**Strand 1.1: Foundations of Pre-Technical Studies - Fire and Data Safety**

Lesson 1: Understanding Fire Causes

1. **Causes of Fire:**
   * **Flammable Substances:**
     + **Chemicals:** Used in laboratories (e.g., solvents, fuels).
     + **Common Materials:** Such as paper, wood, fabric, and oily rags.
     + **Gases:** Like propane and butane used in workshops.

Lesson 2: Preventing Fire

1. **Preventing Fires:**
   * **Proper Storage:**
     + Flammable materials stored in designated areas with proper ventilation.
     + Separate storage for different types of materials to prevent chemical reactions.
   * **Regular Maintenance:**
     + Checking electrical equipment for wear and tear, frayed wires, or damaged plugs.
     + Ensuring machinery is well-lubricated to prevent overheating.
   * **Safety Protocols:**
     + Clearing workspaces from unnecessary clutter to reduce fire hazards.
     + Displaying and following emergency evacuation plans.

Lesson 3: Firefighting Techniques

1. **Firefighting Techniques:**
   * **Cooling:**
     + Using water hoses or fire extinguishers to cool down the flames.
     + Emergency showers for individuals with chemical burns.
   * **Smothering:**
     + Utilizing fire blankets to cover flames and cut off their oxygen supply.
     + Deploying foam-based fire suppressants to smother liquid fires.
   * **Interrupting:**
     + Using fire extinguishers with appropriate agents for different fire types (e.g., ABC fire extinguishers).

*Explanation: ABC fire extinguishers are versatile and effective for three classes of fires - A (ordinary combustibles), B (flammable liquids), and C (electrical fires).*

Lesson 4: Data Threat Analysis

1. **Threats to Data:**
   * **Malware:**
     + Viruses, including trojans, worms, spyware, ransomware, and adware.
     + **Phishing:** Attempts to trick individuals into revealing sensitive information through fake emails or websites.
   * **Hacking:**
     + Unauthorized access by individuals seeking to manipulate or steal data.
     + Data breaches where sensitive information is accessed without permission.
   * **Data Corruption:**
     + Software bugs causing unexpected errors and data loss.
     + Hardware failures, such as a malfunctioning hard drive leading to data corruption.

Lesson 5: Securing Electronic Data

1. **Securing Data:**
   * **Use Strong Passwords:**
     + Combine uppercase and lowercase letters, numbers, and symbols (e.g., P@ssw0rd).
     + Avoid easily guessable passwords, like "password" or "123456."
   * **Regularly Back Up Data:**
     + Use external devices like USB drives, external hard drives, or cloud services (e.g., Google Drive).
     + Schedule automatic backups to ensure consistent data protection.
   * **Install and Update Antivirus Software:**
     + Choose reputable antivirus software and keep it up-to-date to guard against new threats.
     + Enable real-time scanning for continuous protection.

Lesson 6: Hands-On Application

1. **Hands-On Application:**
   * **Creating a Strong Password:**
     + Utilize a mix of letters, numbers, and symbols to enhance complexity.
     + Avoid personal information, like birthdays or names, to strengthen security.
   * **Backing Up Important Files:**
     + Use external hard drives, USB drives, or cloud services like Dropbox, OneDrive, or iCloud.
     + Regularly review and update the backup strategy based on evolving needs.
   * **Running an Antivirus Scan:**
     + Schedule regular scans to detect and remove potential threats automatically.
     + Perform manual scans after downloading new files or visiting unfamiliar websites.

Key Inquiry Questions

1. **Importance of Fire Safety:**
   * **Protect Lives and Property:**
     + By preventing injuries, fatalities, and damage to structures.
   * **Avoid Disruptions in Work Environments:**
     + Ensuring uninterrupted workflow and maintaining productivity.
   * **Prevent Injuries and Ensure a Safe Working Atmosphere:**
     + Fostering a secure and comfortable workplace for all individuals.

### **Strand 1.0: Foundations of Pre-Technical Studies**

Sub Strand 1.2: Computer Hardware (11 lessons)

Lesson 1: Introduction to Computer Hardware

* **Computer Hardware:**
  + Physical parts of a computer system, including tangible components that can be touched and seen.

