

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

Name of teacher: WAZAELIMU.COM

Year: ____

Class/Stream: FORM FOUR

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	REFERENCES	ASSESSMENT	REMARKS

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Understanding of the different principles of insurance and how they work to make profit.	- By the end of the topic students should be able to explain. - Basic terms of insurance - Types of insurance - Procedures of taking insurance.	J A N U A R Y	3 & 4	INSURANCE	- Definition of insurance - Needs for insurance - Pooling of risk - Basic terms - General principle of insurance - Types insurance ie. Policies - Procedure of taking insurance - How insurance companies make profit.	6	- Guide students to define insurance. - Explain the need for Insurance - Explain the terms applied in insurance and the general principles of insurance. - Guide students to identify types of insurance policies. - Explain the procedures of taking an insurance. - Explain how the insurance company make profit and the problems facing insurance business.	- Attempt to define insurance. - Listening, asking and answering questions. - Identify types of insurance policies from their experience. - Listening, asking and answering questions.	1. Charts 2. Cutting from news papers relating to insurance.	Essentials of commerce for East Africa pg 131	Use question and answer to measure whether students one able to explain generally about insurance.	
			5		MONTHLY TEST	2						

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An understanding of basic terms in business unit and the general formation of an organisation .	By the end of the topic students should be able to explain different business unit and importance of business unit.	F E B R U A R Y	1	BUSINESS UNIT.	- Definition of business unit. - Different types of business units their formation organisation, advantages and disadvantages - Sole trading - Partnership - Joint stock company - Parastatals - Cooperative organisation - Importance of business unit in commerce.	9	Guide students to: - Define business unit - Explain the meaning of each business unit - Differentiate one business unit from another. - Show how business units are formed and organised. - Guide the students to point out the advantages and disadvantages of business unit. - Identify the importance of business unit in commerce. - Arrange visits to some business unit.	- Define business unit. - Listening, asking and answering questions. - Listening, asking and answering. - Visit some business unit	1. Specimen of partnership deeds. 2. Specimen of share certificate 3. Specimen of memorandum and article of association	1. Essentials of commerce on East Africa by S. A Butt 2. Comprehensive approach of commerce by C.M Ambilikile.	Use of quiz to test whether students can be able to explain the importance of business unit and types of business units.	
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			3									
			4									

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Understanding of managing an organisation and the basic functions of organisation.	By the end of the topic students should be able to explain basic functions of management and organisation.	MARCH	1	MANAGEMENT AND ORGANISATION	- Meaning of management - Important of management - Functions of management - Planning - Organisation - Staffing - Directions - Control - Coordination.	4	- Guide students to explain the meaning and importance of management - Explain the functions of management - Guide students to distinguish the following concepts - Planning, organisation, control and coordination.	- Listening, asking and answering questions. - Distinguish various concept in management and organisation.	Chart showing organisation structures.	1. Commerce for secondary schools BK 1 pg 108 2. Comprehensive approach of commerce by C.M Ambilikile	Give tests to students to evaluate their understanding.	

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			2		MID-TERM TEST							
			3		MID-TERM BREAK							
COMPETENCE	GENERAL OBJECTIVES	MONTH	WEEK	MAIN TOPIC	SUB-TOPIC	PERIODS	TEACHING ACTIVITIES	LEARNING ACTIVITIES	T/L MATERIAS	REFERENCES	ASSESSMENT	REMARKS
			4		- Meaning of organisationn - Types of organisationn - Principle s of organisation - Sound policy - Line of authority - Elaborate organisation - Unit change of command.	4	- Guide students to the explain the meaning of organisation and its different types. - Guide students to distinguish the following concept - Solid policy - Line of authority - Elaborate organisation - Unit of change of command	- Listening, asking and answering questions. - Listening, asking and answering questions.	"	"		
		A P R I L	1								"	

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			2 - 3		• Responsibility • Equity • Measurement of effectiveness • Span control • Line of authority.	4	• Line authority • Unity chain of command • Responsibilities • Equity treatment • Effectiveness • Span control • Guide students to write summary on management formal and informal organisation.	• Listening, asking and answering questions. • Write summary on management, formal and informal organisation.	Show organisation structure.	1. Comprehensive approach of commerce by C.M. Ambilile. 2. Essential of commerce by S.A. Butt.		
			4	MONTHLY TEST		2						
		M A Y	1		MONTHLY TEST	2						
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Understand ing of taxation system and how governme nt increase the revenue and the distributio n of tax.	By the end of the topic students should be able to explain principles of good tax and different systems of tax.	M A Y	1	TAXATION	Definition ●Purpose of taxation ●Principle of taxation ●Types of taxation ●Different systems of taxation	4	Guide students to:- ● Define taxation ● Explain the purpose of taxation Guide the students to:- ● Identify types of taxation ● Distinguish direct tax from indirect advantages and disadvantages ● Guide students to understand importance of taxation to a nation. ● Advantages and disadvantages of direct and indirect tax.	●Listening, asking and answering questions.	1. chart	“	Use questio ns and answer s to evaluat e student s whethe r they can explain more about taxatio n systems .	
			2									
			3									
			4									
		J U N E							●			

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		J U L Y	1	REVISIONS								
			4	MID TERM TEST								
		A U G.	1	H O L I D A Y								
			4									
		S E P T.	1	REVISIONS								
			4	PRE – NATIONAL EXAMINATIONS								
		O C T.	1	MID TERM BREAK								
			2	NATIONAL EXAMINATIONS								
			4									

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