**JOY INTERNATIONAL COLLEGE**

A CHRISTIAN CO-EDUCATIONAL BOARDING INSTITUTE

KM 12 KADUNA ABUJA EXPRESS WAY P.O. BOX 4045

**SCHEME OF WORK FOR FIRST TERM 2016/2017 ACADEMIC SESSION-SS3 COMMERCE.**

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| **WEEK** | **TOPICS** | **CONTENTS** | **PRACTICE QUESTIONS.** |
| 1 | Business Law | -Branches of commercial law.  -principles of Agency.  -Registration of business. | -a. What is a contract?  b. list six situations under which a contract can be brought to an end.  -c. What is agency?  -d. Explain the features of the following agents. |
| 2 | Structure of business. | -Organisational set up.  -Span of control ,Authority ,Responsibility.  -Intra- Inter departmental communication. | - Explain five factors which determine the span of control.  -a. What is delegation of authority?  -b. State four advantages of delegation of authority.  -a. What is communication?  b. Differentiate between inter-departmental and intra-departmental communication. |
| 3 | Marketing | Concept ,mix and promotion. | -Explain the following:  i. marketing concept.  ii. marketing mix.  iii. Market segmentation.  iv. product differentiation.  -a. what is market?  b. Explain four ways by which marketing is important to the economy.  c. State five functions of marketing.  -a. What is branding?  -b. State five ways branding affects the consumer. |
| 4 | Economic grouping of West African. | -Meaning of Economic Grouping.  -ECOWAS: Formation, members and aims.  -Lake Chad Basin Commission: Formation, Members and Aims.  -International Monetary Fund: Formation and objectives. | -What factors have hindered the achievement of the objectives of ECOWAS since its establishment?  - What are the objectives of the Lake Chad Basin Commission?  -state the objectives of International Monetary Fund. |