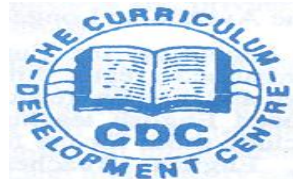




Republic of Zambia
MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION

BUSINESS STUDIES SYLLABUS COMMERCE AND PRINCIPLES OF ACCOUNTS

GRADE 10 – 12



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VISION

Quality, life-long education for all which is accessible, inclusive and relevant to individual, national and global needs and value systems.

PREFACE

The syllabus was produced as a result of the Curriculum review process carried out by the Ministry of Education, Science, Vocational Training and Early Education under the auspices of the Curriculum Development Centre (CDC). The curriculum reform process started way back in 1999 when the Ministry of Education commissioned five (5) curriculum studies which were conducted by the University of Zambia. These studies were followed by a review of the lower and middle basic and primary teacher education curriculum. In 2005 the upper basic education National survey was conducted and information from learners, parents, teachers, school managers, educational administrators, tertiary institutions traditional leaders civic leaders and various stakeholders in education was collected to help design a relevant curriculum .,

The recommendations provided by various stakeholders during the Upper Basic Education National survey of 2005 and National symposium on curriculum held in June 2009 guided the review process.

The review was necessitated by the need to provide an education system that would not only incorporate latest social, economic, technological and political developments but also equip learners with vital knowledge, skills and values that are necessary to contribute to the attainment of Vision 2030.

The syllabus has been reviewed in line with the Outcome Based Education principles which seek to link education to real life experiences that give learners skills to access, criticize analyze and practically apply knowledge that help them gain life skills. Its competences and general outcomes are the expected outcomes to be attained by the learners through the acquisition of knowledge, skills, techniques and values which are very important for the total development of the individual and the nation as a whole.

Effective implementation of Outcome Based Education requires that the following principles be observed: clarity of focus, Reflective designing, setting high expectations for all learners and appropriate opportunities.

It is my sincere hope that this Outcome Based syllabus will greatly improve the quality of education provided at Senior Secondary School. as defined and recommended in various policy documents including Educating Our Future`1996 and the `Zambia Education Curriculum Framework `2013.

Chishimba Nkosha
Permanent Secretary
MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION.

Acknowledgements

The syllabus presented here is a result of broad-based consultation involving several stakeholders within and outside the education system.

Many individuals, institutions and organizations were consulted to gather their views on the existing syllabus and to accord them an opportunity to make suggestions for the new syllabus. The Ministry of Education wishes to express heartfelt gratitude to all those who participated for their valuable contributions, which resulted in the development of this syllabus.

The Curriculum Development Centre worked closely with other sister departments and institutions to create this document. We sincerely thank the Directorate of Teacher Education and Specialized Services, the Directorate of Planning and Information, the Directorate of Human Resource and Administration, the Directorate of Open and Distance Education, the Examinations Council of Zambia, the University of Zambia, schools and other institutions too numerous to mention, for their steadfast support.

We pay special tribute to co-operating partners especially JICA and UNICEF for rendering financial technical support in the production of the syllabus.

C.N.M Sakala (Mrs)

Director-Standard and Curriculum

MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION

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APPENDIX

Scope and sequence chart

INTRODUCTION

This syllabus has been produced against the background of the National Policy on Education Document (1996) '**EDUCATING OUR FUTURE**'. In the National Policy on Education Document, Business Subjects are stressed as essential for starting and running a business, for work and entrepreneurship. They incorporate the acquisition of both academic and entrepreneurship skills.

The subjects involved are Commerce and Principles of Accounts. In the study of Commerce, the syllabus' emphasis is on home trade but also includes some knowledge on international activities. The syllabus also covers topics on the Stock Exchange and Securities and Exchange Commission in Zambia. In addition, it outlines the procedures and documents in the day conduct of the business especially in commercial institutions.

In the study of Principles of Accounts, the syllabus outlines subsidiary books, the ledger and final accounts. It also includes accounts of non-trading concerns, manufacturing, incomplete records and partnerships. Information is also outlined on Public Limited Companies. The syllabus aims at presenting Business Subjects as usable skills by emphasizing those aspects of commercial knowledge which are relevant to the acquisition of business skills. This will assist in developing the pupil's interest learning through critical evaluation rather than by just accepting information as facts. It will also assist in appreciating the importance of Business Subjects in National Development.

i. SUGGESTED TEACHING METHODOLOGIES

The methodologies to be used shall be:

- a) Teacher exposition
- b) Question and answer technique
- c) Activity learning (individual/pair/Group)
- d) Educational visits (visits to various relevant institutions and organisations)
- e) Role play
- f) Debate
- g) Demonstration

ii. TIME ALLOCATION

The subjects in the syllabus specify a three year course for Grade 10, 11 and 12. Ten (10) periods of forty (40) minutes each per week are allocated to Business Studies subjects. The periods are divided as follows: Commerce – two (2) double periods and one (1) single period. Principles of Accounts – two (2) double periods and one (1) single period. It is possible and allowed for pupils to take both Commerce and Principles of Accounts.

iii. ASSESSMENT

The assessment in Commerce and Principles of Accounts shall be conducted as follows:

- a) Home work
- b) Class quizzes
- c) Mid-Term Tests
- d) End of Term Examinations
- e) Final (National) Examination (Grade 12).

RATIONALE

Business Studies emphasises the need to give the learners the essential knowledge and productive skills of financial transactions and management necessary for making effective economic decisions in national growth and sustainable development. It also ensures learners develop positive values and attitudes towards business education to attain entrepreneurial skills which will enable them enter the world of business with confidence and self assurance.

GENERAL OUTCOMES

COMMERCE

- I. Acquire commercial knowledge, skills and values in order to pursue a career in running business ventures.
- II. Demonstrate an understanding of commercial activities in our everyday life in the communities we live in.

PRINCIPLES OF ACCOUNTS

- I. Acquire knowledge, skills and values in principles of accounts in order to analyse economic and social problems and provide solutions.
- II. Apply the acquired knowledge, skills and values to pursue a career in principles of accounts.

