

Buordon gauge	1
Plastic tubing	3
Copper electrodes	4
Leclanche cells (dry and wet)	2 (each)
Voltmeters	2
Ammeters	2
Tripod stands	3
Bunsen burners	3
Beakers	2
Boiling flasks	5
Rubber bungs	4
Wire gauzes	4
Magnets (bar & horse shoe)	2 (each)
Coil (400 turns)	2 (pcs)
Galvanometers	2
Leads (cable with clips)	20

List of materials

Oils	
Cells	
Optical pins	1 packet
Candles	6 doz
Filters (red, blue and green)	3 of each
Zinc	
Hdrochloric acid	
Manganese IV oxide	
Potassium chlorate	
Sulphur	
Carbon (charcoal)	
Magnesium	
Calcium	5
Iron rods	5
Copper rods	5
Steel rods	5
Chrome	5
Aluminium	5
Copper sulphate solution	5
Sulphuric acid	
Potassium Permanganate	
Iron filings	

9.0 GENERAL STUDIES

9.01 INTORDUCTION

General studies is the study of factors within a given environment which affect an individual's life. Since the 8-4-4 system of Education aims at producing a balanced, self-reliant person, General studies therefore, seeks to develop in trainees, positive healthy attitudes, and communication skills to enable them to play their role effectively in the society.

9.02 GENERAL OBJECTIVES

At the end of this course unit, the trainee should be able to:-

- a) be aware of the various ways in which the individual and society interact;
- b) develop a positive attitude in relation to work and society;
- c) broaden and deepen his outlook to life;
- d) use relevant technology to meet human needs;
- e) appreciate and conserve his culture and environment;
- f) acquire values by which life may most satisfactorily be lived;
- g) develop communication skills to enable him/her to understand, interpret and express ideas, information and argument.

SUBJECT CONTENT
FIRST YEAR (44 HOURS)

TOPIC	SUB-TOPIC	HOURS
9.1.1S Communication Skills	<ul style="list-style-type: none"> • Introduction • Written communication • Verbal communication • Factor influencing choice of method 	22
9.1.2.S Family Life	<ul style="list-style-type: none"> • The family • Privileges • Impact of Modernization 	3
9.1.3.S Population	<ul style="list-style-type: none"> • Factors that lead to rapid increase in population • Effects of over population • Population control Measure 	3
9.1.4.S Pollution and other hazards	<ul style="list-style-type: none"> • Types of pollution and their effects • Causes of pollution • Control measures • Hazards and their effects • Causes 	6
9.1.5.S National Philosophy and Development	<ul style="list-style-type: none"> • Nation building • National philosophies • Youth and national development • Integrator of values • Organisations that contribute towards Nation building 	6
9.1.6.S Leisure and Culture	<ul style="list-style-type: none"> • Music appreciation • Culture, sports and games • Dance • Drama • Leisure activities 	4

FIRST YEAR SYLLABUS CONTENT

9.1.1.S COMMUNICATION SKILLS (22 HOURS)

9.1.1.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- define the term communication;
- identify types of communication;
- apply given types of communication;
- state factors influencing choice of a communication method.

9.1.1.S11 Introduction to communication;

- definition,
- types and channels of communication,
- barriers to communication.

9.2.1.S12 Written communication;

- basic grammar,
- composition,
- comprehension and precis writing,
- formal letter writing.

9.1.1.S13 Verbal communication;

- speech training e.g. debates, telephones, public speaking,
- person to person communication e.g. giving oral instruction.

9.1.1.S14 Factors influencing choice of method;

- time Factor,
- cost,
- secrecy,
- reference.

9.1.2.S FAMILY LIFE (3 HOURS)

9.1.2.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- identify different types of families;
- state the role of individuals in families and society;
- state family problems related to modernization.

9.1.2.S11 The family;

- meaning,
- types of families

- iii) marriages;
 - types,
 - reasons.

- 9.1.2.S12 Privileges;
- i) what they are,
 - ii) whom they relate to,
 - iii) use and abuse of privileges.

