

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

Monthly Course Distribution

Month	Content
August	Understanding Business Activity
September	Classification of Businesses Enterprise, Business Growth and Size
October	Forms of Business Organisation
November	Business Objectives and Stakeholder Objectives Revision for Mid-Year Examination
December	Mid Year Examination
January	Motivation at Work
February	Organisation and Management Recruitment, Selection and Training of Workers
March	Recruitment, Selection and Training of Workers Internal and External Communication
April	Financial Information and Financial Decisions Revision for Final Examination
May	Final Examination

Scheme of Assessment:

Students will attempt 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.

SYLLABUS BREAKDOWN

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 Objectives

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 Objectives

After reading this unit the students will be able to:

- Identify 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 Objectives

After reading this unit the students will be able to:

- List, describe and explain importance and key characteristics of entrepreneur
- Compare the size of businesses
- Describe how can businesses grow; explain 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 Objectives

After reading this unit the students will be able to:

- Describe a business organization in the private sector
- Describe other business organizations in the private sector
- Describe a business organization in 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
- Identify the public and private sectors of industry

November

5. Business Objectives and Stakeholder Objectives

- Business Objectives

Learning Objectives

After reading this unit the students will be able to:

- Understand the need and importance of business objectives
- List, describe and explain business objectives in public sector
- Explain the factors influencing the objectives
- Identify the different stakeholder groups with an interest in a business
- List and explain objectives of stakeholder groups
- Describe potential conflict between objectives

November – Revision for Mid Year Examination

December – Mid Year Examination
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January

6. Motivation at work

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

Learning Objectives

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 Objectives

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 Objectives

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 Objectives

After reading this unit the students will be able to:

- Understand why communication is important in different business situations
- List and explain the 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

10. 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 Objectives

- Explain why a business needs finance
- Differentiate between short term and long term finance
- Identify and list different sources of finance available
- Describe how managers choose between different sources

April – Revision for Final Examination

May – Final Examination