AIMS OF TEACHING THE SUBJECTS

The Business Studies Syllabus aims at;

- Preparing the pupils for out of school employment.
- Providing the pupils with expected knowledge, skills and values that will make it possible for joining the world of business.
- Providing the pupils with the background required for further studies.
- Preparing learners in various fields related to financial and business matters.

GRADE 10: COMMERCE

KEY COMPETENCES

- Demonstrate ability to draw aids to trade diagram
- Demonstrate ability to calculate trade and cash discounts

GENERAL OUTCOME(S): Develop an understanding of commerce to an individual, nation and the world at large

				CONTENT		
S/N	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	KNOWLEDGE	SKILLS	VALUES
10.1	Commerce	Aids to Trade	10.1.0.1. Explain the importance of commerce 10.1.0.2. Explain the aids to trade 10.1.0.3. Draw the aids to trade	<ul style="list-style-type: none"> • Importance of commerce to an individual, nation and the world Aids to Trade: <ul style="list-style-type: none"> • Banking • Insurance • Communication • Transport • Warehousing • Advertising 	<ul style="list-style-type: none"> • Drawing Aids to trade diagram 	<ul style="list-style-type: none"> • Appreciating the importance of commerce to the individual, nation and the entire world.
		Career Prospects	10.1.0.3. Identify career prospects in Commerce	<ul style="list-style-type: none"> • Entrepreneurship • Marketing • Etc 	<ul style="list-style-type: none"> • Analysing Career Prospects in Commerce 	<ul style="list-style-type: none"> • Awareness of Career prospects in Commerce.

GENERAL OUTCOME(S): Create an understanding of Production and its factors

10.2	Production	Needs and Wants Direct and indirect methods of Production Factors of Production	10.2.0.1 Explain needs and wants 10.2.0.2. . Describe the branches of production 10.2.0.3. Describe methods of production 10.2.0.4 Explain the factors of production 10.2.0.5 . Describe type of goods	<ul style="list-style-type: none"> • Needs • Wants • industry • direct services • commerce • direct and indirect production • land • labour • capital • enterprise/organisation • Goods: Original, counterfeit, sub-standard, quality goods 		<ul style="list-style-type: none"> • knowledge about needs and wants. • Knowledge about the branches of production. • Knowledge about the direct and indirect Production. Knowledge about the factors of production • Awareness of the types of goods produced and sold (original or counterfeit)
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GENERAL OUTCOME(S): Develop an understanding of Home Trade and its sub-divisions

10.3	Contracts	10.3.1 Elements of a Valid Simple Contract	10.3.1.1 Explain contracts	<ul style="list-style-type: none"> • Elements of a valid simple contract • Invitation to Treat Vs Offer • Acceptance • Consideration 		<ul style="list-style-type: none"> • Knowledge about valid contracts
10.4	Home trade	10.4.1 Retail Trade	<p>10.4.1.1 Explain the functions of a retailer</p> <p>10.4.1.2 Explain the factors to consider before putting up a retail business</p> <p>10.4.1.3 Explain characteristics of small and large retailers</p> <p>10.4.1.4 Explain advantages and disadvantages of a retailer</p>	<ul style="list-style-type: none"> • Functions of a retailer • Factors to consider when putting up a retail business • Characteristics of small and large scale retailers • advantages and disadvantages of small and large scale retailers 		<ul style="list-style-type: none"> • Awareness of the importance of home trade. • Appreciating the functions of a retailer.

		<p>10.5.2 Wholesale Trade</p>	<p>10.5.2.1 Identify types of wholesalers</p> <p>10.5.2.2. Explain the functions of a wholesaler</p> <p>10.5.2.3. Explain the advantages and disadvantages of a wholesaler</p>	<ul style="list-style-type: none"> • cash and carry • independent • specialist • general <ul style="list-style-type: none"> • Functions of a wholesaler <ul style="list-style-type: none"> • advantages and disadvantages 	<ul style="list-style-type: none"> • Drawing documents used in home trade. • Filling documents used in home trade. 	<ul style="list-style-type: none"> • Appreciation of functions of a wholesaler. • Knowledge about the documents used in home trade. • Appreciating documents used in home trade.
		<p>10.5.3 Documents used Home Trade</p>	<p>10. 5.3.1. Identify documents used in home trade</p> <p>10.5.3.2. Explain documents used in home trade</p> <p>10.5.3.3. Draw documents used in home trade</p> <p>10.5.3.4 Fill in documents used in home trade.</p>	<ul style="list-style-type: none"> • Enquiry Note • Quotation/catalogue etc • Order Form • Invoice • Debit Note • Credit Note • Dispatch Note • Advice Note • Delivery Note • Cash sale slip • Statement of Account • Performa Invoice • Cheque • Receipt 		

			10.5.0.1. Explain cash and trade discounts in home trade	<ul style="list-style-type: none">• Cash discount• Trade discount• Differences between cash and trade discount• Calculate trade and cash discounts	<ul style="list-style-type: none">• Calculating trade and Cash discounts.	<ul style="list-style-type: none">• Knowledge about trade and cash discounts.
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GENERAL OUTCOME(S): Create an understanding of the methods of buying on credit

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10.6	Buying and selling on Credit	10.6.1 Methods of buying and selling on credit	10.6.1.1.state the methods of buying and selling on credit 10.6.1.2.Distinguish between hire purchase and credit sale	<ul style="list-style-type: none"> • Buying on credit • Hire Purchase • Credit sale Agreement • Deferred payments 		<ul style="list-style-type: none"> • Awareness on the methods of buying and selling on credit.
		10.6.2 - Consumer Protection	10.6.2.1. Explain reasons for protecting consumers 10.6.2.2.Identify organisations that protect consumers	<ul style="list-style-type: none"> • Protection : • from exploitation and harm to health • Government Zambia Bureau of Standards (ZABS), Competition and Consumer Protection Commission (CCPC) • Legislature • Consumer associations 	-	<ul style="list-style-type: none"> • Appreciating organisation protecting consumers against counterfeit Products.

