SCHEME OF WORK BUSINESS STUDIES FORM 2 2022

TERM I ENDARASHA BOYS

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/T ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| **2** | 1 | FORMS OF BUSINESS UNITS | Sole proprietorship. Ownership, formation, sources of capital, management and dissolution of a personal business.Advantages and disadvantages of sole proprietorship. | By the end of the lesson, the learner should be able to: Describe the features of sole proprietorship of a business with regard to ownership, formation, sources of capital, management and dissolution of the business.State advantages and disadvantages of sole proprietorship. | Brainstorming; Probing questions; Exposition; Discussion.Explanations. | Chart ? forms of business units showing all features. student book | New InventorKLB BOOK II Pg 1-2 |  |
| 2 | FORMS OF BUSINESS UNITS | Business partnerships. Classification of business partnership. | By the end of the lesson, the learner should be able to: Outline various criteria of classifying business partners.State types of business partners. | Exposition of new concepts;Oral questions; Exposition of new ideas;Discussion. | Chart ? forms of business units showing all features. | New Inventor KLB BOOK II Pg 3-4 |  |
| 3 | FORMS OF BUSINESS UNITS | Formation of business partnership. | By the end of the lesson, the learner should be able to: Define the term partnership deed. Identify components of a partnership deed.Outline rights of a partner and duties as enshrined in the Partnership Act. | Brainstorming; Probing questions; Exposition; Discussion. | student book | New Inventor KLB BOOK II Pg 4-5,7 |  |
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| **3** | 1 | FORMS OF BUSINESS UNITS | Management, Sources of Capital & dissolution of partnerships. Advantages & disadvantages of a partnership. | By the end of the lesson, the learner should be able to: Describe management of business partnerships.Identify sources of capital for business partnerships.Cite circumstances that can lead to dissolution of business partnerships.State advantages and disadvantages of a business partnership. | Brainstorming; Oral questions; Brief discussion. Probing questions; Discussion. | Chart ; forms of business units showing all features. student book | New Inventor KLB BOOK II Pg 6 |  |
| 2 | FORMS OF BUSINESS UNITS | Co-operatives. Introduction and formation. | By the end of the lesson, the learner should be able to:Define a co-operative society.Identify principles on which co-operative movement is founded. Describe formation of co-operatives. | Brain storming; Exposition of new ideas;Brief discussion. | Chart ; forms of business units showing all features. | New Inventor KLB BOOK II Pg 7 |  |
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|  | 3 | FORMS OF BUSINESS UNITS | Ownership, capital & management. Producer Co- operatives. | By the end of the lesson, the learner should be able to: Describe ownership & management of co- operative societies.Enumerate sources of capital for co-operative societies.Distinguish producer from consumer co- operatives.Identify purposes served by producer co- operatives.Give examples of producer co-operatives in Kenya. | Exposition; Probing questions; Discussion. | student book | New Inventor KLB BOOK II Pg 8-9 |  |
| **4** | 1 | FORMS OF BUSINESS UNITS | Consumer Co- operatives. | By the end of the lesson, the learner should be able to: State advantages & disadvantages of consumer co- operatives.Cite examples of consumer co- operatives. | Oral questions; Explanations; Discussion. | student book | New Inventor KLB BOOK II Pg 11 |  |
| 2 | FORMS OF BUSINESS UNITS | SACCOsPrimary and secondary co- operative societies. | By the end of the lesson, the learner should be able to: Outline features of SACCOs.State advantages & disadvantages of SACCOs.Identify primary and secondary co-operative societies.State advantages & disadvantages of co- operative societies. | Exposition; Oral questions; Explanations; Discussion. | Chart: structure of co- operatives in Kenya. student book | New Inventor KLB BOOK II Pg 11-13 |  |

