul style="list-style-type: none"> • Asking and answering questions • Discussions • Taking notes • Teacher explaining • Injections and leakages/savings • Sketching the two sector economy circular flow of income 	<ul style="list-style-type: none"> - Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 61-62 • KLB inventor secondary business studies students book Form3 60-62 	
	3	CHAIN DISTRIBUTION	<p>Circular glow of income investment Foreign trade</p>	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Explain, investment, 	<ul style="list-style-type: none"> • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 	

			Equilibrium national income $S+T+M=I+X+G$ S=saving T=taxes M-Imports I=Investments X=Exports G= Government expenditure	foreign trade <ul style="list-style-type: none"> Describe equilibrium national income 	<ul style="list-style-type: none"> Discussions Taking notes 		3copy Pg 62 <ul style="list-style-type: none"> KLB inventor secondary business studies students book Form3 62-63 	
	4	CHAIN DISTRIBUTION	Measurement of National income Expenditure approach National income= $C+I+G+(X-M)$ Problems of expenditure approach	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Describe expenditure approach in measuring national income Explain problems associated with expenditure approach 	<ul style="list-style-type: none"> Discussions Taking notes Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 63-64 KLB inventor secondary business studies students book Form3 64-65 	
10	1	CHAIN DISTRIBUTION	Income approach $I=G.N.I$ -Depreciation Problems of income approach	By the end of the lesson, the learner should be able to Describe: <ul style="list-style-type: none"> Income approach Explain problems associated with income approach 	<ul style="list-style-type: none"> Discussion Taking notes Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 63 KLB inventor secondary business studies students book Form3 64-65 	
	2	CHAIN DISTRIBUTION	The output method Problems of using output approach	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> Describe the out-put method in measuring national income Explain problems associated with output approach 	<ul style="list-style-type: none"> Taking notes Asking and answering questions Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 65-66 KLB inventor secondary business studies students book Form3 63-64 	

	3	CHAIN DISTRIBUTION	<p>Uses of National income statistics</p> <ul style="list-style-type: none"> • Indicators of standards of living • Comparing standards of living in different countries • Assessing the performance of economy over time • Assisting the government to practice economy 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe the uses of national income statics 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 67-68 • KLB inventor secondary business studies students book Form3 66-67 	
	4	CHAIN DISTRIBUTION	<p>Problems encountered in measuring the national income</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain factors which influence the level of national income • Discuss emerging issues in national income 	<ul style="list-style-type: none"> • Asking and answering questions • Take notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • KLB inventor secondary business studies students book Form3 66-67 	
11	1	CHAIN DISTRIBUTION	<p>Factors which influence the level of national income</p> <ul style="list-style-type: none"> • Labour supply • Level of technology • Amount and quality of capital • Entrepreneurship and development • Political stability • Abundance of 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain factors which influence the level of national income • Discuss emerging issues in national income. 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 68-69 • KLB inventor secondary business studies students book Form3 68-70 	

			natural resources •Emerging issues					
2 - 4	CHAIN - DISTRIBUTION	Taking questions on the topics covered	By the end of the lesson, the learner should be able to: • Answer questions on the topics covered	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussion 	<ul style="list-style-type: none"> Full-scalp Pens Chalk board 	Revision text High flyer		

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REVISION AND END OF TERM EXAMS

BUSINESS EDUCATION FORM 3 SCHEMES OF WORK – TERM 2

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1 & 2	POPULATION AND EMPLOYMENT	Introduction basic concepts Fertility Mortality Growth rates	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define the term Fertility State factors that may influence fertility rates Define mortality Discuss mortality Define growth rates Describe factors that may lead to high birth rates Describe factors that may lead to decline in birth rates 	<ul style="list-style-type: none"> Asking questions Taking notes 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 73-74 KLB inventor secondary business studies students book Form3 71 	

	3 & 4	POPULATION AND EMPLOYMENT	Optimum population Under-population	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> Describe optimum population Describe under-population Explain factors which are likely to lead to under-population Demerits of under population 	<ul style="list-style-type: none"> Asking questions Taking notes 	<ul style="list-style-type: none"> Text book Journals Magazines Newspapers 		
2	1	POPULATION AND EMPLOYMENT	Over-population Definition Advantages Disadvantages	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Define over-population Explain advantages of over-population Explain disadvantages of over-population 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions Reading journals and magazines on population census 	<ul style="list-style-type: none"> Text book Journals Magazines 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 75-77 KLB inventor secondary business studies students book Form3 75-76 	
	2	POPULATION AND EMPLOYMENT	Young population Factors leading to young population Challenges ageing population	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> explain factors leading to young population Describe ageing population State problems of ageing population 	<ul style="list-style-type: none"> Reading journals on population Reading magazines and newspapers on population Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Journals Magazines Newspapers Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 76-77 KLB inventor secondary business studies students book Form3 78-79 	
	3	POPULATION AND EMPLOYMENT	Declining population Factors leading to declining population Effects of declining population	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> State the factors leading to declining population Explain the effects of declining population Describe population 	<ul style="list-style-type: none"> Reading journals on population Reading magazines and newspapers Asking and answering questions 	<ul style="list-style-type: none"> Journals Magazines Newspapers Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 76 KLB inventor secondary business studies students book 	

			Population structure	on structure	<ul style="list-style-type: none"> • Taking notes 		Form3 79-80	
	4 & 1	POPULATION AND EMPLOYMENT	<p>Implications of population size and structure on development</p> <ul style="list-style-type: none"> • Positive • Negative 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain positive and negative implication of population size and structure on development sketch vicious circle of rapid population 	<ul style="list-style-type: none"> - Asking and answering questions - Taking notes - Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 77-78 • KLB inventor secondary business studies students book Form3 81-82 	
3	2	EMPLOYMENT AND UNEMPLOYMENT	<p>Definition of employment, unemployment</p> <p>Types of unemployment</p> <p>Seasonal functional</p> <p>Structural cyclical</p> <p>Real wage</p> <p>Involuntary</p> <p>Disguised</p> <p>Residual</p> <p>Erratic</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define terms Employment Unemployment • Describe different types of unemployment 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussion 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 77-78 • KLB inventor secondary business studies students book Form3 84-86 	
	3	POPULATION AND EMPLOYMENT	<p>Causes of unemployment</p> <ul style="list-style-type: none"> • Rapid population • Low demand for goods & services • Job selection • Inappropriate technology • Inappropriate education system • Seasonality of jobs • Technology 	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Explain the cause of unemployment 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 87-88 • KLB inventor secondary business studies students book Form3 87-88 	

