

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

Name of teacher: WAZAELIMU

Year:____

Class/Stream: FORM THREE

Name of School: WAZAELIMU.COM

TERM: 1 to 2

Subject: COMMERCE

*COMPE TENCE	GENERAL OBJECTIVES	M ON TH	V E R S I O N	MAIN TOPI C	SUB-TO PIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFEREN CES	ASSESSM ENT	REMAR KS
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Shows an understanding of the different transport system and the factors determining them.	Understand the nature of transparent and how to choose different types of transport.	J A N U A R Y	3 & 4	TRANSP ORTATI ON	● Definition of transportation. ● Nature of transportation ● Different mode of transport ● Advantages and disadvantages of each mode ● Transport documents ● Factors determining the choice of mode of transport	6	● Expose students to the business world with and without transport. ● Guide students to mention different means of transport. ● Guide students to suggest the most appropriate means of transport and the reasons for the choice. ● Arrange for students to visit a container terminal.	● Different areas with and without transport. ● Mention different means of transport available. ● Suggest the most appropriate means of transport for a case and give the reasons for the choice. ● Visit a container terminal.	1. Pi ct ur e s s h o w in g v ar io u s m o d e s of tr a n s p or t.	1. Esse ntia ls of com mer ce in East Afri ca by S.A Butt pg 143	Students should be able to identify different types of transport and the functions for choosing those types of transport.	
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			5						2. Pi ct ur e s s h o w in g di ff er e nt m e a n s of c o m m u ni c	2. Co mpr ehe nsiv e app roac h of com me nce by C.M Am bilik ile.		
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COMPET ENCE	GENERAL OBJECTIVES	M ON TH	V E R Y M A I N T O P I C	MAIN TOPI C	SUB-TO PIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFEREN CES	ASSESSM ENT	REMAR KS

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Understand the different types of communication and their importance.	Explaining nature of communication and the importance of communication.	F E B U A R Y	1	COMMUNICATION	- Definition of communication - Nature of communication - Importance of communication to business - Various types of communication	9	- Guide student to discuss the importance of communication to business. - Expose students to communication media available.	- Participate in discussion - Identify communication media available.				
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			2	“	Factors that influencing the choice of communication media.		●Arrange visits to enable students see the communication media.	●Visit area with communication facilities.	Pictures showing different markets.	Essential of commerce by S. A Butt Comprehensive approach of commerce	Use small quiz to evaluate whether students can determine the functions for choosing type of communication.	
			3		MONTHLY TEST	2						
COMPETENCE	GENERAL OBJECTIVES	MONTH	WEEK	MAIN TOPIC	SUB-TOPIC	PERIODS	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFERENCES	ASSESSMENT	REMARKS

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Describe marketing and procurement technique .	Differentiate marketing and procurement techniques. i.e pricing, discounts, promotion ordering etc.	F E B.	4	MARKE TING	● Meaning of marketing	2	Guide students to define marketing and explain various types of marketing.											
		M A R C H	1		● Various types of marketing													
			2		MID- TERM TEST													
			3		MID -TERM BREAK													

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		A P R I L	4 1 & 3	- Function s of marketing - Meaning of advertise ment - Types of advertise ment - Advanta ges & disadvant ages factors determini ng the choice of advertise ment media.	1 0	- Explain factors of marketing - Guide discussion to arrive at identify the importance of marketing in commerce. - Prepare various types of packaging materials, advertisement, grand names and trade mark. - Arrange study tour to observe window display organisation of trade fairs.	Participate in discussion.	1. Sampl e of Adver tisem ent 2. Vario us types of packa ging and their label. 3. Cuttin gs from news paper .	1. Esse ntia l of com mer ce by S. A Butt 2. Co mpr ehe nsiv e app roac h of com mer ce.	Give exercise to students to asses we often they have understo od all about marketin g.	
COMPET ENCE	GENERAL OBJECTIVES	M ON TH	V E R Y M A I N T O P I C	SUB-TO PIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFEREN CES	ASSESSM ENT	REMAR KS

