	SCHEME OF WORK FORM THREE BUSINESS STUDIES TERM ONE 20□□□□□.. NAME□□□□□□□□						
WK NO.	*L/ NO .*	*TOPIC/ SUBTOPIC*	*LESSON / SPECIFIC OBJECTIVES*	*TEACHING / LEARNING ACTIVITIES*	MATERIALS / RESOURCES	*REF.*	*REMARKS*
1	1	**DEMAND**. Definition of demand. Factors influencing demand.	By the end of the lesson, the learner should be able to: Define demand and effective demand. State factors that influence demand of a commodity.	Brain storming; Exposition; Discussion.		*New Inventor KLB BOOK III Pg 1*	
	2-3	Factors influencing demand.	Explain factors that influence demand of a commodity.	Explanations; Discussion.		*Pg 2-5*	
	4	Demand schedule for an individual or entire market.	Prepare and interpret a demand schedule for an individual or entire market.	Interpreting a demand schedule; Brief discussion.		*Pg 6-7*	
2	1	Demand curves.	Illustrate law of demand graphically.	Guided plotting of demand curves. Discussion.	Graph papers.	*Pg 7-8*	
	2,3	Movement along, and shift in demand curves.	Explain movement along the demand curve. Illustrate an increase / decrease in demand graphically.	Q/A: review law of demand. Curve sketching & explanations.	Chart- increasing and decreasing - supply.	*Pg 8-9*	

2	4	**SUPPLY.** Factors influencing supply of a product.	Explain factors that influence demand of a commodity.	Explanations; Discussion.		*Pg 9-13*	
3	1	Supply schedule and supply curve.	Draw supply curve from a supply schedule.	Practical exercise.		Pg 14-15	
	2-3	Movement along the curve.supply curve.	Explain changes in supply with changes in prices of the commodity. Identify incidents where a supply curve expands to the right or left.	Probing questions, Graphical illustrations.		*Pg 15-*	
	4	Shift in supply curve.	Explain the effect of decreasing supply.	Exposition; discussion		*Pg 15-16*	
4	1	Equilibrium price and equilibrium quantity.	Define the terms equilibrium price and equilibrium quantity. Use demand and supply schedule to determine equilibrium price.	Examine schedules; Make deductions; Discussion.	*Demand and supply schedule.*	*Pg 16-17*	
	2	Equilibrium price and quantity. (graphical method)	Determine equilibrium price and equilibrium quantity graphically.	Graphical methods; Make deductions.	*Graph papers.*	*Pg 16-18*	
	3	Effects of change in demand on the equilibrium.	Explain the effects of change in demand on the equilibrium.	Explanations and graphical illustrations.		*Pg 19-21*	
	4	Effects of change in supply on the equilibrium.	Explain the effects of change in supply on the equilibrium.	Brain storming; Discussion.		*Pg 21*	

5	1	Excess demand and excess supply.	Define excess demand and excess supply.	Discussion & graphical illustrations.		*Pg 18-19*	
	2-3	Other methods of determining the price of a product.	Outline other methods of determining the price o a product.	Exposition; Probing questions; Discussion.		*Pg 20-21*	
	4	**TEST**					
6	1	SIZE AND LOCATION OF A FIRM Concept of firm and industry.	Differentiate between a firm and an industry. Identify factors influencing goods and services to produce.	Exposition of new concepts;		*Pg 23-24*	
	2	Size of a firm.	Outline ways of determining size of a firm.	Oral questions; Guided discussion.		*Pg 24-25*	
	3	Location of a firm.	Identify factors influencing location of a firm.	Exposition of new concepts; Detailed discussion.		*Pg 25-27*	
	4	Localization of a firm.	Outline factors that encourage localization of a firm. State advantages and disadvantages of localization of a firm.	Exposition; Oral questions; Discussion.		*Pg 27-28*	

7	1	Delocalization of a firm.	Outline factors that encourage delocalization of a firm. State advantages and disadvantages of delocalization of a firm.	Exposition; Oral questions; Discussion.		*Pg 27-28*	
	2 3	Internal economies of scale. External economies of scale.	Define the term economy of scale. Outline various economies of scale associated with a firm. Outline benefits accruing to a firm as a result of growth of the whole industry.	Exposition of new concepts. Discussion.		*Pg 29-30*	
	4	Internal and external diseconomies of scale.	Define the term diseconomies of scale. Highlight some internal and external diseconomies of scale.	Exposition of new concepts. Oral questions; Discussion.		*Pg 31-32*	
8	1-2	Existence of small firms.	Give reasons that contribute to existence of small firms.	Brain storming; Oral questions; Discussion.		*Pg 32-33*	
	3	Negative impact of production activities on the environment.	Highlight adverse effects arising from production activities.	Probing questions and discussion on adverse effects of air pollution, water pollution, noise pollution & solid waste pollution.		*Pg 33-35*	
	4	Maintaining a healthy environment.	Outline factors that contribute to a healthy business environment.	Brain storming; Discussion.		*Pg 36-38*	