GRADE 11: COMMERCE

KEY COMPETENCES

- Demonstrate an understanding in foreign trade
- Show ability to use Lusaka Stock Exchange
- Show ability to use financial services

GENERAL OUTCOME(S): Create an understanding of the importance of foreign trade to an individual, nation and world at large.

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11	11.1 Foreign Trade (International Trade)	11.1.1 Importance of foreign trade 11.1.2 Problems experienced in foreign trade. 11.1.3 Documents used in Foreign Trade	11.1.1.1.State the importance of foreign trade 11.1.2.1 Mention the problems Experienced in foreign trade. 11.1.3.1. Explain documents used in Foreign trade.	<ul style="list-style-type: none"> • Meaning of foreign trade • Purpose of foreign Trade • Problems experienced in foreign Trade e.g., technical barriers to trade (TBTs), culture, currency conversion, language, types of goods etc • Documentary credit • letter of credit • Bill of Exchange • Bill of lading • Charter Party • Consular invoice • Certificate of origin • letter of hypothecation • Indent 		<ul style="list-style-type: none"> • Appreciation of the importance of foreign trade. • Knowledge about the Problems experienced in foreign trade. • Knowledge about the documents used in foreign trade.

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
		11.1.2. Zambia Revenue Authority, Customs Authority and Port Authority.	11.1.2.1. Explain the functions of Revenue authority	<ul style="list-style-type: none"> • Functions of ZRA, Port Authority and customs Authority 		<ul style="list-style-type: none"> • Appreciating the functions of Zambia Revenue Authority (ZRA)
			11.1.2.2.2. State the requirements for harbour or port	<ul style="list-style-type: none"> • harbour or port requirements 		
		11.1.3. Bonded Warehouses	11.1.3.1. State the importance of bonded warehouses	<ul style="list-style-type: none"> • Importance of Bonded Warehouses 		<ul style="list-style-type: none"> • Appreciating the use of Bonded warehouses.
		11.1.4. Means of payment	11.1.4.1. Describe the means of payment	<ul style="list-style-type: none"> • Banker's Draft • Letter of credit • Documentary credits • Cable transfer • Letter of hypothecation • Bank transfer 		<ul style="list-style-type: none"> • Awareness on the means of payment.
		11.1.5 Balance of Trade and Balance of Payment.	11.1.5.1. Explain the balances of trade and payment	<ul style="list-style-type: none"> • Balance of Trade • Balance of payment 		<ul style="list-style-type: none"> • Knowledge about the Balance of Trade and Balance of payment.

GENERAL OUTCOME(S): Develop an understanding of different types of business units

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
	11.2 Organisation of Business Units	11.2.1 Types of Business Units 11.2.2 Formation of Business Units	11.2.1.1. Identify different types of business units 11.2.1.2. Explain different types of business units 11.2.2.1. Describe the documents needed for the formation of different types of businesses	<ul style="list-style-type: none"> • Sole Trader • Partnerships • Private limited company • Public Limited Company <ul style="list-style-type: none"> • Partnership Deed or Articles of partnership • Articles of Association • Memorandum of Association as obtaining in the Companies (Act) 		<ul style="list-style-type: none"> • Knowledge and different types of business units. • Knowledge about the documents needed for the formation of businesses.

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
			<p>11.2.2.2.State the similarities and differences between private and public limited companies</p> <p>11.2.2.3. Explain the advantages and disadvantages of private companies</p>	<ul style="list-style-type: none"> • Similarities and differences between private and public companies • Advantages and disadvantages 	<ul style="list-style-type: none"> • Analysing the different business units 	
		11.3.1 Public Sector	<p>11.3.1.1 Describe the features of public Corporation(s)</p> <p>11.3.1.2. Explain the advantages and disadvantages of public utility corporations</p> <p>11.3.1.3 Explain the similarities and differences between public utility Corporations and Public Limited Companies.</p>	<ul style="list-style-type: none"> • Public corporations (Parastatal) • Advantages and disadvantages of public utility corporations. • Similarities and differences between public utility corporations and public limited companies 		<ul style="list-style-type: none"> • Knowledge and awareness of public utility corporations and public limited companies

11. GENERAL OUTCOME(S): Develop an understanding of Stock Exchange

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
	11.4 Stock Exchange	Types of Shares	11.4.1.1 Describe stock Exchange 11.4.1.2 Explain types of shares	<ul style="list-style-type: none"> • Stock exchange • Purpose of the stock exchange • Trading on the stock exchange • Securities • Shares • Stocks • Bonds • Debentures 	<ul style="list-style-type: none"> • Analysing the types of shares 	<ul style="list-style-type: none"> • Knowledge about the purpose of the stock Exchange • Awareness and knowledge about different types of shares.

GENERAL OUTCOME(S): Develop an understanding of Lusaka Stock Exchange

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
	11.5 Lusaka Stock Exchange (LuSE)	<p>Purpose and functions of LuSE</p> <p>Main player on LuSE</p>	<p>11.5.1.1 Explain the establishment, purpose and functions of LuSE</p> <p>11.5.1.2 Identify the main players on LuSE</p>	<ul style="list-style-type: none"> • Establishment of LuSE • Purpose and functions of LuSE • Brokers, Dealers, listed companies on LuSE • Quoted companies • Institutional investors • Private Investors • Underwriters • Merchant Banks • Government • Foreign Investors 		<ul style="list-style-type: none"> • Knowledge about the establishment, purpose and functions of LuSE. • Knowledge about the main players on LuSE.

