

## Business Studies

### Syllabus Breakup for O Levels Class 9

#### Session 2014-2015

	Month	Week #	No. of Lessons /Week	Topic/Unit	Objectives	Resources
Term 1	August	1 <sup>st</sup>	4	Business Activity: Needs, wants Demand, Economic Problem, Factors of Production	To develop the basic concept of business and its purpose.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	August	2 <sup>nd</sup>	4	Business Activity: Specialization, Division of Labor, Added Value	To develop the basic concept of business and its purpose.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	August	3 <sup>rd</sup>	4	Classification of Business: Stages of Economic Activity	To develop understanding of different levels of business activity.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	September	4 <sup>th</sup>	4	Classification of Business: Economic Sectors, Mixed Economies	To develop understanding of Economic Sectors and its relative importance	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	September	5 <sup>th</sup>	4	Business Objectives: Reasons & Purpose	To develop the understanding of importance of business objectives	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	September	6 <sup>th</sup>	4	Business Objectives: Stakeholders	To develop the ability to identify and relate different Stakeholders of the business	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	September	7 <sup>th</sup>	4	Business Objectives: Private and Public Sector Objectives	To develop the ability to differentiate private and public sector objectives	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	October	8 <sup>th</sup>	4	Entrepreneurship: Characteristics and Pros and Cons	To introduce the students with world renowned entrepreneurs and ways they achieved success.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	October	9 <sup>th</sup>	4	Business Plan: Format and Importance	To develop the ability identify the elements of a business plan.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	October	10 <sup>th</sup>	4	Business Size: Stakeholders interested and ways to compare	To develop the ability of students to compare business based on different measures of business size.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
Term 1	October	11 <sup>th</sup>	4	Business Growth: Ways, Types & Problems	To develop the ability of students to identify growth opportunities and evaluate scenarios.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	October	12 <sup>th</sup>	4	Types of Business Organizations: Sole Trader & Partnerships	To develop the understanding of sole traders and partnerships	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	November	13 <sup>th</sup>	4	Types of Business Organizations: Private and Public Limited	To develop the concept of joint stock companies	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson

				Companies		
	November	14 <sup>th</sup>	4	Types of Business Organizations: Joint Ventures	To develop the concept of joint ventures.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	November	15 <sup>th</sup>	4	Types of Business Organizations: Franchising	To develop the concept of franchising and differentiation of franchiser and franchisee	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	November	16 <sup>th</sup>	4	Types of Business Organizations: Public Sector Enterprises	To develop the concept of government owned and controlled businesses.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
<b>Term 2</b>						
Term 2	January	1 <sup>st</sup>	4	Motivation: Reasons and Purposes of Workers	To develop the basic concept of people's motivations	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	January	2 <sup>nd</sup>	4	Motivation: Motivational Theories	To develop the understanding of how researchers have explained motivation.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	January	3 <sup>rd</sup>	4	Motivation: Financial Rewards	To develop the understanding of motivating people through financial means.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	January	4 <sup>th</sup>	4	Motivation: Non-Financial Rewards & Job Satisfaction	To develop the understanding of motivating people through non-financial and other means.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	February	5 <sup>th</sup>	4	Organizational Structure & Organizational Chart	To develop the understanding of hierarchical and functional division of the organization	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	February	6 <sup>th</sup>	4	Management: Role & Responsibilities	To develop the understanding of roles and responsibilities of managers	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
Term 2	February	7 <sup>th</sup>	4	Management: Types of Managers & Leaders	To develop the concept of leaders, managers and their difference.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	February	8 <sup>th</sup>	4	Management: delegation & Trade Unions	To develop the concept of delegation and trade unions	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	March	9 <sup>th</sup>	4	Human Resource Department: Roles & Responsibilities	To develop the idea of human resource department and its requirement in business.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	March	10 <sup>th</sup>	4	Recruitment Process: Job description, Specification and Job Advertisement	To develop the understanding of how the recruitment process begins.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	March	11 <sup>th</sup>	4	Recruitment Process: Job application, Interview and rejecting	To develop the concept and understanding of making final	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson

				applicants	selection of workers for a business.	
	March	12 <sup>th</sup>	4	Training: types and Purpose	To develop the concept of training workers and its importance for business.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	April	13 <sup>th</sup>	4	Downsizing: Dismissal Redundancy and Workforce Planning	To develop the concept of downsizing and restructuring a business.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	April	14 <sup>th</sup>	4	Legal Controls over Employment Issues	To develop the idea that how laws and government may help workers and protect them.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	April	15 <sup>th</sup>	4	Operations Department: Roles and Responsibilities	To develop the understanding of working of operations department.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	April	16 <sup>th</sup>	4	Production and Productivity	To develop the understanding of students to increase productivity of the business.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	April	17 <sup>th</sup>	4	Lean Production	To develop the concept of lean production and its benefits	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	May	18 <sup>th</sup>	4	Methods of Production	To develop the ability of students to identify and select different production methods for different situations.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	May	19 <sup>th</sup>	4	Factors Affecting Production	To develop the understating of technology and other factors and its importance for production process.	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
Term 2	May	20 <sup>th</sup>	4	Revision	To revise all concepts studied in 1 <sup>st</sup> term	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson
	May	21 <sup>st</sup>	4	Revision	To revise all concepts studied in 2 <sup>nd</sup> term	Business Studies: 4 <sup>th</sup> edition Karen Borrington & Peter Stimpson