9	1	**PRODUCT MARKETS** Introduction.	Define the term market and marketing. Identify elements that dictate the type of market.	Oral questions; Probing questions; Guided discussion.		*Pg 40*	
	2-3	Perfect competition market.	Outline features of a perfect market.			*Pg 41-42*	
	4	Monopoly.	Identify features of a monopoly market.	Exposition of new ideas; Detailed discussion.		*Pg 42-43*	
10	1-2	Monopoly power.	Outline ways of acquiring a monopoly power.	Exposition of new ideas; Detailed discussion.		*Pg 43-45*	
	3-4	Monopolistic competition.	Outline features of a monopolistic competition. Describe price & output determination under monopolistic competition.	Exposition, discussion and sketching illustrative graphs.		*Pg 45-46*	
11	1-2	Oligopoly.	Describe features of an oligopolistic market.	Exposition; Probing questions; Discussion.		*Pg 46-47*	
	3-4	The kinked demand curve.	Interpret the kinked demand curve.	Curve sketching; Discussion.		*Pg 47-48*	
12-13		***END OF TERM ASSESSMENT TEST***					

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1	1	**CHAIN OF DISTRIBUTION** Channels of distribution.	By the end of the lesson, the learner should be able to: Define the term channel of distribution. Identify common channels of distribution.	Brain storming; Probing questions; Brief discussion.		*Pg 49-50*	
	2	Distribution of local agricultural produce.	Describe distribution of local agricultural produce.	Draw a flow chart; Brief discussion.	*Chart □channels of distribution of local agricultural produce*	*Pg 50-51*	
	3	Distribution of locally manufactured goods.	Describe distribution of locally manufactured goods.	Draw a flow chart; Probing questions; Brief discussion.	*Flow chart.*	*Pg 51-52*	
	4	Distribution of imported goods.	Describe distribution of imported goods**.**	Draw a flow chart; Brief discussion.	*Flow chart.*	*Pg 52-53*	
2	1-2	Roles played by intermediaries in the distribution chain.	Outline roles played by intermediaries in the distribution chain.	Brain storming; Oral questions; Discussion.	*Illustrative flow charts.*	*Pg 54-57*	
	3	Choice of distribution channel.	Explain factors influencing choice of distribution channel.	Brain storming; Oral questions; Discussion.		*Pg 57-58*	

2	4	**NATIONAL INCOME.** Meaning of national income, GDP, NDP, GNP & NNP. Per capita income.	Define terms related to national income.	Exposition of new concepts, explanations & discussion.		*Pg 59-60*	
3	1	Circular flow of income.	Describe the circular flow of income. State assumptions made in circular flow of income.	Exposition of new concepts, explanations & discussion.	*Chart: circular flow of income.*	*Pg 60-61*	
	2-3	Factors affecting circular flow of income.	Outline factors that affect circular flow of income.	Oral questions; Exposition of concepts.		*Pg 61-62*	
	4	Expenditure approach of determining national income.	Determine national income using expenditure approach. List down problems associated with expenditure approach.	Exposition of new concepts, explanations & discussion; Calculations.	*Calculators.*	*Pg 63-64*	
4	1-2	Income approach of determining national income.	Determine national income using income approach. List down problems associated with income approach.	Exposition of new concepts, explanations & discussion; Calculations.	*Calculators.*	*Pg 64-65*	

	3-4	Output approach of determining national income.	Determine national income using output approach. List down problems associated with output approach.	Exposition of new concepts; Probing questions; Guided discussion; Calculations.	*Calculators.*	*Pg 65-66*	
5	1	Uses of national income statistics.	Outline uses of national income statistics.	Exposition of new concepts; Probing questions; Guided discussion.		*Pg 66-67*	
	2	Levels of national income.	Highlight factors that influence the levels of national income.	Exposition of new concepts; Probing questions; Guided discussion; Review exercise.		*Pg 68-70*	
	3	**POPULATION & EMPLOYMENT.** Population growth.	Outline factors associated with population growth. List factors that are likely to lead to either high or low birthrates. Calculate population growth rate.	Brain storming; Exposition of new concepts; Probing questions; Guided discussion; Calculations.		*Pg 71-72*	
	4	Optimum population.	Define the term optimum population. Illustrate the concept of optimum population graphically. Explain what optimum population depicts.	Exposition of new concepts; Probing questions; Guided discussion; Illustrative curve sketching.	*Chart-optimum population.*	*Pg 73-74*	

