	SCHEME OF WORK BUSINESS STUDIES FORM II TERM ONE 20…… NAME……..						
WK NO	**L/ NO**	**TOPIC/ SUBTOPIC**	**LESSON / SPECIFIC OBJECTIVES**	**TEACHING / LEARNING ACTIVITIES**	***MATERIALS / RESOURCES***	***REF.***	**REM.**
1	1	**FORMS OF BUSINESS UNITS** **Sole proprietorship**. Ownership, formation, sources of capital, management and dissolution of a personal business.	**By the end of the lesson, the learner should be able to:** Describe the features of sole proprietorship of a business with regard to ownership, formation, sources of capital, management and dissolution of the business.	Brainstorming; Probing questions; Exposition; Discussion.	*Chart – forms of business units showing all features.*	*New Inventor KLB BOOK II Pg 1-2*	
	2	Advantages and disadvantages of sole proprietorship.	State advantages and disadvantages of sole proprietorship.	Probing questions; Explanations.		*Pg 2-3*	
	3	**Business partnerships.** Classification of business partnership.	Outline various criteria of classifying business partners. State types of business partners.	Exposition of new concepts; Oral questions; Exposition of new ideas; Discussion.	*Chart – forms of business units showing all features.*	*Pg 3-4*	
2	1	Formation of business partnership.	Define the term partnership deed. Identify components of a partnership deed. Outline rights of a partner and duties as enshrined in the *Partnership Act*.	Brainstorming; Probing questions; Exposition; Discussion.		*Pg 4-5,7*	

	2	Management, Sources of Capital & dissolution of partnerships.	Describe management of business partnerships. Identify sources of capital for business partnerships. Cite circumstances that can lead to dissolution of business partnerships.	Brainstorming; Oral questions; Brief discussion.	*Chart – forms of business units showing all features.*	*Pg 6*	
2	3	Advantages & disadvantages of a partnership.	State advantages and disadvantages of a business partnership.	Probing questions; Discussion.		*Pg 6-7*	
3	1	**Co-operatives.** Introduction and formation.	Define a co-operative society. Identify principles on which co-operative movement is founded. Describe formation of co-operatives.	Brain storming; Exposition of new ideas; Brief discussion.	*Chart – forms of business units showing all features.*	*Pg 7*	
	2	Ownership, capital & management.	Describe ownership & management of co-operative societies. Enumerate sources of capital for co-operative societies.	Exposition; Probing questions; Discussion.		*Pg 8-9*	
	3	Producer Co-operatives.	Distinguish producer from consumer co-operatives. Identify purposes served by producer co-operatives. Give examples of producer co-operatives in Kenya.	Exposition; Discussion.		*Pg 10*	
4	1	Consumer Co-operatives.	State advantages & disadvantages of consumer co-operatives. Cite examples of consumer co-operatives.	Oral questions; Explanations; Discussion.		*Pg 11*	

	2	**SACCOs**	Outline features of SACCOs. State advantages & disadvantages of SACCOs.	Exposition; Oral questions; Explanations; Discussion.	*Chart: structure of co-operatives in Kenya.*	*Pg 11-13*	
	3	Primary and secondary co-operative societies.	Identify primary and secondary co-operative societies. State advantages & disadvantages of co-operative societies.	Exposition; Explanations; Discussion.		*Pg 13-14*	
5	1	**Limited liability companies.** Formation of a company.	Define a company and a shareholder. Identify features of a company with regard to requisite documents.	Exposition of new concepts. Detailed discussion.	*Chart – forms of business units showing all features.*	*Pg 15-16*	
	2	Sources of capital. Shares.	Differentiate between ordinary & preference shares. State characteristics of each.	Exposition of new concepts; Probing questions; Discussion.		*Pg 17-18*	
	3	Other sources of capital.	Identify other major sources of capital.	Exposition of new concepts; Probing questions; Discussion.	*Chart- sources of capital.*	*Pg 18-19*	
6	1	Types of companies. Private limited companies.	State characteristics of a private company. Outline the advantages and disadvantages of a private limited company.	Exposition of new concepts; Probing questions; Discussion.		*Pg 19-20*	
	2	**Public limited company.**	State characteristics of a public company. Outline the advantages and disadvantages of a public company.	Exposition of new concepts; Oral questions; Detailed discussion.	*Chart – forms of business units showing all features.*	*Pg 21-22*	