*Explanation: Computer hardware comprises the physical elements that make up a computer, allowing it to function. These components include devices such as keyboards, monitors, hard drives, and more.*

Lesson 2: Categories of Computer Hardware

* **Input Devices:**
  + Keying devices (e.g., keyboards).
  + Pointing devices (e.g., mice, trackpads).
  + Scanning devices (e.g., scanners).
  + Voice input devices (e.g., microphones).
  + Touchscreen and digitizer.
  + Digital cameras.
* **Output Devices:**
  + Hardcopy (e.g., printers).
  + Softcopy (e.g., monitors, speakers).
* **Storage Devices:**
  + Fixed (e.g., hard disk drives, SSDs).
  + Removable (e.g., USB drives, external hard drives).

*Input devices get data, output devices display information, and storage devices save data.*

Lesson 3: Categories Discussion

* **Group Discussion Outcomes:**
  + Identify scenarios where voice input devices are more suitable than keying devices.
  + Discuss real-world applications of storage devices in various industries.

*Explanation: Engaging in group discussions helps explore diverse perspectives and understand practical applications of different hardware categories.*

Lesson 4: Matching Devices to Categories

* **Matching Activity:**
  + Associate hardware devices with categories.
  + Ensure clear understanding of input, output, and storage devices.

*Explanation: This hands-on activity reinforces the connection between specific devices and their respective hardware categories.*

Lesson 5: Task Performance Using Hardware

* **Hands-On Experience:**
  + Use input devices for data entry.
  + Generate output using devices.
  + Save and retrieve data from storage devices.

*Explanation: Performing tasks with various hardware devices enhances practical skills and demonstrates how these components work together.*

Lesson 6: Importance of Computer Hardware

* **Importance Discussion:**
  + Discuss how computer hardware enhances user experiences.
  + Recognize the integral role of hardware in performing tasks.

*Explanation: Recognizing the importance of computer hardware encourages an appreciation for its role in making technology functional and user-friendly.*

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**Strand 1: Foundations of Pre-Technical Studies - Substrand 1.3: Consumer and Investor Protection**

**Lesson 1: Importance of Consumer and Investor Protection**

*Objective: Explain the importance of consumer and investor protection in Kenya.*

* **Importance of Protection:**
  + Safeguarding the rights of consumers and investors is crucial for a fair and just marketplace.
  + Building trust and confidence in economic activities is achieved through effective protection measures.

*Examples:*

* Consumer protection ensures fair pricing, quality products, and ethical business practices.
* Investor protection fosters confidence in financial markets, encouraging investment and economic growth.

**Lesson 2: Analyzing Protection Mechanisms in Kenya**

*Objective: Analyze ways in which consumers and investors are protected in Kenya.*

* **Regulatory Mechanisms:**
  + Laws and policies ensure fair trade and protect against fraud.
  + The Competition Authority of Kenya enforces competition laws for fair market practices.
* **Institutional Protection:**
  + Government bodies like the Capital Markets Authority regulate financial markets for stability.
  + The Central Bank of Kenya protects consumers and investors by ensuring financial system integrity.

*Examples:*

* **Consumer Protection Laws:**
  + The **Consumer Protection Act** safeguards consumers from deceptive and unfair trade practices.
  + It addresses issues like product safety, misleading advertising, and unfair contract terms to protect consumer rights.
* **Capital Markets Act:**
  + The **Capital Markets Act** empowers regulators to protect investors through various mechanisms.
  + Regulators can license and supervise market intermediaries like brokers and investment advisors to ensure ethical standards.
  + **Ways in which the Capital Markets Act Empowers Regulators to Protect Investors:**
    1. **Licensing and Supervision:** Regulators can license and supervise market intermediaries to ensure adherence to ethical standards without compromising investor interests.
    2. **Market Surveillance:** Regulators can use advanced surveillance systems to monitor and detect market manipulation, insider trading, and other fraudulent activities.
    3. **Enforcement of Disclosures:** Companies are mandated to provide accurate and timely information to the public. Regulators enforce these requirements to ensure investors have access to essential information for informed decision-making.
    4. **Investor Education:** Regulators implement educational programs to empower investors with knowledge, helping them make informed investment decisions without falling victim to scams or unethical practices.
    5. **Market Integrity:** The Act enables regulators to maintain market integrity by preventing and investigating any form of market abuse, ensuring a fair and transparent trading environment.

**Lesson 3: Government Financial Regulators**

*Objective: Explore the Government financial regulators in Kenya.*

* **Institutional Roles:**
  + Government bodies like the Capital Markets Authority regulate financial markets.
  + The Central Bank of Kenya ensures stability and protects the interests of consumers and investors.

