**BUSINESS STUDIES SCHEMES OF WORK**

**FORM FOUR 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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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| **1** |  | **REPORTING AND REVISION** |  |
| **2** | **1** | Source Documents And Books Of Original Entries | Source documentInvoiceCredit noteDebit noteReceiptPayment voucherCash sales slipPetty cash voucherStatement of accountAdvice note | By the end of the lesson, the learner should be able to:Define source documentDescribe the source documents used in business transaction | Observing the different source documentsDiscussionsTaking notesAsking and answering questionsListening to resource persons | Copy of invoiceReceiptStatement of accountsResource personText book | Secondary business studies inventor book 4 pg 1-7Longman Explore Business studies Book 4 pg 1-3 |  |
|  | **2** | Source Documents And Books Of Original Entries | Books of original entrySales journalSales returns | By the end of the lesson the learner should be able to:Define the books of original entryPrepare the sales journal and sales returns journalPost the information in the ledgers account and general ledger | Taking examples on preparing the journalPreparing the journalTaking notesAsking and answering questions | Text book | Secondary business studies inventor book 4 pg 8-13Longman Explore Business studies Book 4 pg 4-7 |  |
|  | **3** | Source Documents And Books Of Original Entries | Purchase JournalPurchase returns journals | By the end of the lesson, the learner should be able to:Prepare purchases journal and purchases returns journalPost the information on the ledger accounts and general ledger | Taking examples on how to prepare the journalTaking notesAsking and answering questions | Text book | Inventor 4 secondary business studies pg 14-18 student bookLongman Explore Business studies Book 4 pg 8-10 |  |
|  | **4** | Source Documents And Books Of Original Entries | Cash Receipt journalCash payment journal | By the end of the lesson, the learner should be able to:Prepare cash payment & receipt journalPost the information to the general ledger  | Taking examples on how to prepare the journalTaking notesAsking and answering questionsPreparing the journals | Text book | Inventor 4 KLB secondary business studies pg 19-24 student bookLongman Explore Business studies Book 4 pg 11-16 |  |
| **3** | **1** | Source Documents And Books Of Original Entries | Cash booksSingleTwo-threePetty analysis | By the end of the lesson the learner should be able to:Prepare petty cash bookPosting information to ledger accounts | Taking examples to prepare petty cash book and analysis cash bookAsking and answering questionsTaking notesPreparing the cash books | Text book | Inventor 4 KLB secondary business studies pg 25-35 student bookLongman Explore Business studies Book 4 pg 16 |  |
|  | **2** | Source Documents And Books Of Original Entries | General Journal(journal properPurchase of a fixed asset & sales of fixed assets on creditOpening entries & closing entries | By the end of the lesson, the learner should be able to:Define general journalGive the format of general ledgerPost information to the General journal | Preparing the General JournalTaking examplesTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 36-41 student book 4Longman Explore Business studies Book 4 pg 17-19 |  |
|  | **3** | Source Documents And Books Of Original Entries | Importance of journals & Emerging issuesTaking revision questions | By the end of the lesson, the learner should be able to:-state the importance of journalsGive emerging issues in source document & book of original entryTackle Answer questions on the review questions | Taking notesAnswering questionsSelected from the textDiscussions | Text bookFull scap | Inventor 4 KLB secondary business studies pg 41,44-51 student book 4Longman Explore Business studies Book 4 pg 17-19 |  |
| **4** | **4****&****1** | Financial Statements | Introduction to Financial statementsTrading AccountFormat importance tradingImportance of financial statement | By the end of the lesson, the learner should be able to:Define financial statementsIdentify the various financial statementsExplain concept of trading period and accountDescribe the format of preparing trading accountsState importance of trading account | Observing different financial statements from news papers/magazinesAsking and answering questionsTaking notes | NewspaperMagazinesText book | Inventor 4 KLB secondary business studies pg 54-60 student book 4Longman Explore Business studies Book 4 pg 29-34Dynamics if Business studies form 4 pg 2,16 |  |
