

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 10

TERM: One

YEAR:

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOGY	REFERENCES
1	Introduction to Commerce	Meaning of Commerce The importance of trade Role of commerce in trade	Develop an understanding of commerce to an individual, nation and the world at large	Class discussion Inquiry Activity learning	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Pg 1-8 Senior Secondary Commerce by R. Hamakoko Pg 1-19 Lesson Notes
2	Introduction to Commerce	<ul style="list-style-type: none"> Importance of Commerce to an individual, nation and the world Career Prospects 	Develop an understanding of commerce to an individual, nation and the world at large	Class discussion	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Pg 1-8 Senior Secondary Commerce by R. Hamakoko Pg 1-19 Lesson Notes

				<div>s</div> <div>i</div> <div>o</div> <div>n</div> <div>Q</div> <div>u</div> <div>e</div> <div>s</div> <div>t</div> <div>i</div> <div>o</div> <div>n</div> <div>a</div> <div>n</div> <div>d</div> <div>A</div> <div>n</div> <div>s</div> <div>.</div> <div>A</div> <div>c</div> <div>t</div> <div>i</div> <div>v</div> <div>i</div> <div>t</div> <div>y</div> <div>l</div> <div>e</div> <div>a</div> <div>r</div> <div>n</div> <div>i</div> <div>n</div> <div>g</div>	
3	Introduction to Commerce	Aids to Trade	Develop an understanding of	Class	Distinction in Commerce by A. Matimba pg 2

		<ul style="list-style-type: none"> • Banking • Insurance • Communication • Transport • Warehousing • Advertising 	each aids to trade	discussion Question and Answer Technique Demonstration	Commerce a Complete Course J. B. Wokorach pg12-14 Academic Help line by L. Chibuye Pg 5 Senior Secondary Commerce by R. Hamakoko pg 6 Lesson Notes
4	Production	Needs and Wants the branches of production <ul style="list-style-type: none"> • industry • direct services • commerce methods of production <ul style="list-style-type: none"> • direct and indirect production 	Create an understanding of Production and its factors	Class discussion Question and Answer Technique Demonstration Role play Activity learning	Distinction in Commerce by A. Matimba pg 6-12 Commerce a Complete Course J. B. Wokorach pg 6-7 Academic Help line by L. Chibuye Pg10-14 Senior Secondary Commerce by R. Hamakoko pg 39-42 Lesson Notes
5	Production	Stages of Production <ul style="list-style-type: none"> • Primary • Secondary • Tertiary Factors of Production <ul style="list-style-type: none"> • land • labour • capital • enterprise/ organization type of goods <ul style="list-style-type: none"> • Original, • counterfeit, • substandard, • quality goods 	Create an understanding of Production and its factors	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 6-12 Commerce a Complete Course J. B. Wokorach Pg7-10 Academic Help line by L. Chibuye Pg 14-17 Senior Secondary Commerce by R. Hamakoko Lesson Notes
6	Production and	Effect of production and	Develop an		

	commerce versus Environment	<p>commerce on the environment</p> <p>Littering</p> <ul style="list-style-type: none"> • Pollution • Degradation • Diseases • Displacement • Deforestation • Culture/tradition <p>Possible solutions to the effects of the environment</p> <ul style="list-style-type: none"> • Civic education • Provision of dust bins • Planting of trees • Government intervention • Community involvement • Corporate social responsibility • Recycling 	understanding of effects of production and commercial activities on the environment.	<p>Class discussion</p> <p>Question and Answer</p> <p>Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity</p> <p>learning</p> <p>Educational visit</p>	<p>Academic Help line by L. Chibuye Pg 19-27</p> <p>Lesson Notes</p>
7	MID TERM TEST			INDEPENDENT	MID TERM TEST
8	Contracts	<p>Parties to a contract</p> <p>Importance of a contract</p> <p>Elements of a Valid Simple Contract</p> <ul style="list-style-type: none"> • Offer and Acceptance • Consideration • Intention • Capacity • Lawful • etc <p>Invitation to Treat Vs Offer</p>	Develop an understanding of contracts in business	<p>Class discussion</p> <p>Question and Answer</p> <p>Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity</p> <p>learning</p>	<p>Academic Help line by L. Chibuye Pg 32-35</p> <p>Senior Secondary Commerce by R. Hamakoko Pg 49-54</p> <p>Lesson Notes</p>

9	Home trade	Retail Trade <ul style="list-style-type: none"> • Functions of a retailer • Factors to consider when putting up a retail business • Characteristics of small scale retailers 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Activity learning	Distinction in Commerce by A. Matimba pg 15-20 Commerce a Complete Course J. B. Wokorach Pg 18-29 Academic Help line by L. Chibuye Pg 36-39 Senior Secondary Commerce by R. Hamakoko Pg 56-68 Lesson Notes
10	Home trade	Retail Trade <ul style="list-style-type: none"> • Advantages and disadvantages of small scale retailers • Characteristics of large scale retailers • 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Activity learning	Distinction in Commerce by A. Matimba pg 22-37 Commerce a Complete Course J. B. Wokorach pg 29-53 Academic Help line by L. Chibuye Pg 42-44 Senior Secondary Commerce by R. Hamakoko Pg 63-77 Lesson Notes
11	Home trade REVISION	<ul style="list-style-type: none"> • advantages and disadvantages of large scale retailers WORK COVERED DURING THE TERM	Develop an understanding of advantages and disadvantages of large scale retailers TO CONSOLIDATE THE WORK COVERED DURING THE	Class discussion Question and Answer Technique Role play Activity learning	Distinction in Commerce by A. Matimba pg Commerce a Complete Course J. B. Wokorach pg Academic Help line by L. Chibuye Senior Secondary Commerce by R. Hamakoko Lesson Notes