*Examples:*

* **Capital Markets Authority (CMA):**
  + Regulates securities to protect investors by ensuring fair, efficient, and transparent capital markets.
  + Enforces rules on disclosure, preventing insider trading, and promoting market integrity.
* **Central Bank of Kenya (CBK):**
  + Protects consumers through monetary policy and financial stability.
  + Manages inflation to ensure price stability, safeguarding the purchasing power of consumers.
  + Maintains a stable banking sector, ensuring the safety of deposits and protecting consumers' financial interests.

**Lesson 4: Protecting Oneself from Exploitation**

*Objective: Protect oneself from exploitation.*

* **Practical Strategies for Protection:**
  + Be an informed consumer; verify product information before making purchases.
  + Read and understand contracts thoroughly before entering into transactions to avoid exploitation.
* **NGO Involvement:**
  + Non-Governmental organizations like the Consumer Federation of Kenya advocate for consumer rights.
* **Ways NGOs Protect Consumers:**
  + **Legal Advocacy:** NGOs may engage in legal actions to challenge unfair business practices on behalf of consumers.
  + **Public Awareness Campaigns:** NGOs conduct campaigns to educate the public about their rights, empowering them to make informed choices.
  + **Policy Advocacy:** NGOs work towards influencing policies that enhance consumer protection laws and regulations.
  + **Consumer Helplines:** Provide platforms for consumers to report grievances and seek advice, ensuring a responsive mechanism for dispute resolution.

*Critical Thinking Questions:*

1. **Why does the Government protect consumers and investors?**
   * Government intervention ensures fairness, transparency, and stability in the marketplace, fostering economic growth.
2. **How do consumers protect themselves from exploitation by traders?**
   * By being informed, verifying information, and understanding their rights, consumers can avoid falling victim to unfair practices.

**Strand 2: Communication**

**Substrand 2.1: Business Communication**

**Lesson 1: Importance of Business Communication**

*Objective: Understand the importance of business communication.*

* **Business Communication:**
  + Business communication refers to the exchange of information within and outside an organization to facilitate its operations and success.
* **Examples:**
  + Intra-organizational communication involves emails, memos, and meetings.
  + External communication includes advertisements, press releases, and social media.
* **Critical Thinking Questions:**
  + **Why is business communication important?**
    - Business communication is crucial for effective operations, information sharing, and success.

**Lesson 2: Selecting Channels of Communication**

*Objective: Learn to choose appropriate communication channels.*

* **Factors for Selection:**
  1. **Urgency:**
     + Consider how quickly the information needs to be conveyed. Urgent matters may require immediate channels like phone calls or face-to-face meetings.
  2. **Confidentiality:**
     + Determine the sensitivity of the information. Private matters might demand more secure channels such as encrypted emails.
  3. **Nature of the Message:**
     + Assess the type of information being communicated. Complex details may be better suited for written channels like emails, while simple updates could use instant messaging.
* **Case Study Analysis: Ethical and Unethical Practices in Business Communication**

**Ethical Practices:**

1. **Clear Communication:**
   * Providing accurate and transparent information. For example, clearly stating product specifications in advertising materials.
2. **Respect for Privacy:**
   * Protecting sensitive information and respecting privacy. For instance, ensuring customer data is securely handled.
3. **Honesty:**
   * Providing truthful and unbiased information. An example is transparently communicating any potential delays in project timelines.
4. **Professionalism:**
   * Maintaining a professional tone and demeanor in written and verbal communication. For example, using formal language in official documents and meetings.

**Unethical Practices:**

1. **Misleading Information:**
   * Providing false or misleading information to gain an advantage. For instance, exaggerating product features in marketing.
2. **Bullying or Harassment:**
   * Using communication to intimidate or harm others. An example is sending threatening messages to colleagues.
3. **Lack of Transparency:**
   * Withholding crucial information to manipulate perceptions. For example, not disclosing potential risks to investors.
4. **Plagiarism:**
   * Presenting someone else's work or ideas as one's own. This could involve copying a competitor's marketing strategy without attribution.

* **Debates:**
  + Engage in debates on the importance of ethical practices in communication.
* **Critical Thinking Questions:** 2. **How do people communicate in a business environment?**
  + Through various channels like emails, meetings, advertisements, and official documents.