|  | **2** | Financial Statements | Net profit or lossProfit or loss A/cImportance | By the end of the lesson the learner should be able to:Describe profit & loss Explain how its obtainedDescribe the format of preparing profit and loss accountState the importance of profit and loss A/c | Asking and answering questionsTaking notesTaking examples | Text book | Inventor 4 KLB secondary business studies pg 54-60 student book 4Longman Explore Business studies Book 4 pg 34-38Dynamics if Business studies form 4 pg 32-40 |  |
|  | **3** | Financial Statements | Balance sheetImportanceFormats | By the end of the lesson the learner should be able to:Define the term balance sheetDescribe the formats of preparing balance sheetState importance of balance sheet | Asking and answering questionsTaking notesAnalyzing information on magazines and newspapers | Text bookNewspaperMagazines | Inventor 4 KLB secondary business studies pg 67-68 student book 4Longman Explore Business studies Book 4 pg 39-42Dynamics if Business studies form 4 pg 41-46 |  |
|  | **4** | Financial Statements | Types of capitalWorking capitalBorrowed capitalCapital owned | By the end of the lesson, the learner should be able to:Define the term capitalExplain and calculate the different working capital | Taking notesTaking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 68-69 student book 4Longman Explore Business studies Book 4 pg 43-45Dynamics if Business studies form 4 pg 72-73 |  |
| **5** | **1** | Financial Statements | Basic financial RationsDefinitionImportanceTypesMargins Mark-upsWorking capitalRatio (current ratio importance | By the end of the lesson the learner should be able to:Define financial ratios, margins and mark-upsCalculate margins mark-up and current ratioState the importance of eachDescribe relationship between mark-up & margin | Copying examplesDiscussionsAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 70-75 student book 4Longman Explore Business studies Book 4 pg 46-49Dynamics if Business studies form 4 pg 75-78 |  |
|  | **2** | Financial Statements | Date of stock turn-overReturn on capitalAcid testQuick ratio | By the end of the lesson, the learner should be able to:Define the financial ratios Calculate the ratiosState the importance of rate of stock turn-overReturn on capital & acid test | Taking notesDoing examplesSummarizing the formulae on chartsAsking questions | Text bookCharts | Inventor 4 KLB secondary business studies pg 79-81 student book 4Longman Explore Business studies Book 4 pg 49-50Dynamics if Business studies form 4 pg 78-82 |  |
|  | **3** | Financial Statements | Emerging issuesRevision Questions | By the end of the lesson, the learner should be able to:Explain the emerging trends in financial statementAnswer set questions on the top covered | Asking and answering questionsDiscussionsTaking notes |  | Longman Explore Business studies Book 4 pg 51 |  |
|  | **4** | Money And Banking | IntroductionDefinitionBanking -MoneyBarter tradeLimitations/merits | By the end of the lesson, the learner should be able to:Define the terms money and bankingExplain the barter tradeState merits of barter tradeState limitations of barter trade | Observing samples of money (coins and notesObserving pictures of barter tradeVisiting banksTaking notesAsking and answering of questionsListening to resource persons | Money (coins or notesPicturesBanksResource persons(bank) | Inventor 4 KLB secondary business studies pg 91-94 student book 4Longman Explore Business studies Book 4 pg 60-61Dynamics if Business studies form 4 pg 145-147 |  |
| **6** | **1** | Money And Banking | Meaning and characteristics of money-definitionsCharacteristicsComplexityAcceptabilityDisabilityProfitabilityStabilityHomogeneityDurabilityMalleabilityCongnisability | By the end of the lesson, the learner should be able to:Give various definitions of moneyExplain different characteristics of money | Money- coins & notes observationVisiting banksListening to resource personsTaking notesAsking notesAsking and answeringObserving charts on summary of characteristics of money | sample of money (coins & note)BanksChartsResource persons | Inventor 4 KLB secondary business studies pg 41-96 student book 4Longman Explore Business studies Book 4 pg 62-63Dynamics if Business studies form 4 pg 151-153 |  |
|  | **2** | Money And Banking | Demand and supply for moneyTransactive precautionary speculativeMeasures to regulate supply of moneyOpen market operationsSpecial depositsBank rate | By the end of the lesson, the learner should be able to:Define moneyExplain reasons for holding moneyDefine the supply of moneyExplain ways in which central bank regulates supply of money | Asking and answering questionsNote makingListening to resource persons | BanksText book | Inventor 4 KLB secondary business studies pg 97-99 student book 4Longman Explore Business studies Book 4 pg 64-66Dynamics if Business studies form 4 pg 154-158 |  |
