**BUSINESS STUDIES SCHEMES OF WORK**

**FORM THREE 2016**

**TERM I**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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Coordinated by KENPRO, Macjo Arcade, 4th Floor, Suite 15E, Off Magadi Road, Ongata Rongai |Tel: +254202319748 |

E-mail: infosnkenya@gmail.com | Website: [www.schoolsnetkenya.com/](http://www.schoolsnetkenya.com/)

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| **1** |  | **REPORTING AND REVISION** | | | | | |  |
| **2** | **1-3** | Product Promotion | Trends in product promotion | By the end of the lesson, the learner should be able to  Discuss, trends in product promotion | Discussions  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 | Computers  Pictures  Diagrams  Charts  Radio  Television  Newspapers  Relevant business environment  Case studies  Resource persons | Inventor KLB book 2 page 136-138  Dynamics of business studies Bk 2 pg 274-277  Certificate business studies book 2 page, 165-166  Gateway sec. Revision pg 161 |  |
| **3** | **1** | Demand And Supply | Meaning of demand,  Factors influencing demand | By the end of the lesson, the learner should be able to  Explain the meaning of demand state and explain factors which influence demand for a product | Taking notes  Visiting market  Asking and answering questions | Market Text book | Longman Explore Business studies students copy Pg 1-3  KLB inventor secondary 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  State the law of demand  Give the assumption of law of demand  Differentiate derived and joint demand  Define demand schedule | Taking notes  Asking and answering questions  Sketching diagram of demand schedule | Text book | 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  Describe demand curves  Derive a demand curve from demand schedule  Explain movement along the demand curve | Drawing curves  Taking notes  Asking and answering questions | Text book curves/graphs | 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  Describe the shift in the demand curve  Explain causes of shift to the left and right | Drawing curves and graphs  Taking notes  Asking and answering questions | Text book  Graphs | Longman Explore Business studies students copy Pg 8-9  KLB inventor secondary business studies students book Pg 8-9 |  |
| **4** | **2** | Demand And Supply | Supply | By the end of the lesson the learner should be able to  define the term supply  State factors that influence supply of a product | Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students copy Pg 10-11  KLB inventor 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:  Describe supply schedule  Explain the movement along the supply curve | Asking and answering questions  Taking notes | Textbook | 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:  Describe shift in supply curve  Derive supply curve from supply schedule  Distinguish between movement along a supply curve | Drawing curves  Taking notes  Asking and answering questions | Text book curves | Longman Explore Business studies students copy Pg 13-14  KLB inventor secondary business studies students book Pg 15-16 |  |
| **5** | **1** | Demand And Supply | Equilibrium Price and quantity  Excess demand and supply | By the end of the lesson the learner should be able to:  Determine equilibrium price and quantity  State effects price above or below the equilibrium price | Drawing the demand and supply curve  Asking and answering questions  Taking notes  Discussions | Graphs  Text book | 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  Positive shift  Negative shift | By the end of the lesson, the learner should be able to :  Explain positive and negative shift in demand and the results | Drawing the demand and supply curve  Discussions  Observing drawn curves on charts  Taking notes  Asking and answering questions | Charts  Textbooks | Longman Explore Business studies students copy Pg 19-20  KLB inventor secondary 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  Explain positive and negative shift in supply | Drawing of supply and demand curves  Observing drawn curves from the text book & charts  Asking and answering questions  Taking notes | Charts  Textbook | Longman Explore Business studies students copy Pg 18-20  KLB inventor secondary business studies students book Pg 20 |  |
| **6** | **1** | Demand And Supply | Other methods of determining price of a product  Price control  Taxation  Auction  Tendering  Haggling/bargainin | By the end of the lesson, the learner should be able to  Explain other methods of determining price of a product | Discussions  Asking and answering questions  Taking notes  Taking photograph of auctioneers | Text book  Photograph | 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:  Explain emerging issues  Answer questions on the topic covered | Asking and answering questions  Discussions  Taking notes | Textbook | Longman Explore Business studies students copy Pg 21-23 |  |
| **7** | **3** | Size And Location Of A Firm | Introduction  Theory  An-industry  A firm  Objectives of a firm  Reasons around what to produce  What  How  Where  When  How much | By the end of the lesson, the learner should be able to:  Define the terms, theory, a firm, industry  Describe the objectives of a firm  Explain the decisions around what to produce | Asking and answering questions  Discussions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 24-26  KLB inventor secondary business studies students book Form 3 Pg 23 |  |
