**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 document  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:  Define source document  Describe the source documents used in business transaction | Observing the different source documents  Discussions  Taking notes  Asking and answering questions  Listening to resource persons | Copy of invoice  Receipt  Statement of accounts  Resource person  Text book | 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  Sales journal  Sales returns | By the end of the lesson the learner should be able to:  Define the books of original entry  Prepare the sales journal and sales returns journal  Post the information in the ledgers account and general ledger | Taking examples on preparing the journal  Preparing the journal  Taking notes  Asking and answering questions | Text book | 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:  Prepare purchases journal and purchases returns journal  Post the information on the ledger accounts and general ledger | Taking examples on how to prepare the journal  Taking notes  Asking and answering questions | Text book | Inventor 4 secondary business studies pg 14-18 student book  Longman Explore Business studies Book 4 pg 8-10 |  |
|  | **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:  Prepare cash payment & receipt journal  Post the information to the general ledger | Taking examples on how to prepare the journal  Taking notes  Asking and answering questions  Preparing the journals | Text book | Inventor 4 KLB secondary business studies pg 19-24 student book  Longman Explore Business studies Book 4 pg 11-16 |  |
| **3** | **1** | Source Documents And Books Of Original Entries | Cash books  Single  Two-three  Petty analysis | By the end of the lesson the learner should be able to:  Prepare petty cash book  Posting information to ledger accounts | Taking examples to prepare petty cash book and analysis cash book  Asking and answering questions  Taking notes  Preparing the cash books | Text book | 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  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:  Define general journal  Give the format of general ledger  Post information to the General journal | Preparing the General Journal  Taking examples  Taking notes  Asking and answering questions | Text book | 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:  -state the importance of journals  Give emerging issues in source document & book of original entry  Tackle Answer questions on the review questions | Taking notes  Answering questions  Selected from the text  Discussions | Text book  Full scap | Inventor 4 KLB secondary business studies pg 41,44-51 student book 4  Longman Explore Business studies Book 4 pg 17-19 |  |
| **4** | **4**  **&**  **1** | Financial Statements | Introduction to Financial statements  Trading Account  Format importance trading  Importance of financial statement | By the end of the lesson, the learner should be able to:  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 | Observing different financial statements from news papers/magazines  Asking and answering questions  Taking notes | Newspaper  Magazines  Text book | 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 | Net profit or loss  Profit or loss A/c  Importance | By the end of the lesson the learner should be able to:  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 | Asking and answering questions  Taking notes  Taking examples | Text book | 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 | Balance sheet  Importance  Formats | By the end of the lesson the learner should be able to:  Define the term balance sheet  Describe the formats of preparing balance sheet  State importance of balance sheet | Asking and answering questions  Taking notes  Analyzing information on magazines and newspapers | Text book  Newspaper  Magazines | 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  Working capital  Borrowed capital  Capital owned | By the end of the lesson, the learner should be able to:  Define the term capital  Explain and calculate the different working capital | Taking notes  Taking and answering questions | Text book | 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 |  |
| **5** | **1** | Financial Statements | Basic financial Rations  Definition  Importance  Types  Margins  Mark-ups  Working capital  Ratio (current ratio importance | By the end of the lesson the learner should be able to:  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 | Copying examples  Discussions  Asking and answering questions | Text book | 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:  Define the financial ratios  Calculate the ratios  State the importance of rate of stock turn-over  Return on capital & acid test | Taking notes  Doing examples  Summarizing the formulae on charts  Asking questions | Text book  Charts | 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 Questions | By the end of the lesson, the learner should be able to:  Explain the emerging trends in financial statement  Answer set questions on the top covered | Asking and answering questions  Discussions  Taking notes |  | Longman Explore Business studies 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:  Define the terms money and banking  Explain the barter trade  State merits of barter trade  State limitations of barter trade | 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 | Money (coins or notes  Pictures  Banks  Resource persons(bank) | 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 |  |