			TERM		
12	END OF TERM EXAMINATION			INDEPENDENT	
13	END OF TERM EXAMINATION			INDEPENDENT	

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 10

TERM: TWO

YEAR:

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOGY	REFERENCES
1	Home trade	Wholesale Trade <ul style="list-style-type: none"> • cash and carry • independent 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Activity learning	Distinction in Commerce by A. Matimba pg 52-56 Commerce a Complete Course J. B. Wokorach pg 75-80 Academic Help line by L. Chibuye Pg 57-62 Senior Secondary Commerce by R. Hamakoko Pg 77-79 Lesson Notes

2	Home trade	Wholesale Trade types of wholesalers <ul style="list-style-type: none"> • specialist • general 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Activity learning	Distinction in Commerce by A. Matimba pg 52-56 Commerce a Complete Course J. B. Wokorach pg 75-80 Academic Help line by L. Chibuye Pg 57-62 Senior Secondary Commerce by R. Hamakoko Pg 77-79 Lesson Notes
3	Home trade	Wholesale Trade <ul style="list-style-type: none"> • Functions of a wholesaler • advantages and disadvantages of a wholesaler 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Activity learning	Distinction in Commerce by A. Matimba pg 52-56 Commerce a Complete Course J. B. Wokorach pg 78-80 Academic Help line by L. Chibuye Pg 63-64 Senior Secondary Commerce by R. Hamakoko Pg 79-82 Lesson Notes
4	Home trade	Documents used Home Trade The importance of documents in trade <ul style="list-style-type: none"> • Enquiry • Quotation/catalogue/ Price list /Tender/ 	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Demonstratio	Distinction in Commerce by A. Matimba pg 64-68 Commerce a Complete Course J. B. Wokorach pg 107-108

		Estimate/ Performa Invoice • Order Form • Invoice		n Debate Activity learning	Academic Help line by L. Chibuye Pg 65-72 Senior Secondary Commerce by R. Hamakoko Pg 84-91 Lesson Notes
5	Home trade	• Debit Note • Credit Note • Dispatch Note • Advice Note • Delivery Note	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Demonstration Debate Activity learning	Distinction in Commerce by A. Matimba pg 69-70 Commerce a Complete Course J. B. Wokorach pg 109 Academic Help line by L. Chibuye Pg 69-71 Senior Secondary Commerce by R. Hamakoko Pg 92-93 Lesson Notes
6	Home trade	• Cash sale slip • Statement of Account • Cheque • Receipt	Develop an understanding of Home Trade and its sub-divisions	Class discussion Question and Answer Technique Demonstration Debate Activity learning	Distinction in Commerce by A. Matimba pg 71-76 Academic Help line by L. Chibuye Pg 74-78 Senior Secondary Commerce by R. Hamakoko Pg 93-100 Lesson Notes
7	MID TERM TESTS				
8	Home trade	cash and trade discounts in home trade	Develop an understanding of	Class	Distinction in Commerce by A. Matimba pg 72-76

		<ul style="list-style-type: none"> • Cash discount • Trade discount • Differences between cash and trade discount 	Home Trade and its sub-divisions	discussion Question and Answer Technique Demonstration Role play Debate Activity learning	Commerce a Complete Course J. B. Wokorach pg 71-72 Academic Help line by L. Chibuye Pg 78-80 Senior Secondary Commerce by R. Hamakoko Pg 100-102 Lesson Notes
9	Home trade	Buying and selling on Credit state the methods of buying and selling on credit <ul style="list-style-type: none"> • Hire Purchase • Credit sale Agreement • Financing of hire purchase 	Create an understanding of the methods of buying on credit	Class discussion Question and Answer Technique Demonstration Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 77-82 Commerce a Complete Course J. B. Wokorach pg 64-66 Academic Help line by L. Chibuye Pg 84-89 Senior Secondary Commerce by R. Hamakoko Pg 105-108 Lesson Notes
10	Home trade	Buying and selling on Credit <ul style="list-style-type: none"> • Deferred payment Distinguish between hire purchase and credit sale	Create an understanding of the methods of buying on credit	Class discussion Question and Answer Technique Role play Debate Activity	Distinction in Commerce by A. Matimba pg 77-82 Commerce a Complete Course J. B. Wokorach pg 66-67 Academic Help line by L. Chibuye Pg 84-89 Senior Secondary

				learning	Commerce by R. Hamakoko Pg 105-108 Lesson Notes
11	Home trade REVISION	Buying and selling on Credit Advantages and disadvantages of Hire Purchase WORK COVERED DURING THE TERM	Create an understanding of the methods of buying on credit TO CONSOLIDATE THE WORK COVERED DURING THE TERM	Class discussion Question and Answer Technique Role play Activity learning	Distinction in Commerce by A. Matimba pg Commerce a Complete Course J. B. Wokorach pg Academic Help line by L. Chibuye Senior Secondary Commerce by R. Hamakoko Lesson Notes
12	END OF TERM EXAMINATION			INDEPENDENT	
13	END OF TERM EXAMINATION			INDEPENDENT	

