

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

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

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

|           |          | SCHEME OF WORK FORM ONE BUSINESS STUDIES TERM TWO YEAR 20.....    |                                                                                                                           |                                                                                  |                                 |           |      |
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| WK/<br>NO | L/<br>NO | TOPIC/<br>SUBTOPIC                                                | LESSON / SPECIFIC<br>OBJECTIVES                                                                                           | TEACHING /<br>LEARNING<br>ACTIVITIES                                             | MATERIALS<br>/<br>RESOURCE<br>S | REF.      | REM. |
| 1         | 1        | ENTREPRENEURSHIP<br><br>Introduction.<br><br>A good entrepreneur. | State role of an entrepreneur.<br>Outline importance of entrepreneurship.<br>List characteristics of a good entrepreneur. | Exposition of new concepts;<br>Brief discussion.                                 |                                 | Pg 34-35  |      |
|           | 2        | Business idea.                                                    | Give the meaning of a business idea.<br>Identify some sources of a business idea.                                         | Brain storming;<br>Probing questions;<br>Exposition of new ideas;<br>Discussion. | Local dailies,<br>newspapers.   | Pg 36-39  |      |
|           | 3        | Business opportunity.                                             | Explain factors considered when carrying out a business opportunity evaluation.                                           | Probing questions;<br>Exposition of new ideas;<br>Discussion.                    |                                 | Pg 39-41  |      |
| 2         | 1        | Business plan.                                                    | Enumerate items required in a business plan.<br>Cite reasons for having a business plan.                                  | Brain storming;<br>Exposition of new ideas;<br>Discussion.                       |                                 | Pg. 41-42 |      |
|           | 2-3      | Entrepreneurial practices.                                        | Outline factors influencing entrepreneurial practices.                                                                    | Probing questions;<br>Exposition of new ideas;<br>Discussion.                    |                                 | Pg 42-    |      |
|           | 1        | Business success / failure.                                       | Highlight some causes of business success / failure.                                                                      | Oral questions;<br>Discussion.                                                   |                                 | Pg 44-46  |      |

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| 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<br><br>Functions of an office. | Highlight functions of an office.                                                                                                        | Brain storming; Brief discussion.                                                | <i>School office.</i>                                                          | Pg 49-50 |  |
|   | 1-3 | Reproduction of documents in an office.   | Outline methods of reproduction of documents in an office.<br><br>State merits and demerits of various methods of document reproduction. | Observing equipment used in an office;<br><br>Discussion with probing questions. | <i>Duplicating machine, copier, computers, printing machine, scanner, etc.</i> | Pg 51-54 |  |
| 5 | 1   | Filing.                                   | Identify characteristic of a good filing system. Outline role of filing in an office.                                                    | Probing questions; Oral questions; Brief discussion.                             | <i>Filing cabinet.</i>                                                         | Pg 55,56 |  |
|   | 2   | Open office layout.                       | State merits and demerits of an open office lay out.                                                                                     |                                                                                  |                                                                                |          |  |

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

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

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

|           |          | SCHEME OF WORK FORM ONE BUSINESS STUDIES TERM THREE YEAR 20..... |                                                                                                  |                                                                                                                                |                                                       |                 |      |
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| WK/<br>NO | L/<br>NO | TOPIC/<br>SUBTOPIC                                               | LESSON / SPECIFIC<br>OBJECTIVES                                                                  | TEACHING /<br>LEARNING<br>ACTIVITIES                                                                                           | MATERIALS<br>/<br>RESOURCE<br>S                       | REF.            | REM. |
| 1         | 1        | -hypermarkets.                                                   | Identify features of hypermarkets<br>State advantages / disadvantages of hypermarkets.           | Probing questions;<br>Discussion.                                                                                              |                                                       |                 |      |
|           | 2        | -Mail order stores.                                              | Identify features of mail order stores.<br>State advantages / disadvantages of mail order store. | Oral questions;<br>Brief discussion.                                                                                           | <i>Photographs</i>                                    |                 |      |
|           | 3        | Functions of retailers.                                          | Outline services rendered by retailers.                                                          | Brain storming;<br>Probing questions;<br>Brief discussion.                                                                     |                                                       | <i>Pg 82-85</i> |      |
| 2         | 1,<br>2  | Categories of wholesalers.                                       | Outline various categories of wholesalers.                                                       | Exposition;<br>Oral questions;<br>Brief discussion.                                                                            |                                                       | <i>Pg 85-86</i> |      |
|           | 3        | Functions of wholesalers.                                        | Enumerate functions of wholesalers.                                                              | Brain storming;<br>Probing questions;<br>Brief discussion.                                                                     |                                                       | <i>Pg 86</i>    |      |
| 3         | 1-<br>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.<br>Group work. | <i>Sample copies of documents used in home trade.</i> | <i>Pg 87-90</i> |      |

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| 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. | <i>Sample copies of documents used in home trade.</i> | <i>Pg 90--99</i>  |  |
| 5 | 1   | <b>Means of payment</b><br>Cash | State advantages (to the buyer and to the seller) of cash payment.                         | Brain storming;<br>Brief discussion.                                                                                        |                                                       | <i>Pg 100-101</i> |  |
|   | 2   | Cheque.                         | State advantages (to the buyer and to the seller) of cheque payment.                       |                                                                                                                             | <i>Sample cheque.</i>                                 | <i>Pg 101-102</i> |  |
|   | 3   | Bill of exchange.               | Identify features of a bill of exchange.<br>Outline steps of preparing a bill of exchange. | Exposition;<br>Brief discussion.                                                                                            | <i>Sample bill of exchange.</i>                       | <i>Pg 103-4</i>   |  |
| 6 | 1   | Promissory note.                | Describe a promissory note.<br>Identify features of promissory note.                       | Exposition;<br>Brief discussion.                                                                                            | <i>Sample note.</i>                                   | <i>Pg 104</i>     |  |
|   | 2   | Money order.                    | Identify features of a money order.                                                        | Examine a money order to identify its features;<br>Discussion on its appropriateness.                                       | <i>Sample money orders.</i>                           | <i>Pg 104-5</i>   |  |

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

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