



Republic of Zambia
Ministry of Education, Science, Vocational Training and Early Education

BUSINESS STUDIES SYLLABUS COMMERCE AND PRINCIPLES OF ACCOUNTS GRADE 10 – 12



Published by the Curriculum Development Centre
P.O. Box 50092
Lusaka
2012

COPYRIGHT

© Curriculum Development Centre, Lusaka 2011.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the Curriculum Development Centre.

PREFACE

This syllabus consists of Commerce and Principles of Accounts. It took into consideration the need to include topics on the Lusaka Stock Exchange and Securities and Exchange Commission to enable pupils learn about their own stock exchange.

The syllabus emphasizes the importance of Business Studies in National Development in relation to everyday life. The focus however, is on what the pupil will be able to do after acquiring the knowledge, skills and values offered in this course of study. The knowledge, skills and values acquired are vital to the development and betterment of not only the pupil but the community as well. The course will also assist the pupil acquire the necessary productive skills in readiness for self employment as well as wage employment. It should also prove a base for further studies in the field of business studies.

It is hoped that the knowledge acquired from these subjects will go a long way in helping the pupils later in life and also assist them to face the world with confidence.

ACKNOWLEDGEMENT

The review workshop would not have been accomplished without the involvement, participation and commitment of many people. We want to thank all of them.

Most importantly we want to thank UNICEF for funding the workshop.

Cecilia N M Sakala

Director-Standards and Curriculum

MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING AND EARLY EDUCATION

We are greatly indebted to the people who contributed in review of the syllabi;

1. Mrs. Inonge Nakalonga
SESO-Business Studies
Lusaka Province
LUSAKA.
2. Ms. Mufalo Bernadette
Kabulonga Boys High School
LUSAKA.
3. Mr. Mulamfu C.
Kamulang High School
LUSAKA.
4. Mr. Fwoloshi Evans
Head of Department
Business Studies
Kyawama High School
SOLWEZI.
5. Mr. Makumba Chansa
Mansa High School
MANSA.
6. Mr. Simukonda James
Kabunda Girls High School
MANSA.
7. Mr. Kawana Nyambe
Head of Department
Business Studies
St Josephs High School
MONZE.
8. Mr. Munkombwe Park
Senior Lecturer
TVTC
LUANSHYA.
9. Ms .Nkhoma Josephine
Senior Lecturer
Nkrumah University College
KABWE.
10. Mr Longwe Tifa
Head of Department
Chizongwe T. High School
CHIPATA

Special thanks are extended to the following who authored and prepared this syllabus for publication:

- Mr. Peter K. Kasaji - Chief Curriculum Specialist
- Mr. Lazarous B.Y. Kalirani - Principal Curriculum Specialist
- Ms Florah M Hamukombo - Senior Curriculum Specialist (Business Studies)
- Ms Jenipher K Njanji -A/Curriculum Development Specialist (Business Studies)

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.

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.

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

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.

TABLE OF CONTENTS

	Page
Preface	i
Acknowledgement	ii
Copyright	iii
Aims of Teaching the subject	iv
Key competences	v
Proposed Teaching Methods	vi
Suggested time allocation for each component	vii
COMMERCE – GRADE 10	
Commerce... ..	1
Production	2
Industry	3
Contracts... ..	4
Home Trade... ..	4

Buying and Selling	7
COMMERCE- GRADE 11	
Foreing Trade (International Trade)	8
Organisation of Business Units... ..	10
Stock exchange... ..	12
Lusaka Stock Exchange (LuSE)	13
Banking... ..	14
COMMERCE – GRADE 12	
Insurance... ..	17
Communication... ..	20
Transport... ..	22
Warehousing... ..	23
Advertising... ..	24
Environment... ..	25
PRINCIPLES OF ACCOUNTS GRADE 10	
Financial Accounting	27
Business transactions... ..	28
Books of Prime entry... ..	29

GRADE 10: COMMERCE

KEY COMPETENCES

- | |
|--|
| <ul style="list-style-type: none"> • 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		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 10.1.0.3. Identify career prospects.	<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"> • Entrepreneurship • Marketing • Etc 		<ul style="list-style-type: none"> • Appreciation • Knowledge • Appreciation • Financial independence

