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**SCHEME OF WORK FORM THREE BUSINESS STUDIES TERM ONE 2022**  
**NAME.....**

<b>W K NO</b>	<b>L/ NO</b>	<b>TOPIC/ SUBTOPIC</b>	<b>LESSON / SPECIFIC OBJECTIVES</b>	<b>TEACHING / LEARNING ACTIVITIES</b>	<b>MATERIALS / RESOURCES</b>	<b>REF.</b>	<b>REMARKS</b>
1	1	<b>DEMAND.</b>	<b>By the end of the lesson, the learner should be able to:</b>				
		Definition of demand.	Define demand and effective demand.	Brain storming; Exposition; Discussion.		New Inventor KLB BOOK III Pg 1	
	Factors influencing demand.	State factors that influence demand of a commodity.					
	Factors influencing demand.	Explain factors that influence demand of a commodity.	Explanations; Discussion.		Pg 2-5		
	2	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	
		Demand curves.	Illustrate law of demand graphically.	Guided plotting of demand curves. Discussion.	Graph papers.	Pg 7-8	

	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	
	4	<b>SUPPLY.</b>  Factors influencing supply of a product.	Explain factors that influence demand of a commodity.	Explanations; Discussion.		Pg 9-13	
2	1	Supply schedule and supply curve.	Draw supply curve from a supply schedule.	Practical exercise.		Pg 14-15	
		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-	
	2	Shift in supply curve.	Explain the effect of decreasing supply.	Exposition; discussion		Pg 15-16	
		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	

		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	
3	1	Excess demand and excess supply.	Define excess demand and excess supply.	Discussion & graphical illustrations.		Pg 18-19	
		Other methods of determining the price of a product.	Outline other methods of determining the price of a product.	Exposition; Probing questions; Discussion.		Pg 20-21	
	2	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	

		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	

4	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	Internal economies of scale.	Define the term economy of scale. Outline various economies of scale associated with a firm.	Exposition of new concepts. Discussion.		Pg 29-30	
	3	External economies of scale.	Outline benefits accruing to a firm as a result of growth of the whole industry.				
	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	
5	1	Existence of small firms.	Give reasons that contribute to existence of small firms.	Brain storming; Oral questions; Discussion.		Pg 32-33	
		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	

	2	Maintaining a healthy environment.	Outline factors that contribute to a healthy business environment.	Brain storming; Discussion.		Pg 36-38	
<b>3 DAY MID-TERM BREAK</b>							
6	1	<b>PRODUCT MARKETS</b>  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	
7	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	

8	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		
9-10	<b>REVISION AND END OF TERM ASSESSMENT TEST</b>							

SCHEME OF WORK FORM THREE BUSINESS STUDIES TERM TWO 2022 NAME.....							
WK NO.	L/ NO	TOPIC/ SUBTOPIC	LESSON / SPECIFIC OBJECTIVES	TEACHING / LEARNING ACTIVITIES	MATERIALS / RESOURCES	REF.	REM.
1	1	<b>CHAIN OF DISTRIBUTION</b>  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	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	
		Choice of distribution channel.	Explain factors influencing choice of distribution channel.	Brain storming; Oral questions; Discussion.		Pg 57-58	
	2	<b>NATIONAL INCOME.</b>  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	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	
	4	Factors affecting circular flow of income.	Outline factors that affect circular flow of income.	Oral questions; Exposition of concepts.		Pg 61-62	



		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	
3	1	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	
	2	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	
4	3	Uses of national income statistics.	Outline uses of national income statistics.	Exposition of new concepts; Probing questions; Guided discussion.		Pg 66-67	
		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	
	4	<b>POPULATION &amp; EMPLOYMENT.</b>			Chart-optimum population.	Pg 71-72 Pg 73-74	

