



DOYEN PUBLISHERS

HIGH SCHOOL SCHEMES OF WORK

BUSINESS STUDIES FORM 4

(Term 1, 2 & 3)

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BUSINESS STUDIES FORM 4 SCHEMES OF WORK – TERM 1

W K	LS N	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	Taking examples to prepare petty cash book and analysis cash book	Text book	Inventor 4 KLB secondary business studies pg 25-35 student book	

				Posting information to ledger accounts	Asking and answering questions Taking notes Preparing the cash books		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	By the end of the lesson the learner should be able to:	Asking and answering questions	Text book Newspaper		

			Formats	Define the term balance sheet Describe the formats of preparing balance sheet State importance of balance sheet	Taking notes Analyzing information on magazines and newspapers	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 Ratios Definition Importance Types Margins Mark-ups Working capital Ratio (current ratio importance)	By the end of the lesson the learner should be able to: 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	By the end of the lesson, the learner should be able to: Define the terms money and banking Explain the barter trade	Observing samples of money (coins and notes Observing pictures of barter trade Visiting banks Taking notes	Money (coins or notes Pictures Banks Resource persons(bank)	Inventor 4 KLB secondary business studies pg 91-94 student book 4	

			Limitations/merits	State merits of barter trade State limitations of barter trade	Asking and answering of questions Listening to resource persons		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:	Listening to resource persons Asking and answering questions	Banks Resource persons Text book	Inventor 4 KLB secondary business studies pg 103-105 student book 4	

				Define savings and fixed deposits accounts Give advantages and disadvantages of each	Note taking Visiting banks		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		TOPICAL REVISION						
13		END TERM EXAMINATIONS						
14								
15		CLOSING						

BUSINESS STUDIES FORM 4 SCHEMES OF WORK – TERM 2

W K	LS N	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	By the end of the lesson the learner should be able to Define balance of payments	Discussions Taking notes	Text book	Inventor 4 KLB secondary business studies pg 168-169 student book 4	

			Balance of payments account Components of balance of payments Balance of payment on current A/c	Describe balance of payments A/C Explain balance of payment on current account	Asking and answering questions		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	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	

			in Bond, Franco O.N.O				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	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	

			Adopt new technology Advantages of money unions Joint public utility					
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 184 student 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	
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BUSINESS STUDIES FORM 4 SCHEMES OF WORK – TERM 3

W K	LS N	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 196 student 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 202 student 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 203-204 student 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	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	

			Accuracy and reliability					
5 - 7		TOPICAL REVISION						
8		KCSE EXAMINATION						