

**Dawood Public School**  
**Course Outline 2020-21**  
**Cambridge O Level Business Studies 7115**  
**Grade X**

**Endorsed Text book:**

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

**Further Reading:**

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

**Monthly Course Distribution**

Month	Content
<b>August</b>	Cash Flow Forecasting and Working Capital  Income Statements
<b>September</b>	Balance Sheets  Analysis of Accounts
<b>October</b>	Production of Goods and Services
<b>November</b>	Location Decision
	Revision for Mid-Year Examination
<b>December</b>	Mid-Year Examination
<b>January</b>	Costs, Scale of Production and Break-even Analysis  Achieving Quality Production
<b>February</b>	Organisation and Management  Recruitment, Selection and Training of Workers
<b>March</b>	Recruitment, Selection and Training of Workers  Internal and External Communication
<b>April</b>	Financial Information and Financial Decisions
	Revision for Final Examination
<b>May</b>	Final Examination

## SCHEME OF ASSESSMENT

**Candidates must be entered for the following papers:**

- (i) Paper 1
- (ii) Paper 2

### **Paper Weighting**

Paper 1- 50%

Paper 2- 50%

### **Description of Papers**

#### **Paper 1 (1.5 hours)**

Students will attempt a paper containing short-answer questions and structured/data response questions.

There will be no choice of questions.

#### **Paper 2 (1.5 hours)**

Candidates will be presented with a business situation or problem, and are required to answer questions arising from it.

There will be no choice of questions.

## SYLLABUS CONTENT

### **August**

#### **Chapter 22: Cash Flow Forecasting and Working Capital (Borrington, K. - Pg. No. 272)**

- Why cash is important to a business?
- What is meant by cash flows?
- Cash flow cycle
- Cash flow forecast
- How can cash flow problems be overcome?
- The importance of working capital

#### **Learning Objectives**

Students will be able to:

- Understand what is meant by cash flow, cash inflow and cash outflow
- Explain the difference between the profit made by a business and its cash flow position
- Understand the importance of cash to a business
- Interpret a cash flow forecast

**\*\*Assessment Method:** Home assignment, test and activity

#### **Chapter 23: Income Statements (Borrington, K. - Pg. No. 284)**

- What are accounts and why are they necessary?
- Recording accounting transactions
- How a profit is made
- Why is profit important?
- Difference between profit and cash
- Understanding income statements
- Using income statements in decision making

## **Learning Objectives**

Students will be able to:

- Understand what is meant by accounting information and why it is particularly important to business managers
- Explain the main business accounting records and final accounts
- List all the users of a business's accounts and understand their need for accounting information
- Analyse income statements in order to comment on the profitability and expense of a business

**\*\*Assessment Method:** Home assignment and test

## **September**

### **Chapter 24: Balance Sheets (Borrington, K. - Pg. No. 294)**

- What are balance sheets?
- Explanation of balance sheet terms
- Interpreting balance sheet data

## **Learning Objectives**

Students will be able to:

- Explain the main business accounting records and final accounts
- List all the users of a business's accounts and understand their need for accounting information

### **Chapter 25: Analysis of Accounts (Borrington, K. - Pg. No. 302)**

- Analysis of published accounts
- The concept of liquidity
- Uses and users of accounts
- Limitations of using accounts and ratio analysis

## **Learning Objectives**

Students will be able to:

- Analyse simple business accounts using ratios in order to comment on the profitability, performance and liquidity of a business.

**\*\*Assessment Method:** Assignment, test and activity

## **October**

### **Chapter 17: Production of Goods and Services (Borrington, K. - Pg. No. 208)**

- Managing resources effectively to produce goods and services
- Operations department
- Productivity
- Why businesses hold inventories (stock)
- Lean production
- Kaizen
- Just-in-time inventory control
- Methods of production
- Factors affecting which method of production to use
- How technology has changed production methods

**Learning Objectives**

Students will be able to:

- ✓ Identify factors that increase productivity
- ✓ Identify and explain the method of production used in given situation (job, batch or flow production)
- ✓ Identify and explain ways of implementing lean production
- ✓ Understand the implications of new technology
- ✓ Identify and explain different ways of ensuring the quality of the product

**\*\*Assessment Method:** Assignment and activity

**November**

**Chapter 20: Location Decision (Borrington, K. - Pg. No. 241)**

- Location of industry
- Market
- Factors affecting the location of a service sector business
- Factors affecting the location of a retailing business
- Location in different countries
- The role of legal controls on location decisions

**Learning Objectives**

Students will be able to:

- Identify the relevant factors that affect the location of a manufacturing business
- Identify the relevant factors that affect the location of a retailing business
- Identify the relevant factors that cause a business to relocate at an alternative site in the home country or abroad
- Identify the relevant factors that affect the location of a service sector business

**November – Revision for Mid Year Examination**

**December – Mid Year Examination**

**January**

**Chapter 18: Costs, Scale of Production and Break-even Analysis (Borrington, K. - Pg. No. 222)**

- Business costs
- Economies of scale and diseconomies of scale
- Break-even charts: comparing costs with revenue

**Learning Objectives**

Students will be able to:

- Distinguish between fixed and variable costs
- Understand what the break-even level of output means
- Use break-even charts to find the break-even level of output and draw simple break-even charts
- Understand the main causes of economies and diseconomies of scale

**Chapter 19: Achieving Quality Production (Borrington, K. - Pg. No. 235)**

- What quality means and why it is important for all businesses
- Quality control
- Control assurance

**Learning Objectives**

Students will be able to:

- ✓ Understand the implications of new technology to business
- ✓ Identify and explain different ways of ensuring the quality of the product

\*\*Assessment Method: Assignment, test and activity

<b>February – Revision for Final Examination</b>
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<b>March – Final Examination</b>
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**\*\* Subject to change on the discretion of the teacher.**