13. GENERAL OUTCOME(S): Creating an understanding of types of banking institutions, services offered and documents used

S/N	Topic	Sub-Topic	Specific Outcome	Content		
				Knowledge	Skills	Values
11.6	Banking	11.6.1. Banking Institutions	11.6.1.1. Identify types of banking institutions	<ul style="list-style-type: none"> • Commercial Banks • Building Society • Credit Union and Savings Associations • National Savings and Credit Bank (NATSAVE) 	-	<ul style="list-style-type: none"> • Knowledge about types of banking institutions.
		11.6.2 Non Banking Institutions	11.6.2.1. Identify non-banking institutions	<ul style="list-style-type: none"> • Micro Finance Companies • Bureau De-change • Insurance companies • Clearing Houses 		<ul style="list-style-type: none"> • Knowledge about non-banking institutions.
		11.6.3. Services Offered	11.6.3.1. Explain the services offered by banking institutions	<ul style="list-style-type: none"> • Banking • Loan facilities • Issuance of foreign exchange • Bank transfers • Credit transfers • Standing orders • Other branches of banking eg mobile banking 		<ul style="list-style-type: none"> • Appreciating services offered by banking institutions.
		11.6.4. Accounts Offered	11.6.4.1. Explain 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) 		<ul style="list-style-type: none"> • Awareness about the types of accounts offered by financial institutions.

		<p>11.6.5. Documents used</p> <p>11.6.6. Means of Payments</p> <p>11.6.7. The Central Bank</p>	<p>11.6.5.1. Identify types of documents used in banking</p> <p>11.6.6.1. Explain the means of payment through the bank</p> <p>11.6.7.1. List the functions of the Central Bank</p>	<ul style="list-style-type: none"> • Bank Statement • Pay-in-slip • Withdrawal slip • Deposit slip • Cheque book • ATM card • Cheque • Standing order • Credit transfer • Direct Debiting • Bankers draft • Cash dispensers(ATM) • Supervising the financial institutions • Regulating the financial market • Printing and minting of money • Government banker • Protection against counterfeit money 		<ul style="list-style-type: none"> • Knowledge about documents used in banking • Awareness of the means of payment through banks. • Appreciating functions offered by the Central banks
		<p>11.6.8 Electronic cheque clearing System.</p>	<p>11.6.8.1. Outline the electronic cheque clearing system</p>	<ul style="list-style-type: none"> • The cheque clearing system • Interbank depositing • Interbank withdrawing 		<ul style="list-style-type: none"> • Awareness on the electronic clearing system.

GRADE 12: COMMERCE

GENERAL OUTCOME(S): Create an understanding of Insurance and its benefits to business and life in general
KEY COMPETENCES

- Demonstrate ability to use postal and tele-communication services
- Demonstrate ability to write advertising messages for different modes

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.1	Insurance	12.1.1 Purpose of insurance	12.1.1.1 Explain the purpose of Insurance	<ul style="list-style-type: none">• Meaning of Insurance• Purpose of Insurance		<ul style="list-style-type: none">• Appreciating the purpose of insurance companies
		12.1.2 Principles of Insurance	12.1.1.2 Explain the principles of Insurance	<ul style="list-style-type: none">• Insurable Interest• Utmost good faith• Indemnity• Subrogation		<ul style="list-style-type: none">• Knowledge about the Principles of insurance

		<p>12.1.3 Insurance And non-insurable risks</p> <p>12.1.4 Insurance covers</p>	<p>12.1.3.1 Explain the Insurable and non Insurance risks</p> <p>12.1.4.1 Explain types of Insurance covers</p>	<p>Insurable Risks:</p> <ul style="list-style-type: none"> • Motor Vehicle • Accidents • Fires • Life <p>Non Insurable Risks:</p> <ul style="list-style-type: none"> • neighbours home or property • Natural calamities e.g. floods, earth quakes etc • Life Assurance • Fire Insurance • Marine Aviation • Accident • Injury • Burglary or theft 		<p>Knowledge about the insurable and non- insurable risks</p> <ul style="list-style-type: none"> • Knowledge about the types of insurance covers.
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		12.1.5. Insurance brokers	12.1.5.1 Explain the work of Insurance brokers	<ul style="list-style-type: none">• looking for clients• selling policies		<ul style="list-style-type: none">• Awareness of the work done by insurance brokers
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GENERAL OUTCOME(S): Create an understanding of Communication and the different modes of Communication.

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.2	Communication	12.2.1. Postal Services	<p>12.2.1.1 State different reasons for Communication</p> <p>12.2.1.2 Identify postal services</p> <p>12.2.1.3 Explain the postal services</p>	<ul style="list-style-type: none"> • Reasons for Communication • Mail, circulars, printed matters, registered mail, articles and parcels, • Reply coupon • Business reply services • Poste restante • Express mail • Express post • Data post • Post cards • Cash on Delivery (COD) • Post Boxes • Private Bags • Recorded Delivery • Free Post • Postage forward parcel services • Postal Orders • Money Orders 	-	<ul style="list-style-type: none"> • Appreciating the services offered by the post office. • Awareness of the services offered by Post Office.

		<p>12.2.2. Telecommunication Services</p>	<p>12.2.2.1. Use of telephone services</p> <p>12.2.2.2. Operate telephone systems</p>	<ul style="list-style-type: none"> • Telephone: • Types of telecommunication services: • Telegram • Telex • Phonogram (Short Message Service) • Fax • Radio message • Cellular phone • E-mail • Internet • Local and trunk • Alarm • Emergency • Free phone 		<ul style="list-style-type: none"> • Appreciating services offered by tele and mobile services providers. • Awareness of the services offered by the tele and mobile service providers.
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GENERAL OUTCOME(S): Develop an understanding of modes of transport and documents used in transport

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.3	Transport	<p>12.3.1 Importance of transport</p> <p>12.3.2 Factors involved in choosing mode of transport</p> <p>12.3.3 Modes of transport</p> <p>12.3.4 Documents used in transport.</p>	<p>12.3.1.1 Explain the importance of Transport</p> <p>12.3.2.1 State the factors to consider when choosing the mode of transport</p> <p>12.3.3.1 Identify the modes of transport</p> <p>12.3.4.1 Explain types of Documents in Transport</p>	<ul style="list-style-type: none"> • Meaning of transport Development: <ul style="list-style-type: none"> • Individual • National • World • Easy movement of goods and services, people • Investor attraction • Cost • Efficiency • Accessibility • Urgency • Dependability • Type of goods • Sea • Road • Air • Rail • Pipeline • Bill of lading • Tickets (air, sea, rail, bus) • Consignment Note etc 		<ul style="list-style-type: none"> • Knowledge about the importance of transport towards development. • Knowledge and awareness about the factors to consider when choosing the mode of transport. • Knowledge and awareness of the different modes of transport. • Knowledge about the types of documents used in transport.

