**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE GRADE 10 COMMON SCHEMES OF WORK; TERM 1. 20\_\_\_**

**NAME OF TEACHER……………………………. …….. NAME OF SCHOOL…………………………….. …………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WEEK | TOPIC | SUB TOPIC | LEARNING OUTCOMES | REFERENCES |
| 1-3 |  | PUPILS REPORTING |  |  |
| 4 | COMMERCE | TRADE | * Explain importance of commerce
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 5 |  | AIDS TO TRADE | * explain meaning

of trade and aids to trade* Draw aids to trade
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|   | CAREER PROSPECTS | * Identify career prospects
* Entrepreneurship
* Marketing/ Banking
* Secretary/ Lawyer
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 |  PRODUCTION | DESCRIBE PRODUCTION* Needs and Want
* GOODS:
* Original
* Counterfeit

 Substandard Quality | Describe production, needs, goods, services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 7 |  | METHODS OF PRODUCTION* Direct and indirect methods of Production
 | Describe methods of production | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | FACTORS OF PRODUCTION* Factors of Production
	+ Capital
	+ Enterprise
	+ Land
	+ Labour
 | Explain the factors of production | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 9 |  | TYPES OF PRODUCTION* Primary
* Secondary
* Tertiary
 | Explain the types of production | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10 |  | BRANCHES OF PRODUCTION* Commerce
* Direct services
 | Describe the branches of production. | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 11 |  | INDUSTRY | Explain the classes of industry | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 12&13 | Revision /End of term tests  |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**GRADE 10 COMMERCE COMMON SCHEMES OF WORK: Term 2 20\_\_\_**

**NAME OF TEACHER……………………………. NAME OF SCHOOL……………………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| week | Topic | Subtopic | Learning outcomes | references |
| 1 | Contracts  | * Elements of a Valid Simple Contract
 | Explain contracts  | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 2 | Retail Trade | * Small scale and large scale retailers.
 | * Mention small and large scale retailers
* Explain characteristics of small and large retailers
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 3 |  | Small scale and large scale retailers. | * Explain advantages and disadvantages of a retailer
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 4 |  | Documents used Home Trade* Enquiry Note
* Quotation/catalogue etc
* Order Form
* Invoice
* Debit Note
* Credit Note
 | * Identify documents used in home trade
* Explain documents used in home trade
* Drawing documents used in home trade.
* Filling documents used in home trade
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 5 |  | * Advice Note
* Dispatch Note
* Delivery Note
* Cash sale slip
* Statement of Account
* Performa Invoice
* Cheque
* Receipt
 | * Identify documents used in home trade
* Explain documents used in home trade
* Drawing documents used in home trade.
* Filling documents used in home trade
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | MID-TERM | TEST  |  |  |
| 7 | Wholesale Trade  | * Types of
* wholesalers Functions of a wholesaler
* advantages and disadvantages of a wholesaler
 | * Identifying function of the whole saler
* Explain the functions of a wholesaler
* Explain the advantages and disadvantages of a wholesaler
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | cash and trade discounts in home trade Differences between cash and trade discount Calculate trade and cash discounts | * Explain cash and trade discounts in home trade
* Explain the differences between cash and trade discounts
* Calculating trade and Cash discounts
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 9 | Buying and selling on Credit  | Methods of buying and selling on credit  | * state the methods of buying and selling on credit
* Distinguish between hire purchase and credit sale
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10 |  | Consumer Protection  | * Explain reasons for protecting
* consumers
* Identify organizations that protect consumers
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 11 | Foreign Trade (International Trade)  | Importance of foreign trade. Problems experienced in foreign  | Explain documents used in Foreign trade  | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachRichard Hamakoko |
| 12&13 | END OF  |  TERM TEST |  |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE Grade 10 COMMON SCHEMES OF WORK; Term 3: 20\_\_\_**

**NAME OF TEACHER………………………………………….. NAME OF SCHOOL…………… ……………………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Topic | Sub topic | Learning outcomes | reference |
| 1 | Foreign Trade | * Documents used in Foreign Trade.
* Documentary credit
* letter of credit
* Bill of Exchange
* Bill of lading
* Charter Party
* Consular invoice
 | Explain documents used in Foreign trade  | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 2 |  | * Certificate of origin
* letter of hypothecation
* Indent
* Bonded Warehouses
 | Explain documents used in Foreign trade  State the importance of bonded warehouses | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 3 |  | * Means of payment
* Balance of Trade and
* Balance of Payment
 | Describe the means of payment  Explain the balances of trade and payment  | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
|  4  |  | * Zambia Revenue Authority, Customs Authority and Port Authority
 | Explain the function of ZRA | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|  5 | Organization of business unit | Types of Business UnitsSole Trader  | Identify different types of business unitsExplain advantages and disadvantages  | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | MID – TERM TEST |  |
|  7 |  | * Partnerships
* Formation
* Partnership Deed or Articles of partnership
 | * Explain the
* Features, advantages and disadvantages of private limited company
* Explain partnership
* Identify characteristics
* Explain formation of partnership
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|  8 |  | Private limited company. |  Explain the Features, advantages and disadvantages of private limited company | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
|  9 |  | Formation of companies | * Describe the documents needed for the formation of a company
	+ - Articles of Association
	+ -Memorandum of Association as obtaining in the Companies (Act
 | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|  10  |  | Similarities and differences between private and public company | State the similarities and differences between private and public limited company | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|  11 | Public Sector  | Public corporations (Parastatal) Advantages and disadvantages of public utility corporations  | Describe the features of public Corporation(s)Explain the advantages and disadvantages of public utility corporations  | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 12-13 | End of term test |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE GRADE 11 COMMON SCHEMES OF WORK: TERM 1 20 \_\_\_**