MINISTRY OF GENERAL EDUCATION

**SOUTHERN PROVINCE
COMMON SCHEME OF WORK**

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 10

TERM: *THREE*

YEAR:

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOGY	REFERENCES
1	Home trade	Consumer Protection	Create an	Class	Distinction in Commerce by

		reasons for protecting consumers	understanding of why and how the consumer needs protection	discussion Question and Answer Technique Role play Debate Activity learning Educational visit	A. Matimba pg 80-81 Commerce a Complete Course J. B. Wokorach pg 67-71 Academic Help line by L. Chibuye Pg 89-92 Senior Secondary Commerce by R. Hamakoko Pg 109-113 Lesson Notes
2	Home trade	Consumer Protection Identify organisations that protect consumers <ul style="list-style-type: none"> • Government: Zambia Bureau of Standards (ZABS), Competition and Consumer Protection Commission (CCPC) • Legislature • Consumer associations 	Create an understanding of why and how the consumer needs protection	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 80-81 Commerce a Complete Course J. B. Wokorach pg 67-71 Academic Help line by L. Chibuye Pg 89-92 Senior Secondary Commerce by R. Hamakoko Pg 109-113 Lesson Notes
3	Foreign Trade (International Trade)	Importance of foreign trade problems experienced in foreign trade.	Create an understanding of the importance of foreign trade to an individual, nation and world at large.	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 83-86 Commerce a Complete Course J. B. Wokorach pg 90-92 Academic Help line by L. Chibuye Pg 94-96 Revised Curriculum Commerce by H. Kakonkanya Pg 2-5 Lesson Notes

4	Foreign Trade (International Trade)	Documents used in Foreign Trade <ul style="list-style-type: none"> • Documentary credit • letter of credit • Bill of Exchange • Bill of lading 	Create an understanding of the importance of the documents used in foreign trade	Class discussion Question and Answer Technique Demonstration Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 86-89 Commerce a Complete Course J. B. Wokorach pg 103-105 Academic Help line by L. Chibuye Pg 96-100 Revised Curriculum Commerce by H. Kakonkanya Pg 5-7 Lesson Notes
5	Foreign Trade (International Trade)	Documents used in Foreign Trade Charter Party <ul style="list-style-type: none"> • Consular invoice • Certificate of origin • letter of hypothecation • Indent 	Create an understanding of the importance of the documents used in foreign trade	Class discussion Question and Answer Technique Demonstration Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 86-89 Commerce a Complete Course J. B. Wokorach pg 111-116 Academic Help line by L. Chibuye Pg 96-100 Revised Curriculum Commerce by H. Kakonkanya 8-9 Lesson Notes
6	Foreign Trade (International Trade)	Zambia Revenue Authority, <ul style="list-style-type: none"> • Customs duty • Excise duty • functions of Zambia Revenue authority 	Create an understanding of the functions of ZRA and the Port	Class discussion Question and Answer Technique	Distinction in Commerce by A. Matimba pg 89-92 Commerce a Complete Course J. B. Wokorach pg 100-102,211

		Port Authority. <ul style="list-style-type: none"> requirements for harbour or port 	Authority	Role play Debate Activity learning Educational visit	Academic Help line by L. Chibuye Pg 100-103 Revised Curriculum Commerce by H. Kakonkanya Pg 10-11 Lesson Notes
7	MID TERM TESTS				
8	Foreign Trade (International Trade)	Bonded Warehouses <ul style="list-style-type: none"> Importance of Bonded Warehouses Means of payment <ul style="list-style-type: none"> Banker's Draft Letter of credit Documentary credits Cable transfer Letter of hypothecation Bank transfer 	Create an understanding of the Bonded warehouses and means of payments	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 97-101 Commerce a Complete Course J. B. Wokorach pg 160-165 Academic Help line by L. Chibuye Pg 104-108 Revised Curriculum Commerce by H. Kakonkanya Pg 11-18 Lesson Notes
9	Foreign Trade (International Trade)	Balance of Trade and Balance of Payment. <ul style="list-style-type: none"> Balance of Trade Balance of payment 	Create an understanding of the Balance of payment	Class discussion Question and Answer Technique Demonstration Role play Debate Activity learning	Distinction in Commerce by A. Matimba pg 94-97 Commerce a Complete Course J. B. Wokorach pg 96-97 Academic Help line by L. Chibuye Pg 108-110 Revised Curriculum Commerce by H. Kakonkanya Pg 18-21 Lesson Notes
10	Foreign Trade	Middlemen in foreign trade	Create an	Class	Distinction in Commerce by

	(International Trade)	<ul style="list-style-type: none"> • Factors • Brokers 	understanding of the middlemen in trade	discussion Question and Answer Technique Demonstration Role play Debate Activity learning	A. Matimba pg 92-93 Commerce a Complete Course J. B. Wokorach pg 96-97 Academic Help line by L. Chibuye Pg 110-112 Lesson Notes
11	Foreign Trade REVISION	Middlemen in foreign trade <ul style="list-style-type: none"> • Merchants • Forwarding agent WORK COVERED DURING THE TERM	Create an understanding of the middlemen in trade TO CONSOLIDATE THE WORK COVERED DURING THE TERM	Class discussion Question and Answer Technique Role play Activity learning	Distinction in Commerce by A. Matimba pg Commerce a Complete Course J. B. Wokorach pg Academic Help line by L. Chibuye Senior Secondary Commerce by R. Hamakoko Lesson Notes
12	END OF TERM EXAMINATION			INDEPENDENT	
13	END OF TERM EXAMINATION			INDEPENDENT	

