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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. | J  A  N  U  A  R  Y | 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. | F  E  B  R  U  A  R  Y | 1 | COMMUNICATION | * Definiti   on  of 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 Butt  Comprehensive 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. | F  E  B. | 4 | MARKETING | * Meaning   of marketing   * Various   types of marketing | 2 | | Guide students to define marketing and explain various types of marketing. |  | | |  | |  |  |  |
| M  A  R  C  H | 1 |
| 2 | MID- TERM TEST | | | | | | | | | | |
| 3 | MID -TERM BREAK | | | | | | | | | | |
| 4 | * Function   s of marketing   * Meaning   of advertisement   * Types of   advertisement   * Advanta   ges & disadvantages  factors 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. |
| A  P  R  I  L | 1  &  3 |
| **COMPETENCE** | **GENERAL OBJECTIVES** | **MONTH** | **WEEK** | **MAIN TOPIC** | **SUB-TOPIC** | **PERIODS** | | **TEACHING ACTIVITIES** | **LEARNING ACTIVITIES** | | | **T/L MATERIAS** | | **REFERENCES** | **ASSESSMENT** | **REMARKS** |
|  |  | A  P  R. | 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 | | |  | |  |  |
|  |  |  | |  |  |
| M  A  Y | 1 |  | |  |  | |  | |  |
| 2 |  |  | | |  | |  |  |
| 3 | TERMINAL EXAMINATIONS | | | | | | | | | | |  |
| J  U  N  E | 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. | J  U  L  Y | 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 | |  | |  |  | | |  | |  |  |
|  |  | A  U  G  U  S  T | 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. | 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 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 | | | | | | | | | | | |
|  |  | 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 |
| Understand exportation and importation | To apply modern commercial methods. | O  C  T  O  B  E  R  N  O  V  E  M  B  E  R | 2-5  1-3 | 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 Kamasanyu   1. Essential   of commerce by S. A Butt   1. 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 |
|  |  | N  O  V  E  M  B  E  R | “ |  | * 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 | REVISIONS  ANNUAL EXAMINATION | | | | | | | | | | | |