| **6** | **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:  Give various definitions of money  Explain different characteristics of money | 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 | sample of money (coins & note)  Banks  Charts  Resource persons | 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 supply of money  Open market operations  Special deposits  Bank rate | By the end of the lesson, the learner should be able to:  Define money  Explain reasons for holding money  Define the supply of money  Explain ways in which central bank regulates supply of money | Asking and answering questions  Note making  Listening to resource persons | Banks  Text book | Inventor 4 KLB secondary business studies pg 97-99 student book 4  Longman Explore Business studies Book 4 pg 64-66  Dynamics if Business studies form 4 pg 154-158 |  |
|  | **3** | Money And Banking | Banking  Definition  Development of banking  Commercial banks  Services offered by commercial banks  Accepting deposits  Current accounts  Advantages  Disadvantages | By the end of the lesson, the learner should be able to:  Define banking  Discuss development of banking  Give examples of different banks in Kenya  Explain the commercial banks  Explain services offered by commercial banks | Listening to resource persons  Asking and answering questions  Note taking  Visiting banks | Banks  Resource persons  Text book | 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 | Saving A/c  Fixed deposit Account | By the end of the lesson, the learner should be able to:  Define savings and fixed deposits accounts  Give advantages and disadvantages of each | Listening to resource persons  Asking and answering questions  Note taking  Visiting banks | Banks  Resource persons  Text book | 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 |  |
| **7** | **1** | Money And Banking | Lending of money  Safe keeping of valuable items  Trustee services  Acting as a guarantor/referee  Acts as intermediaries (sellers & borrowers provision of foreign exchange  Offering credit cards | By the end of the lesson, the learner should be able to:  Explain the functions of commercial banks | Asking and answering questions  Taking notes  Visiting banks | Banks  Text book  Resource persons | Inventor 4 KLB secondary business studies pg 105,108-109 student book 4  Longman Explore Business studies Book 4 pg 68-69  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 institutions | By the end of the lesson, the learner should be able to:  State the difference between commercial banks and non-banking financial institutions  State similarities | 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 Business studies Book 4 pg 72  Dynamics if Business studies form 4 pg 189-190 |  |
| **8** | **1** | Money And Banking | The central bank  Definition  Functions | By the end of the lesson, the learner should be able to:  Define the term central bank  Explain the functions of central bank | Note taking  Asking and answering questions  Listening to resource persons | Text book  Resource persons | 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 | The monetary policy  Bank rate  Open market operations  Cash/liquidity  Ratio requirement  Compulsory deposit  Selective credit  Control  Directives  Requests | By the end of the lesson, the learner should be able to:  Explain different monetary policies | Note taking  Asking 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 banking  Electronic cheque  Insurance cover  Credit and debit cars  ATMs  Branches banking mergers & restructuring  E. banking  Mobile banking packaging banking  Unsecured loans  Front office  Services FOSA  Pesa point  Customer 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 points  ATM’s  Asking and answering questions  Taking notes | ATM card  Mobile phones  Banks | 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 |  |
|  | **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  Explain the emerging trends | Taking notes  Asking and answering questions  Discussions | Text books | Longman Explore Business studies Book 4 pg 78 |  |
| **9** | **1** | Public Finance | Introduction  Definition  Purpose | By the end of the lesson the learner should be able to:  Define public finance  Explain the purpose of public finance | Discussions  Asking and answering questions  Taking notes | Text book | 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:  Describe the various sources of public finance | Discussions  Asking and answering questions  Taking notes | Text book | 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  Categories of government expenditure  Sanctions  Flexibility  Economy  Proper financial management  Maximum social benefit | By the end of the lesson, the learner should be able to:  Define the term government expenditure  Categorize government expenditure  Explain principles of government expenditure | Discussions  Listening to resource person from financial department  Asking and answering questions  Taking notes | Text book  Resource persons | Inventor 4 KLB secondary business studies pg 128-130 student book 4  Longman Explore Business studies Book 4 pg 86-88  Dynamics if Business studies form 4 pg 213-218 |  |
|  | **4** | Public Finance | TAX  Definition  Purpose  Principles | By the end of the lesson, the learner should be able to:  Define taxation  Explain purpose of taxation  Explain principles of taxation | Discussions  Asking and answering questions  Taking notes | Text book | Inventor 4 KLB secondary business studies pg 130-133 student book 4  Longman Explore Business studies Book 4 pg 88-90 |  |
| **10** | **1**  **&**  **2** | Public Finance | Classification of taxes  Impact  Direct  indirect | By the end of the lesson, the learner should be able to:  explain direct and indirect taxes  State advantages and disadvantages of taxes | Discussions  Asking and answering questions  Taking notes  Teacher uses pay slips to explain indirect taxes | Text book  Pay slip | 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 | According to structure (tax rate)  Progressive  Regressive  Proportional | By the end of the lesson, the learner should be able to:  Explain various taxes  Progressive  Regressive  Proportion  State advantages of each | Taking notes  Asking and answering questions  Discussions | Text book | 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 |  |
