		SCHEME OF WORK FORM ONE BUSINESS STUDIES TERM ONE YEAR 20……					
WK /NO	**L/ NO**	**TOPIC/ SUBTOPIC**	**LESSON / SPECIFIC OBJECTIVES**	**TEACHING / LEARNING ACTIVITIES**	***MATERIALS / RESOURCES***	***REF.***	**REM.**
1-4		Selection of students					
5	1	INTRODUCTION TO BUSINESS STUDIES Definition of Business Studies.	*By the end of the lesson, the learner should be able to:* Give the meaning of a business and business activity. Define Business Studies.	Brain storming; Probing questions; Exposition of new ideas; Discussion.	*Illustrative pictures.*	*New Inventor KLB BK II* *Pg 1*	
	2	Some terms used in Business Studies.	Define terms related to Business Studies.	Exposition and brief discussion.		*Pg 2-3*	
	3	Importance of studying Business Studies.	Outline the importance of studying Business Studies.	Probing questions; Discussion; Topic review.		*Pg 3-4*	
6	1	BUSINESS & ENVIRONMENT Purpose of a business. Types of business activities.	Explain how a business realizes its purpose of making profits. Identify types of business activities.	Oral questions; Exposition; Discussion.		*Pg 5-6*	
6	2	Business and internal environment.	Explain the concept of business environment. Discuss internal business environments.	Probing questions; Exposition; Discussion.	*Chart- illustration of internal business environments.*	*Pg 6-8*	

	3	Business and external environment.	Discuss external business environments.	Probing questions; Exposition; Discussion.	*Chart- illustration of external business environments.*	*Pg 8-10*	
7	1	SATISFACTION OF HUMAN WANTS Characteristics of human wants.	Outline characteristics of human wants. Classify human wants as either primary or secondary.	Oral questions; Case studies; Brief discussion.		*Pg 12-14*	
	2,3	Characteristics of goods and services.	Outline characteristics of goods and services.	Q/A to review human wants; Discussion.		*Pg 15-16*	
8	1-2	Economic resources.	Outline characteristics of economic resources. Classify economic resources.	Q/A to review human wants; Exposition; Discussion.		*Pg 17-21*	
	3	Scarcity, choice & opportunity cost.	State how scarcity, choice and opportunity cost are related.	Exposition; Oral questions Discussion.		*Pg 21-22*	
9	1-2	PRODUCTION Types of utilities.	Identify types of utility. State advantages and disadvantages of direct / indirect production.	Exposition of new concepts; Brief discussion.		*Pg 23-25*	
	3	Levels of production.	Discuss the three levels of production.	Exposition & Discussion.		*Pg 25-26*	
10	1-2	Factors of production.	State the characteristics of land, labour, capital and entrepreneurship.	Exposition; Giving examples; Discussion.		*Pg 27-29*	

	3	Division of labour.	State advantages and disadvantages of division of labour.	Brain storming; Probing questions; Exposition of new ideas; Discussion.		*Pg 29-30*	
11	1	Labour specialization.	State advantages and disadvantages of specialization of labour.	Brain storming; Probing questions; Discussion.			
	2-3	Classification of goods and services.	Classify goods and services broadly.	Exposition of new concepts; Brief discussion. Topic assessment.		*31-32*	
12, 13		*END OF TERM EXAMINATIONS*					

