

Dawood Public School
Course Outline 2017-18
Business Studies
Class IX

Endorsed Text book:

Borrington, K. & Stimpson, K, 2006. IGCSE Business Studies, 4th Edition, London, John Murray.

Further Reading:

Butler, K, & Hardy, J. 2001. GCSE Business Studies, 3rd Edition, Oxford University Press.

Units

August

1. Understanding business activity

Business activity as a means of adding value and meeting customer needs

- Economics Problem
- Specialization
- Purpose of Business Activity
- Added Value

Learning outcomes

After reading this unit the students will be able to:

- ✓ Understand the purpose of business activity
- ✓ Understand the concept of adding value
- ✓ Understand the concepts of needs, wants and scarcity

September

2. Classification of Businesses

- Stages of economic activity
- Relative importance/changes in each sector
- Mixed Economy

Learning outcomes

After reading this unit the students will be able to:

- ✓ Levels of economic activity
- ✓ understand the difference between primary, secondary and tertiary businesses

3. Enterprise, business growth and size

- Enterprise and Entrepreneur
- Comparing size of businesses
- Business Growth and their problems

Learning outcomes

After reading this unit the students will be able to:

- ✓ Importance and key characteristics of entrepreneur
- ✓ Comparing the size of businesses
- ✓ How can businesses grow

- ✓ Why do some businesses stay small?
- ✓ understand the different ways in which businesses can grow and the different types of mergers and takeovers
- ✓ Compare the different methods of measuring the size of businesses.

October

4. Forms of business organisation

- Business organizations: private sector
- Public Sector

Learning outcomes

After reading this unit the students will be able to:

- ✓ Business organisation: the private sector
- ✓ Other business organization in the private sector
- ✓ Business organization: the public sector
- ✓ Understand the difference between sole trader and partnership organizations
- ✓ Understand the difference between unincorporated businesses and limited companies
- ✓ Understand the difference between private limited companies and public limited companies
- ✓ Compare and contrast all of these forms of business organization in the private sector by referring to their advantages and disadvantages
- ✓ Understand the features of business organizations in the public sector
- ✓ Public and private sectors of industry

November

5. Business Objectives and stakeholder objectives

- Business Objectives

Learning outcomes:

After reading this unit the students will be able to:

- ✓ need and importance of business objectives
- ✓ business objectives in public sector
- ✓ Factors influencing the objectives
- ✓ Different stakeholder groups with an interest in a business
- ✓ Objectives of stakeholder groups
- ✓ Potential conflict between objectives

Revision for Mid Term Examinations

December

Mid Term Examinations

January

6. Motivation at work

- Motivation theories
- Why people work?
- Motivating factors – financial motivators

- Motivating factors – non-financial motivators

Learning outcomes:

After reading this unit the students will be able to:

- ✓ understand and explain the different motivation theories
- ✓ understand and apply appropriate ways to pay different types of jobs
- ✓ identify ways other than pay which motivate workers
- ✓ Explain the concept of Job Satisfaction.

February

7. Organisation and Management

- What is organisational structure?
- Organisation charts
- Functional departments
- Decentralisation
- The Role of Management
- Delegation
- Leadership
- Functions and Benefits of a trade union

Learning outcomes:

After reading this unit the students will be able to:

- ✓ draw and explain a simple organizational chart
- ✓ understand that the organisational structure of a business changes as the business expands
- ✓ know the difference between span of control and levels of hierarchy; line and staff managers
- ✓ understand what delegation means and why it is important to managers
- ✓ analyse the differences between a centralized and decentralized business and
- ✓ explain different forms of decentralization.
- ✓ Learn about the roles, responsibilities and inter relationships between people in organizations.
- ✓ Explain the role of management
- ✓ Explain the different leadership styles and when they should be used
- ✓ Explain why employees join trade unions

February/March

8. Recruitment, Selection and training of workers

- The work of the Human Resources department
- Recruitment and selection
- The recruitment process
- Training
- Workforce planning
- Dismissal and redundancy (retrenchment)
- Legal Controls over Employment issues

Learning outcomes

After reading this unit the students will be able to:

- ✓ understand the different functions of the Human Resources department
- ✓ explain the methods of recruitment and selecting employees

- ✓ understand the importance of job description and job advertisements
- ✓ identify and explain different training methods (internal and external)
- ✓ analyse and evaluate the relevance of training to both the management and the employee
- ✓ explain the difference between dismissal and redundancy
- ✓ appreciate why the manpower of a business may need to be reduced.
- ✓ evaluate which workers to recruit / make redundant.
- ✓ Explain why governments pass laws to protect employees.

March

9. Internal and External Communication

- What is effective communication and why is it necessary?
- The process of effective communication
- One-way two-way communication
- Internal and external communication
- Different ways of communicating: the communication media
- Formal and informal communication
- Communication nets
- The direction of communications
- Barriers of effective communication

Learning outcomes

After reading this unit the students will be able to:

- ✓ understand why communication is important in different business situations
- ✓ Benefits and limitations of different communication methods including those based on information technology (IT)
- ✓ select the best method of communication for different messages
- ✓ recognize the most common reasons for communication failure – barriers to communication
- ✓ suggest how businesses can overcome these barriers to communication.

April

12. Financial Information and Financial decisions

Business finances: need and sources

- Why do business need finance
- Sources of finance ☐ Short term and long term finance
- How business makes the choice of finance

Learning outcomes:

- ✓ why business need finance
- ✓ difference between short term and long term finance
- ✓ different sources of finance available
- ✓ how managers choose between different sources

Revision

May

Final Examinations

****Scheme of Assessment**

A paper containing short-answer questions and structured data response questions. Moreover, candidates will be presented with a business situation or problem, and required to answer questions arising from it. There will be no choice of questions.