**NAME OF TEACHER……………………………………. NAME OF SCHOOL…………………………………………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Sub Topic** | **Learning Out Come** | **Reference** |
| 1 | Stock exchange | DefinitionPurpose of the stock exchangeTrading on the stock exchange | Describe stock Exchange | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 2 |  | Types of shares* Securities
* Shares
* Stocks
* Bonds
* Debentures
 | Explain types of shares | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 3 | Lusaka Stock Exchange (LuSE) | Purpose and functions of LuSE | Explain the establishment, purpose and functions of LuSE | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 4 |  | Main player on LuSE* Brokers, Dealers, listed companies on LuSE
* Quoted companies
* Institutional investors
* Private Investors
* Underwriters
* Merchant Banks
* Government
* Foreign Investors
 |  Identify the main players on LuSE | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 5 | Banking | Banking Institutions* Commercial Banks
* Building Society
* Credit Union and Savings Associations
* National Savings and Credit Bank (NATSAVE
 | Identify types of banking institutions | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | MID-TERM TEST |  |
| 7 |  | Non-banking Institutions* Micro Finance Companies
* Bureau De-change
* Insurance companies
* Clearing Houses
 | Identify non-banking  institutions | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | * Credit transfers
* Standing orders
* Other branches of banking e.g mobile banking
 | Explain the services offered by banking institutions | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 9 |  |  Accounts Offered* Current Account
* Savings Account
 | Explain types of accounts offered by financial institutions | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10 |  | * Deposit Account
* Save as you earn
* Investments Account

 (Building Societies) | Explain types of accounts offered by financial institutions | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 11 |  | Documents used in banking* Bank Statement
* Pay-in-slip
* Withdrawal slip
* Deposit slip
* Cheque book

 ATM card | Identify types of documents used in banking | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 12-13 | Revision And Test |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE COMMON SCHEMES OF WORK; GRADE 11 TERM 2 20\_\_\_\_**

**NAME OF TEACHER………………………………………… NAME OF SCHOOL………………………………………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Topic | Sub-Topic | Learning Out Comes | Reference |
| 1-2 | Banking | Means of Payments* Cheque
* Standing order
* Credit transfer
 | Explain the means of payment through the bank   | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 3 |  | * Direct Debiting
* Bankers draft
* Cash dispensers(ATM)
 | Explain the means of payment through the bank | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 4 |  | The Central Bank* Supervising the financial institutions
* Regulating the financial market
* Printing and minting of money
* Government banker

Protection against counterfeit money | List the functions of  the Central Bank | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 5 |  | Electronic cheque clearing System.* The cheque clearing system
* Interbank depositing

 Interbank withdrawing | Outline the electronic cheque clearing system | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 6 | Mid-term test |  |
| 7 | Insurance | Purpose of insurance * Meaning of Insurance
* Purpose of Insurance
 | Explain the purpose of Insurance  | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 8 |  | Insurable Risks:* Motor Vehicle
* Accidents
	+ Fires
	+ Life
 | Explain the Insurable risks | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 9 |  | Non Insurable Risks:Neighbors home or property* Natural
* calamities e.g. floods, earth quakes etc
 | Explain the nonInsurable risks | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10 |  | Principles of Insurance* Insurable Interest
* Utmost good faith
 | Explain the principles of Insurance | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 11 |  | Indemnity Subrogation | Explain the principles of Insurance | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 12&13 | Revision and Test |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE COMMON SCHEMES OF WORK: GRADE 11 TERM 3; 20\_\_\_**

