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 exposition  Question and answer  Group work  Discussions.  Role play | Distinction in Commerce  Snr Secondary Commerce by L Chibuye | * Enquiry Note * Quotation/ Catalogue * Order Form * Invoice | Knowledge about the documents used in Home Trade  Appreciating 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 exposition  Question and answer  Group work  Discussions.  Role play | Distinction in Commerce  Snr 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 Trade  Appreciating 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 exposition  Question and answer  Group work  Discussions.  Role play | Distinction in Commerce  Snr 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 |
| **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 exposition  Question and answer  Group work  Discussions.  Role play | Distinction in Commerce  Snr 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 |
| **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 exposition  Question and answer  Group work  Discussions.  Role play | Distinction in Commerce  Snr 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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |  |
| **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 |  |  |
| **13** | **End of term test** | * All topics covered during the term |  | * Examination papers |  |  |