|  | **4** | Size And Location Of A Firm | Factors influencing the decision on what to produce  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 :  Explain factors influencing decision on what to produce | Discussions  Asking and answering questions  Taking notes | Textbook | Longman Explore Business studies students book 3copy Pg 24-26  KLB inventor secondary business studies students book Form 3 pg 23-24 |  |
| **8** | **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:  Explain different factors determining the size of a firm | Asking and answering questions  Discussions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 28  KLB inventor secondary business studies students book Form 3 24-25 |  |
|  | **2** | Size And Location Of A Firm | The location of a firm  Factors that influence the location of a firm  Proximity to raw materials  Availability of labour  Nearness to the market  Nearness to the | By the end of the lesson, the learner should be able to  Explain factors that influence the location of a firm | Taking notes  Discussions  Asking and answering questions | Taking notes | Longman Explore Business studies students book 3copy Pg 28-30  KLB inventor secondary business studies students book Form 3 25-27 |  |
|  | **3** | Size And Location Of A Firm | Localization of firms in an economy  Definition  Advantages  Disadvantages | By the end of the lesson the learner should be able to  Define localization  Explain the advantages and disadvantages of localization | Discussions  Asking and answering questions  Taking notes | Textbook | 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 | Delocalization of firms  Economies of scale  Advantages & disadvantages  Internal economies  Technical  Managerial  Marketing  Financial  Research  Welfare  Diversification | By the end of the lesson, the learner should be able to  Define delocalization of firms  Explain advantages and disadvantages of delocalization  Define economies of scale  Explain internal economies of scale | Taking notes  Discussions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 32-33  KLB inventor secondary business studies students book Form 3 29-31 |  |
| **9** | **2** | Size And Location Of A Firm | External Economies  Diseconomies of scale  Internal diseconomies  Managerial  High-overhead cost  Slow decision  Increased risk  Wastage  Problems of getting factors of production | By the end of the lesson, the learner should be able to:  Explain external economies of scale  Define diseconomies of scale  Explain internal diseconomies of scales | Taking notes  Asking and answering questions | Textbook | Longman Explore Business studies students book 3copy Pg 33-34  KLB inventor secondary business studies students book Form 3 31-32 |  |
|  | **3** | Size And Location Of A Firm | External diseconomies of scale  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 | By the end of the lesson, the learner should be able to:  Explain external diseconomies of scale  Explain reasons for existence of small firms in economy | Asking and answering  Discussions  Taking notes | Textbook | 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 | Implication of product activities on the environment  Pollution  Air  Noise  Environmental degradation  Social effects  Depletion of energy sources  Solid waste  Pollution | By the end of the lesson the learner should be able to:  discuss the implications of production activities on the environment and community | Discussion  Asking and answering questions  Taking notes  Visiting a manufacturing firm  Listening to resource persons  Taking photographs | Text book  Photographs  Resource persons | Longman Explore Business studies students book 3copy Pg 36-37  KLB inventor secondary business studies students book Form 33-35 |  |
| **10** | **1** | Size And Location Of A Firm | Maintaining a healthy environment  Check on pollution  Security  Required resource  Good interpersonal relation  Measures to appreciate the negative impact of production activities to the environment  Emerging issues | By the end of the lesson, the learner should be able to:  Discuss the ways of main training healthy environment and articulating the negative impacts  Explain the emerging issues | Taking notes  Asking and answering questions  Discussion | Text book | Longman Explore Business studies students book 3copy Pg 36-39  KLB inventor secondary business studies students book Form3 36-38 |  |
|  | **2** | Product Markets | Definition  Elements dictating market sellers, buyers and product  Types and features of product markets  Perfect competition | By the end of the lesson, the learner should be able to:  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 | Discussions  Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 43-46  KLB inventor secondary business studies students book Form3 40-42 |  |
|  | **3** | Product Markets | Monopoly market structure  Definition  Price discrimination  Basis of market separation  Sources of monopoly power | By the end of the lesson, the learner should be able to:  Define monopoly market structure  Explain how price discrimination is done in monopoly  Market structure  Explain the sources of monopoly markets | Asking answering questions  Taking notes  discussions | textbook | Longman Explore Business studies students book 3copy Pg 46-47  KLB inventor secondary business studies students book Form3 42-45 |  |
|  | **4** | Product Markets | Monopolistic Competition.  Oligopoly | By the end of the lesson, the learner is supposed to define  Monopolistic competition market, oligopoly  Explain the characteristics of monopoly and oligopoly markets | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 47-49  KLB inventor secondary business studies students book Form3 45-49 |  |