GENERAL OUTCOME(S): Create an understanding of warehousing

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.4	Warehousing	12.4.1 Types of warehouses	12.4.1.1. Explain types of Warehouses	<ul style="list-style-type: none"> • Manufacturer's • Wholesaler's • Retailer's • 		<ul style="list-style-type: none"> • Knowledge and awareness about the different types of warehouses.
			12.4.1.2. State the functions of the different warehouses	<ul style="list-style-type: none"> • Functions of different warehouses 		<ul style="list-style-type: none"> • Appreciating the functions of different types of warehouses

GENERAL OUTCOME(S): Develop an understanding of Advertising

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.5	Advertising	12.5.1 Modes of Advertising	12.5.1.1. Identify the modes of advertising	<ul style="list-style-type: none"> • TV • Radio • Newspaper • Posters • Flyers • Magazines • Trade Fairs • Agricultural Shows • Exhibits • Informative • Persuasive • Collective (generic) • Competitive • Advantages of Advertising • Disadvantages of Advertising. 		<ul style="list-style-type: none"> • Knowledge of the modes of advertising • Awareness of the modes of advertising • Knowledge on the types of advertising • Knowledge of the advantages and disadvantages of advertising.
	12.5.2 Types of Advertising	12.5.2.1 Explain the types of advertising				
	12.5.3 Advantages and Disadvantages of Advertising	12.5.3.1 Explain the advantages and disadvantages of advertising				

GENERAL OUTCOME(S): Develop an understanding of effects of production and commercial activities on the environment.

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.6	Production and commerce vesus Environment	<p>12.6.1. Effect of production and commerce on the environment</p> <p>12.6.2 Effects of production on the environment</p> <p>12.6.3 Possible solutions to the effects of the environment</p>	<p>12.6.1.1. Identify the effects of production on the environment</p> <p>12.6.2.1 Explain the effects of production on the environment</p> <p>12.6.3.1 Identify possible solution to the environmental effects.</p> <p>12.6.3.2 Explain possible solutions to the environmental effects</p>	<p>Effects:</p> <ul style="list-style-type: none"> • Littering • Pollution • Degradation <ul style="list-style-type: none"> • Diseases • Displacement • Deforestation • Culture/tradition <ul style="list-style-type: none"> • Civic education • Provision of dust bins • Planting of trees • Government intervention • Community involvement • Corporate social responsibility • Recycling 		<ul style="list-style-type: none"> • Knowledge and Awareness of the effects of Production and Commerce on the environment. • Knowledge and awareness of the possible solutions to the environmental effects.

PRINCIPLES OF ACCOUNTS
GRADE: 10-12

KEY COMPETENCES

- Demonstrate ability to record transactions in the books of prime entries
- Show ability to prepare the Trial Balance
- Show ability to prepare final accounts

GENERAL OUTCOME(S): Acquire knowledge, skills and values of Principles of Accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10.1	Principles of Accounts	10.1.1 General outline of accounting 10.1.2 Job opportunities 10.1.3 Accounting concepts (Conventions)	10.1.1.1.Explain the importance of Principal of Accounts 10.1.2.1.Identify career prospects in the accounting Profession 10.1.3.1 Identify the accounting concepts 10.1.3.2.Explain the accounting concepts	<ul style="list-style-type: none"> • Meaning of Principles of Accounts • Checks and balances • Accountant • Bookkeeper • Cashier • Bursar • Assistant Accountant • Financial Manager • Finance Minister etc. • Cost • Prudence • Going Concern • Business entity • Realisation • Objectivity • Dual aspect • Consistency • Accrual • Materiality • Periodical 	-	<ul style="list-style-type: none"> • Knowledge about the importance of Principles of Accounts • Awareness of career prospects in Principles of Accounts. • Knowledge about the accounting concepts.

General outcomes; Acquire Knowledge, skills and values on recording business transactions

	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10.2	Business Transactions	10.2.1. Types of business transactions	10.2.1.1. Explain business transactions 10.2.1.2. Identify different types of transactions 10.2.1.3. Record business transactions	<ul style="list-style-type: none"> • Cash transactions • Bank transactions • Credit transactions • Barter transactions 	<ul style="list-style-type: none"> • Recording of Business Transactions 	<ul style="list-style-type: none"> • Knowledge about recording of Business Transactions • Awareness on the importance of recording business transactions

GENERAL OUTCOME(S): Develop an understanding of business transactions from source documents into books of books of original entry

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
	10.3 Books of Prime Entries		<p>10.3.1.1. Explain source documents used in the books of prime entries</p> <p>10.3.1.2 Explain types of books of prime entries</p> <p>10.3.1.3. Record transactions in the books of prime entries</p>	<ul style="list-style-type: none"> • Receipts • Cash Sale slips • Bank Paying in slips • Cheques • Tickets • Invoices • Credit Notes • Petty Cash Vouchers • Purchases Day Book • Sales Day Book • Cash Book • Purchases Returns Day Book • Sales Returns Day Book • General Journal • Petty Cash Book 	<ul style="list-style-type: none"> • Recording transactions in the books of Prime entries. 	<ul style="list-style-type: none"> • Knowledge about the types of the books of Prime entries. • Awareness about the importance of recording transactions in books of Prime entries.