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE
COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:
YEAR:

SUBJECT: *COMMERCE*

GRADE: *11*

TERM: *ONE*

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOGY	REFERENCES
1	Banking	Banking Institutions <ul style="list-style-type: none"> Commercial Banks Building Society Features and functions of each of the above 	Creating an understanding of types of banking institutions	Class discussion Question and Answer Technique Role play Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 135,156-158 Academic Help line by L. Chibuye Pg 160-163 Revised Curriculum Commerce by H. Kakonkanya Pg 81,91,104-105 Lesson Notes
2	Banking	Banking Institutions <ul style="list-style-type: none"> Credit Union and Savings Associations National Savings and Credit Bank (NATSAVE) Features and functions of each of 	Creating an understanding of types of banking institutions	Class discussion Question and Answer Technique Role play Activity learning Educational	Distinction in Commerce by A. Matimba pg 135,156-158 Academic Help line by L. Chibuye Pg 160-163 Revised Curriculum Commerce by H. Kakonkanya Pg 81,91,104-105 Lesson Notes

		the above		visit	
3	Banking	<p>Non Banking Institution</p> <ul style="list-style-type: none"> • Micro Finance Companies • Bureau De-change • Insurance companies • Clearing Houses <p>The Central Bank functions of the Central Bank</p> <ul style="list-style-type: none"> • Supervising the financial institutions • Regulating the financial market • Printing and minting of money • Government banker • Protection against counterfeit money 	Creating an understanding of types of non banking institutions and the central bank	<p>Class discussion</p> <p>Question and Answer Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity learning</p> <p>Educational visit</p>	<p>Distinction in Commerce by A. Matimba pg 156</p> <p>Commerce a Complete Course J. B. Wokorach pg 130-133</p> <p>Academic Help line by L. Chibuye Pg 162-165</p> <p>Revised Curriculum Commerce by H. Kakonkanya Pg 106-110,126</p> <p>Lesson Notes</p>
4	Banking	<p>services offered by banking institutions</p> <ul style="list-style-type: none"> • Loan facilities • Overdrafts • Factors considered be granting a loan or overdraft • Differences between the loan and overdraft • Issuance of foreign exchange 	Creating an understanding of services offered	<p>Class discussion</p> <p>Question and Answer Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity learning</p> <p>Educational visit</p>	<p>Distinction in Commerce by A. Matimba pg 135-140</p> <p>Commerce a Complete Course J. B. Wokorach pg 145-157</p> <p>Academic Help line by L. Chibuye Pg 164-166</p> <p>Revised Curriculum Commerce by H. Kakonkanya Pg 111-115</p> <p>Lesson Notes</p>
5	Banking	<ul style="list-style-type: none"> • Bank transfers • Credit transfers • Standing orders • Other branches of 	Creating an understanding of	<p>Class discussion</p> <p>Question and Answer</p>	<p>Distinction in Commerce by A. Matimba pg 135-140</p>

		banking eg mobile banking	services offered	Technique Demonstration Role play Debate Activity learning Educational visit	Commerce a Complete Course J. B. Wokorach pg 145-157 Academic Help line by L. Chibuye Pg 164,180-182 Revised Curriculum Commerce by H. Kakonkanya Pg 111-115
6	Banking	types of accounts offered by financial institutions <ul style="list-style-type: none"> • Current Account • Savings Account • Deposit Account • Save as you earn • Investments Account (Building Societies) 	Creating an understanding of types of banking accounts	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba Commerce a Complete Course J. B. Wokorach Pg 138-144 Academic Help line by L. Chibuye Pg 164-166 Revised Curriculum Commerce by H. Kakonkanya Pg 116-118 Lesson Notes
7	MID TERM TESTS				
8	Banking	documents used in banking <ul style="list-style-type: none"> • Bank Statement • Pay-in-slip • Withdrawal slip • Deposit slip • Cheque book • ATM card 	Creating an understanding of documents used in banking	Class discussion Question and Answer Technique Demonstration Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Revised Curriculum Commerce by H. Kakonkanya Pg 119-120 Lesson Notes