	3	Management & role of stock exchange market.	Analyse management practices of a company. Outline the functions of stock exchange market.	Exposition of new concepts; Probing questions; Discussion.	*Chart: organization structure of a company.*	*Pg 22-24*	
7	1-2	***TEST & MID-TERM BREAK***					
	3	Dissolution of limited liability companies.	Identify possible reasons for liquidation of a company.	Probing questions; Discussion; Written exercise.		*Pg 25*	
8	1-2	**Public Corporations & Parastatals.**	Define a public corporation and a parastatal. Give examples of public corporations / parastatals in Kenya. Describe formation of public corporations. State merits and demerits of public corporations.	Exposition of new concepts; Oral questions; Detailed discussion.	*Chart – forms of business units showing all features.*	*Pg 26-27*	
	3	Management, financing and dissolving of public corporations.	Describe the management, financing and dissolving of public corporations.	Exposition of new concepts; Probing questions; Discussion.		*Pg 27-28*	
9	1	Trends in forms of business units. Topic review.	Explain various current trends in forms of business units. Answer questions.	Exposition of new concepts; Discussion; Assignment.		*Pg 29-30*	
	2-3	**GOVERNMENT & BUSINESS** Government involvement in business activities.	Identify ways in which the govt involves itself in business activities. Give reasons for government involvement in business activities.	Brain storming; Probing questions; Discussion.		*Pg 31*	

10	1	Govt involvement in business; -regulation.	Outline ways in which the govt regulates business.	Brain storming; Exposition; Explanations of new concepts.		*Pg 32-33*	
10	2	Govt involvement in business; -training. -trade promotion.	Cite reasons why the govt trains business personnel. Highlight duties of govt attachés in trade promotion. Highlight duties of ministry of trade in internal trade promotion.	Brain storming; Exposition of new concepts. Brief discussion.		*Pg 33-35*	
	3	Govt involvement in business; -public utilities. -enabling environment.	Discuss the role of the govt in providing public utilities and business enabling environment.	Exposition of new concepts. Brief discussion.		*Pg 36*	
11	1	Merits and demerits of government involvement in businesses.	Identify merits and demerits of government involvement in businesses.	Probing questions, Explanations.		*Pg 37-38*	
	2	Consumer protection.	Enumerate reasons for consumer protection from producers and business people.	Brain storming; Discussion.	*Some counterfeit products.*	*Pg 38*	
	3	Methods of consumer protection.	Describe various methods used by the government to protect consumers. Identify functions & limitations of consumer associations and NGOs.	Exposition of new concepts. Brief discussion; Topic review.		*Pg 39-40*	
12, 13		***END OF TERM ONE ASSESSMENT TEST***					

	SCHEME OF WORK BUSINESS STUDIES FORM II TERM TWO 20…… NAME……..						
WK NO	**L/ NO**	**TOPIC/ SUBTOPIC**	**LESSON / SPECIFIC OBJECTIVES**	**TEACHING / LEARNING ACTIVITIES**	***MATERIALS / RESOURCES***	***REF.***	**REM.**
1	1	**TRANSPORT** Importance of transport to business. Elements of transport.	Define the term place utility. Explain the importance of transport to business. Identify essential elements of transport.	Brain storming; Exposition of new concepts. Brief discussion.		*Pg 42-43*	
	2	**Land transport;** Human porterage & cart transport.	State merits & demerits of human porterage & cart transport.	Brain storming; Brief discussion.	*Chart- modes of transport.*	*Pg 44-45*	
	3	Road transport.	State merits & demerits of road transport.	Brain storming; Probing questions; Brief discussion.		*Pg 46-47*	
2	1	Railway transport.	State merits & demerits of railway transport.	Brain storming; Brief discussion.		*Pg 47-48*	
	2	Pipeline transport.	State merits & demerits of pipeline transport.	Brain storming; Probing questions; Brief discussion.		*Pg 48-49*	
	3	Water transport.	describe inland waterway transport & sea transport. State merits & demerits of Sea transport. Give examples of water vessels.	Exposition of new concepts; Detailed discussion.		*Pg 49-52*	

3	1	Containerization & Air transport.	State merits & demerits of containerized transport. State merits & demerits of air transport.	Probing questions; Brief discussion.		*Pg 52-53*	
	2	Choosing means of transport.	Highlight some factors for choosing means of transport.	Brain storming; Probing questions; Brief discussion.		*Pg 55-56*	
	3	Current trends and emerging issues in transport.	Analyse the current trends and emerging issues in transport.	Probing questions; Discussion; Topic review questions.		*Pg 56-57*	
4	1	**COMMUNICATION** Meaning and importance of communication.	Define the term communication. State purposes of communication.	Brainstorming Brief discussion.		*Pg 59-60*	
	2	Lines of communication.	Classify lines of communication on basis of level of communicating parties. Classify lines of communication on basis of nature of message.	Probing questions on vertical, horizontal & diagonal communications. Exposition of formal & informal communications.		*Pg 60-61*	
	3	Essentials of effective communication.	Identify essential elements of effective communication.	Exposition of new terms e.g. encoding, decoding, feedback. Brief discussion.	*Chart: block diagram of essential components of effective communication.*	*Pg 61-62*	