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

10.2	Production		<p>10.2.0.1. Describe production</p> <p>10.2.0.2. Explain the factors of production</p> <p>10.2.0.3 Describe methods of production</p> <p>10.2.0.4. Explain the types of production</p>	<ul style="list-style-type: none"> • needs • wants • goods: Original, counterfeit, substandard, quality goods • services • land • labour • capital • enterprise/organisation • direct and indirect production • primary • secondary • tertiary 		<ul style="list-style-type: none"> • Knowledge • Appreciation • awareness • knowledge • application • Appreciation • awareness • knowledge • awareness • knowledge
------	------------	--	---	--	--	--

			10.2.0.5. Describe the branches of production.	<ul style="list-style-type: none"> • industry • direct services • commerce 		<ul style="list-style-type: none"> • awareness • knowledge •
10.3	Industry		10.3.0.1. Explain the classes of Industries	<ul style="list-style-type: none"> • extractive • manufacturing • constructive • Exhaustive • Non-exhaustive 		<ul style="list-style-type: none"> • awareness • understanding • knowledge

GENERAL OUTCOME(S): Develop an understanding of Home Trade and its sub-divisions

10.4	Contracts	10,4,1 Elements of a Valid Simple Contract	10.4.1.1. 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"> • Trustworthy
10.5	Home trade	10.5.1 Retail Trade	<p>10.5.1.1. Explain the functions of a retailer</p> <p>10.5.1.2. Explain the factors to consider before putting up a retail business</p> <p>10.5.1.3. Explain characteristics of small and large retailers</p> <p>10.5.1.4. Explain advantages and</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 		<ul style="list-style-type: none"> • Appreciating. • Awareness • knowledge

			disadvantages of a retailer	<ul style="list-style-type: none"> advantages and disadvantages of small and large scale retailers 		
		10.5.2 Wholesale Trade	<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 Functions of a wholesaler advantage and disadvantages 	<ul style="list-style-type: none"> Identifying 	<ul style="list-style-type: none"> Appreciation Awareness Knowledge
		10.5.3 Documents used Home Trade	<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>	<ul style="list-style-type: none"> Enquiry Note Quotation Catalogue Order Form Invoice Debit Note Credit Note Dispatch Note Advice Note Delivery Note Cash sale slip Statement of Account 		<ul style="list-style-type: none"> Appreciation Knowledge Awareness Understanding

			10.5.0.1. Explain cash and trade discounts in home trade	<ul style="list-style-type: none"> • Performa Invoice • Cheque • Receipt • Cash discount • Trade discount • Differences between cash and trade discount • Calculate trade and cash discounts 		
--	--	--	--	---	--	--

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"> • trustworthy • awareness • knowledge
		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 	-	<ul style="list-style-type: none"> • Appreciation • Awareness • Knowledge • Critical thinking • Appreciation • Awareness • Knowledge • Critical thinking

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
				(CCPC) <ul style="list-style-type: none"> Legislature Consumer associations 		

GRADE 11: COMMERCE

KEY COMPETENCES

- | |
|--|
| <ul style="list-style-type: none"> 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 11.1.3.1. Explain documents used in Foreign trade. 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 Awareness Knowledge Understanding

#	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"> • Appreciation • Awareness
			11.1.2.2. State the requirements for harbour or port	<ul style="list-style-type: none"> • harbour or port 		<ul style="list-style-type: none"> • Honesty • integrity • Trustworthy
		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"> • Honesty • integrity • Trustworthy • Knowledge
		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"> • Knowledge • Awareness • Understanding
		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 		

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES

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 • Partnership Deed or Articles of partnership • Articles of Association • Memorandum of Association as obtaining in the Companies Act 		<ul style="list-style-type: none"> • Appreciate • Knowledge • Awareness • • Appreciating • Awareness
#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
			11.2.2.2.State the similarities and differences between private and public limited companies 11.2.2.3. Explain the advantages and disadvantages of private companies	<ul style="list-style-type: none"> • Similarities and differences between private and public companies • Advantages and disadvantages 	<ul style="list-style-type: none"> • Analysing 	<ul style="list-style-type: none"> • Knowledge • Understanding • Awareness

		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"> Analysing 	<ul style="list-style-type: none"> Appreciation Understanding Awareness Knowledge <ul style="list-style-type: none"> Appreciation Understanding Awareness Knowledge
--	--	----------------------	--	---	---	--