9	Banking	Means of Payments <ul style="list-style-type: none"> • Standing order • Credit transfer • Direct Debiting • Bankers draft • Cash dispensers(ATM) 	Creating an understanding of different means of payments used in banking	Class discussion Question and Answer Technique Demonstration Role play Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 145-147 Academic Help line by L. Chibuye Pg 166-171 Revised Curriculum Commerce by H. Kakonkanya Pg 121-126 Lesson Notes
10	Banking	Means of Payments Cheque <ul style="list-style-type: none"> • Parties to a cheque • Types of cheques • Requirements of a valid cheque • Dishonoured cheque • Advantages and disadvantages of a cheque 	Creating an understanding of the cheque	Class discussion Question and Answer Technique Demonstration Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 145-147 Academic Help line by L. Chibuye Pg 166-171 Revised Curriculum Commerce by H. Kakonkanya Pg 121-126 Lesson Notes
11	Banking	Electronic cheque clearing System. <ul style="list-style-type: none"> • The cheque clearing system • Interbank depositing • Interbank 	Creating an understanding of electronic cheque clearing	Class discussion Question and Answer Technique Demonstration	Distinction in Commerce by A. Matimba pg 149-155 Commerce a Complete Course J. B. Wokorach pg 127-1

		withdrawing The rights of a customer in banking The Bankers clearing house	system	n Role play Activity learning Educational visit	Academic Help line by L. Chibuye 182-183 Revised Curriculum Commerce by H. Kakonkanya Pg 129-132 Lesson Notes
12	END OF TERM EXAMINATION			INDEPENDENT	EXAM PAPER
13	END OF TERM EXAMINATION			INDEPENDENT	EXAM PAPER

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 11

TERM: TWO

YEAR:

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOG Y	REFERENCES
1	REVISION	END OF TERM 3 TEST	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	
2	Organisation of	Types of Business Units	Develop an	Class	Distinction in Commerce by

	Business Unit	Draw the Structure of business units Private Sector Sole traders <ul style="list-style-type: none"> • Features • Advantages • Disadvantages 	understanding of different types of business units Develop an understanding of sole trader	discussion Question and Answer Technique Role play Debate Activity learning Educational visit	A. Matimba pg 104-105 Commerce a Complete Course J. B. Wokorach pg 258-264 Academic Help line by L. Chibuye Pg 114-115 Revised Curriculum Commerce by H. Kakonkanya Pg 24-26 Lesson Notes
3	Organisation of Business Unit	Private Sector Partnership <ul style="list-style-type: none"> • Features • Formation Partnership Act of 1890 Partnership Deed • Types of partnerships • Similarities and differences between the sole trader and partnership • Advantages • Disadvantages 	Develop an understanding of Partnership	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 105-108 Commerce a Complete Course J. B. Wokorach pg 265-268 Academic Help line by L. Chibuye Pg116-119 Revised Curriculum Commerce by H. Kakonkanya Pg26-31 Lesson Notes
4	Organisation of Business Unit	Private Sector Joint Stock Companies Formation of Limited Companies <ul style="list-style-type: none"> • documents needed for the formation of different types of businesses <ul style="list-style-type: none"> o Articles of Association o Memorandum of Association as 	Develop an understanding of formation of a limited company	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 114-116 Commerce a Complete Course J. B. Wokorach pg 269-270 Academic Help line by L. Chibuye Pg 123-124 Lesson Notes

		obtaining in the Companies (Act) <ul style="list-style-type: none"> o Certificate of Incorporation o Prospectus o Certificate of trading 			
5	Organisation of Business Unit	Private Sector Private Limited Company <ul style="list-style-type: none"> • Features • Advantage • Disadvantages • Differences between the partnership and private Limited Company 	Develop an understanding of private limited company	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 109-111 Commerce a Complete Course J. B. Wokorach pg 271-273 Academic Help line by L. Chibuye Pg 119-121 Revised Curriculum Commerce by H. Kakonkanya Pg 31-33 Lesson Notes
6	Organisation of Business Unit	Private Sector Public Limited Company <ul style="list-style-type: none"> • Features • Advantage • Disadvantages • Similarities and Differences between the private and public Limited Company 	Develop an understanding of Public Limited company	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 111-113 Commerce a Complete Course J. B. Wokorach pg 278-280 Academic Help line by L. Chibuye Pg 121-122 Revised Curriculum Commerce by H. Kakonkanya Pg 34-37 Lesson Notes

7	MID TERM TEST				
8	Organisation of Business Unit	<p>Multinational Companies</p> <ul style="list-style-type: none"> • Importance in modern business • Advantage • Disadvantages <p>Raising capital in a limited Company</p> <ul style="list-style-type: none"> • Bank Loan • Bank overdraft • Hire Purchase • Factoring 	<p>Develop an understanding of Multinational Companies</p> <p>Develop an understanding of how companies raise capital</p>	<p>Class discussion</p> <p>Question and Answer Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity learning</p> <p>Educational visit</p>	<p>Distinction in Commerce by A. Matimba pg 114,117-119</p> <p>Commerce a Complete Course J. B. Wokorach pg 288-292</p> <p>Academic Help line by L. Chibuye Pg 123,125-128</p> <p>Revised Curriculum Commerce by H. Kakonkanya Pg 37-38,42-43</p> <p>Lesson Notes</p>
9	Organisation of Business Unit	<p>Raising capital in a limited Company</p> <ul style="list-style-type: none"> • Share • Debentures • Mortgaging property • Ploughing back profits • Trade credit • Leasing property 	<p>Develop an understanding of how companies raise capital</p>	<p>Class discussion</p> <p>Question and Answer Technique</p> <p>Role play</p> <p>Debate</p> <p>Activity learning</p> <p>Educational visit</p>	<p>Distinction in Commerce by A. Matimba pg 114,117-119</p> <p>Commerce a Complete Course J. B. Wokorach pg 288-292</p> <p>Academic Help line by L. Chibuye Pg 123,125-128</p> <p>Revised Curriculum Commerce by H. Kakonkanya Pg 37-38,42-43</p> <p>Lesson Notes</p>
10	Organisation of Business Unit	<p>Public sector</p> <ul style="list-style-type: none"> • features of public Corporation(s) • Advantage 	<p>Develop an understanding of Public Sector</p>	<p>Class discussion</p> <p>Role play</p>	<p>Distinction in Commerce by A. Matimba pg 122-124</p> <p>Commerce a Complete Course</p>