5	1	Forms and means of communication. Oral communication.	State merits and demerits of face-to-face communication. State merits and demerits of telephones and mobile phones.	Oral questions; Discussion.		*Pg 63-65*	
5	2	Radio calls & paging.	Outline features of a radio call and a pager. State merits & demerits of radio calls and paging.	Exposition. Brief discussion.		*Pg 65-66*	
	3	Written communication.	State merits and demerits of written communication. Identify means of written communication.	Q/A to review office equipment; Brain storming; Exposition of new terms; Brief discussion.		*Pg 66-71*	
6	12	TEST					
	3	Audio –visual and other forms of communication.	Define audio-visual form of communication. Identify and Explain some audio-visual forms of communication.	Exposition of new concepts. Identifying common signs, e.g. road signs, signs of danger, HIV/Aids etc.	*Diagrams of signs used in communicatio n.*	*Pg 71-75*	
7	1	Choosing means of communication.	State factors considered when choosing means of communications.	Oral questions; Brief discussion.		*Pg 74-75*	
	2	Barriers to effective communication.	Highlight some barriers to effective communication.	Brief discussion and questions.		*Pg 75-76*	
	3	Services facilitating communication. -mailing services.	Mentions some mailing services.	Exposition of new ideas of communication; Brief discussion.		*Pg 76-79*	

8	1	Telephone and broadcasting services.	Explain how telephones, broadcasting & telecasting facilitate communication.	Oral questions; Brief discussion.		*Pg 79-80*	
8	2-3	E-mail & Internet.	Explain emerging issues relating to use of e-mails & internet.	Exposition of new terms such as e-mail address, on-line, cyber café, etc. Practical activities: accessing the internet, opening e-mail address.	*Computer, modem, mobile phone.*	*Pg 80-82*	
9	1	**WARE-HOUSING** Importance of warehouses to a business.	Define the term warehouse. Explain the importance of warehousing to a business.	Probing questions; Exposition; Discussion.		*Pg 83-84*	
	2-3	Essentials of a warehouse.	Identify important features and resources of a warehouse.	Exposition; Discussion.		*Pg 85-86*	
10	1	Private warehouse.	Classify private warehouses on basis of ownership. State merits & demerits of a private warehouse.	Exposition; Oral questions; Discussion.	*Chart – classification of warehouses.*	*Pg 85-86*	
	2-3	Public warehouse.	Identify services provided by public ware houses. State merits & demerits of a public warehouse.	Brain storming; Oral questions; Discussion.		*Pg 86-87*	
11	1	Bonded warehouses.	Classify warehouses on goods stored. Outline features of a bonded warehouse. State merits and demerits of bonded warehouse.	Expose new concepts. Discussion.		*Pg 88-89*	

	2-3	Free warehouses.	Outline features of free warehouses. State merits and demerits of free warehouses.	Exposition; Oral questions; Discussion.		*Pg 89-90*	
12 13	*END OF TERM TWO EXAMINATIONS*						

	SCHEME OF WORK	***BUSINESS STUDIES***	***FORM II TERM THREE 20……***	***NAME……..***			
WK NO	**L/ NO**	**TOPIC/ SUBTOPIC**	**LESSON / SPECIFIC OBJECTIVES**	**TEACHING / LEARNING ACTIVITIES**	***MATERIALS / RESOURCES***	***REF.***	**REM.**
1	1	**INSURANCE** Introduction. Definitions.	Explain the terms contingencies, hazards or perils. Define the terms insurance. Give meanings of terms used in insurance.	Exposition, Detailed discussion.		*Pg 91,94-96*	
	2	Importance of insurance. The theory of Pooling of risks.	Explain the importance of insurance. Explain the law of large numbers in operations of an insurance business. Outline benefits of pooling of risks to an insurance company.	Brain storming; Exposition of new concepts; Discussion.		*Pg 92-93*	
	3	Principles of Insurance:	Explain the principles of insurance.	Expository Approaches; Explanations; Discussion.		*Pg 96-97*	
2	1	Principles of Insurance:	Explain the principles of insurance.	Expository Approaches; Explanations; Discussion.		*Pg 97-99*	
	2	Classes of insurance: Life assurance.	Describe various types of life assurance contracts. State characteristics of life assurance.	Brain storming; Exposition of new concepts; Discussion.	*Chart – types of insurance covers.*	*Pg 100-1*	

