	SCHEME OF WORK FORM FOUR BUSINESS STUDIES TERM ONE 20□□□..						
WK NO.	*L/ NO*	*TOPIC/ SUBTOPIC*	*LESSON / SPECIFIC OBJECTIVES*	*TEACHING / LEARNING ACTIVITIES*	*MATERIALS / RESOURCES*	*REF.*	*REM.*
1	1	**SOURCE DOCUMENTS & BOOKS OF ORIGINAL ENTRY** **Source documents** Introduction. Cash receipt.	*By the end of the lesson, the learner should be able to:* Define a source document. Give examples of source documents. Describe features of a cash / cheque receipt.	Exposition of new terms; Brain storming; Brief discussion.	*Cash receipts*	*New Inventor K.L.B. BK IV. Pg 1-2*	
	2	Invoice.	Outline details of an invoice.	Examine an invoice. Probing questions on details of an invoice; Discussion.	*Invoices.*	*Pg. 3-4*	
	3	Debit note and credit note.	Define a debit note and a credit note. Explain purposes of credit notes and credit note.	Examine a debit note and a credit note. Brief discussion on features of the notes.	*Debit note and credit note.*	*Pg. 5-6*	
	4	Payment voucher & petty cash voucher.	Identify entry features of a payment voucher & petty cash voucher.	Examine a payment voucher & petty cash voucher. Discussion.	Payment voucher & petty cash voucher.	*Pg 6-7*	
2	1	**Books of original entry.** Sales journal.	Highlight features of a sales journal. Prepare a sales journal given credit sales.	Brief discussion; Illustrated example.	*Sales journal.*	*Pg. 8-10*	
	2	Posting from sales journal to sales ledger and general ledger.	Transfer entries from a sales journal to a sales ledger and general ledger.	Discussion on illustrated examples.	*Sales ledger.*	*Pg 10-12*	

2	3	Sales returns journal.	Explain purpose of a sales returns journal. Prepare a sales return journal.	Examine a sales return journal. Discussion on its features Illustrated example: preparing a sales journal given a number of transactions.	*Sales returns journal sample page.*	*Pg. 13-14*	
	4	Posting entries to the general ledger and sales ledger.	Post entries from sales return journal to the general ledger and the sales ledger.	Illustrated example; Supervised practice. Written exercise.	*Sales return journal sample page.*	*Pg 14*	
3	1	Purchases journal.	Prepare a purchases journal given some transactions.	Exposition of new concepts; Illustrated example on preparing a purchases journal given a number of transactions. Supervised practice.	*Purchases journal sample page.*	*Pg. 15-17*	
	2	Purchases return journal.	Prepare a purchases journal given some transactions. Post entries from the journal to the purchases return ledger.	Exposition of new concepts; Illustrated example on preparing a purchases journal given a number of transactions. Supervised practice.	*Purchases return journal sample page.*	*Pg. 17-19*	
	3	Cash receipt journal.	Identify features of a cash receipt journal. Post entries from the journal to the general ledger, cash book and debtors ledger.	Illustrated example on preparing a purchases journal given a number of transactions. Supervised practice.	*Cash receipt journal.*	*Pg. 20-21*	
	4	Cash payment journal.	Prepare a cash payment journal. Post cash payment journal entries to ledger accounts correctly.	Exposition of new concepts; Illustrated example; Written exercise.	*Illustrated cash payment ledger.*	*Pg. 22-23*	

4	1	The petty cash book with imprest system.	Make entries in a petty cash book. Post entries from the book to ledger accounts.	Illustrated examples; Group assignments.	*Illustrated petty cash book.*	*Pg.26-30*	
	2	Analysis cash book.	Record transactions in an analysis cash book.	Exposition of new concepts; Worked examples; Discussion; Written exercise.	*Cash analysis sample page.*	*PG. 32-36*	
	3	General journal.	Record transactions in a general journal.	Worked examples; Supervised practice.	*General journal sample page.*	*36-37*	
	4	Transactions passed through the general journal.	Identify transactions that are passed through the general journal.	Exposition of new concepts; Detailed discussion.		*Pg. 37-40*	
5	1	Importance of journals.	State reasons for maintaining journals.	Probing questions; Brief discussion; Topic review & summary; Review of written exercises.		*Pg. 41-53*	
	2	**FINANCIAL STATEMENTS** Introduction. Trading Period.	*<u>By the end of the lesson, the learner should be able to:</u>* Give examples of financial statements. Explain the concept of a trading period of a business.	Brainstorming, Q/A & Explanations.		*Pg. 54*	
	3-4	Gross Profit or Loss.	Determine the gross profit or loss of a business.	Go through worked examples using various approaches. Supervised practice; Group assignments.		*Pg. 55-57*	