6	1	Under-population.	Cite factors that lead to under population. State demerits of under - population.	Brain storming; Guided discussion.	*Chart- under population.*	*Pg 74-75*	
	2	Over-population.	Cite factors that lead to over population. State advantages and disadvantages of over-population.	Brain storming; Oral questions; Guided discussion.	*Chart- over population.*	*Pg 75-77*	
6	3	Young population.	Cite factors that may lead to young population. State advantages and disadvantages of a young population. Outline challenges of a young population.	Brain storming; Oral questions; Exposition; Guided discussion.		*Pg 78*	
	4	Ageing population.	Identify problems associated with ageing population. State factors that may lead to ageing population.	Q/A to review young population; Discussion on ageing and declining populations.		*Pg 78-79*	
7	1	Declining population.	State factors that may lead to a declining population. Outline effects of a declining population.	Q/A to review young population; Discussion on ageing and declining populations.		*Pg 78-79*	
	2-3	Population structure.	Differentiate between a young population and an ageing population. Define the term population structure. Explain implications of population size and structure on development.	Probing questions; Drawing an illustrative population pyramid; Discussion.	*Chart- population structure pyramid., Diagram of vicious cycle of rapid population growth.*	*Pg 80-81*	
	4	Employment and unemployment.	Define the term employment. Identify types of unemployment.	Exposition and discussion on new concepts associated with unemployment.		*Pg 83-86*	

8	1-2	Causes of unemployment.	Outline the main causes of unemployment.	Q/A and brief discussion		*Pg 87-88*	
	3-4	Solving unemployment problems.	Suggest some possible solutions to unemployment problems in Kenya.	Group discussions & presentations; Guided discussion.		*Pg 88-90*	
9	1-2	**NET WORTH OF A BUSINESS.** Basic terms used in business.	Define basic terms used in business. State characteristics of assets / liabilities.	Brief discussion on the terms debtor, creditor, asset, liability and capital.		*Pg 92-95*	
	3-4	Book-keeping Equation.	Identify sources of assets. Derive and explain the bookkeeping equation.	Use a concrete example to arrive at the book-keeping equation. Apply the book-keeping equation. Supervised practice.		*Pg 95-97*	
10	1-2	Balance sheet.	Define the term balance sheet. Prepare a balance sheet.	Guided preparation of a balance sheet. Supervised practice. Assignment.		*Pg 97-98*	
	3-4	Importance of a balance sheet.	Explain importance of a balance sheet.	Probing questions; Discussion.		*Pg 99*	
11	1-2 3	Book-keeping equation and balance sheet. Net worth of a business.	Relate book-keeping equation with balance sheet Determine a business net worth using book-keeping equation and a balance sheet.	Guided discovery; Discussion. Further preparation of balance sheets; written exercise.		*Pg 99-100*	

	4	Topic review.	Answer questions correctly.	Answer numerical questions. Exercise review.		*Pg 100-102*	
12-13		*END OF TERM TWO ASSESSMENT TEST*					
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1	1	**BUSINESS TRANSACTIONS** Types of business transactions.	<u>By the end of the lesson, the learner should be able to:</u> Give examples of business transactions. Define the term deferred payment. Give examples of credit transactions.	Probing questions; Oral questions; Brief guided discussion.		*Pg 103*	
	2-3	Effects of transactions on the balance sheet.	Determine the effects of transactions on the balance sheet.	Worked examples; Supervised exercise; Guided discovery.		*Pg 103-108*	
	4	**Changes in capital**: Drawing.	Explain how drawings affect capital.	Worked examples Supervised practice. Exercise.		*Pg 108-9*	
2	1	Additional investments.	Explain how additional investments affect capital.	Work through an example. Exercise.		*Pg 109*	