|  | **3** | Money And Banking | BankingDefinitionDevelopment of bankingCommercial banksServices offered by commercial banksAccepting depositsCurrent accountsAdvantages Disadvantages | By the end of the lesson, the learner should be able to:Define bankingDiscuss development of bankingGive examples of different banks in KenyaExplain the commercial banksExplain services offered by commercial banks | Listening to resource personsAsking and answering questionsNote takingVisiting banks | BanksResource personsText book | Inventor 4 KLB secondary business studies pg 99-102 student book 4Longman Explore Business studies Book 4 pg 66-67,70Dynamics if Business studies form 4 pg 160-161,173-177 |  |
|  | **4** | Money And Banking | Saving A/cFixed deposit Account | By the end of the lesson, the learner should be able to:Define savings and fixed deposits accountsGive advantages and disadvantages of each | Listening to resource personsAsking and answering questionsNote takingVisiting banks | BanksResource personsText book | Inventor 4 KLB secondary business studies pg 103-105 student book 4Longman Explore Business studies Book 4 pg 69-70Dynamics if Business studies form 4 pg 177-179 |  |
| **7** | **1** | Money And Banking | Lending of moneySafe keeping of valuable itemsTrustee servicesActing as a guarantor/refereeActs as intermediaries (sellers & borrowers provision of foreign exchangeOffering credit cards | By the end of the lesson, the learner should be able to:Explain the functions of commercial banks | Asking and answering questionsTaking notesVisiting banks | BanksText bookResource persons | Inventor 4 KLB secondary business studies pg 105,108-109 student book 4Longman Explore Business studies Book 4 pg 68-69Dynamics if Business studies form 4 pg 162-170 |  |
|  | **2** | Money And Banking | Money transfer facilitiesStanding orderCredit transferTelegraphicElectronic fund transferCheque | By the end of the lesson, the learner should be able to:Explain different methods of money transfer | Sampling different facilitiesAsking and answering questionsNote making | Text book | Inventor 4 KLB secondary business studies pg 106 student book 4Longman Explore Business studies Book 4 pg 68Dynamics if Business studies form 4 pg 163-165 |  |
|  | **3** | Money And Banking | Non-banking financial institutionsAgricultural finance -corporationThe industrial commercial development ICDC, K,W,F,T. KIE,DFI, SACCOSFunctions of non-bank financial institutions | By the end of the lesson, the learner should be able to;Discuss the non-bank financial institutionState the differences between non-bank financial institution and commercial banksState the similarities | Note makingAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 109-112 student book 4Longman Explore Business studies Book 4 pg 71-72Dynamics if Business studies form 4 pg 182-189-190 |  |
|  | **4** | Money And Banking | Differences and similarities between commercial banks and non-banking financial institutions | By the end of the lesson, the learner should be able to:State the difference between commercial banks and non-banking financial institutionsState similarities | Note makingAsking and answering questionsListening to the resource persons | Resource personsText book | Inventor 4 KLB secondary business studies pg 113 student book 4Longman Explore Business studies Book 4 pg 72Dynamics if Business studies form 4 pg 189-190 |  |
| **8** | **1** | Money And Banking | The central bankDefinitionFunctions | By the end of the lesson, the learner should be able to:Define the term central bankExplain the functions of central bank | Note takingAsking and answering questionsListening to resource persons | Text bookResource persons | Inventor 4 KLB secondary business studies pg 113-116 student book 4Longman Explore Business studies Book 4 pg 72Dynamics if Business studies form 4 pg 192-201 |  |
|  | **2** | Money And Banking | The monetary policyBank rateOpen market operationsCash/liquidityRatio requirementCompulsory depositSelective creditControlDirectivesRequests | By the end of the lesson, the learner should be able to:Explain different monetary policies | Note takingAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 113-116 student book 4 pg 116-118 |  |
|  | **3** | Money And Banking | Trends in bankingElectronic chequeInsurance coverCredit and debit carsATMsBranches banking mergers & restructuringE. bankingMobile banking packaging bankingUnsecured loansFront officeServices FOSAPesa pointCustomer care | By the end of the lesson, the learner should be able to:Explain trends in banking | Observing samples e.g ATM, Mobile phones, visiting banks, pesa pointsATM’sAsking and answering questionsTaking notes | ATM cardMobile phonesBanks | Inventor 4 KLB secondary business studies pg 118-121 student book 4Longman Explore Business studies Book 4 pg 76-77Dynamics if Business studies form 4 pg 179-182 |  |