	3	General insurance or property insurance.	Give examples of risks insured under general insurance cover. Outline characteristics of general insurance.	Brain storming; Exposition of new concepts; Oral questions; Discussion.		*Pg 101*	
3	1	Accident insurance.	Identify covers offered under motor policies and general accident policies.	Exposition of new concepts; Oral questions; Discussion.		*Pg 102-3*	
	2	Marine insurance.	Identify policies offered under	Exposition of new concepts; Discussion.		*Pg 104-5*	
	3	Premiums & Re-insurance.	Outline factors considered when determining premiums to be charged. Identify factors that may necessitate re-insurance.	Brain storming; Discussion.		*Pg 107*	
4	1-2	Obtaining an insurance policy & compensation.	Describe the procedure for taking an insurance policy Describe the procedure for claiming compensation.	Exposition; Discussion.		*Pg 108-9*	
	3	Insurance versus Gambling.	Draw contrast between insurance and gambling.	Oral questions & brief discussion; Review questions.		*Pg 109-110*	
5	1	**PRODUCT PROMOTION** Purposes of product promotion.	Give the meaning of a product and product promotion. Explain the purposes of product promotion. Explain factors considered when choosing method of product promotion.	Brain storming; Oral questions; Explanations; Discussion.		*Pg 111-2*	

	2	**Personal selling** of products.	Describe personal selling of product as a method of product promotion. Cite circumstances when personal selling of products is appropriate. Outline qualities of a good salesperson.	Oral questions; Explanations; Discussion.		*Pg 112-3*	
5	3	Personal selling procedure. Advantages & disadvantages of personal selling.	Highlight steps involved in personal selling. State advantages &disadvantages of personal selling**.**	Brain storming; Oral questions; Simulations / role playing; Discussion.		*Pg 113-4* *Pg 117-8*	
6	1	**Shows, trade fairs and exhibitions.**	Outline roles of shows, trade fairs and exhibitions in product promotion.	Probing questions; Discussion.		*Pg 114-6*	
	2	**Advertising.** Definition & aims of advertising.	Define the term advertising. State aims of advantages.	Brain storming; Oral questions;		*Pg 118*	
	3	Types of advertising.	Outline types of advertising.	Exposition; Oral questions; Discussion.		*Pg 118-9*	
7	1	Advertisement media. Newspapers, magazines and periodicals.	State advantages and disadvantages of advertising in newspapers, magazines and periodicals.	Brain storming; Probing questions Discussion.		*Pg 119-121*	

	2-3	***TEST & MID-TERM BREAK***					
8	1	Posters, billboards & transit advertising.	State advantages and disadvantages posters, billboards & transit advertising.	Brain storming; Probing questions Discussion.		*Pg 122-4*	
8	2	Electronic advertising.	State advantages and disadvantages of advertising on radio, TV and cinema.	Probing questions Discussion.		*Pg 124-6*	
	3	Advertising agencies. Advantages & disadvantages of Advertisement.	Highlight functions of Advertising agencies. State advantages & disadvantages of advertisement to the consumers, producers and manufacturers.	Oral questions; Discussion.		*Pg 126-127*	
9	1	**Publicity.**	Outline impact of positive and negative publicity on product promotion. State advantages & disadvantages of publicity.	Probing questions; Explanations; Discussion.		*Pg 128-9*	
	2	**Public relations.**	Give examples of public relations activities. State advantages & disadvantages of public relations as a method of product promotion.			*Pg 129*	

	3	**Other methods of product promotion.**	Highlight other methods of product promotion. State advantages & disadvantages of named method.	Probing questions and brief discussion on window display, direct mail advertising, cataloguing, discounts, coupons, etc.		*Pg 129-131.*	
10	1-2	**Other methods of product promotion.**	Highlight other methods of product promotion. State advantages & disadvantages of named method.	Probing questions and brief discussion on window display, direct mail advertising, cataloguing, discounts, coupons, etc.		*Pg 131-133.*	
	3	**Sales promotion** Definition and importance.	Define the term sales promotion State the importance of sales promotion.	Oral questions; Discussion.		*Pg 134*	
11	1	Methods of sales promotion.	Describe various methods of sales promotion. Outline factors influencing choice of promotion method.	Brain storming; Discussion.		*Pg 134-5*	
	2	Ethical issues in product promotion.	Highlight some ethical issues related to product promotion.	Brain storming; Exposition; Open discussion.		*Pg 135-6*	
	3	Current trends and emerging issues in product promotion.	Explain the impacts of current trends and emerging issues in product promotion**.**	Probing questions on effects of internet & HIV/AIDS, influence on the youth, pollution, mobile phones, convoys, etc. Open discussion.		*Pg 136-8*	

12 13		END OF YEAR ASSESSMENT TEST	