	4	POPULATION AND EMPLOYMENT	Saving unemployment problems Population control Education reforms Appropriate technology Diversification of economic activities Increase government expenditure Employment creation	By the end of the lesson, the learner should be able to describe how unemployment problems can be solved	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 81-82 KLB inventor secondary business studies students book Form3 89-90 	
4	1	POPULATION AND EMPLOYMENT	Emerging issues Hiv & Aids Reduced family sizes Population census Unemployment Gender Corruption	By the end of the lesson, the learner should be able to; <ul style="list-style-type: none"> Explain the emerging issues on population and employment 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 82-83 	
	2 & 3	NET WORTH OF A BUSINESS	Assets Liabilities Capitals Book keeping Education	By the end of the lesson, the learner should be able to Explain the meaning of the terms Assets, liabilities capital Derive the book keeping equation	<ul style="list-style-type: none"> Asking and answering questions Taking notes discussions 	<ul style="list-style-type: none"> Text book Observing pictures of assets, houses and money 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 86-88 KLB inventor secondary business studies students book Form3 92-96 	
	4	NET WORTH OF A BUSINESS	Balance sheet Format, order of formation	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Prepare a simple balance sheet in the order of permanency and liquidity 	<ul style="list-style-type: none"> Taking notes Discussions Asking and answering questions 	<ul style="list-style-type: none"> Text book Newspaper 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 88-89 KLB inventor 	

							secondary business studies students book Form3 97-99	
5	1	NET WORTH OF A BUSINESS	Importance of balance Relationship between book keeping equation and the balance sheet Net worth of business Emerging issues	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> To relate the accounting equation to balance sheet State the importance of balance sheet Explain the meaning of net worth of a business State the emerging issues 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 90-91 KLB inventor secondary business studies students book Form3 99-100 	
	2	BUSINESS TRANSACTIONS	Meaning of Business transactions Cash & Credit transactions Effects of transaction on balance sheet	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Explain the meaning of business transaction Distinguish between cash and credit transactions Determine the effects of transactions on the balance sheet 	<ul style="list-style-type: none"> Taking notes Asking and answering questions Discussions 	<ul style="list-style-type: none"> Textbook 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 96-99 KLB inventor secondary business studies students book Form3 103-108 	
3		NET WORTH OF A BUSINESS	Changes in Capital Drawing Additional investment	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Discuss changes in capital resulting from drawings Additional investment 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 99-101 KLB inventor secondary business studies students book Form3 108-109 	
	4	NET WORTH OF A BUSINESS	Changes in capital profits, losses	By the end of the lesson, the learner should be able to:	<ul style="list-style-type: none"> Asking and answering 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies 	

			Initial and final capital	<ul style="list-style-type: none"> Discuss how profits and loss change capital Determine initial and final capital of the business Explain the emerging issues 	<ul style="list-style-type: none"> questions Taking notes Discussions 		<ul style="list-style-type: none"> students book 3copy Pg 101-103 KLB inventor secondary business studies students book Form3 110-111 	
6	1	NET WORTH OF A BUSINESS	Revision Question	<p>By the end of lesson the learner should be able to:</p> <ul style="list-style-type: none"> Answer questions on the topics covered 	<ul style="list-style-type: none"> Questions and answering 	<ul style="list-style-type: none"> Full scalp Pens Question papers 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 105-107 KLB inventor secondary business studies students book Form3 111-116 	
	2	LEDGER	Introduction Meaning and purpose of the ledger Format of a ledger account	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Explain the meaning and purpose of a ledger 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 108-109 KLB inventor secondary business studies students book Form3 117-118 	
	3 & \$	LEDGER	Rules of recording Transactions in ledger accounts Assets Liability Capital Expenses Revenues	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Explain the rules of recording business transactions in a ledger account 	<ul style="list-style-type: none"> Discussions Taking notes Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 111 KLB inventor secondary business studies students book Form3 118-119 	
7	1	LEDGER	The concept of double entry Recording	<p>By the end of the lesson, the learner should be able to:</p>	<ul style="list-style-type: none"> Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies 	

		business transactions in the ledger - Sales - Sale Returns	<ul style="list-style-type: none"> • Explain the concept of double entry • Record business transaction in various ledger accounts • Sales and sales returns 	<ul style="list-style-type: none"> • Asking and answering questions 		<p>students book 3copy Pg110- 111, 115,116</p> <ul style="list-style-type: none"> • KLB inventor secondary business studies students book Form3 120-126, 128,130 	
2	LEDGER	Recording of stock in ledger accounts •Purchases •Purchases returns	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Record purchases and purchases returns in the ledger 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 113, 114,116 • KLB inventor secondary business studies students book Form3 126, 127,129 	
3	LEDGER	Recording expenses, returns and drawing in the ledger accounts	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Record expenses, revenues and drawing in the ledger accounts 	<ul style="list-style-type: none"> • Taking notes • Discussions • Asking questions and answering 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 113, 114,116 • KLB inventor secondary business studies students book Form3 130-132 	
4	LEDGER	Balancing ledger accounts <ul style="list-style-type: none"> • With one item Opening balances Uses of the	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Record transaction with one item, opening balances • Balance of the ledger accounts • State the uses of 	<ul style="list-style-type: none"> • Taking notes • Asking and answering questions • Discussions 	<ul style="list-style-type: none"> • Textbook 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 113, 119-123 • KLB inventor secondary business studies 	

			ledger accounts	ledger accounts			students book Form3 pg 133-137	
8	1	LEDGER	Trial Balance Definition Purpose Limitations	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define the terms trial balance State purposes of trial balance 	<ul style="list-style-type: none"> Asking questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 124-126 KLB inventor secondary business studies students book Form3 137-139 	
	2	LEDGER	Classification of ledger accounts Classes of accounts	By the end of the lesson the learner should be able to: (i) Classify accounts <ul style="list-style-type: none"> Discuss the various types of ledgers 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussion 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 127-128 KLB inventor secondary business studies students book Form3 pg 139-141 	
	3 & 4	LEDGER	Revision Questions Emerging issues	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Answer questions in the topics covered Explain the emerging issues 	<ul style="list-style-type: none"> Answering questions Taking notes Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies students book 3copy Pg 131-137 KLB inventor secondary business studies students book Form3 pg 142-149 	