		Population growth. Optimum population.	Outline factors associated with population growth. List factors that are likely to lead to either high or low birthrates. Calculate population growth rate. Define the term optimum population. Illustrate the concept of optimum population graphically. Explain what optimum population depicts.	Brain storming; Exposition of new concepts; Probing questions; Guided discussion; Calculations. Exposition of new concepts; Probing questions; Guided discussion; Illustrative curve sketching.			
5	1	Under-population. Over-population.	Cite factors that lead to under population. State demerits of under - population.	Brain storming; Guided discussion.	Chart- under population.	Pg 74-75	
			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	
	2	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	

		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	
<b>3 DAY MID-TERM BREAK</b>							
6	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	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	
		Employment and unemployment.	Define the term employment. Identify types of unemployment.	Exposition and discussion on new concepts associated with unemployment.		Pg 83-86	
	3	Causes of unemployment.	Outline the main causes of unemployment.	Q/A and brief discussion		Pg 87-88	
	4	Solving unemployment problems.	Suggest some possible solutions to unemployment problems in Kenya.	Group discussions & presentations; Guided discussion.		Pg 88-90	

7	1-2	<b>NET WORTH OF A BUSINESS.</b>  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	
8	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	
9	1-2	Book-keeping equation and balance sheet.	Relate book-keeping equation with balance sheet	Guided discovery; Discussion.		Pg 99-100	
	3	Net worth of a business.	Determine a business net worth using book-keeping equation and a balance sheet.	Further preparation of balance sheets; written exercise.			

	4	Topic review.	Answer questions correctly.	Answer numerical questions. Exercise review.		Pg 100-102		
10		END OF TERM TWO ASSESSMENT TEST						
		SCHEME OF WORK      FORM THREE BUSINESS STUDIES      TERM THREE 2022 NAME.....						
WK NO.	L/ NO	TOPIC/ SUBTOPIC	LESSON / SPECIFIC OBJECTIVES	TEACHING / LEARNING ACTIVITIES	MATERIALS / RESOURCES	REF.	REM.	
1	1	<b>BUSINESS TRANSACTION S</b>  Types of business transactions.	By the end of the lesson, the learner should be able to:  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	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		
		<b>Changes in capital:</b>  Drawing.	Explain how drawings affect capital.	Worked examples Supervised practice. Exercise.		Pg 108-9		

	3	Additional investments.	Explain how additional investments affect capital.	Work through an example. Exercise.		Pg 109	
		Profit & losses.	Determine the solvency of a business.	Q/A : review meaning of terms profit and loss. Work through examples.		Pg 109-110	
	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	
2	1	<b>THE LEDGER.</b>					
		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	
	Rules of recording transactions in ledger accounts.	Record transactions in a ledger A/Cs.	Exposition and summary in tabular form	A ledger.	118-120		
	2	The concept of double entry.	Apply the rule of double entry.	Teacher exposes the rule and illustrates it. Worked examples; Assignment.		Pg 120	
	3	The concept of double entry.	Apply the rule of double entry.	Further worked examples; Supervised practice. Assignment.		Pg 120	
4	Recording business transactions in ledger accounts.	Record accounting transactions in ledger A/Cs.	Exposition; Oral questions; Guided discovery.	Ledger.	Pg 120-5		

3	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	
	1	Expenses in ledger account.	Record expenses in ledger account.	Practical activity; Worked examples; Supervised practice.	The Ledger.	Pg 130-1	
4		Revenues in ledger accounts.	Record revenues in the ledger account.	Worked examples; Supervised practice.	The Ledger.	Pg 131	
	2	Drawings in ledger accounts.	Record drawings in a ledger account.	Practical activity; Worked examples; Supervised practice.	The Ledger.	Pg 132	
	3	Balancing ledger accounts.	Balance ledger accounts.	Oral questions; Guided discovery; Numerous examples.	The Ledger.	Pg 133-4	
		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.			

5	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	
6	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	
7	1-2	<b>THE CASH BOOK.</b> 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		
8	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		
9		END OF YEAR EXAMINATIONS						