|  | **4** | Money And Banking | Emerging issuesInternet & bankingMobile bankingBank securityPrivatization of government owned banks | By the end of the lesson, the learner should be able toExplain the emerging trends | Taking notesAsking and answering questionsDiscussions | Text books | Longman Explore Business studies Book 4 pg 78 |  |
| **9** | **1** | Public Finance | IntroductionDefinitionPurpose | By the end of the lesson the learner should be able to:Define public financeExplain the purpose of public finance | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 125-126 student book 4Longman Explore Business studies Book 4 pg 83-84Dynamics if Business studies form 4 pg 207-211 |  |
|  | **2** | Public Finance | Sources of public financeGovernment borrowingTaxesFines imposed by courts on offendersRent and ratesLicenseDividends & profit | By the end of the lesson, the learner should be able to:Describe the various sources of public finance | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 126-128 student book 4Longman Explore Business studies Book 4 pg 83-84Dynamics if Business studies form 4 pg 211-213 |  |
|  | **3** | Public Finance | Government expenditureCategories of government expenditureSanctionsFlexibilityEconomyProper financial managementMaximum social benefit | By the end of the lesson, the learner should be able to:Define the term government expenditureCategorize government expenditureExplain principles of government expenditure | DiscussionsListening to resource person from financial departmentAsking and answering questionsTaking notes | Text bookResource persons | Inventor 4 KLB secondary business studies pg 128-130 student book 4Longman Explore Business studies Book 4 pg 86-88Dynamics if Business studies form 4 pg 213-218 |  |
|  | **4** | Public Finance | TAXDefinitionPurposePrinciples | By the end of the lesson, the learner should be able to:Define taxationExplain purpose of taxationExplain principles of taxation | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 130-133 student book 4Longman Explore Business studies Book 4 pg 88-90 |  |
| **10** | **1****&** **2** | Public Finance | Classification of taxesImpactDirectindirect | By the end of the lesson, the learner should be able to:explain direct and indirect taxesState advantages and disadvantages of taxes | DiscussionsAsking and answering questionsTaking notesTeacher uses pay slips to explain indirect taxes | Text bookPay slip | Inventor 4 KLB secondary business studies pg 135-141 student book 4Dynamics if Business studies form 4 pg 223-229 |  |
|  | **3****&****4** | Public Finance | According to structure (tax rate)ProgressiveRegressiveProportional | By the end of the lesson, the learner should be able to:Explain various taxesProgressiveRegressiveProportionState advantages of each | Taking notesAsking and answering questionsDiscussions | Text book | Inventor 4 KLB secondary business studies pg 133-135 student book 4Longman Explore Business studies Book 4 pg 88-90Dynamics if Business studies form 4 pg 221-223 |  |
| **11** | **1** | Public Finance | Emerging issuesIncrease in public expenditureAccountabilityTax evasionSources of revenue | By the end of the lesson, the learner should be able to;Explain various emerging issuesGive examples | DiscussionsTaking notesAnswering 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 scapsQuestion papersPens | Longman Explore Business studies Book 4 pg 99Inventor 4 KLB secondary business studies pg 144 |  |
| **12 -15** |  | **TOPICAL REVISION / END TERM EXAMINATIONS / CLOSING** |  |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM FOUR 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** | Inflation  | MeaningConsumer priceIndexDetermination of average priceSimple averageWeighted average | By the end of the lesson the learner should be able toExplain the meaning of inflationDetermine consumer price index | Teacher ExplanationInflationTeacher determining consumer price indexAsking and answering questions | Text books | Inventor 4 KLB secondary business studies pg 145-149 student book 4Longman Explore Business studies Book 4 pg 101-103Dynamics if Business studies form 4 pg 238-240 |  |
|  | **2****&****3** | Inflation | Types and causes of inflationDemand pullCost pushImported inflation structural | By the end of the lesson, the learner should be able to Explain the causes of inflation | Teacher giving examples of inflationAsking questionsTaking notesAnswering questions | Text books | Inventor 4 KLB secondary business studies pg 149-152 student book 4Longman Explore Business studies Book 4 pg 105-107Dynamics if Business studies form 4 pg 240-246 |  |