WEEK 9-13 REVISION AND EXAMINATIONS

BUSINESS EDUCATION FORM 3 SCHEMES OF WORK – TERM 3

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS

1	1 & 2	THE CASH BOOK	Introduction Types of cash book -single column cash book Purpose of cash book	By the end of the lesson, the learner should be able to; <ul style="list-style-type: none"> • Explain the meaning and purpose of a cash-book • Record transaction in single-column cash-book 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Observing sample of cash book 	<ul style="list-style-type: none"> • Text book • Cash book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 138-139 • KLB inventor secondary business studies students book Form3 150-152 	
	3 & 4	THE CASH BOOK	The two column cash-book	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Record transactions in the two column cash-book 	<ul style="list-style-type: none"> • Taking notes • Answering and asking questions • Observing sample of cash-book 	<ul style="list-style-type: none"> • Text book • Cash book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 139-140 • KLB inventor secondary business studies students book Form3 153-154 	
2	1 & 2	THE CASH BOOK	Three column cash book	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Record transactions in the three column cash-book • Explain the purpose of three column cash book 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Observing sample cash-book 	<ul style="list-style-type: none"> • Cash-book • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 140 • KLB inventor secondary business studies students book Form3 161 	
	3 & \$	THE CASH BOOK	Central Entry Emerging issues	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Explain the term contra-entry • Explain the emerging issues 	<ul style="list-style-type: none"> • Asking and answering questions • Discussions • Taking notes • Observing sample of cash-book 	<ul style="list-style-type: none"> • Cash – book • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies students book 3copy Pg 141-145 	

**END OF SYLLABUS
REVISION AND EXAMS**

BUSINESS EDUCATION FORM 4 SCHEMES OF WORK – TERM 1

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Source document <ul style="list-style-type: none"> • Invoice • Credit note • Debit note • Receipt • Payment voucher • Cash sales slip • Petty cash voucher • Statement of account • Advice note 	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define source document • Describe the source documents used in business transaction 	<ul style="list-style-type: none"> • Observing the different source documents • Discussions • Taking notes • Asking and answering questions • Listening to resource persons 	<ul style="list-style-type: none"> • Copy of invoice • Receipt • Statement of accounts • Resource person • Text book 	<ul style="list-style-type: none"> • Secondary business studies inventor book 4 pg 1-7 • Longman Explore Business studies Book 4 pg 1-3 	
	2	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Books of original entry <ul style="list-style-type: none"> • Sales journal • Sales returns 	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Define the books of original entry • Prepare the sales journal and sales returns journal • Post the information in the ledgers account and general ledger 	<ul style="list-style-type: none"> • Taking examples on preparing the journal • Preparing the journal • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Secondary business studies inventor book 4 pg 8-13 • Longman Explore Business studies Book 4 pg 4-7 	
	3	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Purchase Journal Purchase returns journals	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Prepare purchases journal and purchases returns journal • Post the information on the ledger 	<ul style="list-style-type: none"> • Taking examples on how to prepare the journal • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 secondary business studies pg 14-18 student book • Longman Explore Business studies Book 4 pg 8-10 	

				accounts and general ledger				
	4	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Cash Receipt journal Cash payment journal	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Prepare cash payment & receipt journal • Post the information to the general ledger 	<ul style="list-style-type: none"> • Taking examples on how to prepare the journal • Taking notes • Asking and answering questions • Preparing the journals 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 19-24 student book • Longman Explore Business studies Book 4 pg 11-16 	
2	1	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Cash books <ul style="list-style-type: none"> • Single • Two-three • Petty analysis 	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Prepare petty cash book • Posting information to ledger accounts 	<ul style="list-style-type: none"> • Taking examples to prepare petty cash book and analysis cash book • Asking and answering questions • Taking notes • Preparing the cash books 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 25-35 student book • Longman Explore Business studies Book 4 pg 16 	
	2	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	General Journal(journal proper) <ul style="list-style-type: none"> • Purchase of a fixed asset & sales of fixed assets on credit • Opening entries & closing entries 	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define general journal • Give the format of general ledger • Post information to the General journal 	<ul style="list-style-type: none"> • Preparing the General Journal • Taking examples • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 36-41 student book 4 • Longman Explore Business studies Book 4 pg 17-19 	
	3	SOURCE DOCUMENTS AND BOOKS OF ORIGINAL ENTRIES	Importance of journals & Emerging issues Taking revision questions	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • -state the importance of journals • Give emerging issues 	<ul style="list-style-type: none"> • Taking notes • Answering questions • Selected from the text • Discussions 	<ul style="list-style-type: none"> • Text book • Full scap 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 41,44-51 student book 4 • Longman Explore 	