		<ul style="list-style-type: none"> Disadvantages Similarities and Differences between the Public utility corporation and public Limited Company 		Debate Activity learning Educational visit	J. B. Wokorach pg 278-281 Academic Help line by L. Chibuye Pg 128-129 Revised Curriculum Commerce by H. Kakonkanya Pg 46-49 Lesson Notes
11	Organisation of Business Unit	Similarities and Differences between the Public utility corporation and public Limited Company	Develop an understanding of Public Sector	Class discussion Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 122-124 Commerce a Complete Course J. B. Wokorach pg 278-281 Academic Help line by L. Chibuye Pg 128-129 Revised Curriculum Commerce by H. Kakonkanya Pg 46-49 Lesson Notes
12	END OF TERM EXAMINATION			INDEPENDENT	
13	END OF TERM EXAMINATION			INDEPENDENT	

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE **COMMON SCHEME OF WORK**

NAME OF SCHOOL:.....

TEACHER:
YEAR:

SUBJECT: COMMERCE

GRADE: 11

TERM: THREE

Week	TOPIC	WORK TO BE COVERED	LEARNING OUTCOMES	METHODOLOGY	REFERENCES
1	Stock Exchange	Purpose of the stock exchange Function of the stock exchange LUSE <ul style="list-style-type: none"> • Reasons • Functions 	Develop an understanding of Lusaka Stock Exchange	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Revised Curriculum Commerce by H. Kakonkanya Lesson Notes
2	Stock Exchange	Function of the stock exchange LUSE <ul style="list-style-type: none"> • Main players • Buying and selling of shares on the LUSE 	Develop an understanding of Lusaka Stock Exchange	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Revised Curriculum Commerce by H. Kakonkanya Lesson Notes
3	Stock Exchange	The benefits of being a shareholder The risk of being a shareholder Factors influencing share price Security and Exchange Commission (SEC)	Develop an understanding of Lusaka Stock Exchange	Class discussion Question and Answer Technique Role play Debate Activity learning Educational visit	Distinction in Commerce by A. Matimba pg 1-5 Commerce a Complete Course J. B. Wokorach pg 1-2,12-14 Academic Help line by L. Chibuye Senior Secondary Commerce by R. Hamakoko Revised Curriculum Commerce by H. Kakonkanya Lesson Notes

4	Advertising	Definition of advertising Functions/purpose of advertising Types of advertising <ul style="list-style-type: none"> • Informative • Persuasive • 	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstrati on 	<ul style="list-style-type: none"> • Commerce a complete course page 237 – 240, 2 • Distinction in Commerce page 205 -208 • Academic Help Line page 219 – 221 • Lesson notes
5	Advertising	Types of Advertising <ul style="list-style-type: none"> • Collective (generic) • Competitive Methods of Appeal <ul style="list-style-type: none"> • Personality • Romance • Comedy • Ambition for Success • Health • Work simplification • Excellence • Display of goods 	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstrati on 	<ul style="list-style-type: none"> • Commerce a complete course page 237 – 240, 2 • Distinction in Commerce page 205 -208 • Academic Help Line page 219 – 221 • Lesson notes

6	Advertising	<p>Factors to consider when designing an advertisement</p> <p>Factors to consider when choosing the media of advertising</p> <p>Modes of advertising</p> <ul style="list-style-type: none"> • Newspaper • Posters 	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Activity Learning • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 237 - 240 • Distinction in Commerce page 205 - 206 • Academic Help Line page 219 - 221 • Lesson notes
7	MID TERM TESTS				
8	Advertising	<p>Modes of advertising</p> <ul style="list-style-type: none"> • Magazines • Flyers • Television <p>Advantages and disadvantages of each of the above</p>	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Activity Learning • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 237 - 240 • Distinction in Commerce page 205 - 206 • Academic Help Line page 219 - 221 • Lesson notes
9	Advertising	<ul style="list-style-type: none"> • Trade Fairs • Agricultural Shows • Exhibits • Radio <p>Advantages and disadvantages of each of the above</p>	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Activity Learning 	<ul style="list-style-type: none"> • Commerce a complete course page 237 - 240 • Distinction in Commerce page 205 - 206

				<ul style="list-style-type: none"> • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Academic Help Line page 219 - 221 Lesson notes
10	Advertising	<p>Advantages OF advertising to:</p> <p>(i) The consumer</p> <p>(ii) The seller/manufacturer</p> <p>Disadvantages of advertising to:</p> <p>(i) The consumer</p> <p>(ii) The seller/manufacturer</p>	Develop an understanding of Advertising	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Activity Learning • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 242 - 255 • Distinction in Commerce page 208 - 216 • Academic Help Line page 121 - 232 • Lesson notes
11	Advertising REVISION	<p>Disadvantages of advertising to:</p> <p>(i) The consumer</p> <p>(ii) The seller/manufacturer</p> <p>WORK COVERED DURING THE TERM</p>	<p>Develop an understanding of Advertising</p> <p>TO CONSOLIDATE THE WORK COVERED DURING THE TERM</p>	<p>Class discussion</p> <p>Question and Answer Technique</p> <p>Role play</p> <p>Activity learning</p>	<ul style="list-style-type: none"> • Commerce a complete course page 242 - 255 • Distinction in Commerce page 208 - 216 • Academic Help Line page 121 - 232 • Lesson notes
12	END OF TERM EXAMINATION			INDEPENDENT	
13	END OF TERM			INDEPENDENT	

	EXAMINATION				
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MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE
COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 12

TERM: ONE

YEAR:

.....