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|  | 3 | FORMS OF BUSINESS UNITS | Limited liability companies. Formation of a company. | By the end of the lesson, the learner should be able to: Define a company and a shareholder.Identify features of a company with regard to requisite documents. | Exposition of new concepts.Detailed discussion. | Chart ; forms of business units showing all features. | New Inventor KLB BOOK II Pg 15-16 |  |
| **5** | MID TERM EXAMS AND BREAK |
| **6** | 1 | FORMS OF BUSINESS UNITS | Sources of capital.Shares. | By the end of the lesson, the learner should be able to: Differentiate between ordinary & preference shares.State characteristics of each. | Exposition of new concepts;Probing questions; Discussion. | student book | New Inventor KLB BOOK II Pg 17-18 |  |
| 2 | FORMS OF BUSINESS UNITS | Other sources of capital.Types of companies. Private limited companies. | By the end of the lesson, the learner should be able to: Identify other major sources of capital.State characteristics of a private company.Outline the advantages and disadvantages of a private limited company. | Exposition of new concepts;Probing questions; Discussion. | Chart- sources of capital.student book | New Inventor KLB BOOK II Pg 18-19 |  |
| 3 | FORMS OF BUSINESS UNITS | Public limited company. | By the end of the lesson, the learner should be able to:State characteristics of a public company.Outline the advantages and disadvantages of a public company. | Exposition of new concepts;Oral questions; Detailed discussion. | Chart ; forms of business units showing all features. | New Inventor KLB BOOK II Pg 21-22 |  |
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| **7** | 1 | FORMS OF BUSINESS UNITS | Management & role of stock exchange market.Dissolution of limited liability companies. | By the end of the lesson, the learner should be able to: Analyse management practices of a company. Outline the functions of stock exchange market. Identify possible reasons for liquidation of a company. | Exposition of new concepts;Probing questions; Discussion.Discussion; Written exercise. | Chart: organization structure of a company.student book | New Inventor KLB BOOK II Pg 22-24 |  |
| 2 | FORMS OF BUSINESS UNITS | Public Corporations & Parastatals. | By the end of the lesson, the learner should be able to: Define a public corporation and a parastatal.Give examples of public corporations / parastatals in Kenya. Describe formation of public corporations. State merits and demerits of public corporations. | Exposition of new concepts;Oral questions; Detailed discussion. | Chart ; forms of business units showing all features. | New Inventor KLB BOOK II Pg 26-27 |  |
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|  | 3 | FORMS OF BUSINESS UNITS | Management, financing and dissolving of public corporations. | By the end of the lesson, the learner should be able to: Describe the management, financing and dissolving of public corporations. | Exposition of new concepts;Probing questions; Discussion. | student book | New Inventor KLB BOOK II Pg 27-28 |  |
| **8** | 1 | FORMS OF BUSINESS UNITS | Trends in forms of business units. Topic review. | By the end of the lesson, the learner should be able to: Explain various current trends in forms of business units.Answer questions. | Exposition of new concepts; Discussion; Assignment. | student book | New Inventor KLB BOOK II Pg 29-30 |  |
| 2 | GOVERNMENT & BUSINESS | Government involvement in business activities. | By the end of the lesson, the learner should be able to:Identify ways in which the govt involves itself in business activities. Give reasons for government involvement in business activities. | Brain storming; Probing questions; Discussion. | newspaper | New Inventor KLB BOOK II Pg 31 |  |
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|  | 3 | GOVERNMENT & BUSINESS | Govt involvement in business; - regulation. | By the end of the lesson, the learner should be able to: Outline ways in which the govt regulates business. | Brain storming; Exposition; Explanations of new concepts. | newspaper | New Inventor KLB BOOK II Pg 32-33 |  |
| **9** | 1 | GOVERNMENT & BUSINESS | Govt involvement in business; - training. - trade promotion. | By the end of the lesson, the learner should be able to: Cite reasons why the govt trains business personnel.Highlight duties of govt attach?s in trade promotion.Highlight duties of ministry of trade in internal trade promotion. | Brain storming; Exposition of new concepts.Brief discussion. | student book | New Inventor KLB BOOK II Pg 33-35 |  |
| 2 | GOVERNMENT & BUSINESS | Govt involvement in business; - public utilities. - enabling environment. Merits and demerits of government involvement in businesses. | By the end of the lesson, the learner should be able to: Discuss the role of the govt in providing public utilities and business enabling environment. Identify merits and demerits of government involvement in businesses. | Exposition of new concepts.Brief discussion. Probing questions, Explanations. | student book newspaper | New Inventor KLB BOOK II Pg 36 |  |
| 3 | GOVERNMENT & BUSINESS | Consumer protection. | By the end of the lesson, the learner should be able to: Enumerate reasons for consumer protection from producers and business people. | Brain storming; Discussion. | Some counterfeit products. | New Inventor KLB BOOK II Pg 38 |  |