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| **\*COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | **T/L MATERIAS** | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
| Shows an understanding of the different transport system and the factens determining them. | Understand the nature of transparent and how to choose different types of transport. | JANUARY | 3 & 4 | TRANSPORTATION | * Definiti

on of transportation.* Nature

of transportation* Differe

nt mode of transport* Advent

and disadvantages of each mode * Transp

ort 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. Pictures showing various modes of transport.
2. Pictures showing different means of communication /communication media.
 | 1. Essentials of commerce in East Africa by S.A Butt pg 143
2. Comprehensive approach of commence by C.M Ambilikile.
 | Students should be able to identify different types of transport and the functions for choosing those types of transport. |  |
| 5 |  |  |  |  |  |
| **COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | **T/L MATERIAS** | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
| Understand the different types of communication and their importance. | Explaining nature of communication and the importance of communication. | FEBRUARY | 1 | COMMUNICATION | * Definiti

onof communication* Nature

of communication* Import

ance 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.
 |  |  |  |  |
| 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 ButtComprehensive approach of commerce | Use small quiz to evaluate whether students can determine the factions 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** |
| Describe marketing and procurement technique. | Differentiate marketing and procurement techniques. i.e pricing, discounts, promotion ordering etc. | FEB. | 4 | MARKETING | * Meaning

of marketing* Various

types of marketing | 2 | Guide students to define marketing and explain various types of marketing. |  |  |  |  |  |
| MARCH | 1 |
| 2 | MID- TERM TEST |
| 3 | MID -TERM BREAK |
| 4 | * Function

s of marketing* Meaning

of advertisement * Types of

advertisement* Advanta

ges & disadvantagesfactors determining the choice of advertisement media. | 10 | * 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. Sample of Advertisement
2. Various types of packaging and their label.
3. Cuttings from news paper.
 | 1. Essential of commerce by S. A Butt
2. Comprehensive approach of commerce.
 | Give exercise to students to asses we often they have understood all about marketing. |
| APRIL | 1&3 |
| **COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | **T/L MATERIAS** | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
|  |  | APR. | 4 | MONTHLY TEST | 2 |  |  |
| 5 | MARKETING | * Different marketing Institutions in Tanzania BET, BIT
* Function

s of marketing Institutions in the distribution 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 |  |  |  |
|  |  |  |  |  |
| MAY | 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 | TERMINAL EXAMINATIONS |  |
| JUNE | 1&4 |  |
| **COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | **T/L MATERIAS** | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
| Discuss and analyse, controls which are corne stone of exchange and distribution. | To understand the circulation system and the historical background of money plus the function of money. | JULY | 1&3 | MONEY | * Definition of money
* Historical

background of money.* Defancti

on of Barter system* Merits

and demerit of Barter system* Functions

 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. Sample of coins and notes.
 | Essentials of commerce by S.A Butt. |  |  |
| 4 | MONTHLY TEST |  |  |  |  |  |  |
|  |  | AUGUST | 1-4 | HOLIDAY |
| **COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | **T/L MATERIAS** | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
| ‘’ | To understand the banking systems in Tanzania. | SEPTEMBER | 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 baking.
* 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. Picture showing customers at bank counter.
2. Sample document cheque, bill of exchange, promissory note.
 |  |  |  |
|  |  |  | 4 | MID TERM TEST |
|  |  | OCT. | 1 | MID TERM BREAK |
| COMPETENCE | GENERAL OBJECTIVES | MONTH | WEEK | MAIN TOPIC | SUB-TOPIC | PERIODS | TEACHING ACTIVITIES | LEARNING ACTIVITIES | T/L MATERIAS | REFERENCES | ASSESSMENT | REMARKS |
| Understand exportation and importation | To apply modern commercial methods. | OCTOBERNOVEMBER | 2-51-3 | 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.
* Guide the students to write a summary that will contain import procedures, documents terms of payment, terms of payment, terms of delivery and intermediaries.
 | * 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 intermediateries 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 Kamasanyu1. Essential

of commerce by S. A Butt1. Compreh

esive approach to commerce by C.M Ambilkile. |  |  |
| COMPETENCE | GENERAL OBJECTIVES | MONTH | WEEK | MAIN TOPIC | SUB-TOPIC | PERIODS | TEACHING ACTIVITIES | LEARNING ACTIVITIES | T/L MATERIAS | REFERENCES | ASSESSMENT | REMARKS |
|  |  | 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.
 | “ | “ | ‘’ |  |  |
|  |  | 4-5 | REVISIONSANNUAL EXAMINATION |