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		A P R.	4	MONTHLY TEST		2							
			5	MAR KETI NG	•Different marketing Institution s in Tanzania BET, BIT •Function s of marketing Institution s in the distributio n channel.	6	•Explain the existing marketing Institution in Tanzania •Prepare a chart showing the channels for distribution for discussion	•Listening, asking and answering questions Explain the chart prepared					
		M A Y	1										
			2										
			3						TERMINAL EXAMINATIONS				
		J U N E	1 & 4										

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COMPET ENCE	GENERAL OBJECTIVES	M ON TH	V E R B S	MAIN TOPIC	SUB-TOPIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIALS	REFERENCES	ASSESSMENT	REMARKS

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Discuss and analyse, controls which are corne stone of exchange and distributio n.	To understand the circulation system and the historical background of money plus the function of money.	J U L Y	1	MONEY	●Definition of money ●Historica l background of money. ●Defancti on of Barter system ●Merits and demerit of Barter system ●Function s of money ●Inflation of deflation.	9	●Guide students in a discussion to arrive at the meaning of money. ●Identify advantages and disadvantages of money and Barter system. ●Explain the functions of money. ●Guide students to differentiate inflation from deflation.	●Participate in discussion ●Guide students to identify the advantages and disadvantages of money and Barter trade system. ●Listening, asking and answering questions.	1. S a m pl e of c oi n s a n d n ot e s.	Essentia ls of commer ce by S.A Butt.		
			4	MONTHLY TEST		●	●	2.				

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		A U G U S T	1 - 4	HOLIDAY								
COMPET ENCE	GENERAL OBJECTIVES	M ON TH	V E N E R I O D S	MAIN TOPI C	SUB-TO PIC	P E R I O D S	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFEREN CES	ASSESSM ENT	REMAR KS

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"	To understand the banking systems in Tanzania.	S E P T E M B E R	1 - 3	BANKING	● Meaning of Banking and banking. ● Historical background of Banking. ● Types of Banks ● Various bank accounts and their operations. ● Mean of payments - Cheque - Bill of exchange	● Guide students to defence banking. ● Explain types of banks ● Explain functions of banks ● Identify different bank account ● Show students sample of bill of exchange, promissory note, postal order.	● Participate in discussion by trying to define banking. ● Explain types of Bank ● Listening, asking and answering questions. ● Write guided summary on banking.	1. Pi ct ur e s h o w in g c u st o m er s at b a n k c o u nt er .			
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										2. S a m pl e d o c u m e nt c h e q u e, bi ll of e xc h a n g e, pr			
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									o m i s s o r y n o t e.			
			4	MID TERM TEST								
		O C T.	1	MID TERM BREAK								
COMPETENCE	GENERAL OBJECTIVES	MONTH	WEEK	MAIN TOPIC	SUB-TOPIC	PERIODS	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFERENCES	ASSESSMENT	REMARKS

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Understand exportation and importation	To apply modern commercial methods.	OCOTBER	2-5	FOREIGN TRADE	● Meaning ● How foreign trade arise ● Advantages and disadvantages ● Visible and invisible trade ● Balance of trade and balance of payment	● Guide the students in discussion to arrive at the definition of foreign trade. ● Direct the students to identify the advantages and disadvantages of foreign trade. ● Guide the students to define visible and invisible trade, balance of trade and balance of payments. ● Guide the students to give the meaning of import trade and explain its importance.	● Participate in discussion ● Identify the advantages and disadvantages of foreign trade. ● Listening, asking, and answering questions. ● Define import and export trade. ● Writing of summaries on procedures, documents, terms of payment, terms of delivery, and intermediaries in foreign trade. ● Discuss export promotion and barriers in foreign trade.	1. Sample documents 2. Charts showing channels of distribution	1. Text books of Commerce by Dinah Kamasanyu 2. Essential of commerce by S. A Butt 3. Comprehensive approach to commerce by C.M Ambilkile.		
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							●Guide the students to write a summary that will contain import procedures, documents terms of payment, terms of payment, terms of delivery and intermediaries.						
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		NOVEMBER	“		● Export trade ● Barriers ● of foreign trade		●Guide the students to give the meaning of export trade and explain its importance. ●Guide the students to write a summary on export procedures documents and barriers in foreign trade and export promotion.	“	“	“			

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			4	REVISIONS	
			-	ANNUAL EXAMINATION	
			5		