GENERAL OUTCOME(S): Acquire knowledge, skills and values on the importance of double entry and the ledger in Accounting

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10.4	Double Entry	10.4.1 Principle of Double Entry 10.4.2 Types of Accounts	10.4.1.1 Explain Double Entry 10.4.1.2. Explain the types of accounts	Role of Double Entry: <ul style="list-style-type: none"> • Confirms the dual aspect • Tracks the movement of value • Principle of Double Entry: • Debit Entries • Credit Entries <ul style="list-style-type: none"> • Real Accounts • Personal Accounts • Nominal Accounts 		<ul style="list-style-type: none"> • Knowledge about double entry system. • Knowledge about the types of Accounts
10.5	Ledger	10.5.1 Types of ledgers	10.5.1.1. Explain the Ledger 10.5.1.2. Explain types of the Ledger	<ul style="list-style-type: none"> • Meaning of the ledger <ul style="list-style-type: none"> • General ledger • Debtors/Sales ledger (Accounts Receivable ledger) • Creditors/purchases ledger (Accounts Payable Ledger) 		<ul style="list-style-type: none"> • Knowledge about the types of ledgers

GENERAL OUTCOME(S): Acquire knowledge, skills and values on a Trial Balance

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10.6	Trial Balance	10.6.1 Purpose of trial Balance	10.6.1.1.Explain the purpose of Trial Balance 10.6.1.2. Prepare Trial Balance	<ul style="list-style-type: none"> • Meaning of trial balance Purpose: <ul style="list-style-type: none"> • To check for arithmetic errors from ledger accounts • To check the completion of double entry • Check for fraud 		<ul style="list-style-type: none"> • knowledge about the purpose of the Trial Balance

GENERAL OUTCOME(S): Develop an understanding of final accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
10. 7	Final Accounts	10.7.1. Trading Account (Income Statement)	10.7.1.1. Explain trading Account 10.7.1.2. Prepare trading Account	<ul style="list-style-type: none"> • Preparing trading account • Turnover (Net Sales) • Cost of Sales • Gross Profit/Loss 	<ul style="list-style-type: none"> • Calculating Net sales, Cost of Sale an Gross Profit/loss 	<ul style="list-style-type: none"> • Knowledge about the calculation of Net /Cost Sales and Gross Profit/Loss.
		10.7.2. Profit and Loss Account (Income statement)	10.7.2.1.Explain profit and loss account 10.7.2.2.Prepare profit and loss account 10.7.2.3.Calculate net profit/loss	<ul style="list-style-type: none"> • Preparing Profit and Loss Account • Income • Expenses • Net Profit/Loss 	<ul style="list-style-type: none"> • Calculating Net Profit/Loss 	<ul style="list-style-type: none"> • Knowledge about Calculation of Net Profit/Loss
		10.7.3. Balance Sheet (Statement of Financial position)	10.7.3.1.Explain Balance Sheet 10.7.3.2. Prepare balance sheet 10.7.3.3. Calculate capitals	<ul style="list-style-type: none"> • Preparing Balance Sheet • Capital (all types of capitals) • Assets: <ul style="list-style-type: none"> ○ Fixed (Non – Current assets) • Current Liabilities • Long Term liabilities (Payables) • Current Assets 	<ul style="list-style-type: none"> • Calculating all Capitals 	<ul style="list-style-type: none"> • Knowledge about calculating types Capitals. • Awareness of the importance of neatness when preparing final accounts.

GRADE 11: PRINCIPLES OF ACCOUNTS.

KEY COMPETENCES

- Exhibit ability to record adjustments in the final accounts
- Show ability to trace errors not revealed by the trial balance
- Show ability to reconcile books of accounts
- Demonstrate ability to prepare accounts of non profit making organisations

GENERAL OUTCOME(S): Create an understanding of adjustments in final accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.1	Adjustments in the Final Accounts	11.1.1 adjustments 11.1.2 Depreciation 11.1.3 Methods of Depreciation. 11.1.4 Disposal of Fixed Assets 11.1.5 Other types of adjustments	11.1.1.1.Explain the term Adjustment to Final Accounts 11.1.2.1. Explain Depreciation. 11.1.3.1Describe methods of Depreciation of fixed Assets 11.1.3.2. Calculate depreciations on fixed assets 11.1.4.1. Explain Disposal of Fixed Assets. 11.1.5.1.Explain each type of adjustment	<ul style="list-style-type: none"> • Meaning of Adjustments • Meaning of depreciation • Straight line or equal Instalment • Diminishing Balance • Revaluation • • Disposal of fixed assets • Accruals • Prepayments • Bad Debts • Provision for Bad and Doubtful Debts. • Increase and decrease for bad and doubtful debts 	<ul style="list-style-type: none"> • Calculating depreciations on fixed assets. 	<ul style="list-style-type: none"> • Knowledge about adjustments in final Accounts • Knowledge about calculating and depreciation on fixed assets • Knowledge about other types of adjustments.

GENERAL OUTCOME(S): Create an understanding of the errors not revealed by the Trail Balance

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.2	Limitations of the Trial Balance	11.2.1 Limitation of the Trial Balance	11.2.1.1. Explain the errors not revealed disclosed by the Trial Balance	<ul style="list-style-type: none"> • Omission • Original Entry • Commission • Principle • Complete reversal • Compensation • Transposition • 		<ul style="list-style-type: none"> • Knowledge about the errors not disclosed/ revealed by the Trail Balance.
		11.2.2 Errors revealed by the Trial Balance	11.2.1.2 Prepare Journal Entries	11.2.2.1. Explain errors revealed by the Trial Balance	<ul style="list-style-type: none"> • Journalise the errors • Single Error/Part omission • Under cast • Overcast • 	
11.3	Suspense Account	11.3.1 Suspense account	11.3.1.1.Prepare the suspense account	<ul style="list-style-type: none"> • Opening suspense Account • Entries in the suspense account • Clearing the suspense Account. 	<ul style="list-style-type: none"> • Preparing Suspense Account 	<ul style="list-style-type: none"> • Knowledge about opening and clearing a suspense Account.