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

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
	11.4 Stock Exchange		<p>11.4.1.1 Describe stock Exchange</p> <p>11.4.1.2 Explain types of shares</p>	<ul style="list-style-type: none"> Stock exchange Purpose of the stock exchange Trading on the stock exchange Securities Shares Stocks 	<ul style="list-style-type: none"> Analysing 	<ul style="list-style-type: none"> Appreciating Awareness Understanding Knowledge

				<ul style="list-style-type: none"> • Bonds • Debentures 		
--	--	--	--	---	--	--

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>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"> • Awareness • Understanding • knowledge • Awareness • Understanding
--	-----------------------------------	--	--	---	--	---

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
11.5	Banking	11.5.1. Banking Institutions	11.5.1.1. 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"> • Awareness • Appreciation • Knowledge
		11.5.2. Non Banking Institutions	11.5.2.1. Identify non-banking institutions	<ul style="list-style-type: none"> • Micro Finance Companies • Bureau De-change • Insurance companies • Clearing Houses 		
		11.5.3. Services Offered	11.5.3.1. 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 		
		11.5.4. Accounts Offered	11.5.4.1. 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) 		
		11.5.5.		<ul style="list-style-type: none"> • Bank Statement • Pay-in-slip • Withdrawal slip 		

		Documents used	11.5.5.1. Identify types of documents used in banking	<ul style="list-style-type: none"> • Deposit slip • Cheque book • ATM card 		
		11.5.6. Means of Payments	11.5.6.1. Explain the means of payment through the bank	<ul style="list-style-type: none"> • Cheque • Standing order • Credit transfer • Direct Debiting • Bankers draft • Cash dispensers(ATM) • E-cash 		
		11.5.7. The Central Bank	11.5.7.1. List the functions of the Central Bank	<ul style="list-style-type: none"> • Supervising the financial institutions • Regulating the financial market • Printing and minting of money • Government banker • Protection against counterfeit mone 		
			11.5.7.2. Outline the electronic cheque clearing system	<ul style="list-style-type: none"> • The cheque clearing system • Interbank depositing • Interbank withdrawin 		<ul style="list-style-type: none"> • Awareness • Appreciation

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		12.1.0.1. Explain the purpose of Insurance 12.1.0.2. Explain the principles of Insurance	<ul style="list-style-type: none"> • Meaning of Insurance • Purpose of Insurance • Importance of insurance • Types of business insurances • Insurable Interest • Utmost good faith • Indemnity • Subrogation 		<ul style="list-style-type: none"> • Appreciation • awareness • Awareness • Understanding

			<p>12.1.0.5. Explain different types of Insurances policies</p> <p>12.1.0.6.Explain the work of Insurance brokers</p>	<ul style="list-style-type: none">• Comprehensive• Third Party• The Act • looking for clients• selling policies		<ul style="list-style-type: none">• Appreciate• Awareness• knowledge • Appreciating• Awareness• knowledge
--	--	--	---	---	--	--

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	<p>_____</p> <p>12.2.1. Postal Services</p>	<p>12.2.0.1. State different reasons for Communication</p> <p>12.2.0.2. Identify postal services</p> <p>12.2.0.3. 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 • Awareness • Knowledge

		12.2.2. Telecommunication Services	12.2.3.1. Use of telephone services 12.2.3.2. Operate telephone systems	<ul style="list-style-type: none">• Telephone:• Types of telephone services:• Telegram• Telex• Phonogram• Fax• Radio message• Cellular phone• E-mail• Internet• Local and trunk• Alarm• Emergency• Free phone		<ul style="list-style-type: none">• Appreciation• Awareness• Knowledge
--	--	------------------------------------	--	--	--	--

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>12.3.0 Importance of transport</p> <p>12.3.0 Factors involved in choosing mode of transport</p> <p>12.3.0 Modes of transport</p> <p>12.3.0 Documents used in transport.</p>	<p>12.3.0.1. Explain the importance of Transport</p> <p>12.3.0.2. State the factors involved in choosing the mode of transport</p> <p>12.3.0.3. Identify the modes of transport</p> <p>12.3.0. 4. 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 		<ul style="list-style-type: none"> • Appreciating • Awareness • knowledge • Logic
				<ul style="list-style-type: none"> • Cost • Efficiency • Accessibility • Urgency • Dependability • Type of goods 		<ul style="list-style-type: none"> • Reliability • Awareness • Appreciation
				<ul style="list-style-type: none"> • Sea • Road • Air • Rail • Pipeline 		<ul style="list-style-type: none"> • Awareness • Knowledge • Accuracy
				<ul style="list-style-type: none"> • Bill of lading • Tickets (air, sea, rail, bus) • Consignment Not 		