WE EK	TOPIC	WORK TO BE COVERED	LEARNING OUT COMES	METHODOLOGY	REFERENCES
1	Insurance	The purpose of Insurance the principles of Insurance <ul style="list-style-type: none"> • Utmost good faith 	Create an understanding of Insurance and its benefits to business and life in general	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 167 - 170 • Distinction in Commerce page 159 - 161 • Academic Help Line page 200 - 206 • Lesson notes
2	Insurance	the principles of Insurance <ul style="list-style-type: none"> • Indemnity • Insurable Interest 	Create an understanding of Insurance and its benefits to business and life in general	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 167 - 170 • Distinction in Commerce page 159 - 161 • Academic Help Line page 200 - 206 • Lesson notes

3	Insurance	Proximate Cause Types of insurance risks <ul style="list-style-type: none"> Insurable risk non Insurance risks 		<ul style="list-style-type: none"> Group discussion Question and Answer technique Teacher's Exposition Activity Learning Educational visits Role play Debate 	<ul style="list-style-type: none"> Commerce a complete course page 167 – 170 Distinction in Commerce page 159 – 161 Academic Help Line page 200 – 206 Lesson notes
4	Insurance	Types of Insurance covers <ul style="list-style-type: none"> Life Assurance Fire Insurance Marine Aviation The work of Insurance brokers <ul style="list-style-type: none"> looking for clients selling policies 	Create an understanding of Insurance and its benefits to business and life in general	<ul style="list-style-type: none"> Group discussion Question and Answer technique Teacher's Exposition Activity Learning (Individual / Group) Educational visits Role play Debate Demonstration 	<ul style="list-style-type: none"> Commerce a complete course page 168 – 174 Distinction in Commerce page 174– 184 Academic Help Line page 20 7- 216 Lesson notes
5	Insurance	Types of Insurance covers <ul style="list-style-type: none"> Accident Injury Burglary or theft Underwriters The work of Insurance brokers <ul style="list-style-type: none"> looking for clients selling policies 	Create an understanding of Insurance and its benefits to business and life in general	<ul style="list-style-type: none"> Group discussion Question and Answer technique Teacher's Exposition Activity Learning (Individual / Group) Educational visits Role play Debate Demonstration 	<ul style="list-style-type: none"> Commerce a complete course page 168 – 174 Distinction in Commerce page 174– 184 Academic Help Line page 20 7- 216 Lesson notes
6	Communication	Define communication Reasons for	Create an understanding of	<ul style="list-style-type: none"> Group discussion Question and 	<ul style="list-style-type: none"> Commerce a complete course

		Communication Types of communication services 1.postal services <ul style="list-style-type: none"> • Mail, circulars, printed matters, registered mail, articles and parcels, • Reply coupon Business reply services 	Communication and the different modes of Communication	Answer <ul style="list-style-type: none"> • Exposition 	page 222 - 224 <ul style="list-style-type: none"> • Distinction in Commerce page 177- 178 • Academic Help Line page 185 - 186 • Lesson notes
7	MID TERM TESTS				
8	Communication	postal services <ul style="list-style-type: none"> • Poste restante • Express mail • Express post • Data post Post cards • Cash on Delivery (COD) • Post Boxes 	Create an understanding of Communication and the different modes of Communication	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 224 - 229 • Distinction in Commerce page 177 - 180 • Academic Help Line page 187 - 191 • Lesson notes
9	Communication	postal services <ul style="list-style-type: none"> • Private Bags • Recorded Delivery • Free Post • Postage forward • parcel services Postal Orders • Money Orders 	Create an understanding of Communication and the different modes of Communication	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits 	<ul style="list-style-type: none"> • Commerce a complete course page 224 - 229 • Distinction in Commerce page 177 - 180 • Academic Help Line page 187 -

				<ul style="list-style-type: none"> • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • 191 • Lesson notes
10	Communication	2.Telecommunication Services <ul style="list-style-type: none"> • telephone • Telegram • Telex • Phonogram(Short Message Service) • Fax • Radio message 	Create an understanding of Communication and the different modes of Communication	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 229 - 236 • Distinction in Commerce page 180 - 190 • Academic Help Line page 191 - 199 • Lesson notes
11	Communication	Telecommunication Services <ul style="list-style-type: none"> • Phonogram(Short Message Service) • Fax • Radio message 	Create an understanding of Communication and the different modes of Communication	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 229 - 236 • Distinction in Commerce page 180 - 190 • Academic Help Line page 191 - 199 • Lesson notes
12	End of term exams			<ul style="list-style-type: none"> • INDEPENDENT 	
13	End of term exams			<ul style="list-style-type: none"> • INDEPENDENT 	

MINISTRY OF GENERAL EDUCATION
SOUTHERN PROVINCE
COMMON SCHEME OF WORK
NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 12

TERM: TWO

YEAR:

.....