**NAME OF TEACHER……………………………………….. NAME OF SCHOOL…………………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Sub topic** | **Learning outcomes** | **Reference** |
| 1 | INSURANCE | Insurance covers* Life Assurance
* Fire Insurance
 | Explain types of Insurance covers | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 2 |  | * Marine Aviation
 | Explain types of Insurance covers | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 3 |  | * Accident
* Injury
* Burglary or theft
 | Explain types of Insurance covers | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 4 |  | * Insurance brokers
* looking for clients
* selling policies
 | Explain the work of Insurance brokers | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 5 | communication | * Reasons for Communication
 | State different reasons for Communication | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | Mid Term Test |  |
| 7 |  | Postal Services* Mail, circulars, printed matters, registered mail, articles and parcels,
 | Identify postal servicesExplain the postal services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | * Reply coupon
* Business reply services
* Poste restante
 | Identify postal servicesExplain the postal services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 9 |  | Postal Services* Express mail
* Express post
* Data post
* Post cards
 | Identify postal servicesExplain the postal services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10 |  | * Cash on Delivery (COD)
* Post Boxes
* Private Bags
* Recorded Delivery
 | Identify postal servicesExplain the postal services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 11 |  | Postal Services* Free Post
* Postage forward parcel services
* Postal Orders
* Money Orders
 | Identify postal servicesExplain the postal services | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 12&13 | END OF TERM TEST |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE GRADE 12 COMMON SCHEMES OF WORK; TERM 1 20\_\_\_**

**NAME OF TEACHER……………………………………. NAME OF SCHOOL………………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Sub Topic**  | **Learning Out Come** | **Reference** |
| 1 | Communication | Telecommunication Services* Types of telecommunication services:
* Telegram
* Telex
* Phonogram(Short Message Service)

Fax telephone | Use of telephone servicesOperate telephone systems | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 2 |  | * Types of telecommunication services:
* Radio message
* Cellular phone
* E-mail
* Internet
 | Use of telephone servicesOperate telephone systems | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 3 |  | * Local and trunk
* Alarm
* Emergency
* Free phone
 | Use of telephone servicesOperate telephone systems | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 4 | Transport | Importance of transport* Meaning of transport
 | Explain the importance of Transport | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 5 |  | Factors involved in choosing mode of transport* Cost
* Efficiency
* Accessibility
* Urgency
* Dependability
* Type of goods
 | State the factors to consider when choosing the mode of transport | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | Mid-term | test |  |  |
| 7 |  | Modes of transport* Sea
* Road
 | Identify the modes of transport | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | Modes of transport* Air
* Rail
* Pipeline
 | Identify the modes of transport | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 9 | Transport  | Documents used in transport* Bill of lading
* Tickets (air, sea, rail, bus)
* Consignment Note
 | 1 Explain types of Documents in Transport | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 10 | Warehousing | Types of warehouses* Manufacturer’s
* Wholesaler’s
* Retailer’s
 | Explain types of Warehouses | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 11 |   | Functions of different warehouses | State the functions of the different warehouses | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
|  |  |  |  |  |
| 12&13 | revision | And end of term  | test |  |

**MINISTRY OF GENERAL EDUCATION**

**NORTHERN PROVINCE**

**BUSINESS STUDIES AND COMMERCIAL DEPARTMENT**

**COMMERCE GRADE 12 COMMON SCHEMES OF WORK; TERM 2. 20\_\_\_**

**NAME OF TEACHER……………………………. …….. NAME OF SCHOOL…………………………….. …………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Sub-topic** | **Learning outcomes** | **Reference** |
| 1 | Advertising | Modes of Advertising* TV
* Radio
* Newspaper
* Posters
 | Identify the modes of advertisingExplain the modes of Advertising | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 2 |  | * Flyers
* Magazines
* Trade Fairs
* Agricultural Shows

 Exhibits | Identify the modes of advertisingExplain the modes of Advertising | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 3 |  | Types of Advertising* Informative
* Persuasive
 | Explain the types  of advertising | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 4 |  | Types of Advertising* Collective (generic)
* Competitive
 | Explain the types  of advertising |  |
| 5 |  | * Advantages and Disadvantages of Advertising
* Advantages of
* Advertising
* Disadvantages of Advertising
 | Explain the advantages and disadvantages of advertising | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 6 | Production and commerce versus Environment | Effect of production and commerce on the environment Effects:* Littering
* Pollution
* Degradation Diseases
* Displacement
* Deforestation
* Culture/tradition
 | Identify the effects of production on the environmentExplain the effects of production on the environment | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 7 |  | Explain possible solutions to the environmental effects* civic education
* Provision of dust bins
* Planting of trees
* Government intervention
 | Explain possible solutions to the environmental effects | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 8 |  | * Community involvement
* Corporate social responsibility
* Recycling
 | Explain possible solutions to the environmental effects | Distinction in Commerce by Matimba Commerce a Complete course by Workorach |
| 9 | Production and commerce versus Environment |  production on the environment* Civic education
* Provision of dust bins
* Planting of trees
* Government intervention
* Community involvement
* Corporate social responsibility
* Recycling
 | Explain possible solutions to the environmental effectsIdentify possible solution to the environmental effects.Explain possible solutions to the environmental effects | Distinction in Commerce by Matimba Commerce a Complete course by WorkorachSenior Secondary commerce BY Richard Hamakoko |
| 10-13 | Mock exam |  |

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**NAME OF TEACHER……………………………. …….. NAME OF SCHOOL…………………………….. …………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Sub topic** | **Learning outcome** | **Reference** |
| 1-3 | revision | And preparation  | Of final exams |  |