GENERAL OUTCOME(S): Create an understanding of warehousing

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.4	Warehousing		12.4.0.1. Explain types of Warehouses	<ul style="list-style-type: none"> • Manufacturer's • Wholesaler's • Retailer's • Functions 		<ul style="list-style-type: none"> • Awareness • Appreciation

GENERAL OUTCOME(S): Develop an understanding of Advertising

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.5	Advertising		12.5.0.1. Identify the modes of advertising 12.5.0.2. Explain the modes of Advertising 12.5.0.3. Explain the types of advertising 12.5.0.4. Explain the advantages and disadvantages 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"> • Appreciating • Awareness • Competitiveness • Honesty • Understanding. • Knowledge • Awareness

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	Environment	12.6.1. Effect of production and commerce on the environment	<p>12.6.1.1. Identify the effects of production on the environment</p> <p>12.6.1.2. Explain the effects of production on the environment</p> <p>12.6.1.3. 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"> • Understanding • Awareness • Knowledge <ul style="list-style-type: none"> • Understanding. • Knowledge • Awareness

PRINCIPLES OF ACCOUNTS
GRADE: 10-12

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

TOPIC	GRADE 10	GRADE 11	GRADE 12
Financial Accounting	<ul style="list-style-type: none"> • General outline • Job opportunities • Accounts 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"> • Debtors Ledger • Creditors Ledger • Sales Ledger • Purchases Ledger 		
Trial Balance	<ul style="list-style-type: none"> • Purpose 		
Final Accounts	<ul style="list-style-type: none"> • Trading and 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"> • Non Profit Organisations • Types 	
Capital and Revenue, Expenditure and Receipts		<ul style="list-style-type: none"> • Expenditure • Receipts 	
Incomplete Records			<ul style="list-style-type: none"> • Single Entry • Double Entry • Final account
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 • Financial Statements
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

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	Financial Accounting	10.1.1 General outline of accounting	10.1.1.1.Explain the importance of Financial Accounting	<ul style="list-style-type: none"> • Meaning of Financial Accounting • Checks and balances 	-	<ul style="list-style-type: none"> • Knowledge • Awareness
		10.1.2 Job opportunities	10.1.2.1.Identify career prospects in the accounting Profession	<ul style="list-style-type: none"> • Accountant • Cashier • Bursar • Assistant Accountant • Financial Manager • Finance Minister 		<ul style="list-style-type: none"> • Knowledge • Awareness
		10.1.3 Accounting concepts (Conventions)	10.1.3.1.Explain the accounting concepts	<ul style="list-style-type: none"> • Cost • Prudence • Going Concern • Business entity • Realisation • Objectivity • Dual aspect • Consistence • Accrual • Materiality • Periodical 	-	<ul style="list-style-type: none"> • Knowledge • Awareness

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"> • Identifying • Recording 	<ul style="list-style-type: none"> • Knowledge • Understanding • awareness

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

	CONTENT
--	----------------

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

GENERAL OUTCOME(S): Acquire knowledge, skills and values on the importance of double entry and the ledger in Financial 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"> • Understanding • Knowledge • Accuracy <ul style="list-style-type: none"> • Knowledge • Understanding
	10.5 Ledger		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 ledger (Accounts Receivable ledger) • Creditors ledger (Accounts Payable Ledger) • Sales and purchases ledger 		<ul style="list-style-type: none"> • Appreciating • Understanding • applying <ul style="list-style-type: none"> • Appreciate • Understanding • Applying • Knowledge

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		10.6.1.1.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"> • Appreciate • knowledge • Understanding