| **11** | **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 |  |
| **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 | 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  Demand pull  Cost push  Imported inflation structural | By the end of the lesson, the learner should be able to  Explain the causes of inflation | Teacher giving examples of inflation  Asking questions  Taking notes  Answering questions | Text books | 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  Moderate galloping  Hyper inflation  Creeping  Rapid/persistent | By the end of the lesson, the learner should be able to explain the levels of inflation | Asking questions  Answering questions  Taking notes  Teacher giving examples by what people experience | Text book | 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 |  |
| **3** | **1** | Inflation | Effects of inflation in an economy  Positive  negative | By the end of the lesson, the learner should be able to explain the effects of inflation | Asking questions  Answering questions  Taking notes  Discussions | Text book | 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:  Describe monetary policy  Explain measures that are used to control inflation | Asking questions  Answering questions  Taking notes  Discussions | Text book | Inventor 4 KLB secondary business studies pg 157-159 student book 4  Longman Explore Business studies Book 4 pg 110-111 |  |
|  | **3** | Inflation | Fiscal policy  Statutory policy | By the end of the lesson, the learner should be able to:  Describe fiscal and statutory policy (non-monetary policy) | Asking and answering questions  Taking notes  Discussions | Text book | Inventor 4 KLB secondary business studies pg 157-159 student book 4  Longman Explore Business studies Book 4 pg 110-111 |  |
|  | **4** | Inflation | Emerging issues  Inflation & food security  Price controls  Inflation and poverty  HIV and AIDs  Revisions questions | By the end of the lesson, the learner should be able to  Explain emerging issues in inflation | Discussions  Taking notes  Asking and answering questions | Text book | Longman Explore Business studies Book 4 pg 112-113 |  |
| **4** | **1** | International Trade | Introduction  -Advantages  Disadvantages | By the end of the lesson, the learner should be able to:  Define the term international trade  Explain the advantages and disadvantages | Taking notes  Discussions  Asking and answering questions | Text book | 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:  Define the term  Terms of trade  Compute terms of trade  Explain factors determining terms of trade between countries | Asking and answering questions  Taking notes  Discussions  Taking examples on determining terms of trade | Text book | 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  Terms of trade between countries  Unfavorable and unfavorable terms of trade | By the end of the lesson the learner should be able to  Explain the differences between countries  Nature of commodity being exported and imported  Shift in demand for country’s export  Total quantity supplied | Discussions  Taking examples  Asking and answering questions | Text books | 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  Define balance of payments  Describe balance of payments A/C  Explain balance of payment on current account | Discussions  Taking notes  Asking and answering questions | Text book | 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 |  |
| **5** | **1** | International Trade | Capital Account  Official settlement A/c | By the end of the lesson, the learner should be able to  Describe capital accounts  Official settlement A/c | Taking notes  Asking and answering questions  Discussions | Text book | Inventor 4 KLB secondary business studies pg 169-171 student book 4  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;  Describe balance of payments disequilibrium  Explain causes of balance of payment deficit | Taking notes  Discussions  Asking and answering questions | Text book | 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:  Explain causes of payment surplus | Taking notes  Asking and answering questions  Discussions | Text book | 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  Explain how balance of payment disequilibrium | Discussion  Taking notes  Asking and answering questions | Text book | 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 |  |
| **6** | **1** | International Trade | Terms of sale in International trade  Low, 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 questions  Taking notes  Discussions  *© Education Plus Agencies* | Text book | 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 | Documents used in international trade  Import license  Bill of lading  Certificate of origin  Commercial invoice  Pro-forma invoice  Freight note | By the end of the lesson, the learner should be able to:  Describe different document used in international trade | Observing samples of the documents  Asking and answering questions  Taking notes | Text books | 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 | International financial institutions  IMF  ADB | By the end of the lesson, the learner should be able to:  Explain functions of financial institutions  IMF  State advantages of the institutions  State disadvantages | Taking notes  Asking and answering question | Text books | 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 |  |