**Substrand 2.2: Plain Scale Drawing**

**Lesson 3: Plain Scale Drawing Fundamentals**

*Objective: Understand and apply plain scale drawing skills.*

* **Plain Scale Drawing:**
  + Involves creating accurate representations of objects or spaces using a uniformly divided scale.
  + Essential for architects, engineers, and designers for precise communication of measurements.
* **Features of a Plain Scale:**
  + Evenly spaced divisions representing specific measurements.
  + Numerical scale and markings indicating units of measurement.
* **Importance of Drawing Figures to Scale:**
  + Ensures accurate representation of objects in drawings.
  + Facilitates clear communication of design and dimensions.
  + Prevents misunderstandings and errors in construction or manufacturing.
* **Visual Aids and Practical Exercises:**
  + Use drawing instruments to construct a plain scale.
  + Practice drawing plane figures to a given plain scale.
* **Additional Points:**
  + **Precision in Design:**
    - Enables precise design and planning in architecture and engineering.
  + **Standardization:**
    - The use of standard scales ensures consistency and compatibility.
* **Critical Thinking Questions:**
  + **What is the importance of drawing figures to scale?**
    - Drawing to scale ensures accuracy in representing objects and designs.
  + **Why are plane figures drawn to scale?**
    - Drawing to scale facilitates clear communication of design and dimensions.

**Substrand 2.3: Visual Programming**

**Lesson 4: Introduction to Programming and Visual Programming**

*Objective: Understand the basics of programming and visual programming.*

* **Programming:**
  + Creating sets of instructions that computers can understand and execute.
  + Allows automation of tasks and application development.
* **Visual Programming:**
  + Uses graphical elements like blocks and symbols to represent code.
  + Simplifies coding for beginners by removing the need for text-based syntax.
* **Fundamental Components of Visual Programming:**
  + Blocks, connectors, input/output elements, logic and control blocks.

**Lesson 5: Visual Programming Applications**

*Objective: Explore various types of visual programming applications.*

* **Types of Visual Programming Applications:**
  + Educational applications (e.g., Scratch).
  + Multimedia applications (e.g., Adobe Spark).
  + Video game applications (e.g., Unity).
* **Features of Visual Programming Applications:**
  + Input, processing, output elements.
  + Special effects like sound, animations, and background elements.
* **Practical Application:**
  + Use visual programming software (e.g., Scratch) to create instructions to solve problems.
* **Critical Thinking Question:**
  + **How are computer programs used in daily life?**
    - Computer programs enhance efficiency and problem-solving in various aspects of daily life.

**Strand 3: Materials for Production**

**Substrand 3.1: Composite Materials**

**Lesson 1: Identifying Composite Materials**

*Objective: Learn to identify composite materials in the locality.*

* **Composite Materials:**
  + Materials made by combining two or more different types of materials.
* **Examples:**
  + Concrete (cement, sand, aggregate).
  + Manufactured boards (wood fibers, adhesive).
  + Plastic-coated paper (paper, plastic).
  + Fiberglass (glass fibers, plastic resin).
  + Plywood (thin layers of wood veneer, adhesive).
  + Carbon fiber composites.
* **Critical Thinking Question:**
  + **How can composite materials be identified?**
    - Recognizable through a combination of different materials, visible in their structure.

**Lesson 2: Composition of Composite Materials**

*Objective: Describe the composition of composite materials.*

* **Examples of Composition:**
  + Concrete: Cement, sand, aggregate.
  + Manufactured boards: Wood fibers, adhesive.
  + Plastic-coated paper: Paper, plastic.
  + Fiberglass: Glass fibers, plastic resin.
  + Plywood: Thin layers of wood veneer, adhesive.
  + Carbon fiber composites: Carbon fibers, resin.
* **Discussion:**
  + Discuss the constituent materials of composites.
* **Expected Outcome:**
  + Understanding how the combination of different materials enhances properties.
* **General Properties of Composite Materials:**
  + **High strength-to-weight ratio:**
    - Meaning: These materials are strong but not heavy.
  + **Resistance to corrosion:**
    - Meaning: They do not easily corrode or deteriorate.
  + **Versatility in applications:**
    - Meaning: Can be used in various ways due to their adaptability.