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 Accounts 10.7.1.2. Prepare trading accounts	<ul style="list-style-type: none"> • Turnover (Net Sales) • Cost of Sales • Gross Profit/Loss 		<ul style="list-style-type: none"> • Trustworthy
		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"> • Income • Expenses • Net Profit/Loss 		<ul style="list-style-type: none"> • Trustworthy • Integrity • Consistency • Neatness • Logic •
		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"> • Balance Sheet • Capital (all types of capitals) • Assets: <ul style="list-style-type: none"> ○ Fixed (Non – Current assets) • Current Liabilities • Long Term Payables • Current 		<ul style="list-style-type: none"> • Trustworthy • Integrity • Neatness • Logic

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 adjustments	<ul style="list-style-type: none"> • Meaning of Adjustments • Meaning of depreciation • Straight line or equal Instalment • Diminishing Balance • Revaluation • Amortization • Disposal of fixed assets • Accruals • Prepayments • Bad Debts • Provision for Bad and Doubtful Debts. • Increase and decrease for 	Calculating	<ul style="list-style-type: none"> • Application • Awareness • Knowledge • Understanding • Awareness • Awareness • Knowledge • Awareness • Knowledge • Awareness • Knowledge • Logic • Neatness

				bad and doubtful debts		
--	--	--	--	------------------------	--	--

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 by the Trial Balance	<ul style="list-style-type: none"> • Omission • Original Entry • Commission • Principle • Complete reversal • Compensation • Transposition • Journalise the errors 		<ul style="list-style-type: none"> • Knowledge • Understanding • Awareness
		11.2.2 Errors disclosed by the Trial Balance	11.2.2.1. Explain errors disclosed by the Trial Balance	<ul style="list-style-type: none"> • Single Error/Part omission • Transposition • Under cast • Overcast • Journalise the errors 		<ul style="list-style-type: none"> • Knowledge • Understanding • Awareness
	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. 		

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	11.4.1.1. Explain the reasons for differences between the Cash Book balance and Bank Statement 11.4.1.2. Explain revised cash Book 11.4.1.3. Prepare bank reconciliation statement	<ul style="list-style-type: none"> • Meaning of Bank Reconciliation • Reasons for differences between the Cash book balance and Bank statement • Revised cash Book. 		<ul style="list-style-type: none"> • Knowledge • Understanding • Appreciation • Knowledge • Understanding • Appreciation • Understanding • Appreciation

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 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 • Debtor’s ledger • Sales ledger control accounts • Purchases ledger control accounts 		<ul style="list-style-type: none"> • Appreciate • Knowledge

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		<p>11.6.0.1. Explain non-profit making organisations</p> <p>11.6.0.2. Identity accounts of Non-profit making Organisations</p> <p>11.6.0.3. Prepare accounts of non profit making organisations</p>	<ul style="list-style-type: none"> • Lions Club, • World Vision • Round Table • Red Cross (Crescent) and others. <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"> • Appreciating • Knowledge • Understanding

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

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
11.6	Capital and Revenue Expenditure and Receipts	<p>11.6.1 Capital and Revenue Expenditure</p> <p>11.6.2. Capital and Revenue receipts</p>	<p>11.6.1.1. Explain capital expenditure items</p> <p>11.6.1.2. Explain revenue expenditure items</p> <p>11.6.2.1. Explain capital receipts items</p> <p>11.6.2.2 Explain Revenue receipts items</p>	<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 • Awareness • Understanding • Knowledge • Awareness • Understanding

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	12.1.1 Single Entry and Incomplete records	12.1.1.1. Explain increase and decrease in net worth and Statement of affairs 12.1.1.2. Explain the difference between double and Single entry 12.1.1.3 Prepare final accounts and balance sheet of under incomplete records	<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"> • Knowledge • Awareness • Understanding • Reasoning

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

#	TOPIC	SUB-TOPIC	SPECIFIC OUTCOMES	CONTENT		
				KNOWLEDGE	SKILLS	VALUES
12.2	Partnerships	12.2.0. Final Accounts	12.2.0.1.Explain formation of partnership 12.2.1.1. Explain partnership Accounts 12.2.1.2 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"> • Awareness • Knowledge • Awareness • Reasoning

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</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 Financial Position) 	Calculating	<ul style="list-style-type: none"> • Knowledge • Awareness • Understanding

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

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

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 • Determine whether business is making profit or loss • Enhance preparation of reports • Enhance decision making <ul style="list-style-type: none"> • 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) 	Calculating	<ul style="list-style-type: none"> • Knowledge • Awareness • Understanding • Reasoning