GENERAL OUTCOME(S): Develop an understanding of Revised Cash Book and Bank Reconciliation Statement

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.4	Bank Reconciliation	11.4.1 Bank Reconciliation	<p>11.4.1.1. Explain the reasons for differences between the Cash Book balance and Bank Statement.</p> <p>11.4.1.2. Explain revised cash Book</p> <p>11.4.1.3. Prepare bank reconciliation statement</p>	<ul style="list-style-type: none"> • Meaning of Bank Reconciliation • Reasons for differences between the Cash book balance and Bank statement • Revised cash Book. • Bank Reconciliation Statement 	-	<ul style="list-style-type: none"> • Knowledge about reasons for differences between the cash book balance and Bank Statement.

GENERAL OUTCOME(S): Develop an understanding of Control Accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.5	Control Accounts		11.5.1.1 Explain Control accounts 11.5.1.2 Explain Purpose of control accounts 11.5.1.3 Explain sources of information for control accounts 11.5.1.4 Explain types of control accounts 11.5.1.5 Prepare control accounts	<ul style="list-style-type: none"> • Meaning of control accounts. • To check for arithmetical errors. • Creditor's ledger/Purchases ledger • Debtor's ledger/Sales ledger • Sales ledger control accounts • Purchases ledger control accounts 		<ul style="list-style-type: none"> • Knowledge about purpose and sources of information for control Accounts

GENERAL OUTCOME(S): Create an understanding of Accounts of Non-Profit making organisations

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.6	Accounts of Non-Profit making Organization or Clubs Accounts		11.6.1 Identity accounts of Non-profit making Organisations 11.6.2. Prepare accounts of non profit making organisations	<ul style="list-style-type: none"> • Receipts and payments • Income and Expenditure.(Surplus/ Deficit) • Trading Accounts (Gross Profit/loss) • Profit and Loss Account (net profit/loss) • Balance sheet (Accumulated Fund) 	<ul style="list-style-type: none"> • Preparing accounts of Non – Profit Making Organisations. 	<ul style="list-style-type: none"> • Awareness of the different types of Non Profit making Organisations. • Knowledge about the preparation of accounts of Non Profit making Organisations.

GENERAL OUTCOME(S): Develop an understanding of Capital and Revenue Expenditure and Receipts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.7	Capital and Revenue Receipts and Expenditure	11.7.1 Capital and Revenue Expenditure 11.7.2. Capital and Revenue receipts	11.7.1.1. Explain capital expenditure items 11.7.1.2. Explain revenue expenditure items 11.7.2.1. Explain capital receipts items 11.7.2.2 Explain Revenue receipts items	<ul style="list-style-type: none"> • Capital expenditure items (Assets) • Revenue expenditure items (Expenses) • Capital Receipts items (Income from sale of fixed assets) • Revenue Receipts items (Gains) 		<ul style="list-style-type: none"> • Knowledge about Capital and revenue items • Knowledge about Capital receipts and revenue receipts.

GRADE 12: PRINCIPLES OF ACCOUNTS

KEY COMPETENCES

- Show ability to prepare partnerships final accounts
- Show ability to prepare manufacturing accounts
- Demonstrate ability to calculate various ratios and percentages

GENERAL OUTCOME(S): Create an understanding of Incomplete Records

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.1	Incomplete Records	<p>12.1.1 Single Entry and Incomplete records</p> <p>12.1.2 Difference between double and single entries</p> <p>12.1.3 Final Accounts of incomplete records.</p>	<p>12.1.1.1. Explain increase and decrease in net worth and Statement of affairs</p> <p>12.1.1.2.Explain the difference between double and Single entry</p> <p>12.1.1.3 Prepare final accounts and balance sheet of incomplete records</p>	<ul style="list-style-type: none"> • Increase and decrease in net worth • Statements of Affairs • Converting incomplete records into double entry • Calculating purchases and Sales (Use of Control Accounts) • Trading Account (Income Statement) • Profit and Loss Account (Income Statement) • Balance sheet 	<ul style="list-style-type: none"> • Calculating purchases and Sales under incomplete records or single entries 	<ul style="list-style-type: none"> • Knowledge and awareness about the single entries and incomplete records. • Awareness on the importance of neatness when calculating purchases and Sales. • Knowledge about preparation of Final Accounts from single entries.

GENERAL OUTCOME(S): Create an understanding of Partnership Accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.2	Partnerships	12.2.1 Formation of Partnerships 12.2.2 Final Accounts	12.2.1.1 .Explain formation of partnership 12.2.2.1. Explain partnership Accounts 12.2.2.2 Prepare Final Accounts under partnership	<ul style="list-style-type: none"> • Meaning of Partnership • Partnership Deed or Articles of partnership • Articles of association • Memorandum of Association • Capital • Current • Appropriation • Trading Account • Profit and Loss Account • Balance Sheet • Premium and Goodwill Accounts • Accounts on admission of new partner 	<ul style="list-style-type: none"> • Preparing of the Final Accounts under partnerships 	<ul style="list-style-type: none"> • Knowledge about the formation of Partnerships. • Knowledge about Partnership Accounts. • Knowledge about preparation of final Accounts under Partnerships

GENERAL OUTCOME(S): Develop an understanding of Manufacturing Accounts

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.3	Manufacturing Accounts	<p>12.3.1 Types of costs</p> <p>12.3.2. Types of stocks</p> <p>12.3.3. Manufacturing Accounts</p> <p>12.3.4. Current Market Value</p> <p>12.3.5. Financial Statements/Final Accounts</p>	<p>12.3.1.1. Explain types of costs</p> <p>12.3.2.1 Identify types of Manufacturing stocks</p> <p>12.3.3.1. Prepare Manufacturing Accounts</p> <p>12.3.4.1 Calculate manufacturing profit</p> <p>12.3.5.1 Explain Financial Statements</p>	<ul style="list-style-type: none"> • Meaning of Manufacturing Account • Direct costs • Indirect costs • Raw Materials • Finished Goods • Work-in-Progress • Manufacturing accounts • manufacturing profit • Trading and Profit and Loss Account (Income Statement) • Balance Sheet (Statement of Financial Position) 	<ul style="list-style-type: none"> • Preparing manufacturing Accounts. • Calculating manufacturing Profits. • Preparing final accounts of Manufacturing Accounts. 	<ul style="list-style-type: none"> • Knowledge about different types of costs under manufacturing Account. • Awareness about the types of manufacturing stocks. • Knowledge about calculating of manufacturing profit. • Knowledge about preparation of Final Accounts of manufacturing Accounts.