|  | **4** | Inflation | Levels of inflationModerate gallopingHyper inflationCreepingRapid/persistent | By the end of the lesson, the learner should be able to explain the levels of inflation | Asking questionsAnswering questionsTaking notesTeacher giving examples by what people experience | Text book | Inventor 4 KLB secondary business studies pg 152 student book 4Longman Explore Business studies Book 4 pg 107Dynamics if Business studies form 4 pg 240-246 |  |
| **3** | **1** | Inflation | Effects of inflation in an economyPositivenegative | By the end of the lesson, the learner should be able to explain the effects of inflation | Asking questionsAnswering questionsTaking notesDiscussions | Text book | Inventor 4 KLB secondary business studies pg 154-156 student book 4Longman Explore Business studies Book 4 pg 108 |  |
|  | **2** | Inflation | Controlling inflationMonetary policy | By the end of the lesson, the learner should be able to:Describe monetary policyExplain measures that are used to control inflation | Asking questionsAnswering questionsTaking notesDiscussions | Text book | Inventor 4 KLB secondary business studies pg 157-159 student book 4Longman Explore Business studies Book 4 pg 110-111 |  |
|  | **3** | Inflation | Fiscal policyStatutory policy | By the end of the lesson, the learner should be able to:Describe fiscal and statutory policy (non-monetary policy) | Asking and answering questionsTaking notesDiscussions | Text book | Inventor 4 KLB secondary business studies pg 157-159 student book 4Longman Explore Business studies Book 4 pg 110-111 |  |
|  | **4** | Inflation | Emerging issuesInflation & food securityPrice controlsInflation and povertyHIV and AIDsRevisions questions | By the end of the lesson, the learner should be able to Explain emerging issues in inflation | DiscussionsTaking notesAsking and answering questions | Text book | Longman Explore Business studies Book 4 pg 112-113 |  |
| **4** | **1** | International Trade | Introduction-AdvantagesDisadvantages | By the end of the lesson, the learner should be able to:Define the term international tradeExplain the advantages and disadvantages | Taking notesDiscussionsAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 163-164 student book 4Longman Explore Business studies Book 4 pg 116-118Dynamics if Business studies form 4 pg 257-264 |  |
|  | **2** | International Trade | Terms of tradeDefinitionComputation of terms of tradeFactors determining the terms of trade between countries | By the end of the lesson, the learner should be able to:Define the termTerms of tradeCompute terms of tradeExplain factors determining terms of trade between countries | Asking and answering questionsTaking notesDiscussionsTaking examples on determining terms of trade | Text book | Inventor 4 KLB secondary business studies pg 164-167 student book 4Longman Explore Business studies Book 4 pg 118-120Dynamics if Business studies form 4 pg 266-268 |  |
|  | **3** | International Trade | Reasons for differences in Terms of trade between countriesUnfavorable and unfavorable terms of trade | By the end of the lesson the learner should be able to Explain the differences between countriesNature of commodity being exported and importedShift in demand for country’s export Total quantity supplied | DiscussionsTaking examplesAsking and answering questions | Text books | Inventor 4 KLB secondary business studies pg 167-168 student book 4Longman Explore Business studies Book 4 pg 120-121Dynamics if Business studies form 4 pg 268-270 |  |
|  | **4** | International Trade | Balance of paymentsDefinitionsBalance of payments accountComponents of balance of paymentsBalance of payment on current A/c | By the end of the lesson the learner should be able toDefine balance of paymentsDescribe balance of payments A/CExplain balance of payment on current account | DiscussionsTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 168-169 student book 4Longman Explore Business studies Book 4 pg 122Dynamics if Business studies form 4 pg 271 |  |
| **5** | **1** | International Trade | Capital AccountOfficial settlement A/c | By the end of the lesson, the learner should be able toDescribe capital accountsOfficial settlement A/c | Taking notesAsking and answering questionsDiscussions | Text book | Inventor 4 KLB secondary business studies pg 169-171 student book 4Longman Explore Business studies Book 4 pg 122-123Dynamics if Business studies form 4 pg 271-272 |  |
|  | **2** | International Trade | Balance of paymentsDisequilibriumCauses of balance of payment deficit | By the end of the lesson, the learner should be able to;Describe balance of payments disequilibriumExplain causes of balance of payment deficit | Taking notesDiscussionsAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 171-172 student book 4Longman Explore Business studies Book 4 pg 124-125Dynamics 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:Explain causes of payment surplus | Taking notesAsking and answering questionsDiscussions | Text book | Longman Explore Business studies Book 4 pg 123-124Dynamics 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 toExplain how balance of payment disequilibrium | DiscussionTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 124-125 student book 4Longman Explore Business studies Book 4 pg 124-125Dynamics if Business studies form 4 pg 276-278 |  |