		SCHEME OF WORK FORM ONE BUSINESS STUDIES TERM TWO YEAR 20.....					
WK /NO	L/ NO	TOPIC/ SUBTOPIC	LESSON / SPECIFIC OBJECTIVES	TEACHING / LEARNING ACTIVITIES	*MATERIALS / RESOURCES*	*REF.*	REM.
1	1	ENTREPRENEURSHIP Introduction. A good entreprenuer.	State role of an entrepreneur. Outline importance of entreneurship. List characteristics of a good entrepreneur.	Exposition of new concepts; Brief discussion.		*Pg 34-35*	
	2	Business idea.	Give the meaning of a business idea. Identify some sources of a business idea.	Brain storming; Probing questions; Exposition of new ideas; Discussion.	*Local dailies, nnewspapers.*	*Pg 36-39*	
	3	Business opportunity.	Explain factors considered when carrying out a business opportunity evaluation.	Probing questions; Exposition of new ideas; Discussion.		*Pg 39-41*	
2	1	Business plan.	Enumerate items required in a business plan. Cite reasons for having a business plan.	Brain storming; Exposition of new ideas; Discussion.		*Pg. 41-42*	
	2-3	Entrepreneurial practices.	Outline factors influencing entrepreneurial practices.	Probing questions; Exposition of new ideas; Discussion.		*Pg 42-*	

	1	Business success / failure.	Highlight some causes of business success / failure.	Oral questions; Discussion.		*Pg 44-46*	
3	2	Ethical issues in business.	Explain the need for upholding high ethical standards in a business.	Probing questions; Exposition of new ideas; Discussion; Topic assessment.		*Pg 46-48*	
	3	THE OFFICE Functions of an office.	Highlight functions of an office.	Brain storming; Brief discussion.	*School office.*	*Pg 49-50*	
	1-3	Reproduction of documents in an office.	Outline methods of reproduction of documents in an office. State merits and demerits of various methods of document reproduction.	Observing equipment used in an office; Discussion with probing questions.	*Duplicating machine, copier, computers, printing machine, scanner, etc.*	*Pg 51-54*	
5	1 2	Filing. Open office layout.	Identify characteristic of a good filing system. Outline role of filing in an office. State merits and demerits of an open office lay out.	Probing questions; Oral questions; Brief discussion.	*Filing cabinet.*	*Pg 55,56*	

	3	Enclosed office. Landscape office lay out.	State merits and demerits of an enclosed office. Outline features of a landscape office lay out. State merits and demerits of landscape office lay out.	Exposition of new terms; Probing questions; Oral questions; Brief discussion.	*Charts- various office lay outs.*	*Pg 57-58*	
6	1-3	Office equipment.	State the role of office equipment. Identify types of office equipments.	Examining office equipment; Brief discussion.	*Office equipment / Photographs.*	*Pg 58-60*	
7	1	TEST					
	2	Selecting office equipment.	Highlight factors considered when selecting office equipment.	Oral questions; Discussion.		*Pg 61-62*	
	3	Office staff.	Outline duties of office staff. Identify qualities of office staff.	Brain storming; Open discussion.		*Pg 62-65*	
8	1-3	Trends in office management.	Identify features of an *e-office.*	Open discussion on *e-technology* and its impact on office management.	*Computer centre, networked office.*	*Pg 65-68*	

9	1-3	HOME TRADE Importance of trade. Retail traders without shops.	Outline importance of trade. Give examples of traders without shops. State advantages / disadvantages of hawking, open air markets, road side markets, vending machines.	Open discussion; Probing questions; Group work & presentations		*Pg 70-74*	
10	1-3	Retail traders with shops.	Give examples of traders with shops. State advantages / disadvantages of unit shops, tied shop, kiosk,	Open discussion; Probing questions; Group work & presentations		*Pg 74-76*	
11	1	Large scale retailers. -supermarkets.	Identify features of supermarkets. State advantages / disadvantages of supermarkets.	Group work & presentations; Discussion;		*Pg 76-81*	
	2	-chain stores.	Identify features of chain stores State advantages / disadvantages of chain stores.	Probing questions; Discussion.	*Photographs.*		

	3	-departmental stores.	Identify features of departmental stores, State advantages / disadvantages of departmental stores.	Probing questions; Discussion.	*Photographs.*		
12 13		*END OF TERM TWO EXAMINATIONS*					