| **11** | **1** | Product Markets | The kinked demand curve  Emerging issues | By the end of the lesson, the learner should be able to:  Describe the kinked demand curve  Draw the curve showing the demand curve  Explain the emerging issues in product markets | Sketching the curve  Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 49  KLB inventor secondary business studies students book Form3 47-49 |  |
|  | **2** | Chain Distribution | Definition of  Distribution  Channel of distribution  Function of channel of distribution  General channel  Local agricultural products  Imported agricultural products  Locally manufactured goods  Imported manufactured goods | By the end of the lesson the learner should be able to:  Define distribution  State functions of channels of distribution  Sketch the channels of distribution | Charts of sketched channels of distribution  Asking and answering questions  Taking notes  Discussions | Charts  Textbook | Longman Explore Business studies students book 3copy Pg 53-55  KLB inventor secondary business studies students book Form3 49-53 |  |
|  | **3** | Chain Distribution | Roles played by intermediaries in the distribution chain  Reducing transaction between producers & consumer  Breaking bulk  Accumulating bulk  Risk taking  Providing finance  Passing information  Product promotion  Storage variety | By the end of the lesson, the learner should be able to:  Explain roles played by intermediaries in the distribution chain | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 55-56  KLB inventor secondary business studies students book Form3 54-57 |  |
|  | **4** | Chain Distribution | Factors that may influence choice of distribution of channels  Nature of goods  Nature of market  Government policies  Nature of competition  Cost of channel  Need to break bulk  Emerging issues  Corruption  Counterfeit  Outsourcing  Ecommerce  HIV and Aids | By the end of the lesson, the learner should be able to:  Explain the different factors that may influence choice of distribution channels  Explain the emerging issues | Discussions  Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 55-56  KLB inventor secondary business studies students book Form3 57-58 |  |
| **12** | **1** | National Income | Meaning  Gross Domestic Product  Gross National Product  Pre-capital income | By the end of the lesson the learner should be able to:  Give meaning of national income  GNP,GDP, pre-capital income | Discussion  Teacher explaining the meanings  Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 60-56  KLB inventor secondary business studies students book Form3 59-66 |  |
|  | **2** |  | Circular flow of Income  Two sector economy  Assumptions  Infections  Leakages  Savings  Government | By the end of the lesson the learner should be able to:  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 | Asking and answering questions  Discussions  Taking notes  Teacher explaining  Injections and leakages/savings  Sketching the two sector economy circular flow of income | Text book | Longman Explore Business studies students book 3copy Pg 61-62  KLB inventor secondary business studies students book Form3 60-62 |  |
|  | **3** | Chain Distribution | Circular glow of income investment  Foreign trade  Equilibrium national income  S+T+M=I+X+G  S=saving  T=taxes  M-Imports  I=Investments  X=Exports  G= Government expenditure | By the end of the lesson, the learner should be able to  Explain, investment, foreign trade  Describe equilibrium national income | Asking and answering questions  Discussions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 62  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:  Describe expenditure approach in measuring national income  Explain problems associated with expenditure approach | Discussions  Taking notes  Asking and answering questions | Text book | Longman Explore Business studies students book 3copy Pg 63-64  KLB inventor secondary business studies students book Form3 64-65 |  |
| **13** | **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:  Income approach  Explain problems associated with income approach | Discussion  Taking notes  Asking and answering questions | Text book | 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:  Describe the out-put method in measuring national income  Explain problems associated with output approach | Taking notes  Asking and answering questions  Discussions | Text book | Longman Explore Business studies book 3copy Pg 65-66  KLB inventor secondary business studies students book Form3 63-64 |  |
|  | **3** | Chain Distribution | Uses of National income statistics  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 | By the end of the lesson, the learner should be able to:  Describe the uses of national income statics | Discussions  Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 67-68  KLB inventor secondary business studies students book Form3 66-67 |  |
|  | **4** | Chain Distribution | Problems encountered in measuring the national income | By the end of the lesson, the learner should be able to:  Explain factors which influence the level of national income  Discuss emerging issues in national income | Asking and answering questions  Take notes  Discussions | Text book | KLB inventor secondary business studies students book Form3 66-67 |  |