				<p>in source document & book of original entry</p> <ul style="list-style-type: none"> Tackle Answer questions on the review questions 			<p>Business studies Book 4 pg 17-19</p>	
3	4 & 1	FINANCIAL STATEMENTS	<p>Introduction to Financial statements</p> <ul style="list-style-type: none"> Trading Account Format importance trading Importance of financial statement 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define financial statements Identify the various financial statements Explain concept of trading period and account Describe the format of preparing trading accounts State importance of trading account 	<ul style="list-style-type: none"> Observing different financial statements from news papers/magazines Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Newspaper Magazines Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 54-60 student book 4 Longman Explore Business studies Book 4 pg 29-34 Dynamics if Business studies form 4 pg 2,16 	
	2	FINANCIAL STATEMENTS	<p>Net profit or loss</p> <ul style="list-style-type: none"> Profit or loss A/c Importance 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> Describe profit & loss Explain how its obtained Describe the format of preparing profit and loss account State the importance of profit and loss A/c 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Taking examples 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 54-60 student book 4 Longman Explore Business studies Book 4 pg 34-38 Dynamics if Business studies form 4 pg 32-40 	
	3	FINANCIAL STATEMENTS	<p>Balance sheet</p> <ul style="list-style-type: none"> Importance Formats 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> Define the term balance sheet Describe the formats of preparing balance sheet State importance of balance sheet 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Analyzing information on magazines and newspapers 	<ul style="list-style-type: none"> Text book Newspaper Magazines 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 67-68 student book 4 Longman Explore Business studies Book 4 pg 39-42 Dynamics if 	

							Business studies form 4 pg 41-46	
	4	FINANCIAL STATEMENTS	Types of capital <ul style="list-style-type: none"> • Working capital • Borrowed capital • Capital owned 	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define the term capital • Explain and calculate the different working capital 	<ul style="list-style-type: none"> • Taking notes • Taking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 68-69 student book 4 • Longman Explore Business studies Book 4 pg 43-45 • Dynamics if Business studies form 4 pg 72-73 	
4	1	FINANCIAL STATEMENTS	Basic financial Ratios Definition Importance Types Margins Mark-ups Working capital Ratio (current ratio importance	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Define financial ratios, margins and mark-ups • Calculate margins mark-up and current ratio • State the importance of each • Describe relationship between mark-up & margin 	<ul style="list-style-type: none"> • Copying examples • Discussions • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 70-75 student book 4 • Longman Explore Business studies Book 4 pg 46-49 • Dynamics if Business studies form 4 pg 75-78 	
	2	FINANCIAL STATEMENTS	Date of stock turn-over Return on capital Acid test Quick ratio	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define the financial ratios • Calculate the ratios • State the importance of rate of stock turn-over • Return on capital & acid test 	<ul style="list-style-type: none"> • Taking notes • Doing examples • Summarizing the formulae on charts • Asking questions 	<ul style="list-style-type: none"> • Text book • Charts 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 79-81 student book 4 • Longman Explore Business studies Book 4 pg 49-50 • Dynamics if Business studies form 4 pg 78-82 	
	3	FINANCIAL STATEMENTS	Emerging issues Revision	By the end of the lesson, the learner should be able to:	<ul style="list-style-type: none"> • Asking and answering 		<ul style="list-style-type: none"> • Longman Explore Business studies 	

			Questions	<ul style="list-style-type: none"> • Explain the emerging trends in financial statement • Answer set questions on the top covered 	<ul style="list-style-type: none"> • questions • Discussions • Taking notes 		Book 4 pg 51	
	4	MONEY AND BANKING	Introduction Definition - Banking - Money Barter trade Limitations/ merits	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define the terms money and banking • Explain the barter trade • State merits of barter trade • State limitations of barter trade 	<ul style="list-style-type: none"> • Observing samples of money (coins and notes • Observing pictures of barter trade • Visiting banks • Taking notes • Asking and answering of questions • Listening to resource persons 	<ul style="list-style-type: none"> • Money (coins or notes • Pictures • Banks • Resource persons(bank) 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 91-94 student book 4 • Longman Explore Business studies Book 4 pg 60-61 • Dynamics if Business studies form 4 pg 145-147 	
5	1	MONEY AND BANKING	Meaning and characteristics of money -definitions Characteristics Complexity Acceptability Disability Profitability Stability Homogeneity Durability Malleability Congnisability	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Give various definitions of money • Explain different characteristics of money 	<ul style="list-style-type: none"> • Money- coins & notes observation • Visiting banks • Listening to resource persons • Taking notes • Asking notes • Asking and answering • Observing charts on summary of characteristics of money 	<ul style="list-style-type: none"> • sample of money (coins & note) • Banks • Charts • Resource persons 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 41-96 student book 4 • Longman Explore Business studies Book 4 pg 62-63 • Dynamics if Business studies form 4 pg 151-153 	
	2	MONEY AND BANKING	Demand and supply for money • Transactive precautionary speculative • Measures to regulate	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define money • Explain reasons for holding money • Define the supply of money 	<ul style="list-style-type: none"> • Asking and answering questions • Note making • Listening to resource persons 	<ul style="list-style-type: none"> • Banks • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 97-99 student book 4 • Longman Explore Business studies 	

			<ul style="list-style-type: none"> supply of money • Open market operations • Special deposits • Bank rate 	<ul style="list-style-type: none"> • Explain ways in which central bank regulates supply of money 			<ul style="list-style-type: none"> • Book 4 pg 64-66 • Dynamics if Business studies form 4 pg 154-158 	
	3	MONEY AND BANKING	<ul style="list-style-type: none"> Banking • Definition • Development of banking • Commercial banks • Services offered by commercial banks • Accepting deposits • Current accounts • Advantages • Disadvantages 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define banking • Discuss development of banking • Give examples of different banks in Kenya • Explain the commercial banks • Explain services offered by commercial banks 	<ul style="list-style-type: none"> • Listening to resource persons • Asking and answering questions • Note taking • Visiting banks 	<ul style="list-style-type: none"> • Banks • Resource persons • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 99-102 student book 4 • Longman Explore Business studies Book 4 pg 66-67,70 • Dynamics if Business studies form 4 pg 160-161,173-177 	
	4	MONEY AND BANKING	<ul style="list-style-type: none"> • Saving A/c • Fixed deposit Account 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define savings and fixed deposits accounts • Give advantages and disadvantages of each 	<ul style="list-style-type: none"> • Listening to resource persons • Asking and answering questions • Note taking • Visiting banks 	<ul style="list-style-type: none"> • Banks • Resource persons • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 103-105 student book 4 • Longman Explore Business studies Book 4 pg 69-70 • Dynamics if Business studies form 4 pg 177-179 	
6	1	MONEY AND BANKING	<ul style="list-style-type: none"> • Lending of money • Safe keeping of valuable items • Trustee services • Acting as a guarantor/referee • Acts as 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain the functions of commercial banks 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Visiting banks 	<ul style="list-style-type: none"> • Banks • Text book • Resource persons 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 105,108-109 student book 4 • Longman Explore Business studies Book 4 pg 68-69 	

