

Subject: Business Studies 2019-2020
 Scheme of work/Term wise syllabus breakup
 Class Level: 9

First term		Section 1: Understanding Business Activity	
Unit	Topic	Objectives	Week
Introduction	Introduction	Introducing students to business community	• 1
Section 1: Understanding Business Activity	<ul style="list-style-type: none"> • Business activity • Classification of business • Business Objectives & Stakeholder's Objectives • Enterprise, Business Growth & Size • Types of Business Organizations 	Candidates should be able to :	• 2
		Develop the basic concept of business and its purpose.	• 3
		Develop the basic concept of Added Value	• 3
		Develop understanding of different level of business activity	
		Develop understanding of economic sector and its relative importance.	• 6
		Develop the understanding of importance of business objectives	
		Develop the ability to identify and relate different stakeholders of the business	
		Develop the ability to differentiate private and public sector objectives.	
		Develop the ability of students to compare business based on different measures of business size.	
		Develop the ability of students to identify growth opportunity and evaluate scenarios	
		. Develop the understanding of private and public ltd companies.	
		c. Develop the concept of joint ventures	
		d. Develop the concept of franchising and differentiation of franchisor and franchisee	

Month December 2019			
	Midyear Exam		
Second Term		Section 2: People in Business	
Unit	Topic	Objectives	Week
Term Overview	Revision	Revise all connecting concepts to begin the new syllabus content	• 1
Section 2: People in Business	<ul style="list-style-type: none"> • Motivating Workers • Organization & Management • Recruitment, Selection & Training of Workers • Internal & External Communication 	Candidates should be able to: Develop the basic concept of people's motivations Develop the understanding of how researchers have explain motivation. Develop the understanding of motivating people through non –financial and other means Develop the understanding of hierarchical and functional division of the organization b. Develop the understanding of roles and responsibilities of managers Develop the concept of leaders, managers and their difference Develop the concept of delegation and trade unions Develop the idea of Human Resource Department and its requirements in business Develop the understanding of how the recruitment process begins Understand the need for effective communication. identify and explain the different methods of communication, select and justify which method to use in given circumstances. identify the main barriers to effective communication explain how the barriers to communication	<ul style="list-style-type: none"> • 3 • 3 • 5 • 4

Revision	All topics covered		
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