6	1-2	The Trading Account.	Define the term trading account. Illustrate trading accounts with worked examples.	Q/A to review the process of obtaining gross profit or loss. Worked examples. Supervised practice. Assignment.		*Pg. 57-60*	
	3-4	Net Profit or Loss.	Define the terms net profit net loss. Determine net profit or loss.	Brief discussion on distinction between gross and net profit / loss; Worked examples; Supervised practice; Written exercise.		*Pg. 60-62*	
	1-2	Profit or loss account.	Prepare profit or loss accounts.	Detailed discussion; Worked examples; Supervised practice; Written exercise.		*Pg. 62-67*	
	3-4	Profit and loss account from a trial balance.	Prepare profit or loss accounts from a trial balance.	Supervised practice; Written exercise.			
7	1-2	The Balance Sheet.	Prepare a balance sheet after making adjustments on capital for specific items.	Exposition of adjustments made on capital for net profit, drawings and additional capital. Worked examples and Exercises.		*Pg. 67-68*	
	3-4	The Balance Sheet from a trial balance.	Prepare a balance sheet from a trial balance.	Q/A to review a trial balance; Worked examples.			

8	1-2	TEST & MID-TERM BREAK					
	3	Types of Capital.	Outline types of capital.	Probing questions; Teacher's explanations.		*Pg. 68*	
	4	Types of capital in a balance sheet.	Illustrate types of capital with balance sheet.	Illustrative examples. Written exercise.		*Pg. 69-70*	
9	1	Basic financial ratios: - *Mark-up.*	Define the term mark-up. Explain why mark up is important in a business. Determine business mark up.	Q/A: definition of a ratio. Teacher exposes and explains the new concepts then leads in an example.		*Pg. 70-71*	
	2	- *Margin.*	Define the term margin. Explain why margin is important in a business. Determine business margin.	Exposition of new concept; Worked examples; Written exercise.		*Pg. 71-72*	
	3-4	Using mark-up or margin to prepare a trading account.	Work out the mark-up given the margin and vice-versa.	Guided discovery on the relationship. Illustrative examples.		*Pg.72-74*	
10	1	Current ratio or Working capital ratio.	Define the term current ratio or working capital ratio. Explain importance of current ratio. Calculate current ratio given various balances.	Exposition & Worked examples; Discussion.		*Pg. 75-76*	

10	2	Rate of stock turnover.	Define the terms *turn over* and *rate of stock turn over*. Calculate the rate of stock turn over.	Exposition, Worked examples & numericals Discussion: implications of rate of stock turnover on a business.		*Pg. 76-78*	
	3-4	Stock turn-over and trading account.	Prepare the trading account given the rate of stock turn-over.	Illustrative examples & supervised practice.		*Pg. 78*	
11	1	Return on Capital.	Define the term *return on capital.* Calculate return on capital. Explain implications of return on capital on a business.	Brief discussion; simple problem solving; Assignment.		*Pg. 79*	
	2-3	Acid test or quick ratio.	Determine the quick ratio given current assets, stock and current liabilities.	Exposition of new concepts; Simple calculations.	*Business Magazines.*	*Pg. 79-80*	
	4	Topic assessment.	Answer questions and work our numericals correctly.	Written exercise; Exercise review; Problem solving.		*Pg 82-90*	
12-13		*END OF TERM EXAMINATIONS*					

	SCHEME OF WORK FORM FOUR BUSINESS STUDIES TERM TWO 20□□□..						
WK NO.	*L/ NO*	*TOPIC/ SUBTOPIC*	*LESSON / SPECIFIC OBJECTIVES*	*TEACHING / LEARNING ACTIVITIES*	*MATERIALS / RESOURCES*	*REF.*	*REM.*
1	1-2	**MONEY & BANKING** Introduction. **Barter trade.**	*By the end of the lesson, the learner should be able to*: Explain the concepts of money and banking. Describe merits and demerits of barter trade.	Brain storming; Brief discussion.		*Pg 91-94*	
	3	**Money system** Characteristics of money.	State characteristics of money.	Brainstorming and superficial discussion.		*Pg 95-96*	
	4	Functions of money.	Explain major functions of money.	Probing questions; Discussion.		*Pg. 96-97*	
2	1	Demand for money (liquidity preference)	Define the term demand for money. Explain the motives that influence the desire to keep money instead of other assets.	Q/A: review the term demand. Exposition and probing questions.		*Pg. 97-99*	