- 9.1.2.S13 Impact of Modernization on the Family;
- i) factors of modernization e.g. education, culture, religion and money;
 - ii) influences of modernization on;
 - parental control of children,
 - family life and marriage s e.g. divorce, separation,
 - iii) drug abuse.

9.1.3.S POPULATION (3 HOURS)

9.1.3.S1 Specific Objectives

At the end of this topic the trainee should be able to:-

- a) identify socio-economic and ethical effects of population change on the individual, environment and the nation;
- b) list problems and issues related to population growth;
- c) state population control measures.

- 9.1.3.S11 Factors that lead to rapid increase in population;
- i) lack of knowledge,
 - ii) poverty,
 - iii) lack of recreational facilities,
 - iv) cultural beliefs & taboos.

- 9.1.2.S12 Effects of over-population;
- i) food crisis,
 - ii) unemployment,
 - iii) congestion i.e. housing & transport,
 - iv) crime e.g. juvenile delinquency, prostitution,
 - v) scarcity of social services e.g. education, health, recreation.

- 9.1.3.S13 Population Control Measures;
- i) education,
 - ii) family planning,
 - iii) provision of medical facilities.

9.1.4.S POLLUTION AND OTHER HAZARDS (6 HOURS)

9.1.4. S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) list types of environmental pollution and their effects;
- b) state the causes of environmental pollution;
- c) enumerate measures to control pollution;
- d) identify man's role in upsetting the balance of nature;
- e) identify causes of other natural hazards;
- f) enumerate measures of controlling other hazards.

- 9.1.4.S11 Types of pollution and their effects;

- i) water,
- ii) air,
- iii) soil,
- iv) noise.

- 9.1.4.S12 Causes of pollution;

- i) natural,
- ii) human,
- iii) industrial.

- 9.1.4.S13 Control measures;

- i) education,
- ii) legislation,
- iii) technology.

- 9.1.4.S14 Other hazards and their effects;

- i) desertification,
- ii) floods,
- iii) drought,
- iv) de-forestation,
- v) soil erosion.

- 9.1.4.S15 Causes;

- i) natural,
- ii) man-made.

- 9.1.4.S16 Control measures;

- i) re-afforestation,
- ii) planting cover crops,
- iii) strip cropping,
- iv) crop rotation,
- v) improvement of storage.

9.1.5.S NATIONAL PHILOSOPHY AND DEVELOPMENT (6 HOURS)

9.1.5.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- identify factors that promote nation building;
- explain the role of national philosophies within the Kenyan context namely, Harambee and Nyayo;
- appreciate the integration of the traditional and modern values in the process of Kenya's national development.

9.1.5.S11 Nation Building:

i) Factors that promote Nation Building:

- patriotism,
- peace, love and unity.

ii) Self Reliance;

- meaning,
- the role of the individual,
- the role of the society.

iii) Dignity of work;

- reasons for work,
- work as it relates to self discipline, and other virtues.

9.1.5.S12 National philosophies;

- Harambee,
- Nyayo,

9.1.5.S13 Youth and National Development:-

- The National Youth Service,
- Young Men's Christian Association,
- Young Women's Christian Association,
- Kenya Boy Scouts,
- Kenya Girl Guide,

9.1.5.S14 Integration of Traditional and Modern values in Nation Building:-

- Communalism versus individualism,
- Trade Unions,
- Religious bodies,
- Non-Governmental organizations and United Nations bodies.

9.1.5.S15 Organizations which contribute towards nation building:-

- Co-operatives,
- Trade Unions,
- Religious bodies,
- Non-governmental organizations and United Nations bodies.

9.1.6.S LEISURE AND CULTURE (4 HOURS)

9.1.6.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- appreciate the importance of culture, sports and games;
- identify the various cultural sporting and gaming activities;
- participate in cultural, sporting and gaming activities;
- select meaningful and participate in constructive leisure activities.

9.1.6.S11 Music appreciation:

i) role of music in the society;

ii) types;

- African,
- Eastern,
- Western.

iii) singing;

- traditional songs and choirs.