			intermediaries (sellers & borrowers provision of foreign exchange •Offering credit cards				• Dynamics if Business studies form 4 pg 162-170	
2	MONEY AND BANKING	Money transfer facilities •Standing order •Credit transfer •Telegraphic •Electronic fund transfer •Cheque	By the end of the lesson, the learner should be able to: • Explain different methods of money transfer	• Sampling different facilities • Asking and answering questions • Note making	• Text book	• Inventor 4 KLB secondary business studies pg 106 student book 4 • Longman Explore Business studies Book 4 pg 68 • Dynamics if Business studies form 4 pg 163-165		
3	MONEY AND BANKING	Non-banking financial institutions •Agricultural finance - corporation •The industrial commercial development ICDC, K,W,F,T. KIE,DFI, SACCOS •Functions of non-bank financial institutions	By the end of the lesson, the learner should be able to; • Discuss the non-bank financial institution • State the differences between non-bank financial institution and commercial banks • State the similarities	• Note making • Asking and answering questions	• Text book	• Inventor 4 KLB secondary business studies pg 109-112 student book 4 • Longman Explore Business studies Book 4 pg 71-72 • Dynamics if Business studies form 4 pg 182-189-190		
4	MONEY AND BANKING	Differences and similarities between commercial banks and non-banking financial	By the end of the lesson, the learner should be able to: • State the difference between commercial banks and non-banking financial	• Note making • Asking and answering questions • Listening to the resource persons	• Resource persons • Text book	• Inventor 4 KLB secondary business studies pg 113 student book 4 • Longman Explore		

			institutions	<p>institutions</p> <ul style="list-style-type: none"> • State similarities 			<p>Business studies Book 4 pg 72</p> <ul style="list-style-type: none"> • Dynamics if Business studies form 4 pg 189-190 	
7	1	MONEY AND BANKING	<p>The central bank</p> <ul style="list-style-type: none"> • Definition • Functions 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define the term central bank • Explain the functions of central bank 	<ul style="list-style-type: none"> • Note taking • Asking and answering questions • Listening to resource persons 	<ul style="list-style-type: none"> • Text book • Resource persons 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 113-116 student book 4 • Longman Explore Business studies Book 4 pg 72 • Dynamics if Business studies form 4 pg 192-201 	
	2	MONEY AND BANKING	<p>The monetary policy</p> <ul style="list-style-type: none"> • Bank rate • Open market operations • Cash/liquidity • Ratio requirement • Compulsory deposit • Selective credit • Control • Directives • Requests 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain different monetary policies 	<ul style="list-style-type: none"> • Note taking • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 113-116 student book 4 pg 116-118 	
	3	MONEY AND BANKING	<p>Trends in banking</p> <ul style="list-style-type: none"> • Electronic cheque • Insurance cover • Credit and debit cards • ATMs • Branches banking mergers & restructuring • E. banking • Mobile banking 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain trends in banking 	<p>Observing samples e.g ATM, Mobile phones, visiting banks, pesa points ATM's</p> <p>Asking and answering questions</p> <p>Taking notes</p>	<ul style="list-style-type: none"> • ATM card • Mobile phones • Banks 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 118-121 student book 4 • Longman Explore Business studies Book 4 pg 76-77 • Dynamics if Business studies form 4 pg 179-182 	

			packaging banking • Unsecured loans • Front office • Services FOSA • Pesa point • Customer care					
	4	MONEY AND BANKING	Emerging issues • Internet & banking • Mobile banking • Bank security • Privatization of government owned banks	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the emerging trends 	<ul style="list-style-type: none"> • Taking notes • Asking and answering questions • Discussions 	<ul style="list-style-type: none"> • Text books 	<ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 78 	
8	1	PUBLIC FINANCE	Introduction • Definition • Purpose	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> • Define public finance • Explain the purpose of public finance 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 125-126 student book 4 • Longman Explore Business studies Book 4 pg 83-84 • Dynamics if Business studies form 4 pg 207-211 	
	2	PUBLIC FINANCE	Sources of public finance Government borrowing Taxes Fines imposed by courts on offenders Rent and rates License Dividends & profit	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Describe the various sources of public finance 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 126-128 student book 4 • Longman Explore Business studies Book 4 pg 83-84 • Dynamics if Business studies form 4 pg 211-213 	
	3	PUBLIC FINANCE	Government expenditure	By the end of the lesson, the learner should be able to:	<ul style="list-style-type: none"> • Discussions • Listening to 	<ul style="list-style-type: none"> • Text book • Resource 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary 	

			<p>Categories of government expenditure</p> <p>Sanctions</p> <p>Flexibility</p> <p>Economy</p> <p>Proper financial management</p> <p>Maximum social benefit</p>	<ul style="list-style-type: none"> Define the term government expenditure Categorize government expenditure Explain principles of government expenditure 	<p>resource person from financial department</p> <ul style="list-style-type: none"> Asking and answering questions Taking notes 	<p>persons</p>	<p>business studies pg 128-130 student book 4</p> <ul style="list-style-type: none"> Longman Explore Business studies Book 4 pg 86-88 Dynamics if Business studies form 4 pg 213-218 	
	4	PUBLIC FINANCE	<p>TAX</p> <p>Definition</p> <p>Purpose</p> <p>Principles</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define taxation Explain purpose of taxation Explain principles of taxation 	<ul style="list-style-type: none"> Discussions Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 130-133 student book 4 Longman Explore Business studies Book 4 pg 88-90 Dynamics if Business studies form 4 pg 219-221 	
9	1 & 2	PUBLIC FINANCE	<p>Classification of taxes</p> <ul style="list-style-type: none"> Impact Direct indirect 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> explain direct and indirect taxes State advantages and disadvantages of taxes 	<ul style="list-style-type: none"> Discussions Asking and answering questions Taking notes Teacher uses pay slips to explain indirect taxes 	<ul style="list-style-type: none"> Text book Pay slip 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 135-141 student book 4 Dynamics if Business studies form 4 pg 223-229 	
	3 & 4	PUBLIC FINANCE	<p>According to structure (tax rate)</p> <ul style="list-style-type: none"> Progressive Regressive Proportional 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Explain various taxes Progressive Regressive Proportion State advantages of each 	<ul style="list-style-type: none"> Taking notes Asking and answering questions Discussions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 133-135 student book 4 Longman Explore Business studies Book 4 pg 88-90 Dynamics if Business studies 	