| **14** | **1** | Chain Distribution | Factors which influence the level of national income  Labour supply  Level of technology  Amount and quality of capital  Entrepreneurship and development  Political stability  Abundance of natural resources  Emerging issues | By the end of the lesson, the learner should be able to:  Explain factors which influence the level of national income  Discuss emerging issues in national income. | Discussions  Asking and answering questions  Taking notes | Text book | Longman Explore Business studies students book 3copy Pg 68-69  KLB inventor secondary business studies students book Form3 68-70 |  |
|  | **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 | Asking and answering questions  Taking notes  Discussion | Full-scalp  Pens  Chalk board | Revision text  High flyer |  |
| **15** |  | **END OF TERM EXAM** | | | | | | |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM THREE 2016**

**TERM II**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| **1** |  | **REPORTING AND REVISION OF LAST TERM’S EXAMS** | | | | | |  |
| **2** | **1**  **&**  **2** | Population And Employment | Introduction basic concepts  Fertility  Mortality  Growth rates | By the end of the lesson, the learner should be able to:  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 | Asking questions  Taking notes | Text book | 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:  Describe optimum population  Describe under-population  Explain factors which are likely to lead to under-population  Demerits of under population | Asking questions  Taking notes | Text book  Journals  Magazines  Newspapers |  |  |
| **3** | **1** | Population And Employment | Over-population  Definition  Advantages  Disadvantages | By the end of the lesson, the learner should be able to  Define over-population  Explain advantages of over-population  Explain disadvantages of over-population | Asking and answering questions  Taking notes  Discussions  Reading journals and magazines on population census | Text book  Journals  Magazines | 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  explain factors leading to young population  Describe ageing population  State problems of ageing population | Reading journals on population  Reading magazines and newspapers on population  Asking and answering questions  Taking notes | Journals  Magazines  Newspapers  Text book | 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  Population structure | By the end of the lesson, the learner should be able to:  State the factors leading to declining population  Explain the effects of declining population  Describe population on structure | Reading journals on population  Reading magazines and newspapers  Asking and answering questions  Taking notes | Journals  Magazines  Newspapers  Text book | Longman Explore Business studies students book 3copy Pg 76  KLB inventor secondary business studies students book Form3 79-80 |  |
|  | **4**  **&**  **1** | Population And Employment | Implications of population size and structure on development  Positive  Negative | By the end of the lesson, the learner should be able to:  Explain positive and negative implication of population size and structure on development sketch vicious circle of rapid population | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 77-78  KLB inventor secondary business studies students book Form3 81-82 |  |
| **4** | **2** | Employment And Un Employment | Definition of employment, unemployment  Types of unemployment  Seasonal functional  Structural cyclical  Real wage  Involuntary  Disguised  Residual  Erratic | By the end of the lesson, the learner should be able to:  Define terms  Employment  Unemployment  Describe different types of unemployment | Asking and answering questions  Taking notes  Discussion | Text book | Longman Explore Business studies students book 3copy Pg 77-78  KLB inventor secondary business studies students book Form3 84-86 |  |
|  | **3** | Population And Employment | Causes of unemployment  Rapid population  Low demand for goods & services  Job selection  Inappropriate technology  Inappropriate education system  Seasonality of jobs  Technology | By the end of the lesson, the learner should be able to  Explain the cause of unemployment | Asking and answering questions  Taking notes  Discussions | Text book | 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 | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 81-82  KLB inventor secondary business studies students book Form3 89-90 |  |
| **5** | **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;  Explain the emerging issues on population and employment | Asking and answering questions  Taking notes  Discussions | Text book | 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 | Asking and answering questions  Taking notes  discussions | Text book  Observing pictures of assets, houses and money | 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:  Prepare a simple balance sheet in the order of permanency and liquidity | Taking notes  Discussions  Asking and answering questions | Text book  Newspaper | Longman Explore Business studies students book 3copy Pg 88-89  KLB inventor secondary business studies students book Form3 97-99 |  |
| **6** | **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:  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 | Asking and answering questions  Taking notes  Discussions | Text book | 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:  Explain the meaning of business transaction  Distinguish between cash and credit transactions  Determine the effects of transactions on the balance sheet | Taking notes  Asking and answering questions  Discussions  *© Education Plus Agencies* | Textbook | Longman Explore Business studies students book 3copy Pg 96-99  KLB inventor secondary business studies students book Form3 103-108 |  |
