**ENTREPRENEURSHIP EDUCATION**

**PAPER 230/1**

This paper consists of two sections A and B.

Section A is compulsory containing one question with many sub-questions including alphabets and numerals. This section requires brief, precise and concise answers (straight to the point answers).

A learner is required to write many answers to a specific sub-question to guarantee chances of passing.

Section B consists six (6) questions from which a learner is meant to select four (4) questions of his/her choice.

Each question contains 20 marks.

Each question in this section contains part “a” and “b” whose marks total to 20 marks.

All questions in this section are to be answered depending on the qualifiers which will guarantee the proper answer.

Therefore, learners are advised to read guides to answering questions of this section (section B).

A learner is also advised to read thoroughly and answer questions with as many answers as possible to guarantee the passing.

Questions in this section also require a leaner o present answers with relevant examples and where necessary Illustrations.

**ENTREPRENEURSHIP EDUCATION**

**PAPER 230/2**

This paper consists of six (6) questions docformat

which includes accounting Numbers and project management questions.

The paper in most cases contains 2 accounting numbers and 4 project questions.

1. Accounting numbers include;

-Cash flow statement

-Final accounts I.e, income statement and balance sheet

-Financial Ratios and interpretation

-Basic tax Computations

Points to note

Emphasis united I.e, shs, percentage (%), ratios, etc

Formulas written on full

Avoid crossing work or unnecessary rubbing/untidy work.

Ensure proper hand writing.

2. Project Management Questions

This include questions from;

**Source documents**

Communication documents e.g letters, memos, etc.

Forms e.g work order form, etc.

Certificates e.g share certificate, etc

Plans e.g production plan, financial plan, etc.

Budgets

Programmes

Schedules e.g Work distribution schedule, etc

Charts e.g market flow chart/Distribution chart, etc.

Guidelines/Terms and Conditions/Instructions

**Features of Source documents**

Business name which MUST be meaningful and attractive.

Business location and address

Document number

Date if any

Document name e.g Receipt, Memo, Price list, etc.

Frame

Business logo

Details of goods of the business

Address of the recipient

Signatures and names of Authorities

Heading

**Common terms used in source documents**

(a). Design/Draft

Don't fill in all the details of the document. The details to exclude include, date, items involved, name and signatures of authorities, etc.

(b). Prepare/write

Feel in all the details of the document

**Programmes**

All programmes are prepared but not designed.

All programmes have the same format

I.e

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity | Person in charge | Remark/Comment |
|  |  |  |  |

NB. Remark colomn is left blank.

Activities are given in a chronological order

Activities are given in present continuous tense I.e use of -ing tense

All programmes are generated from paper 1 theory from areas of steps/procedures/activities/cycle/process

All programmes are prepared and approved but on the approval, don't fill in.

**Guidelines/Instructions/Terms and conditions/Rules and Regulations/Policies**

There MUST be use of "shall"

Avoid personalizing guidelines like use of I, we, us, them, would, must, could, should, can, etc.

**Plans (Business plans)**

Use "is/are"

Avoid personalizing situations

**Charts**

Charts

Indicate arrows I.e marketing flow chart, organizational chart, communication chart, etc.

**Key areas to be observed under project work questions.**

Business name which MUST be attractive and meaningful

Business location, address and contact

Name of the document

Details of goods involved if any

Date on the document

Address of recipient if any

Frame

Heading

Names and signatures of authorities

A learner is required to choose four (4) questions in the entire paper.

A learner is highly advice to attempt one calculation number and three project numbers as calculation numbers are highly associated with errors.

A learner is highly advised to manage time well while answering questions of paper two.(time consumption).

**ENTREPRENEURSHIP EDUCATION**

**PAPER 230/3**

This paper consists of/made up of three sections

* Section A-Case study
* Section B-School Business clubs
* Section C-Field attachment

**SECTION A – CASE STUDY**

This is a compulsory section.

It may call for applied evidence or non-applied evidence.

* Applied evidence is where the required information is got directly from the case study.
* Non-applied evidence is where the required information can be got from the outside the case study but the back-up or proof is got from the case-study e.g advice, suggest etc.

It is therefore very important to master the knowledge of paper 1 so as to back-up points of the case- study.

The language used when answering case study questions depends on how he question has been asked (tense).

The following are the examples of questions where evidence may not be vital or important/necessary.

1. Questions involving advice, suggestions
2. Questions involving speculative statement eg. Might, may, could, can, should, would etc

**Note**: with the case study, read it at least more than twice in order to understand it and be able to understand what the question demands. the time taken on case-study questions should not exceed 45 minutes.

**SECTION B-SCHOOL BUSINESS CLUB/PROJECT**

The language used in this section must be in past tense.

Evidence must be given.

Avoid personalizing statements e.g use of “I” but “we”

Use present continuous tense where necessary i.e use of “ing” tense.

**NB**. Question 2a, 3a, 4a and 5b are o business description

Section b s sometimes referred to as entrepreneurship laboratory or clinic.

All candidates must participate in club activities so as to get evidence.

Candidates must have full control of their projects so as to have a deeper understanding of the routine activities done those projects.

Each experience they get is an evidence.

Candidates should create special time outside the school time table to discuss all possible questions on school business club, case-studies and field trip/attachment. This helps them to master the content, feeling the subject, walk it, talk it, love it etc.it becomes part of their life.

**SECTION C-FIELD ATTACHMENT**

The language to be used in this section under description of the business must be present simple tense i.e, use of “is” and “are”.

The qualifier for writing objectives of the field trip should start with “to”. For example;

* To relate theory to practical work
* To expose ourselves/myself to the business world
* To see what takes place in enterprises for example the production process etc.
* To introduce myself/ourselves to the field of research.

**NB**: questions of this section can be answered individually or based on group formation.