9.1.6.S12 Culture, sports and games;

i) culture and games theory,

ii) types of sports and games.

9.1.6.S13 Dance;

i) the role of dance in society;

ii) types of dances;

- African,
- Eastern,
- Western,

iii) dance training.

9.1.6.S14 Drama:

i) role of drama in society;

ii) types of drama;

- comedies,
- tragedies,
- satire.

9.1.6.S15 Leisure Activities:

- i) interaction,
- ii) health,
- iii) creativity;
 - music,
 - photography,
 - sports,
 - games,
 - gardening,
 - drama,
 - fishing.

SECOND YEAR (44 HOURS)

TOPIC	SUB-TOPICS	HOURS
9.2.7.S Communication	<ul style="list-style-type: none">• Interpretation of words• Simple reports• types and purpose of official forms• Writing formal letters• Human and Public Relations	22
9.2.8.S Production	<ul style="list-style-type: none">• Location of Business• Types and techniques of production• Costing and pricing• Markets• Contracts	4
9.2.9.S Saving Borrowing and Investing	<ul style="list-style-type: none">• Methods of saving• Raising business capital• Financial institutions• Investing	3
9.2.10.S Buying and Selling	<ul style="list-style-type: none">• Purpose of Buying and selling• Methods of Buying and selling• Determination of selling price• Sales promotion• Means of payment	3
9.2.11.S Book-Keeping	<ul style="list-style-type: none">• Record Books• Elementary Budgeting	6
9.2.12.S Science and Technology	<ul style="list-style-type: none">• Importance of Science and Technology• Appropriate Technologies	4
9.2.13.S Government	<ul style="list-style-type: none">• The Three Arms of the Government• Local Government	2

SECOND YEAR SYLLABUS CONTENT

9.2.7.S COMMUNICATION SKILLS (22 HOURS)

9.2.7.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) interpret information and manuals related to his particular trade;
- b) write simple reports;
- c) fill official forms;
- d) organize and carry out simple administrative duties;
- e) appreciate the importance of human and public relations.

9.2.7.S11 Interpretation of technical words;

- i) vocabulary from relevant technical passages,
- ii) examination of technical manuals,
- iii) descriptive technical accounts of different tools, machinery and finished products.

9.2.7.S12 Simple Reports;

- i) format,
- ii) types of reports,
- iii) report writing.

9.2.7.S13 Types and purpose of official forms;

- i) filling different types of forms,
- ii) importance of clarity and neatness.

9.2.7.S14 Writing Formal letters;

- i) memos,
- ii) circulars,
- iii) disciplinary letters,
- iv) written instructions.

9.2.7.S15 Human and Public Relations;

- i) the meaning and importance,
- ii) the role of the employer,
- iii) the role of the employee.

9.2.8.S PRODUCTION (4 HOURS)

9.2.8.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) identify suitable locations for different types of business;
- b) identify various types of production;
- c) apply different techniques of costing and pricing;
- d) identify markets for different types of products;
- e) contract for a job and write a simple business agreement.

9.2.8.S11 Location of business

9.2.8.S12 Types and techniques of production

9.2.8.S13 Costing and pricing

9.2.8.S14 Types of markets

9.2.8.S15 Contracts;

- i) simple business agreements,
- ii) contracting for a job.

9.2.9.S SAVING, BORROWING AND INVESTING (3 HOURS)

9.2.9.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) list various methods of saving;
- b) state different ways of raising business capital;
- c) identify and make use of different types of financial institutions;
- d) state factors to consider when choosing a profitable investment.

9.2.9.S11 Methods of saving;

- i) savings deposit accounts,
- ii) fixed deposit accounts,
- iii) insurance policies,
- iv) premium bonds,
- v) Save As You Earn (S.A.Y.E),
- vi) co-operative, savings and Credit Accounts.

9.2.9.S12 Raising Business Capital;

- i) Personal Savings,

- ii) Loans,
 - short term,
 - long term,
- iii) Joint funding;
 - partnerships,
 - companies,
 - co-operatives.