**Lesson 3: Uses of Composite Materials in the Locality**

*Objective: Relate composite materials to their use in a work environment.*

* **Additional Examples of Composite Materials:**
  + Kevlar composites (Kevlar fibers, resin).
  + Metal matrix composites.
* **Expected Outcome:**
  + Understanding diverse applications in construction, manufacturing.
* **Uses and Importances:**
  + **Fiberglass:**
    - *Uses:*
      * Boat construction, aircraft components.
    - *Importance:*
      * High strength, lightweight.
  + **Plywood:**
    - *Uses:*
      * Furniture, construction.
    - *Importance:*
      * Structural stability, flexibility.
  + **Kevlar Composites:**
    - *Uses:*
      * Bulletproof vests, sports equipment.
    - *Importance:*
      * High tensile strength.

**Lesson 4: Acknowledging the Importance of Composite Materials**

*Objective: Acknowledge the importance of composite materials used in the locality.*

* **Core Competency Development:**
  + Enhance communication and collaboration skills.
* **Values Emphasis:**
  + Promote the value of peace by respecting diversity.
* **Pertinent and Contemporary Issues:**
  + Emphasize online safety when exploring information on composite materials.
* **Link to Other Subjects:**
  + Relate concepts to non-metals in Integrated Science.

**Substrand 3.2: Ceramic Materials**

**Lesson 5: Identifying Ceramic Materials**

*Objective: Identify common ceramic materials in the locality.*

* **Ceramic Materials:**
  + Materials made through the process of firing or baking materials like clay.
* **Examples:**
  + Pottery, ceramic utensils, glass, shells.
  + Porcelain, earthenware, stoneware.
* **Ceramic Firing Process:**
  + **Baking Method:** Ceramics are baked in a special oven called a kiln.
* **Critical Thinking Question:**
  + **How can ceramic materials be identified?**
    - Recognizable by the firing or baking process, often visible in their appearance.

**Lesson 6: Physical Properties of Ceramic Materials**

*Objective: Describe the physical properties of ceramic materials.*

* **Investigation:**
  + Investigate physical properties of ceramic materials.
* **Additional Physical Properties:**
  + Hardness, electrical insulation, durability.
  + Brittle in nature (easily breaks when force is applied).
* **Expected Outcome:**
  + Understanding the significance of ceramic materials in various applications.
* **General Properties of Ceramic Materials:**
  + **High melting points:**
    - Meaning: They require high temperatures to melt.
  + **Excellent thermal and electrical insulation:**
    - Meaning: They are good at resisting heat and electricity.
  + **Hard and brittle:**
    - Meaning: They are tough but easily breakable.

**Lesson 7: Matching Ceramic Materials to Their Uses**

*Objective: Use a chart to match ceramic materials to their uses in the work environment.*

* **Examples of Matching:**
  + Pottery: Decorative items, storage containers.
  + Glass: Windows, containers, tableware.
  + Porcelain: Dinnerware, decorative items.
* **Expected Outcome:**
  + Practical understanding of how different ceramic materials serve specific purposes.
* **Uses and Importances:**
  + **Pottery:**
    - *Uses:*
      * Decorative items, storage containers.
    - *Importance:*
      * Heat resistance, aesthetic appeal.
  + **Glass:**
    - *Uses:*
      * Windows, containers, tableware.
    - *Importance:*
      * Transparency, versatility.
  + **Porcelain:**
    - *Uses:*
      * Dinnerware, decorative items.
    - *Importance:*
      * Elegant appearance, durability.

**Strand 4: Tools and Production**

**Substrand 4.1: Cutting Tools**

**Lesson 1: Identifying Cutting Tools**

*Objective: Learn to identify cutting tools used in the work environment.*

* **Cutting Tools:**
  + Instruments designed for cutting materials.
* **Examples:**
  + Snips (cutting thin materials like wires), chisels (cutting and shaping wood), handsaws (cutting wood), planes (smoothing wood), hacksaws (cutting metal), scrapers (removing material from surfaces), knives (cutting various materials), strippers (removing insulation from wires), cutters (cutting various materials).
* **Critical Thinking Question:**
  + **Why should cutting tools be cared for?**
    - Ensures longevity, safety, and optimal performance.

**Lesson 2: Selecting Cutting Tools for Tasks**

*Objective: Select cutting tools for given tasks in a workplace.*

* **Discussion:**
  + Discuss the use of cutting tools in the work environment.
* **Learning to Learn:**
  + Acquire the skill of working collaboratively when discussing cutting tool use.