	2	Profit & losses.	Determine the solvency of a business.	Q/A : review meaning of terms profit and loss. Work through examples.		*Pg 109-110*	
	3-4	Initial and final capital of a business.	Compute the capital at the end of a given period.	Work through examples; Group activities; Guided discussion.		*Pg 111*	
3	1	**THE LEDGER.** Meaning and purpose of a ledger.	Identify features of a ledger. Explain the purpose of a ledger.	Exposition of new concepts and detailed discussion.	*A ledger book.*	*Pg 117*	
	2-3	Rules of recording transactions in ledger accounts.	Record transactions in a ledger A/Cs.	Exposition and summary in tabular form	*A ledger.*	*118-120*	
	4	The concept of double entry.	Apply the rule of double entry.	Teacher exposes the rule and illustrates it. Worked examples; Assignment.		*Pg 120*	
4	1-2	The concept of double entry.	Apply the rule of double entry.	Further worked examples; Supervised practice. Assignment.		*Pg 120*	
	3-4	Recording business transactions in ledger accounts.	Record accounting transactions in ledger A/Cs.	Exposition; Oral questions; Guided discovery.	*Ledger.*	*Pg 120-5*	
5	1-2	Purchase of goods and purchase of stock in cash / on credit.	Record purchase of stock in cash / on credit.	Exposition; Oral questions; Guided discovery.	*The Ledger.*	*Pg 127-9*	
	3	Purchase returns.	Post entries of purchase returns to ledger account.	Oral questions; Guided discovery; Numerous examples.	*The Ledger.*	*Pg 129-130*	

	4	Sale returns.	Record sales returns in ledger account.	Worked examples; Supervised practice.	*The Ledger.*	*Pg 130*	
6	1	Expenses in ledger account.	Record expenses in ledger account.	Practical activity; Worked examples; Supervised practice.	*The Ledger.*	*Pg 130-1*	
6	2	Revenues in ledger accounts.	Record revenues in the ledger account.	Worked examples; Supervised practice.	*The Ledger.*	*Pg 131*	
	3-4	Drawings in ledger accounts.	Record drawings in a ledger account.	Practical activity; Worked examples; Supervised practice.	*The Ledger.*	*Pg 132*	
7	1-2	Balancing ledger accounts.	Balance ledger accounts.	Oral questions; Guided discovery; Numerous examples.	*The Ledger.*	*Pg 133-4*	
	3	Balancing an account with only one entry.	Balance an account with only one entry.	Oral questions; Guided discovery; Worked examples.	*The Ledger.*	*Pg 134-6*	
	4	Uses of ledger accounts.	Outline uses of ledgers.	Probing questions; Guided discussion.			

8	1	TEST					
	2	Trial balance. Purpose of a trial balance.	Identify features of a trial balance. Explain the purpose of a trial balance.	Q/A: review meaning of a trial balance; Guided discussion.		*Pg 137-8*	
	3	Limitations of a trial balance.	Outline limitations of a trial balance with reference to hidden errors. Outline errors that may cause a trial balance not to balance.	Exposition of new concepts; Guided discussion.		*Pg 138-9*	
	4	Classification of ledger accounts.	Distinguish personal from impersonal accounts. Outline types of ledgers.	Probing questions; Discussion.		*Pg 140*	
9	1-2	The general ledger.	Outline features of the general ledger.	Oral questions; Guided discussion.	*Chart classes of accounts and appropriate ledgers.*	*Pg 141*	
	3-4	Topic review.	Answer review questions correctly.	Answer questions from revision exercise.		*Pg 142-9*	
10	1-2	**THE CASH BOOK.** Types of cash books. Single- column cash book.	List types of cashbooks. Identify features of a single-column cash book. Post entries in a single-column cash book.	Worked examples. Written assignment.	Single-column cash book.	*Pg 151-2*	

	3-4	The two- column cash book.	Record transactions in a two-column cash book.	Worked examples. Written assignment. Worked examples. Supervised exercise.	Two-column cash book.	*Pg 153-4*	
11	1	The two- column cash book.	Balance off the two- column cash book.	Worked examples. Written assignment. Worked examples. Supervised exercise.	Two-column cash book.	*Pg 155-6*	
	2	Ledger accounts from three-column cash book.	Post transactions from two-column cash book to ledger accounts.	Probing questions; Illustrated examples; Guided discussion.	3-column cash book, the ledger.	*Pg 154*	
	3	The three-column cash book.	Record transactions in a three-column cash book. Balance off the three- column cash book.	Worked examples illustrating transactions in a 3- column cash book. Supervised practice. Written exercise.	3-column cash book.	*Pg 156-9*	
	4	Ledger accounts from three-column cash book.	Post transactions from three-column cash book to ledger accounts.	Probing questions; Illustrated examples; Guided discussion.	3-column cash book, the ledger.	*Pg 160-2*	
12-13		*END OF YEAR EXAMINATIONS*					