

**MINISTRY OF EDUCATION AND VOCATIONAL TRAINING
SCHEME OF WORK**

Name of teacher: _____

Year: _____

Class/Stream: **FORM TWO**

Name of School: **WAZAELIMU.COM**

TERM: **1 to 2**

Subject: **COMMERCE**

COMPETENCE	GENERAL OBJECTIVES	MONTH	WEEK	MAIN TOPIC	SUB-TOPIC	PERIODS	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFERENCE	ASSESSMENT	REMARKS
Students should be able to apply the marketing and procurement techniques i.e pricing, discounting, promotion, ordering etc.	Students should be able to describe the basic principles of commerce which are necessary in modern business environment.	JANUARY	3 & 4	THEORY OF DEMAND	• Features of demand curve • Law of demand • Changes in quantity demanded • Changes in demand • Factors which cause changes in demand.	4	• Guide students to draw demand curve • Guide students to differentiate changes in quantity demanded from changes in demand and explain the factors which cause changes in demand.	• Draw demand curve • Listening, asking and answering questions.	1. Demand schedule 2. Demand curve on manila sheets.	Text book of Economics by J. L Hanso n pg 56.	1. Draw a demand schedule and cover of one of the products commonly used at one's home. 2. Quiz tests and demonstrations.	
			5	MONTHLY - TEST		2						

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		FEBRUARY	1	THEORY OF SUPPLY	● Meaning of supply ● Supply schedule ● Supply curve ● Change in quantity supplied.		● Guide the students to draw a supply curve and identify the features of a supply curve. ● Differentiate change in quantity supplied from change in supply.	● Draw supply curve and show the change in quantity supplied and change in supply.	1. Supply schedule 2. Supply curves on manila sheets. 3. Cuttings on advertisement 4. Weekly market report on various products.	Economics 1 by C.M Ambili ke pg 152	Visit the school shop and determine the supply of one of the products. Create a supply schedule and draw a supply curve.	
COMPETENCE	GENERAL OBJECTIVES	M O N T H	V E N E R I O D S	MAIN TOPIC	SUB-TOPIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	RE FE RE NC ES	ASSESSMENT	REMARKS
		FEBRUARY	2		● Change in supply ● Factors which cause changes in supply	2	● Guide the student to identify the factors which cause changes in supply.	● Identify the factors which cause changes in supply.	Manila sheet displaying demand and supply curves in equilibrium.			

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			3	THEORY OF DEMAN D AND SUPPLY	●Equilibri um of demand and supply	2	●Guide the students to draw and locate the equilibrium position in the demand and supply curves	●Draw the demand and supply curve in equilibrium and locate the equilibrium position.				
			4		MONTHLY TEST	2						
COMPETE NCE	GENERAL OBJECTIVES	M O N I T H	V E R I F Y I N G	MAIN TOPIC	SUB-TOP IC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	RE FE RE NC ES	ASSESSMENT	REMARKS

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		M A R C H	1		● Elasticity of demand ● Factors which determine the degree of elasticity of demand ● Elasticity of supply ● Factors influencing elasticity of supply.		● Guide the students to calculate elasticity of demand and supply and make necessary interpretations.	● Calculate elasticity of demand and supply and interpret the results.					
			2	MID-TERM TEST									
			3	MID-TERM BREAK									
COMPETE NCE	GENERAL OBJECTIVES	M O N T H	W E E K	MAIN TOPIC	SUB-TOP IC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	RE FE RE NC ES	ASSESSMENT	REMARKS	

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Students should be able to apply modern commercial methods.	Students should be able to prepare himself/herself for future specialisation.	MARCH	4 & 5	RETAIL TRADE	● Definition ● Distinction between retailing and retailer ● Functions of retail trade ● Different types of retailers.	6	Guide students to ● Define retail trade ● Explain the difference between retailing and the retailer ● Explain the functions of retail trade ● Arrange a study tour to enable students to distinguish different types of retailers.	● Participate in discussion ● Listening, asking and answering questions. ● Take part in study tour.	1. Chart showing types of retailers 2. Cuttings from newspapers.	Essential of commerce in East Africa by S. Butt pg 16	Write about the activities performed by the school shop.
		APRIL	1								
			2 - 3		● Qualities of a good retailer ● Modern developments in retail trade	6	● Guide students to identify the qualities of a good retailer	● Participate in discussion ● Write a guided summary on the modern developments in retail trade in Tanzania.			
			4	MONTHLY TEST		2					

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Study should be able to apply modern commerca l methods.	Students should be able to prepare himself/herself for future specialisation.	M A Y	1	WHOLES ALE TRADE	● Definition ● Distinction between wholesaler and retailers. ● Function s of a wholesaler.	6	Guide the discussion to arrive at: Definition of wholesale trade ● The functions of wholesaler	● Participate in discussion.		Essent ials of comm erce in East Africa by S. Butt. Pg 27	Identify the wholesaler of the goods in the school shop.				
			2		Services rendered by the wholesaler to ● Manufac turers ● Retailers ● Public ● Types of wholesalers ● Channels of distribution ● Eliminatio n of wholesaler		● Guide the discussion to arrive at the importance of a wholesaler to commerce. ● Explain different types of wholesalers, channels of distribution and show how a wholesaler can be eliminated.	● Participate in discussion ● Write a guided summary on wholesale trade.							
			3	TERMINAL EXAMINATIONS											
			4												

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		J U N.										
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Students should be able to apply modern commercial methods.	Students should be able to discuss and analyse controls which are corner stone of exchange and distribution.	J U L Y	1 - 3	WAREHOUSING MANAGEMENT & STOCK ADMINISTRATION	• Definition of warehousing and a warehouse. • Need for a warehouse • Various type of warehouses • Definition of stock administration • Functions of stock administration • Determination of • Turnovers • Stock level • Average stock • Order Level • Rate of stock turn	• Guide students in discussing the need for having a warehouse. • Explain different types of warehouses • Guide students to define stock administration and explain its functions. • Explain the meaning of stock administration and the respective calculations.	• Participate in discussion • Listening, asking and answering questions • Listening, asking and answering questions •	Cuttings from newspaper s showing store houses and stock yards with their storage facilities.	Essentials of commerce in East Africa by S. A. Butt pg 34	1. Write about the school good store 2. Quiz , texts and demonstrations.	
			4	MID-TERM TEST							

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		SEPTEMBER	1 & 3	"	• Merits and demerits fo warehousi ng	4	• Explain the advantages of a warehouse • Arrange a visit to a warehouse	•Listening, asking and answering questions. Visit a warehouse.					
			4		MID-TERM TEST								
		OCT.	1	MID TERM BREAK									
			2 - 5	REVISION									
		NOV.	1 - 3	REVISION									
			4 - 5	NATIONAL EXAMINATIONS									