WEEK	TOPIC	WORK TO BE COVERED	LEARNING OUT COMES	METHODOLOGY	REFERENCES
1	Transport	The importance of efficiency means of Transport	Develop an understanding of modes of transport and documents used in transport	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 194 - 197 • Distinction in Commerce page 191 - 192 • Academic Help Line page 140 - 142 • Lesson notes
2	Transport	The factors to consider when choosing the mode of transport <ul style="list-style-type: none"> • Cost • Efficiency • Accessibility 	Develop an understanding of modes of transport and documents used in transport	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning • Educational visits 	<ul style="list-style-type: none"> • Commerce a complete course page 194 - 197 • Distinction in Commerce page 191 - 192 • Academic Help

		<ul style="list-style-type: none"> • Urgency • Dependability • Type of goods 		<ul style="list-style-type: none"> • Role play • Debate 	Line page 140 - 142 <ul style="list-style-type: none"> • Lesson notes
3	Transport	Modes of transport <ul style="list-style-type: none"> • Sea • Road 	Develop an understanding of modes of transport and documents used in transport	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 197 - 218 • Distinction in Commerce page 159 - 161 • Academic Help Line page 142 - 150 • Lesson notes
4	Transport	Modes of transport <ul style="list-style-type: none"> • Air • Rail • Pipeline 	Develop an understanding of modes of transport and documents used in transport	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 197 - 218 • Distinction in Commerce page 159 - 161 • Academic Help Line page 142 - 150 • Lesson notes
5	Transport	Types of Documents in Transport <ul style="list-style-type: none"> • Bill of lading • Tickets (air, sea, rail, bus) • Consignment Note • Charter party • Shipping note 	Develop an understanding of modes of transport and documents used in transport	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page • Distinction in Commerce page 199 - 201 • Academic Help Line page
6	Warehouses	Types of Warehouses	Create an	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Commerce a

	ng	<ul style="list-style-type: none"> • Manufacturer's • Wholesaler's • Retailer's Functions of different warehouses	understanding of warehousing	<ul style="list-style-type: none"> • Question and Answer technique • Activity Learning • Educational visits • Role play 	complete course page 160 - 166 <ul style="list-style-type: none"> • Distinction in Commerce page 202 - 204 • Academic Help Line page 156 - 159
7	Mid term tests				
8	Warehousing	Types of Warehouses <ul style="list-style-type: none"> • Cold storage's • Bonded warehouses • Public warehouse • Retailers' warehouse • Wholesalers' warehouse Functions of different warehouses	Create an understanding of warehousing	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate • Demonstration 	<ul style="list-style-type: none"> • Commerce a complete course page 160 - 166 • Distinction in Commerce page 202 - 204 • Academic Help Line page 156 - 159
9	Warehousing	Types of Warehouses <ul style="list-style-type: none"> • Retailers' warehouse • Wholesalers' warehouse Functions of different warehouses	Create an understanding of warehousing	<ul style="list-style-type: none"> • Group discussion • Question and Answer technique • Teacher's Exposition • Activity Learning (Individual / Group) • Educational visits • Role play • Debate 	<ul style="list-style-type: none"> • Commerce a complete course page 160 - 166 • Distinction in Commerce page 202 - 204 Academic Help Line page 156 - 159
10	REVISION	GENERAL REVISION FROM GRADE 10 TO GRADE 12			

		WORK			
11	MOCK EXAMS				
12	MOCK EXAMS				
13	MOCK EXAMS				

MINISTRY OF GENERAL EDUCATION

SOUTHERN PROVINCE COMMON SCHEME OF WORK

NAME OF SCHOOL:.....

TEACHER:

SUBJECT: *COMMERCE*

GRADE: 12

TERM: *THREE*

YEAR:

.....

WEEK	TOPIC	WORK TO BE COVERED	LEARNING OUT COMES	METHODOLOGY	REFERENCES
1	REVISION	MOCK EXAMINATIONS	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	TEST PAPERS MARKING KEY
2	REVISION	GENERAL REVISION	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	Commerce a complete course Distinction in Commerce Academic Help Line

3	REVISION	GENERAL REVISION	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	OTHER SOURCES Commerce a complete course Distinction in Commerce Academic Help Line OTHER SOURCES
4	REVISION	GENERAL REVISION	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	TEST PAPERS MARKING K Commerce a complete course Distinction in Commerce Academic Help Line OTHER SOURCES
5	REVISION	GENERAL REVISION	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	Commerce a complete course Distinction in Commerce Academic Help Line PAST EXAM PAPERS MARKING KEY OTHER SOURCES
6	REVISION	GENERAL REVISION	To consolidate the understanding of the previous term's work	PUPIL CENTERED /DISCUSSION	Commerce a complete course Distinction in Commerce Academic Help Line OTHER SOURCES
7	FINAL EXAMINATIONS				
8	FINAL EXAMINATIONS				
9	FINAL EXAMINATIONS				
10	FINAL EXAMINATIONS				

11	FINAL EXAMINATIONS
12	FINAL EXAMINATIONS
13	FINAL EXAMINATIONS