| **6** | **1** | International Trade | Terms of sale in International tradeLow, F.O.R, D.D,F.A.S,F.O.B, C&F,C.I.F, landed in Bond, Franco O.N.O | By the end of the lesson, the learner should be able to:Explain terms of sales used in international trade | Asking and answering questionsTaking notesDiscussions*© Education Plus Agencies* | Text book | Inventor 4 KLB secondary business studies pg 725-176 student book 4Longman Explore Business studies Book 4 pg 125-126Dynamics if Business studies form 4 pg 279-281 |  |
|  | **2** | International Trade | Documents used in international tradeImport licenseBill of ladingCertificate of originCommercial invoicePro-forma invoiceFreight note | By the end of the lesson, the learner should be able to:Describe different document used in international trade | Observing samples of the documentsAsking and answering questionsTaking notes | Text books | Inventor 4 KLB secondary business studies pg 176-179 student book 4Longman Explore Business studies Book 4 pg 126-127Dynamics if Business studies form 4 pg 282-288 |  |
|  | **3****&****4** | International Trade | International financial institutionsIMFADB | By the end of the lesson, the learner should be able to:Explain functions of financial institutionsIMFState advantages of the institutionsState disadvantages | Taking notesAsking and answering question | Text books | Inventor 4 KLB secondary business studies pg 180-181 student book 4Longman Explore Business studies Book 4 pg 127-130Dynamics if Business studies form 4 pg 289-292 |  |
| **7** | **1** | International Trade | African Development FundIBRD word bank | By the end of the lesson, the learner should be able to:Describe this financial institutionsState the functions and objectives | DiscussionsTeacher explains forms of economic integrationTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 181 student book 4Longman Explore Business studies Book 4 pg 131-132Dynamics if Business studies form 4 pg 292 |  |
|  | **2****&****3** | International Trade | Forms of economic integrationFree trade areaCommon marketCustom unionsEconomic unionCommon monetary system | By the end of the lesson, the learner should be able tot:Describe various forms of integration | Teacher explains forms of economic integrationTaking notes and asking questionsDiscussion | Text book | Inventor 4 KLB secondary business studies pg 182-183 student book 4Longman Explore Business studies Book 4 pg 133-134Dynamics if Business studies form 4 pg 293-294 |  |
|  | **4** | International Trade | Importance of economic integration to a countryEnjoy economies of scalesAttracts new industriesAdopt new technologyAdvantages of money unionsJoint public utility | By the end of the lesson, the learner should be able to recognize the importance of economic integration | DiscussionTeacher explains importance of economic integrationsAsking and answering questions | Text book | Longman Explore Business studies Book 4 pg 135Dynamics if Business studies form 4 pg 294-296 |  |
| **8** | **1** | International Trade | Free tradeDefinitionAdvantagesDisadvantages | By the end of the lesson, the learner should be able to:Define freed tradeState advantages and disadvantages of free trade | Taking notesAsking and answering questionsTeaching explaining free tradediscussions | Text book | Inventor 4 KLB secondary business studies pg 184student book 4Longman Explore Business studies Book 4 pg 135-136Dynamics if Business studies form 4 pg 297-298 |  |
|  | **2** | International Trade | Trade RestrictionsReasons &methods | By the end of the lesson the learner should be able to:Define the term trade restriction, explain methods of trade restrictions | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 185-187 student book 4Longman Explore Business studies Book 4 pg 137-138Dynamics 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:State advantages and disadvantages  | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 187-188 student book 4Longman Explore Business studies Book 4 pg 138Dynamics if Business studies form 4 pg 301-303 |  |
|  | **4** | International Trade | Trends in international tradeLiberalization EPZ website/EcommerceAdvantages & disadvantages | By the end of the lesson, the learner should be able to:Explain the newly emerging trendsState advantages and disadvantages of the trends | DiscussionsUse of mobile phones to access internetAsking and answering questionsTaking notes | Text bookMobile phones | Inventor 4 KLB secondary business studies pg 188-189 student book 4Longman Explore Business studies Book 4 pg 139-143Dynamics if Business studies form 4 pg 307-308 |  |