		SCHEME OF WORK FORM ONE BUSINESS STUDIES TERM THREE YEAR 20.....					
WK /NO	L/ NO	TOPIC/ SUBTOPIC	LESSON / SPECIFIC OBJECTIVES	TEACHING / LEARNING ACTIVITIES	*MATERIALS / RESOURCES*	*REF.*	REM.
1	1	-hypermarkets.	Identify features of hypermarkets State advantages / disadvantages of hypermarkets.	Probing questions; Discussion.			
	2	-Mail order stores.	Identify features of mail order stores. State advantages / disadvantages of mail order store.	Oral questions; Brief discussion.	*Photographs.*		
	3	Functions of retailers.	Outline services rendered by retailers.	Brain storming; Probing questions; Brief discussion.		*Pg 82-85*	
2	1, 2	Categories of wholesalers.	Outline various categories of wholesalers.	Exposition; Oral questions; Brief discussion.		*Pg 85-86*	
	3	Functions of wholesalers.	Enumerate functions of wholesalers.	Brain storming; Probing questions; Brief discussion.		*Pg 86*	
3	1-3	Documents used in home trade.	Identify some documents used in home trade.	Brief discussion on catalogue, letter of inquiry, quotation, price list, various notes, invoice, delivery, etc. Group work.	*Sample copies of documents used in home trade.*	*Pg 87-90*	

4	1-3	Documents used in home trade	Identify some documents used in home trade during cash and credit transactions.	Brief discussion on catalogue, letter of inquiry, quotation, price list, various notes, invoice, delivery, etc. Group work.	*Sample copies of documents used in home trade.*	*Pg 90--99*	
5	1	**Means of payment** Cash	State advantages (to the buyer and to the seller) of cash payment.	Brain storming; Brief discussion.		*Pg 100-101*	
	2	Cheque.	State advantages (to the buyer and to the seller) of cheque payment.		*Sample cheque.*	*Pg 101-102*	
	3	Bill of exchange.	Identify features of a bill ob exchange. Outline steps of preparing a bill of exchange.	Exposition; Brief discussion.	*Sample bill of exchange.*	*Pg 103-4*	
6	1	Promissory note.	Describe a promissory note. Identify features of promissory note.	Exposition; Brief discussion.	*Sample note.*	*Pg 104*	
	2	Money order.	Identify features of a money order.	Examine a money order to identify its features; Discussion on its appropriateness.	*Sample money orders.*	*Pg 104-5*	

	3	Postal order.	Identify features of a money order. Compare a money order and a postal order.	Examine a postal order to identify its features; Discussion on its appropriateness.	*Postal order copies.*	*Pg 105-6*	
7	1-2	***TEST & MID-TERM BREAK***					
	3	Banker's cheque.	Identify features of a banker's cheque. Give reasons why a cheque may be dishonoured.	Examine a bankers cheque; Brain storming; Discussion.	*Sample copy.*	*Pg 107*	
8	1	**Terms of payment.** -Cash	Give reasons for appropriateness of cash payment. Identify circumstances for C.O.D. and C.W.O. terms.	Brief discussion with probing questions.		*Pg 108*	
	2-3	-open credit.	Give reasons for appropriateness of open credit. Identify examples of open credit terms. Outline advantages / disadvantages of credit terms.	Brain storming; Exposition of new terms. Discussion.		*Pg 108-110*	

9	1-2	-hire purchase.	State differences between open credit and hire purchase. Cite advantages / disadvantages of hire purchase to the buyer and to the seller.	Brain storming; Oral questioning; Discussion.		*Pg 111*	
	3	-discount terms.	Differentiate between trade and cash discounts.	Oral questioning; Exposition of new ideas; Discussion.		*Pg 113*	
10	1	-installment buying & standing order.	Define installment buying. State implication of a standing order.	Oral questioning; Exposition; Discussion.		*Pg 112, 114*	
	2-3	TOPIC REVIEW	Answer questions correctly.	Review written exercises.	*Past exam papers.*	*Pg 114*	
11		TOPIC REVIEW	Answer questions correctly.	Review written exercises.	*Past exam papers.*	*Pg 114*	
12 13	*END OF YEAR EXAMINATIONS*						