

FORM TWO

8.00 FORMS OF BUSINESS UNITS

8.10 Specific Objectives

By the end of the topic, the learner should be able to:

- a) identify the various forms of business units
- b) explain the characteristics of each form of business unit
- c) discuss the formation and management of each form of business unit
- d) discuss the sources of capital for each form of business unit
- e) discuss the role of stock exchange as a market for securities
- f) explain the advantages and disadvantages of each form of business unit
- g) recognize the circumstances under which the various forms of business units may be dissolved.
- h) discuss trends in business ownership.

8.20 Content

8.21 Business units

- a) Sole proprietorships
- b) Partnerships
- c) Co-operatives
- d) Private companies
- e) Public companies
- f) Public corporations
- g) Parastatals

8.22 Features of each form of business unit

8.23 Formation and management of each form of business unit

8.24 Sources of capital for each form of business unit

8.25 Role of stock exchange market as a market for securities

8.26 Advantages and disadvantages of each form of business unit

8.27 Dissolution of business units

8.28 Trends in business ownership e.g.

- a) Globalization
- b) Amalgamation/mergers
- c) Privatization

9.00 GOVERNMENT AND BUSINESS

9.10 Specific Objectives

By the end of the topic, the learner should be able to:

- a) explain reasons for Government involvement in business
- b) explain how the Government gets involved in business
- c) discuss the merits and demerits of government involvement in business activities
- d) discuss the importance of consumer protection.

9.20 Content

9.21 Government involvement in business activities

9.22 Government involvement in business e.g.

- a) Regulations

- b) Training
- c) Trade promotion
- d) Provision of public utilities
- e) Enabling environment

9.23 Merits and demerits of Government involvement in business

9.24 Consumer protection

- a) Need for consumer protection
- b) Methods of consumer protection

10.00 TRANSPORT

10.10 Specific Objectives

By the end of the topic, the learner should be able to:

- a) explain the meaning and importance of transport to business
- b) explain the essential elements of transport
- c) describe the modes and means of transport
- d) discuss advantages and disadvantages of each means of transport
- e) discuss the factors which influence choice of appropriate means of transport
- f) discuss trends of transport.

10.20 Content

10.21 Meaning and importance of transport

10.22 Essentials of transport

10.23 Modes and means of transport

10.24 Advantages and disadvantages of each means of transport

10.25 Choice of appropriate means of transport

10.26 Trends in transport e.g.

- a) Containerization
- b) Pipeline

11.00 COMMUNICATION

11.10 Specific Objectives

By the end of the topic, the learner should be able to:

- a) explain the meaning and importance of communication
- b) describe the lines of communication
- c) explain the essential of effective communication
- d) discuss the advantages and disadvantages of each means of communication
- e) discuss the factors that influence choice of an appropriate means of communication
- f) identify the barriers to effective communication
- g) discuss services that facilitate communication
- h) discuss trends in communication.

11.20 Content

11.21 Meaning and importance of communication

11.22 Lines of communication

- a) Vertical/horizontal
- b) Formal and informal