| **9 - 10** |  | **TOPICAL REVISION** |  |
| **11-13** |  | **MOCK EXAMINATIONS** |  |
| **14** |  | **CLOSING** |  |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM FOUR 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** | Economic Development And Planning | IntroductionEconomic growth indicatorsTerms used | By the end of the lesson, the learner should be able to:Define economic growthExplain indicatorsDefine terms used | Teacher explainingEconomic growth and developmentTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg student book 4Longman Explore Business studies Book 4 pg 147Dynamics if Business studies form 4 pg 311-312 |  |
|  | **2** | Economic Development And Planning | Economic DevelopmentDefinitionIndicatorsDifferences between economic growth and economic development | By the end of the lesson, the learner should be able to define Define economic developmentExplain indicatorsState differences between growth and economic development | DiscussionsAsking and answering questionsTaking notes | Text book | Inventor 4 KLB secondary business studies pg 196student book 4Longman Explore Business studies Book 4 pg 149-151 |  |
|  | **3** | Economic Development And Planning | Underdevelopment DefinitionCharacteristics | By the end of the lesson, the learner should be able to:Define underdevelopmentState characteristics | DiscussionsAsking and answering questionsTaking questionsTaking notesReading magazines and journals | MagazinesJournalsText book | Inventor 4 KLB secondary business studies pg 196-200 student book 4Longman Explore Business studies Book 4 pg 151-153Dynamics if Business studies form 4 pg 314-317 |  |
|  | **4** | Economic Development And Planning | Goals of developmentProvision of basic human wants, increase pre-capital incomeEmploymentSelf-sufficiencyReducing poverty | By the end of the lesson, the learner should be able to:Explain goals of development | Reading journals of 2030 visionAsking and answering questionsTaking notesSurfing internet | Text bookJournals MagazinesComputers (internet) | Longman Explore Business studies Book 4 pg 154-155Dynamics if Business studies form 4 pg 317 |  |
| **3** | **1** | Economic Development And Planning | Factors that may hinder development-low natural resource endowmentCapital Poor technologyHuman resource | By the end of the lesson, the learner should be able to:Explain factors that may hinder development | Reading journalsMagazines, newspapers, textbookAsking and answering questionsTaking notes | Text bookComputers(internet)JournalsMagazinesNewspapers | Inventor 4 KLB secondary business studies pg 200-202 student book 4Longman Explore Business studies Book 4 pg 155-157Dynamics if Business studies form 4 pg 321-323 |  |
|  | **2** | Economic Development And Planning | Development planningDefinitionCharacteristics of good development plan | By the end of the lesson, the learner should be able to:Define plan development planningState characteristics of good development planning | Reading journalsMagazines and newspaper on vision 2030 & planningAsking and answering questionsTaking notes | Text bookJournalsMagazinesNewspaper | Inventor 4 KLB secondary business studies pg 202student book 4Longman Explore Business studies Book 4 pg 157-158 |  |
|  | **3** | Economic Development And Planning | Need for development planning | By the end of the lesson, the learner should be able to:Describe the need for development planning | DiscussionsTaking notesAsking and answering questionsReading journalsMagazines on vision 2030 | MagazinesText bookJournals | Inventor 4 KLB secondary business studies pg 203-204student book 4Longman Explore Business studies Book 4 pg 158-159 |  |
|  | **4** | Economic Development And Planning | Problems encountered in development planningCorruptionLack of sufficient dataShortage of fundsOver protectionInadequate technical skillsInadequate political goodwill | By the end of the lesson the learner should be able to:Explain problems facing development planning | DiscussionsTaking notesAsking and answering questions | Text book | Inventor 4 KLB secondary business studies pg 204-206 student book 4Longman Explore Business studies Book 4 pg 160-161Dynamics if Business studies form 4 pg 326-327 |  |
| **4** | **1** | Economic Development And Planning | Emerging issuesHIV & AidsEnvironment and economic developmentWomen empowermentAccuracy and reliability | By the end of the lesson, the learner should be able to:Explain emerging issues in economic development and planning | DiscussionsTaking notesAsking and answering questions | Text book | Longman Explore Business studies Book 4 pg 161-162 |  |
| 5 - 7 |  | **TOPICAL REVISION**  |  |
| **8** |  | **KCSE EXAMINATION** |  |