**Lesson 3: Observing Cutting Tool Use**

*Objective: Use audio-visual aids to observe the use of cutting tools in the work environment.*

* **Audio-Visual Aids:**
  + Videos and images demonstrating safe and efficient use.

**Lesson 4: Demonstrating Safe Use of Cutting Tools**

*Objective: Demonstrate safe use of cutting tools to perform specific tasks.*

* **Critical Thinking and Problem Solving:**
  + Acquire evaluation and decision-making skills during demonstrations.

**Lesson 5: Performing Tasks Using Cutting Tools**

*Objective: Carry out given tasks using cutting tools.*

* **Practical Application:**
  + Application of learned skills in real-life scenarios.

**Lesson 6: Maintaining and Storing Cutting Tools**

*Objective: Learn to care for cutting tools in the work environment.*

* **Caring for Cutting Tools:**
  1. Keep tools clean and dry.
  2. Regularly oil moving parts.
  3. Sharpen blades as needed.
  4. Store in a designated place.
  5. Use the right tool for the right job.
* **Discussion:**
  1. Discuss the importance of maintaining and storing cutting tools.
* **Values:**
  1. Emphasize responsibility in observing safety precautions.

**Lesson 7: Acknowledging the Importance of Cutting Tools**

*Objective: Recognize the importance of cutting tools in the work environment.*

* **Pertinent and Contemporary Issues:**
  + Emphasize safety when demonstrating the use of cutting tools.
* **Link to Other Subjects:**
  + Relate the use of cutting tools to farm and kitchen tools in Agriculture and Nutrition.

**Substrand 4.2: Production Unit**

**Lesson 8: Explaining Factors in Locating a Production Unit**

*Objective: Explain the factors considered when locating a production unit.*

* **Definition:**
  + A production unit is a facility or space where goods or services are produced or provided.
* **Factors Influencing Location of Production Unit:**
  + **Accessibility:**
    - Proximity to transportation for the movement of goods and services.
  + **Market Proximity:**
    - Nearness to the target market for easy distribution.
  + **Resource Availability:**
    - Availability of raw materials and resources.
  + **Labor Force:**
    - Accessibility to skilled or available labor.
  + **Infrastructure:**
    - Presence of necessary infrastructure like power and water supply.

**Lesson 9: Analyzing Factors Determining Production Unit Size**

*Objective: Analyze the factors determining the size of a production unit.*

* **Factors Determining Production Unit Size:**
  1. **Market Demand:**
     + Adjusting size based on market needs and demand.
  2. **Resource Availability:**
     + Utilizing available resources efficiently.
  3. **Technology:**
     + Incorporating technology for increased production efficiency.
  4. **Economies of Scale:**
     + Achieving cost advantages with increased production.
  5. **Financial Considerations:**
     + Available budget and financial feasibility.

**Lesson 10: Locating a Production Unit in a Suitable Area**

*Objective: Locate a production unit in a suitable area.*

* **Research Outcome:**
  + Identify suitable areas based on factors affecting the location of a production unit.

**Lesson 11-15: Application of Knowledge in Practical Scenarios**

*Objective: Apply knowledge gained in real-life situations.*

* **Practical Scenarios:**
  + Engage in hands-on activities related to locating and assessing production units.
* **Examples of Production Units:**
  + **Posho Mill:**
    - Location influenced by proximity to a community, accessibility to maize, and power supply.
  + **Salon:**
    - Located where the target market, typically residential areas, is easily accessible.
  + **Barber Shop:**
    - Positioned in areas with high foot traffic for increased visibility and accessibility.
  + **Welding Workshop:**
    - Located in an industrial area with ample space and proximity to raw materials.
  + **Cybercafé:**
    - Situated where there is demand for internet services, often in commercial or educational hubs.

**Strand 5: Entrepreneurship**

**Substrand 5.1: Bookkeeping**

**Lesson 1: Understanding Basic Terms in Bookkeeping**

* **Bookkeeping:**
  + Explanation: Bookkeeping is the systematic recording, organizing, and storing of financial transactions in a business.
* **Key Terms:**
  + **Transactions:**
    - Explanation: Business activities that involve money.
  + **Financial Statements:**
    - Explanation: Documents summarizing the financial activities of a business.
  + **Assets:**
    - Explanation: Resources owned by a business, such as cash, inventory, or property.
  + **Liabilities:**
    - Explanation: Debts or obligations a business owes to external parties.
  + **Equity:**
    - Explanation: The residual interest in the assets of the entity after deducting liabilities.
  + **Capital:**
    - Explanation: The owner's investment in the business; the difference between assets and liabilities.