							form 4 pg 221-223	
10	1	PUBLIC FINANCE	Emerging issues • Increase in public expenditure • Accountability • Tax evasion • Sources of revenue	By the end of the lesson, the learner should be able to; • Explain various emerging issues • Give examples	• Discussions • Taking notes • Answering and asking questions	• Text book	• Longman Explore Business studies Book 4 pg 95-97	
	2 - 4	PUBLIC FINANCE	Revision	By the end of the lesson, the learner should be able to: • Answer questions on topics covered	• Answering questions	• Full scaps • Question papers • Pens	• Longman Explore Business studies Book 4 pg 99 • Inventor 4 KLB secondary business studies pg 144	

WEEK 12-13 REVISION AND END TERM EXAM (MODELLED IN KCSE FORMAT)

BUSINESS EDUCATION FORM 4 SCHEMES OF WORK – TERM 2

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	INFLATION	Meaning Consumer price Index Determination of average price • Simple average • Weighted average	By the end of the lesson the learner should be able to • Explain the meaning of inflation • Determine consumer price index	• Teacher Explanation • Inflation • Teacher determining consumer price index • Asking and answering questions	• Text books	• Inventor 4 KLB secondary business studies pg 145-149 student book 4 • Longman Explore Business studies Book 4 pg 101-103 • Dynamics if Business studies	

							form 4 pg 238-240	
	2 & 3	INFLATION	Types and causes of inflation <ul style="list-style-type: none"> • Demand pull • Cost push • Imported inflation structural 	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain the causes of inflation 	<ul style="list-style-type: none"> • Teacher giving examples of inflation • Asking questions • Taking notes • Answering questions 	<ul style="list-style-type: none"> • Text books 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 149-152 student book 4 • Longman Explore Business studies Book 4 pg 105-107 • Dynamics if Business studies form 4 pg 240-246 	
	4	INFLATION	Levels of inflation <ul style="list-style-type: none"> • Moderate galloping • Hyper inflation • Creeping • Rapid/persistent 	By the end of the lesson, the learner should be able to explain the levels of inflation	<ul style="list-style-type: none"> • Asking questions • Answering questions • Taking notes • Teacher giving examples by what people experience 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 152 student book 4 • Longman Explore Business studies Book 4 pg 107 • Dynamics if Business studies form 4 pg 240-246 	
2	1	INFLATION	Effects of inflation in an economy <ul style="list-style-type: none"> • Positive • negative 	By the end of the lesson, the learner should be able to explain the effects of inflation	<ul style="list-style-type: none"> • Asking questions • Answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 154-156 student book 4 • Longman Explore Business studies Book 4 pg 108 	
	2	INFLATION	Controlling inflation Monetary policy	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Describe monetary 	<ul style="list-style-type: none"> • Asking questions • Answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary 	

				<p>policy</p> <ul style="list-style-type: none"> • Explain measures that are used to control inflation 	<ul style="list-style-type: none"> • Taking notes • Discussions 		<p>business studies pg 157-159 student book 4</p> <ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 110-111 	
	3	INFLATION	<p>Fiscal policy Statutory policy</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe fiscal and statutory policy (non-monetary policy) 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 157-159 student book 4 • Longman Explore Business studies Book 4 pg 110-111 	
	4	INFLATION	<p>Emerging issues Inflation & food security Price controls Inflation and poverty HIV and AIDs Revisions questions</p>	<p>By the end of the lesson, the learner should be able to</p> <ul style="list-style-type: none"> • Explain emerging issues in inflation 	<ul style="list-style-type: none"> • Discussions • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 112-113 	
3	1	INTERNATIONAL TRADE	<p>Introduction -Advantages Disadvantages</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Define the term international trade • Explain the advantages and disadvantages 	<ul style="list-style-type: none"> • Taking notes • Discussions • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 163-164 student book 4 • Longman Explore Business studies Book 4 pg 116-118 • Dynamics if Business studies form 4 pg 257-264 	

	2	INTERNATIONAL TRADE	Terms of trade Definition Computation of terms of trade Factors determining the terms of trade between countries	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define the term – Terms of trade Compute terms of trade Explain factors determining terms of trade between countries 	<ul style="list-style-type: none"> Asking and answering questions Taking notes Discussions Taking examples on determining terms of trade 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 164-167 student book 4 Longman Explore Business studies Book 4 pg 118-120 Dynamics if Business studies form 4 pg 266-268 	
	3	INTERNATIONAL TRADE	Reasons for differences in <ul style="list-style-type: none"> Terms of trade between countries Unfavorable and unfavorable terms of trade 	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> Explain the differences between countries Nature of commodity being exported and imported <ul style="list-style-type: none"> Shift in demand for country's export Total quantity supplied 	<ul style="list-style-type: none"> Discussions Taking examples Asking and answering questions 	<ul style="list-style-type: none"> Text books 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 167-168 student book 4 Longman Explore Business studies Book 4 pg 120-121 Dynamics if Business studies form 4 pg 268-270 	
	4	INTERNATIONAL TRADE	Balance of payments Definitions Balance of payments account Components of balance of payments Balance of payment on current A/c	By the end of the lesson the learner should be able to <ul style="list-style-type: none"> Define balance of payments Describe balance of payments A/C Explain balance of payment on current account 	<ul style="list-style-type: none"> Discussions Taking notes Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 168-169 student book 4 Longman Explore Business studies Book 4 pg 122 Dynamics if Business studies form 4 pg 271 	
4	1	INTERNATIONAL TRADE	Capital Account Official settlement A/c	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> Describe capital 	<ul style="list-style-type: none"> Taking notes Asking and answering 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies 	