GENERAL OUTCOME(S): Develop an understanding of ethics in accountancy

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.4	Ethics in accountancy	<p>12.4.1 Ethics</p> <p>12.4.2 Effects of non adherence to ethics</p>	<p>12.4.1.1.Explain ethics in accountancy</p> <p>12.4.2.1 Identify effects of non-adherence to ethics</p> <p>12.4.2.2.Explain effects of non adherence to ethics</p>	<ul style="list-style-type: none"> • Meaning of ethics Ethics: <ul style="list-style-type: none"> • Integrity • Trustworthy • Discipline • Honest • Accountability etc • Corruption • Fraud • Money laundering • Embezzlement etc 		<ul style="list-style-type: none"> • Awareness of the importance of ethics in accountancy • Awareness of the dangers of non-adherence to ethics

GENERAL OUTCOME(S): Acquire knowledge and skills on various ratios and percentages of a business

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.5	Interpretation of Final Accounts	12.5.1 Accounting Ratios and percentages	<p>12.5.1.1.Explain the importance of Accounting ratios and percentages</p> <p>12.5.1.2. Explain the various accounting ratios/percentages</p> <p>12.5.1.3. Calculate various ratios /percentages</p>	<p>Importance:</p> <ul style="list-style-type: none"> • Determine whether business is moving in right direction etc • ,Gross Profit %/Ratios • Net Profit %/Ratios • Turnover • Rate of Turnover or stock Turn • Debtors/Sales • Creditors/Purchases • Working Capital • Capital Employed • Liquidity ratio • Acid Test • Return on Capital Employed (ROCE) • Return on Capital Invested (ROCI) 	<ul style="list-style-type: none"> • Calculating rations/ percentages of a business. 	<ul style="list-style-type: none"> • Knowledge about the importance of Accounting ratios and percentages of a business.

SCOPE AND SEQUENCE CHART

COMMERCE 10-12

TOPIC	GRADE 10	GRADE 11	GRADE 12
Commerce	<ul style="list-style-type: none"> • Importance • Aids to trade • Career prospects. 		
Production	<ul style="list-style-type: none"> • Branches • Methods • Factors • 		
Contracts	<ul style="list-style-type: none"> • Elements 		
Home Trade	<ul style="list-style-type: none"> • Retail • Wholesale • Documentation • Cash and Trade Discounts 		
Buying and selling on Credit	<ul style="list-style-type: none"> • Methods • Consumer protection 		
Foreign Trade		<ul style="list-style-type: none"> • Importance • Challenges • Documentation • ZRA • Bonded warehouses • Means of payment • Balance of Trade/Payment 	
Organisation of Business Units		<ul style="list-style-type: none"> • Types • Formation 	

Stock Exchange		<ul style="list-style-type: none"> • Purpose • Shares 	
Lusaka Stock Exchange (LuSE)		<ul style="list-style-type: none"> • Establishment • Main Players • Functions 	
Banking		<ul style="list-style-type: none"> • Banking Institutions • Non- Banking Financial Institutions • Means of Payment • The Central Bank 	
Insurance			<ul style="list-style-type: none"> • Purpose • Principles • Risks • Covers • Policies • Brokers
Communication			<ul style="list-style-type: none"> • Postal • Telecommunication
Transport			<ul style="list-style-type: none"> • Importance • Factors • Types • Documentation
Warehousing			<ul style="list-style-type: none"> • Types • Functions
Advertising			<ul style="list-style-type: none"> • Media • Types • Advantages and Disadvantages
Environment			<ul style="list-style-type: none"> • Effects • Solutions

**SCOPE AND SEQUENCE CHART
PRINCIPLES OF ACCOUNTS
GRADE: 10-12**

TOPIC	GRADE 10	GRADE 11	GRADE 12
Principles of Accounts	<ul style="list-style-type: none"> • General outline • Job opportunities • Accounting concepts 		
Business Transactions	<ul style="list-style-type: none"> • Types 		
Books of Prime Entry	<ul style="list-style-type: none"> • Types • Source Documents 		
Double Entry	<ul style="list-style-type: none"> • Principle • Classes of Accounts 		
Ledger	<ul style="list-style-type: none"> • Types 		
Trial Balance	<ul style="list-style-type: none"> • Purpose 		
Final Accounts	<ul style="list-style-type: none"> • Trading , Profit and Loss Account • Balance Sheet 		
Adjustments in Final Accounts		<ul style="list-style-type: none"> • Types 	
Limitations of the Trial Balance		<ul style="list-style-type: none"> • Limitations • Errors • Suspense account 	
Bank Reconciliation		<ul style="list-style-type: none"> • Revised Cash Book • Reconciliation Statement 	
Control Accounts		<ul style="list-style-type: none"> • Purpose 	

		<ul style="list-style-type: none"> • Source of Information • Types 	
Accounts of Non Profit Organisations		<ul style="list-style-type: none"> • Final Accounts 	
Capital and Revenue, Receipts and Expenditure		<ul style="list-style-type: none"> • Receipts • Expenditure 	
Incomplete Records			<ul style="list-style-type: none"> • Single Entry • Double Entry • Final accounts
Partnerships			<ul style="list-style-type: none"> • Formation • Partnership Accounts • Final Accounts
Manufacturing			<ul style="list-style-type: none"> • Costs • Stocks • Accounts • Current Market Value • Final Accounts
Ethics in Accountancy			<ul style="list-style-type: none"> • Ethics • Effects of non adherence
Interpretation of Final Accounts			<ul style="list-style-type: none"> • Importance • Percentages • Ratios