KAFUE DAY SECONDARY SCHOOL

BUSINESS STUDIES DEPARTMENT

SCHEMES OF WORK

 SUBJECT: COMMERCE GRADE: 11 TERM: 1 YEAR: 2022……

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| **WEEK BEGINNING** | **TOPIC** | **SUB TOPIC/OUTCOME** | **TEACHING METHODS**  | **REFERENCE / TEACHING AIDS** | **KNOWLEDGE** | **VALUES** |
| **1** | **HOME TRADE****Documents used in home Trade**.  | * Identify Documents in Home Trade
* Explain Documents used in Home Trade
 | Verbal expositionQuestion and answerGroup workDiscussions.Role play | Distinction in CommerceSnr Secondary Commerce by L Chibuye | * Enquiry Note
* Quotation/ Catalogue
* Order Form
* Invoice
 |  Knowledge about the documents used in Home TradeAppreciating Documents used in Home Trade |
| **2** | **HOME TRADE****Documents Used in Home Trade** | * Draw Documents used in Home Trade
* Fill in Documents used in Home Trade
 | Verbal expositionQuestion and answerGroup workDiscussions.Role play | Distinction in CommerceSnr Secondary Commerce by L Chibuye | * Debit Note
* Credit Note
* Dispatch Note
* Advice Note
* Delivery Note
* Cash Sale Slip
* Statement of Account
* Proforma Invoice
* Cheque
* Receipt
 | Appreciating Documents used in Home TradeAppreciating Documents used in Home Trade |
| **3** | **HOME TRADE****Documents Used in Home Trade****Methods of buying and selling on credit** | * Explain Cash and Trade Discounts in Home Trade
* State the methods of buying and selling on credit
* Distinguish between hire purchase and credit sale
 | Verbal expositionQuestion and answerGroup workDiscussions.Role play | Distinction in CommerceSnr Secondary Commerce by L Chibuye | * Cash discount
* Trade Discount
* Differences Between Cash and Trade Discounts
* Calculate Trade and cash discounts
* Buying on credit
* Hire purchase
* Credit sale agreement
* Deferred payments
 | * Knowledge about Trade and Cash Discounts
* Awareness on the methods of buying and selling on credit
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| **4** | **HOME TRADE****Consumer Protection****FOREIGN TRADE****Importance of Foreign Trade**.  | * Explain reasons for protecting consumers
* Identify organizations that protect consumers
* State the importance of foreign trade
 | Verbal expositionQuestion and answerGroup workDiscussions.Role play | Distinction in CommerceSnr Secondary Commerce by L Chibuye | * From exploitation and harm to health
* Government, Zambia bureau of standards (ZABS), Competition and consumer protection commission (CCPC), Legislature and consumer association
* Meaning of foreign trade
* Purpose of foreign trade
 |  * Appreciating organization protecting consumers against counterfeit products
* Appreciation of the importance of foreign trade
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| **5** | **FOREIGN TRADE****Problems experienced in foreign trade****Documents used in Foreign Trade** | * Mention the problems experienced in foreign trade
* Explain documents used in Foreign trade
 | Verbal expositionQuestion and answerGroup workDiscussions.Role play | Distinction in CommerceSnr Secondary Commerce by L Chibuye | * Problems experienced in foreign trade e.g. technical barriers to trade, culture, language, currency conversion
* Documentary credit
* Letter of credit
* Bill of exchange
* Bill of lading
* Chatter party
* Consular invoice
* Certificate of origin
* Letter of hypothecation
* Indent
 | * Knowledge about the problems experienced in foreign trade
* Knowledge about the documents used in foreign trade
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| **6** | **MIDTERM TEST****Zambia revenue authority, customs authority, and port authority** | * All the topics covered during the term
* Explain the functions of revenue authority
* State the requirements of harbor or port
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Functions of ZRA, port authority and customs authority

Harbor or port requirements | * Appreciating the functions of Zambia revenue authority (ZRA)
* Appreciating the use of bonded warehouses.
* Awareness on the means of payment
* Knowledge about the balance of trade and balance of payment
 |
| **7** | **FOREIGN TRADE** * Bonded warehouses
* Means of payment

Balance of trade and balance of payment | * State the importance of bonded warehouses.

Describe the means of payment Explain the balance of trade and payment  | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play

 - | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Importance of bonded warehouses
* Banker’s draft
* Letter of credit
* Documentary credit
* Cable transfer
* Letter of hypothecation
* Bank transfer
* Balance of trade
* Balance of payment
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| **8** | **ORGANIZATION OF BUSINESS UNITS**Types of business units | * Identify different types of business units
* Explain different types of business units
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Sole trader
* Partnership
* Private limited company
* Public limited company
 | * Knowledge and awareness of different types business units
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| **9** | **formation of business units**  | * describe the document needed for the formation of different types of business formation
* state the similarities and differences between private and limited companies
* explain the advantages AND Disadvantages of private and public companies
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Partnership deed or articles of partnership
* Articles of association
* Memorandum of association as obtaining in the companies (Act)
* Similarities and differences between public and private companies
* Advantages and disadvantages of private and public companies
 | * Knowledge about the document needed for the formation of businesses
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| **10** | **Organizations of business units**Public sector | * Describe the features of public corporation (s)
* Explain the advantages and disadvantage of public utility corporations
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Public corporations (parastatal)
* Advantage and disadvantages of public utility corporations
 | * Knowledge and awareness of public utility corporation and public limited companies
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| **11** | **Organization of business unit**Public sector  | * Explain the similarities and differences between public utility corporations and public limited companies
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
 | * Similarities and differences between public utility corporation and public limited companies
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| **12** | **Revision**  | * Work covered so far
 | * Verbal exposition
* Question and answer
* Group work
* Discussions.
* Role play
 | * Distinction in Commerce
* Snr Secondary Commerce by L Chibuye
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| **13** | **End of term test** | * All topics covered during the term
 |  | * Examination papers
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