2	2	Supply of money. Banking System.	Define the term supply of money. Identify various monetary items that are in circulation in an economy. Identify elements of banking system in Kenya.	Q/A: review the term supply. Expository approach Analyse the hierarchy of banks in Kenya. Give examples of banks in each category.		*Pg. 99-100*	
	3	Development of Banking. Commercial Banks.	Outline a brief history on development of banking. Identify methods employed by commercial banks to generate profits. Identify services offered by commercial banks.	Exposition and probing questions; Detailed discussion.		*Pg. 101-103*	
	4	Services offered by commercial banks. (contd)	Describe other services offered by commercial banks.	Discussion on lending money, safekeeping of valuable items, money transfer facilities, e.g. standing order, cheques, savings and current accounts, time deposits.		*Pg. 103-9*	

3	1	Non-banking financial institutions.	Cite examples of non-banking financial institutions. State functions of non-banking financial institutions. Outline differences between commercial bank and NBFI.	Exposition; Brief discussion; Probing questions.		*Pg. 109-113*	
	2	Functions of the Central bank.	Identify objectives and functions of the Central Bank.	Exposition of new ideas; Guided discussion.		*Pg 113-8*	
	3	Trends in banking.	Describe banking policies on types of account, use of computers, ,ATMs, m-banking, Mpesa, e-banking.	Brain storming; Discussion.		*Pg. 118-121*	
	4	Topic summary & review.	Answer given questions correctky.	Problem solving; Oral questions; Exercise review.		*Pg. 122-3*	

4	1	**PUBLIC FINANCE** Purpose of public finance. Sources of public finance.	Differentiate between internal and external borrowing.	Brainstorming. Brief discussion.	Business Magazines.	*Pg.125-7*	
	2	**External borrowing.**	Differentiate between reproductive debt and dead weight debt. Identify types of govt's expenditure.	Exposition; Discussion.		*Pg. 127-8*	
	3	Government expenditure. Principles of public expenditure.	Differentiate between recurrent and development expenditure. Outline principles of public expenditure.	Exposition & discussion.	Newspaper cuttings & relevant magazines.	*Pg. 129-130*	
	4	Taxation.	Define the term taxation. Identify methods that the give reasons for taxation.	Exposition; Explanations.	*Newspaper cuttings & relevant magazines.*	*Pg.131*	
5	1	Principles of taxation.	Explain basic principles of taxation.			*132-3*	
	2	Impact and incidence of tax. Classification of taxes on basis of structure.	Differentiate between impact and incidence of tax. Classify taxes according to structure. State merits and demerits of taxing people according to structure.	Exposition of new ideas; Give examples and explanations.		*Pg. 133-4*	
	3	Classification of taxes on basis of impact on the tax payer. - Direct tax.	Classify taxes according to impact on the taxpayer. State and explain merits and demerits of direct tax.	Guided discussion on direct taxes.		*Pg. 135-6*	

	4	Classification of taxes on basis of impact on the tax payer. - Indirect tax.	State merits and demerits of Indirect tax.	Q/A and guided discussion.		*Pg. 138-141*	
6	1	Topic summary / review	Tackle review question,	Problem solving.Revision;		*Pg. 142-144*	
	2	**INFLATION** Introduction Consumer Price index	Define the terms inflation and deflation. Define the term CPI. Compute CPI.	Guided discussion and computations.	*Newspaper cuttings & relevant magazines.*	*145-6*	
	3	Simple and weighted price relatives.	Compute the price index using simple average of price relatives. Compute the price index using the weighted average method.	Guided computations. Supervised practice.	*Price relative tables.*	*Pg. 147*	
	4	Types of inflation. Causes of *demand-pull* inflation.	outline types of inflation. Explain the term demand-pull inflation. Explain causes of demand pull inflation.	Teacher exposes new concepts related to inflation types. Expository and descriptive approaches.	Newspaper cuttings & relevant magazines.	*Pg. 147-8* *Pg. 149-150*	
7	1	Causes of *cost- pull* inflation.	Explain the concept of cost-pull inflation. Explain the causes of cost-pull inflation.	Expository and descriptive approaches with probing questions.		*Pg. 152*	