				accounts <ul style="list-style-type: none"> • Official settlement A/c 	questions <ul style="list-style-type: none"> • Discussions 		pg 169-171 student book 4 <ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 122-123 • Dynamics if Business studies form 4 pg 271-272 	
2	INTERNATIONAL TRADE	Balance of payments Disequilibrium Causes of balance of payment deficit	By the end of the lesson, the learner should be able to; <ul style="list-style-type: none"> • Describe balance of payments disequilibrium • Explain causes of balance of payment deficit 	<ul style="list-style-type: none"> • Taking notes • Discussions • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 171-172 student book 4 • Longman Explore Business studies Book 4 pg 124-125 • Dynamics if Business studies form 4 pg 273-275 		
3	INTERNATIONAL TRADE	Balance of payments disequilibrium surplus	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Explain causes of payment surplus 	<ul style="list-style-type: none"> • Taking notes • Asking and answering questions • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 123-124 • Dynamics if Business studies form 4 pg 275-276 		
4	INTERNATIONAL TRADE	Correcting balance of disequilibrium	By the end of the lesson, the learner should be able to <ul style="list-style-type: none"> • Explain how balance of payment disequilibrium 	<ul style="list-style-type: none"> • Discussion • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 124-125 student book 4 • Longman Explore Business studies Book 4 pg 124-125 • Dynamics if Business studies form 4 pg 276-278 		

5	1	INTERNATIONAL TRADE	<p>Terms of sale in International trade</p> <ul style="list-style-type: none"> • Low, F.O.R, D.D,F.A.S,F.O.B , C&F,C.I.F, landed in Bond, Franco O.N.O 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain terms of sales used in international trade 	<ul style="list-style-type: none"> • Asking and answering questions • Taking notes • Discussions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 725-176 student book 4 • Longman Explore Business studies Book 4 pg 125-126 • Dynamics if Business studies form 4 pg 279-281 	
	2	INTERNATIONAL TRADE	<ul style="list-style-type: none"> • Documents used in international trade • Import license • Bill of lading • Certificate of origin • Commercial invoice • Pro-forma invoice • Freight note 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe different document used in international trade 	<ul style="list-style-type: none"> • Observing samples of the documents • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text books 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 176-179 student book 4 • Longman Explore Business studies Book 4 pg 126-127 • Dynamics if Business studies form 4 pg 282-288 	
	3 & 4	INTERNATIONAL TRADE	<ul style="list-style-type: none"> • International financial institutions <ul style="list-style-type: none"> • IMF • ADB 	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Explain functions of financial institutions • IMF • State advantages of the institutions • State disadvantages 	<ul style="list-style-type: none"> • Taking notes • Asking and answering question 	<ul style="list-style-type: none"> • Text books 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 180-181 student book 4 • Longman Explore Business studies Book 4 pg 127-130 • Dynamics if Business studies form 4 pg 289-292 	
6	1	INTERNATIONAL TRADE	African Development Fund	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe this 	<ul style="list-style-type: none"> • Discussions • Teacher explains forms of 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary 	

			IBRD word bank	<ul style="list-style-type: none"> financial institutions State the functions and objectives 	<ul style="list-style-type: none"> economic integration Taking notes Asking and answering questions 		<ul style="list-style-type: none"> business studies pg 181 student book 4 Longman Explore Business studies Book 4 pg 131-132 Dynamics if Business studies form 4 pg 292 	
	2 & 3	INTERNATIONAL TRADE	<p>Forms of economic integration</p> <ul style="list-style-type: none"> Free trade area Common market Custom unions Economic union Common monetary system 	<p>By the end of the lesson, the learner should be able tot:</p> <ul style="list-style-type: none"> Describe various forms of integration 	<ul style="list-style-type: none"> Teacher explains forms of economic integration Taking notes and asking questions Discussion 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 182-183 student book 4 Longman Explore Business studies Book 4 pg 133-134 Dynamics if Business studies form 4 pg 293-294 	
	4	INTERNATIONAL TRADE	<p>Importance of economic integration to a country</p> <p>Enjoy economies of scales</p> <p>Attracts new industries</p> <p>Adopt new technology</p> <p>Advantages of money unions</p> <p>Joint public utility</p>	<p>By the end of the lesson, the learner should be able to recognize the importance of economic integration</p>	<ul style="list-style-type: none"> Discussion Teacher explains importance of economic integrations Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Longman Explore Business studies Book 4 pg 135 Dynamics if Business studies form 4 pg 294-296 	
7	1	INTERNATIONAL TRADE	<p>Free trade</p> <p>Definition</p> <p>Advantages</p> <p>Disadvantages</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> Define freed trade State advantages and 	<ul style="list-style-type: none"> Taking notes Asking and answering questions 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 184student 	

				disadvantages of free trade	<ul style="list-style-type: none"> Teaching explaining free trade discussions 		<p>book 4</p> <ul style="list-style-type: none"> Longman Explore Business studies Book 4 pg 135-136 Dynamics if Business studies form 4 pg 297-298 	
2	INTERNATIONAL TRADE	Trade Restrictions <ul style="list-style-type: none"> Reasons & methods 	By the end of the lesson the learner should be able to: <ul style="list-style-type: none"> Define the term trade restriction, explain methods of trade restrictions 	<ul style="list-style-type: none"> Discussions Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 185-187 student book 4 Longman Explore Business studies Book 4 pg 137-138 Dynamics if Business studies form 4 pg 299-301 		
3	INTERNATIONAL TRADE	Advantages and disadvantages of trade restriction	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> State advantages and disadvantages 	<ul style="list-style-type: none"> Discussions Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 187-188 student book 4 Longman Explore Business studies Book 4 pg 138 Dynamics if Business studies form 4 pg 301-303 		
4	INTERNATIONAL TRADE	Trends in international trade Liberalization EPZ website/Ecommerce Advantages &	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Explain the newly emerging trends State advantages and disadvantages of the trends 	<ul style="list-style-type: none"> Discussions Use of mobile phones to access internet Asking and answering questions 	<ul style="list-style-type: none"> Text book Mobile phones 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 188-189 student book 4 Longman Explore 		

			disadvantages		<ul style="list-style-type: none"> • Taking notes 		Business studies Book 4 pg 139-143 <ul style="list-style-type: none"> • Dynamics if Business studies form 4 pg 307-308 	
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8-3 REVISION AND MOCKS SET IN KCSE MODELS