**Lesson 2: Importance of Bookkeeping for a Business**

* **Importance:**
  + Provides financial clarity.
  + Assists in decision-making.
  + Ensures legal compliance.

**Lesson 3: Calculating Assets, Liabilities, and Capital**

* **Equation:**
  + Assets = Liabilities + Capital.
* **Example:**
  + Calculated Asset: If a business has ksh10,000 in the bank (asset), owes ksh2,000 to suppliers (liability), then the capital is ksh8,000.

**Lesson 4: Case Study Analysis of Cash and Credit Transactions**

* **Case Study:**
  + Example scenarios differentiating between cash and credit transactions.

**Lesson 5: Costing, Pricing, and Profit Calculation**

* **Costing and Pricing:**
  + **Costing:**
    - Explanation: The process of determining the expenses involved in producing a product or service.
  + **Pricing:**
    - Explanation: Setting a selling price for a product or service.
* **Financial Aspect of Product Pricing:**
  + Calculating costs, determining a competitive price, and ensuring profitability.

**Lesson 6: Components of Financial Statements**

* **Components:**
  + **Statement of Financial Position:**
    - Assets, liabilities, and equity.
  + **Cash Flow Statement:**
    - Inflows and outflows of cash.
  + **Income Statement:**
    - Revenue, expenses, and profit.

**Lesson 7: Drawing Simple Financial Statements**

* **Practical Application:**
  + Creating visual representations using learned concepts.

**Substrand 5.2: Income and Budgeting**

**Lesson 8: Sources of Income for an Individual**

* **Sources of Income:**
  + Employment salary, business profits, rental income, dividends, etc.

**Lesson 9: Importance of Budgeting**

* **Importance:**
  + Ensures financial discipline.
  + Facilitates goal achievement.
  + Minimizes overspending.

**Lesson 10: Wise Spending and Budget Preparation**

* **Wise Spending:**
  + Prioritize needs over wants.
  + Look for discounts and deals.
* **Budget Preparation:**
  + **Budgeting:**
    - Explanation: The process of creating a plan for how to spend money.
  + **Importance of Budgeting:**
    - Ensures financial discipline.
    - Facilitates goal achievement.
    - Minimizes overspending.

**Lesson 11: Ethical and Unethical Practices in Income and Budgeting**

* **Ethical Practices:**
  + Honest reporting, responsible spending.
* **Unethical Practices:**
  + Fraudulent reporting, overspending.

**Substrand 5.3: Marketing of Goods and Services**

**Lesson 12: Meaning and Importance of Marketing**

* **Marketing:**
  + Explanation: Marketing involves promoting, selling, and distributing goods or services.
* **Importance:**
  + Increases brand visibility.
  + Attracts potential customers.
  + Boosts sales.

**Lesson 13: Sources of Information about the Market**

* **Information Sources:**
  + Market research reports, customer feedback, sales data.

**Lesson 14: Factors in Selecting a Suitable Market**

* **Factors in Selecting a Suitable Market:**
  + Geographic location, target demographics, competition, consumer behavior.

**Lesson 15: ICT Tools in Marketing**

* **Digital Tools:**
  + Examples: Social media platforms, email marketing, search engine optimization.

**Substrand 5.4: Saving and Investment**

**Lesson 16: Reasons for Saving and Investment**

* **Reasons:**
  + Wealth accumulation, financial security, future planning.

**Lesson 17: Methods of Saving and Investment**

* **Methods:**
  + Saving accounts, fixed deposits, mutual funds, real estate.

**Lesson 18: Creating a Simple Saving and Investment Plan**

* **Practical Exercise:**
  + Creating a personalized financial plan with specific goals.

**Lesson 19: Ethical and Unethical Practices in Saving and Investing**

* **Ethical Practices:**
  + Transparent reporting, responsible investing.
* **Unethical Practices:**
  + Fraudulent schemes, risky investments.

**Lesson 20: Researching Ethical and Unethical Practices**

* **Research Outcome:**
  + Identifying and understanding ethical and unethical practices in saving and investment.

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