9.2.9.S13 Financial Institutions

- 9.2.9.S14 Investing;**
- i) purpose of investing,
 - ii) choosing a profitable investment.

9.2.10.S BUYING AND SELLING (3 HOURS)

9.2.10.S1 Specific Objectives

At the end of this topic the trainee should be able to:-

- a) explain the purpose of buying and selling;
- b) identify different methods of buying and selling;
- c) work out the setting price of a given product;
- d) explain how to promote sales;
- e) identify different means of payment.

- 9.2.10.S11 Methods of buying and selling;**
- i) cash,
 - ii) credit,
 - iii) trade-in.

- 9.2.10.S12 Determination of the selling price i.e. profit margin;**

- 9.2.10.S14 Promoting Sales:**
- i) Customer relations;
 - honesty,
 - courtesy,
 - fair pricing.
 - ii) Giving credit, discounts and gifts;
 - iii) Advertising;
 - displays,
 - posters and signs,
 - press media.

- 9.2.10.S15 Means of payment;**
- i) cash,

- ii) cheques,
- iii) money and postal orders.

9.2.11.S BOOK-KEEPING (6 HOURS)

9.2.11.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) keep simple records;
- b) plan and control simple budgets.

- 9.2.11.S11 Record Books;**
- i) cash book,
 - ii) stock record.

- 9.2.11.S12 Elementary Budgeting:**
- i) sources of expenses,
 - ii) estimation of expenses;
 - capital expenses,
 - revenue expenses.
 - iii) profit and loss account.

9.2.12.S SCIENCE AND TECHNOLOGY (4 HOURS)

9.2.12.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) state the importance of Science and Technology in National Development,
- b) appreciate the use of various types of appropriate technology.

- 9.2.12.S11 Importance of Science and Technology in National Development;**
- i) conservation of resources,
 - ii) need for innovation and improvisation.

- 9.2.12.S12 Various types of Appropriate Technologies;**
- i) solar energy,
 - ii) biogas,
 - iii) fuel-saving jikos and ovens,
 - iv) charcoal refrigerator,
 - v) improved fireplaces,
 - vi) sisal and sheeting materials,
 - vii) sisal and cement storage drums,
 - viii) manual water pumps,
 - ix) food processing and preservation,

- x) manual maize threshing machines,
- xi) windmills,
- xii) charcoal—burning equipment.

9.2.13.S GOVERNMENT (2 HOURS)

9.2.13.S1 Specific Objectives

At the end of this topic, the trainee should be able to:-

- a) state the structure and role of the three arms of the government of Kenya;
- b) state the structure and the role of Local government in Kenya.

9.2.13.S11 Structure and functions of the three main arms of the government;

- i) The legislature,
 - National Assembly,
 - The Constitution,
 - Elections,
 - Structure and functions of Ministries.
- ii) The Judiciary;
 - the structure of the judiciary,
 - the role of the judiciary,
 - functions of the law courts.
- iii) The Executive;
 - structure of the Civil Service,
 - the functions of the Civil Service,
 - the role of the Public Service Commission.

9.2.13.S12 Local Government;

- i) structure of the local government,
- ii) functions of the local government.

EQUIPMENT

1. *Hardware*

- Radios (transistor)
- Portable Tape Recorders
- Overhead Projectors
- Cameras, films
- Film Projectors
- Slide Projectors

2. *Software*

- Relevant Books
- Legal documents (e.g. official forms, receipts)
- Invoices, L.P.O's, (order-sheets or books requisitions sheets)
- Reports
- Magazines, journals and periodicals
- Charts
- Tapes

3. *Sports Equipment*

- Footballs, Volleyballs, Netballs, Balls, Nets
- Hockey Sticks
- Tennis Rackets
- Indoor games e.g. scrabble, chess, darts
- Draughts

4. *Musical Equipment*

- Traditional Musical Instruments: (e.g. Nyatiti, Kayamba drums, guitars)
- Piano, organ flutes

5. *Trainee Kits*

- Sports-T-Shirts, shorts, tennis, shoes, socks