BUSINESS EDUCATION FORM 4 SCHEMES OF WORK – TERM 3

WEEK	LESSON	TOPIC	SUB - TOPIC	OBJECTIVES	LEARNING/TEACHING ACTIVITIES	LEARNING/TEACHING RESOURCES	REFERENCES	REMARKS
1	1	ECONOMIC DEVELOPMENT AND PLANNING	Introduction Economic growth indicators Terms used	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> • Define economic growth • Explain indicators • Define terms used 	<ul style="list-style-type: none"> • Teacher explaining • Economic growth and development • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg student book 4 • Longman Explore Business studies Book 4 pg 147 • Dynamics if Business studies form 4 pg 311-312 	
	2	ECONOMIC DEVELOPMENT AND PLANNING	Economic Development Definition Indicators Differences between economic growth and economic	By the end of the lesson, the learner should be able to define <ul style="list-style-type: none"> • Define economic development • Explain indicators • State differences between growth and 	<ul style="list-style-type: none"> • Discussions • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 196student book 4 • Longman Explore Business studies 	

			development	economic development			Book 4 pg 149-151	
	3	ECONOMIC DEVELOPMENT AND PLANNING	Underdevelopment Definition Characteristics	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Define underdevelopment State characteristics 	<ul style="list-style-type: none"> Discussions Asking and answering questions Taking questions Taking notes Reading magazines and journals 	<ul style="list-style-type: none"> Magazines Journals Text book 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 196-200 student book 4 Longman Explore Business studies Book 4 pg 151-153 Dynamics if Business studies form 4 pg 314-317 	
	4	ECONOMIC DEVELOPMENT AND PLANNING	Goals of development <ul style="list-style-type: none"> Provision of basic human wants, increase pre-capital income Employment Self-sufficiency Reducing poverty 	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Explain goals of development 	<ul style="list-style-type: none"> Reading journals of 2030 vision Asking and answering questions Taking notes Surfing internet 	<ul style="list-style-type: none"> Text book Journals Magazines Computers (internet) 	<ul style="list-style-type: none"> Longman Explore Business studies Book 4 pg 154-155 Dynamics if Business studies form 4 pg 317 	
2	1	ECONOMIC DEVELOPMENT AND PLANNING	Factors that may hinder development -low natural resource endowment Capital Poor technology Human resource	By the end of the lesson, the learner should be able to: <ul style="list-style-type: none"> Explain factors that may hinder development 	<ul style="list-style-type: none"> Reading journals Magazines, newspapers, textbook Asking and answering questions Taking notes 	<ul style="list-style-type: none"> Text book Computers (internet) Journals Magazines Newspapers 	<ul style="list-style-type: none"> Inventor 4 KLB secondary business studies pg 200-202 student book 4 Longman Explore Business studies Book 4 pg 155-157 2 Dynamics if Business studies form 4 pg 321-323 	
	2	ECONOMIC	Development	By the end of the lesson, the	<ul style="list-style-type: none"> Reading journals 	<ul style="list-style-type: none"> Text book 	<ul style="list-style-type: none"> Inventor 4 KLB 	

		DEVELOPMENT AND PLANNING	<p>planning</p> <ul style="list-style-type: none"> • Definition • Characteristics of good development plan 	<p>learner should be able to:</p> <ul style="list-style-type: none"> • Define plan development planning • State characteristics of good development planning 	<ul style="list-style-type: none"> • Magazines and newspaper on vision 2030 & planning • Asking and answering questions • Taking notes 	<ul style="list-style-type: none"> • Journals • Magazines • Newspaper 	<p>secondary business studies pg 202 student book 4</p> <ul style="list-style-type: none"> • Longman Explore Business studies Book 4 pg 157-158 	
	3	ECONOMIC DEVELOPMENT AND PLANNING	<p>Need for development planning</p>	<p>By the end of the lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Describe the need for development planning 	<ul style="list-style-type: none"> • Discussions • Taking notes • Asking and answering questions • Reading journals • Magazines on vision 2030 	<ul style="list-style-type: none"> • Magazines • Text book • Journals 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 203-204 student book 4 • Longman Explore Business studies Book 4 pg 158-159 • Dynamics if Business studies form 4 pg 324-325 	
	4	ECONOMIC DEVELOPMENT AND PLANNING	<p>Problems encountered in development planning</p> <ul style="list-style-type: none"> • Corruption • Lack of sufficient data • Shortage of funds • Over protection • Inadequate technical skills • Inadequate political goodwill 	<p>By the end of the lesson the learner should be able to:</p> <ul style="list-style-type: none"> • Explain problems facing development planning 	<ul style="list-style-type: none"> • Discussions • Taking notes • Asking and answering questions 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Inventor 4 KLB secondary business studies pg 204-206 student book 4 • Longman Explore Business studies Book 4 pg 160-161 • Dynamics if Business studies form 4 pg 326-327 	
3	1	ECONOMIC DEVELOPMENT	<p>Emerging issues HIV & Aids</p>	<p>By the end of the lesson, the learner should be able to:</p>	<ul style="list-style-type: none"> • Discussions • Taking notes 	<ul style="list-style-type: none"> • Text book 	<ul style="list-style-type: none"> • Longman Explore Business studies 	

		AND PLANNING	Environment and economic development Women empowerment Accuracy and reliability	<ul style="list-style-type: none"> • Explain emerging issues in economic development and planning 	<ul style="list-style-type: none"> • Asking and answering questions 		Book 4 pg 161-162	
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4-13 REVISION AND TAKING OF NATIONAL EXAMINATIONS