| **7** |  | Net Worth Of A Business | Changes in Capital  Drawing  Additional investment | By the end of the lesson, the learner should be able to:  Discuss changes in capital resulting from drawings  Additional investment | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies 3copy Pg 99-101  KLB inventor secondary business Form3 108-109 |  |
|  | **4** | Net Worth Of A Business | Changes in capital profits, losses  Initial and final capital | By the end of the lesson, the learner should be able to:  Discuss how profits and loss change capital  Determine initial and final capital of the business  Explain the emerging issues | Asking and answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 101-103  KLB inventor secondary business studies students book Form3 110-111 |  |
| **8** | **1** | Net Worth Of A Business | Revision Question | By the end of lesson the learner should be able to:  Answer questions on the topics covered | Questions and answering | Full scalp  Pens  Question papers | 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 | By the end of the lesson, the learner should be able to:  Explain the meaning and purpose of a ledger | Asking and answering questions  Taking notes  Discussions | Text book | 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 | By the end of the lesson, the learner should be able to:  Explain the rules of recording business transactions in a ledger account | Discussions  Taking notes  Asking and answering questions | Text book | Longman Explore Business studies students book 3copy Pg 111  KLB inventor secondary business studies students book Form3 118-119 |  |
| **9** | **1** | Ledger | The concept of double entry  Recording business transactions in the ledger  Sales  Sale Returns | By the end of the lesson, the learner should be able to:  Explain the concept of double entry  Record business transaction in various ledger accounts  Sales and sales returns | Taking notes  Discussions  Asking and answering questions | Text book | Longman Explore Business studies students book 3copy Pg110- 111, 115,116  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  Record purchases and purchases returns in the ledger | Asking and answering questions  Taking notes  Discussions | Text book | 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:  Record expenses, revenues and drawing in the ledger accounts | Taking notes  Discussions  Asking questions and answering | Text book | 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  With one item  Opening balances  Uses of the ledger accounts | By the end of the lesson the learner should be able to:  Record transaction with one item, opening balances  Balance of the ledger accounts  State the uses of ledger accounts | Taking notes  Asking and answering questions  Discussions | Textbook | Longman Explore Business studies students book 3copy Pg 113, 119-123  KLB inventor secondary business studies students book Form3 pg 133-137 |  |
| **10** | **1** | Ledger | Trial Balance  Definition  Purpose  Limitations | By the end of the lesson, the learner should be able to:  Define the terms trial balance  State purposes of trial balance | Asking questions  Taking notes  Discussions | Text book | 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  Discuss the various types of ledgers | Asking and answering questions  Taking notes  Discussion | Text book | 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:  Answer questions in the topics covered  Explain the emerging issues | Answering questions  Taking notes  Discussions | Text book | Longman Explore Business studies students book 3copy Pg 131-137  KLB inventor secondary business studies students book Form3 pg 142-149 |  |
| **11** |  | **TOPICAL REVISION** | | | | | |  |
| **12** |  | **TOPICAL REVISION** | | | | | |  |
| **13** |  | **END OF TERM EXAMINATIONS** | | | | | |  |
| **14** |  | **CLOSING** | | | | | |  |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM THREE 2016**

**TERM III**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| **1** |  | **REPORTING AND REVISION OF LAST TERM’S EXAMS** | | | | | |  |
| **2** | **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;  Explain the meaning and purpose of a cash-book  Record transaction in single-column cash-book | Asking and answering questions  Taking notes  Observing sample of cash book | Text book  Cash book | 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:  Record transactions in the two column cash-book | Taking notes  Answering and asking questions  Observing sample of cash-book | Text book  Cash book | Longman Explore Business studies students book 3copy Pg 139-140  KLB inventor secondary business studies students book Form3 153-154 |  |
| **3** | **1**  **&**  **2** | The Cash Book | Three column cash book | By the end of the lesson, the learner should be able to:  Record transactions in the three column cash-book  Explain the purpose of three column cash book | Asking and answering questions  Taking notes  Observing sample cash-book | Cash-book  Text book | 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:  Explain the term contra-entry  Explain the emerging issues | Asking and answering questions  Discussions  Taking notes  Observing sample of cash-book | Cash – book  Text book | Longman Explore Business studies students book 3copy Pg 141-145 |  |
| **3-12** |  | **REVISION AND EXAMS** | | | | | |  |