| **7** | **1** | International Trade | African Development Fund  IBRD word bank | By the end of the lesson, the learner should be able to:  Describe this financial institutions  State the functions and objectives | Discussions  Teacher explains forms of economic integration  Taking notes  Asking and answering questions | Text book | Inventor 4 KLB secondary 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 | Forms of economic integration  Free trade area  Common market  Custom unions  Economic union  Common monetary system | By the end of the lesson, the learner should be able tot:  Describe various forms of integration | Teacher explains forms of economic integration  Taking notes and asking questions  Discussion | Text book | 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 | Importance of economic integration to a country  Enjoy economies of scales  Attracts new industries  Adopt new technology  Advantages of money unions  Joint public utility | By the end of the lesson, the learner should be able to recognize the importance of economic integration | Discussion  Teacher explains importance of economic integrations  Asking and answering questions | Text book | Longman Explore Business studies Book 4 pg 135  Dynamics if Business studies form 4 pg 294-296 |  |
| **8** | **1** | International Trade | Free trade  Definition  Advantages  Disadvantages | By the end of the lesson, the learner should be able to:  Define freed trade  State advantages and disadvantages of free trade | Taking notes  Asking and answering questions  Teaching explaining free trade  discussions | Text book | Inventor 4 KLB secondary business studies pg 184student book 4  Longman Explore Business studies Book 4 pg 135-136  Dynamics if Business studies form 4 pg 297-298 |  |
|  | **2** | International Trade | Trade Restrictions  Reasons &methods | By the end of the lesson the learner should be able to:  Define the term trade restriction, explain methods of trade restrictions | Discussions  Asking and answering questions  Taking notes | Text book | 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:  State advantages and disadvantages | Discussions  Asking and answering questions  Taking notes | Text book | 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 & disadvantages | By the end of the lesson, the learner should be able to:  Explain the newly emerging trends  State advantages and disadvantages of the trends | Discussions  Use of mobile phones to access internet  Asking and answering questions  Taking notes | Text book  Mobile phones | Inventor 4 KLB secondary business studies pg 188-189 student book 4  Longman Explore Business studies Book 4 pg 139-143  Dynamics 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
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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 | Introduction  Economic growth indicators  Terms used | By the end of the lesson, the learner should be able to:  Define economic growth  Explain indicators  Define terms used | Teacher explaining  Economic growth and development  Taking notes  Asking and answering questions | Text book | 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 development | By the end of the lesson, the learner should be able to define  Define economic development  Explain indicators  State differences between growth and economic development | Discussions  Asking and answering questions  Taking notes | Text book | Inventor 4 KLB secondary business studies pg 196student book 4  Longman Explore Business studies 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:  Define underdevelopment  State characteristics | Discussions  Asking and answering questions  Taking questions  Taking notes  Reading magazines and journals | Magazines  Journals  Text book | 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  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:  Explain goals of development | Reading journals of 2030 vision  Asking and answering questions  Taking notes  Surfing internet | Text book  Journals  Magazines  Computers (internet) | Longman Explore Business studies Book 4 pg 154-155  Dynamics if Business studies form 4 pg 317 |  |
| **3** | **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:  Explain factors that may hinder development | Reading journals  Magazines, newspapers, textbook  Asking and answering questions  Taking notes | Text book  Computers  (internet)  Journals  Magazines  Newspapers | Inventor 4 KLB secondary business studies pg 200-202 student book 4  Longman Explore Business studies Book 4 pg 155-157  Dynamics if Business studies form 4 pg 321-323 |  |
|  | **2** | Economic Development And Planning | Development planning  Definition  Characteristics of good development plan | By the end of the lesson, the learner should be able to:  Define plan development planning  State characteristics of good development planning | Reading journals  Magazines and newspaper on vision 2030 & planning  Asking and answering questions  Taking notes | Text book  Journals  Magazines  Newspaper | Inventor 4 KLB secondary business studies pg 202student book 4  Longman 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 | Discussions  Taking notes  Asking and answering questions  Reading journals  Magazines on vision 2030 | Magazines  Text book  Journals | Inventor 4 KLB secondary business studies pg 203-204student book 4  Longman Explore Business studies Book 4 pg 158-159 |  |
|  | **4** | Economic Development And Planning | Problems encountered in development planning  Corruption  Lack of sufficient data  Shortage of funds  Over protection  Inadequate technical skills  Inadequate political goodwill | By the end of the lesson the learner should be able to:  Explain problems facing development planning | Discussions  Taking notes  Asking and answering questions | Text book | 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 |  |
| **4** | **1** | Economic Development And Planning | Emerging issues  HIV & Aids  Environment and economic development  Women empowerment  Accuracy and reliability | By the end of the lesson, the learner should be able to:  Explain emerging issues in economic development and planning | Discussions  Taking notes  Asking and answering questions | Text book | Longman Explore Business studies Book 4 pg 161-162 |  |
| 5 - 7 |  | **TOPICAL REVISION** | | | | | |  |
| **8** |  | **KCSE EXAMINATION** | | | | | |  |