7	2	Levels of inflation & Effects of inflation on the economy of a country.	Highlight various levels of inflation. Outline positive and negative effects of inflation.	Probing questions; Discussion..	*Newspaper cuttings & relevant magazines.*	*Pg. 152-3,* *154-6*	
	3	Controlling inflation.	Identify some policies adopted by the govt to reduce or control inflation.	Discussion on: control of money supply, control of demand, cost control.		*Pg. 156-8*	
	4	Topic assessment.	Answer questions correctly.	Answering questions; Topic summary.		*Pg 160-1.*	
8	1-2	TEST / MID-TERM BREAK					
	3	**INTERNATIONAL TRADE** Types of International Trade. Advantages and disadvantages of International Trade.	 Distinguish bilateral trade from multilateral trade. State advantages and disadvantages of International Trade.	 Brainstorming and guided discussion. Q/A & guided discussion	Newspaper cuttings & relevant magazines.	*Pg. 163-4*	
	4	Terms of International Trade.	Explain the concept terms of International Trade. Distinguish favourable trade from unfavourable terms of trade.	Probing questions, brief discussion.		*Pg. 164-6*	
9	1	Terms of trade among different countries.	Account for differences in terms of *terms of trade* among nations.	Probing questions and guided discussion.		*Pg. 167-8*	

9	2	Balance of Payments. (Current A/C)	Define the term balance of payments. Analyse components of balance of payments. (Current A/C).	Exposition of new concepts and detailed discussion.		*Pg. Pg. 168-9*	
	3-4	Balance of Payments. (Capital A/C)	Cite examples of transactions that affect the Capital A/C.	Q/A: review types of capital. Exposition of new concepts and detailed discussion.		*Pg. 169-170*	
10	1	Overall Balance of Payments.	Determine the overall balance of payments.	Q/A: review current A/C and capital A/C. Illustrative examples. Assignment.		*Pg. 170*	
	2	The Official Settlement A/C.	Define the Official Settlement A/C.	Guided brief discussion.		*Pg. 171*	
	3	Disequilibrium of Balance of payments. Correction of balance of payment disequilibrium.	Identify causes of Disequilibrium of Balance of payments. Outline methods of correcting of balance of payment disequilibrium.	Exposition of new concepts & explanations; Discussion.		*Pg. 172-5*	
	4	Terms of sale in international trade.	Identify common terms of sale in international trade.	Exposition & explanations; Probing questions; Discussion.		*Pg. 175*	

11	1-2	Documents used in international trade.	Identify major documents used in international trade.	Give examples of relevant documents. Give examples of relevant documents.		Pg. 176-7	
	3-4	IMF, ADF and World bank.	State objectives of IMF, ADF and World bank.. Trace a background to the growth of specific development funds.	Brain storming; Discussion.	Newspaper cuttings & relevant magazines.	Pg. 179-180	
12-13	*END OF TERM TWO EXAMINATIONS*						

	SCHEME OF WORK FORM FOUR BUSINESS STUDIES TERM THREE 20□□□..						
WK NO.	*L/ N O*	*TOPIC/ SUBTOPIC*	*LESSON / SPECIFIC OBJECTIVES*	*TEACHING / LEARNING ACTIVITIES*	*MATERIALS / RESOURCES*	*REF.*	*REM.*
1	1	ECONOMIC INTEGRATION Forms & importance of economic integration.	Define economic integration. Identify forms of economic integration. Outline forms of economic integration. Analyze importance of economic integration. Enumerate advantages and disadvantages of free trade.	Q/A review relevant terms. Probing questions & guided discussion.		*Pg. 182-5*	
	2-3	Trade restrictions.	Cite reasons for trade restrictions. Outline methods of trade restriction.	Q/A & guided discovery.		*Pg. 185-7*	
	4	Methods of trade restrictions.	Highlight some methods used to control trade restrictions.	Q/A & exposition.		*Pg 186-7*	
2	1	Advantages and disadvantages of trade restrictions.	State advantages and disadvantages of trade restrictions**.**	Exposition of new concepts.		*Pg 187-8*	
	2	Trends in international trade.	Analyse some current trends in international trade.	Probing questions and brief discussion on EPZ, liberalization e-trade &website.		*Pg 188-9*	
	3-4	ECONOMIC DEVP AND PLANNING Growth and development.	Define economic growth of a country. Identify structural changes that may accompany economic development.	Guided discussion & oral questions.		*Pg 195-6*	

3	1	Underdevelopment.	Identify characteristics of under - development	Brainstorming, questioning & discussion.		*Pg 197-199*	
	2	Factors for underdevelopment.	Highlight some factors that impede development.	Q/A guided discussion.		*Pg. 200-2*	
	3	Development planning.	Site some objectives of planning. Give reasons why development planning is necessary.	Probing questions /guided discussion.		*Pg. 202-4*	
	4	Problems encountered in development planning.	State problems encountered in development planning.	Probing questions /guided discussion. Quiz.		*Pg. 204-6*	
4-6		REVISION FOR K.C.S.E.					
6-9		K.C.S.E. EXAMINATIONS					