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| **FIRST TERM** |
|  **Chapter** | **Topic** |
| Introduction | 0.1 | Introduction |
| BusinessActivity | 1.0 | Business Activity: Needs, wantsDemand, Economic Problem,Factors of Production |
| 1.1 | Business Activity: Specialization,Division of Labor, Added Value |
| Classification ofBusinesses | 2.0 | Classification of Business: Stagesof Economic Activity |
| 2.1 | Classification of Business: Economic Sectors, MixedEconomies |
| Business Objectives & Stakeholder’s Objectives | 5.0 | Business Objectives: Reasons & Purpose |
| 5.1 | Business Objectives: Stakeholders |
| 5.2 | Business Objectives: Private andPublic Sector Objectives |
| Enterprise, | 3.0 | Entrepreneurship: Characteristics and Pros and |
| Business Growth& Size |  | Cons |
|  | 3.1 | Business Plan: Format andImportance |
|  | 3.2 | Business Size: Stakeholders interested and ways to compare |
|  | 3.3 | Business Growth: Ways, Types & Problems |
| Types of BusinessOrganizations | 4.0 | Types of Business Organizations: Sole Trader & Partnerships |
|  | 4.1 | Types of Business Organizations:Private and Public LimitedCompanies |
|  | 4.2 | Types of Business Organizations:Joint Ventures |
|  | 4.3 | Types of Business Organizations:Franchising and public sector enterprises |
|  |  | Revision |

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| **SECOND TERM** |
| Chapter | Topic |
| Term Overview |  | Revision |
| MotivatingWorkers | 6.0 | Motivation: Reasons & Purposes |
| 6.1 | Motivation: MotivationalTheories |
| 6.2 | Motivation: Financial Rewards |
| 6.3 | Motivation: Non-FinancialRewards & Job Satisfaction |
| Organization & Management | 7.0 | Organizational Structure & Organizational Chart |
| 7.1 | Management: Role &Responsibilities |
| 7.2 | Management: Types ofManagers &Leaders |
| 7.3 | Management: delegation & TradeUnions |
| Recruitment, Selection & Training of Workers | 8.0 | Human Resource Department:Roles & Responsibilities |
|  | 8.1 | Recruitment Process: Jobdescription, Specification andJobAdvertisement |
|  | 8.2 | Recruitment Process: Jobapplication, Interview and rejecting applicants |
|  | 8.3 | Training: types and Purpose |
|  | 8.4 | Downsizing: DismissalRedundancyand Workforce Planning |
|  | 8.5 | Legal Controls over EmploymentIssues |
|  | 8.6 | Operations Department: Roles andResponsibilities |
| Internal & ExternalCommunication | 9.0 | Why effective communication is important and the methodsused to achieve it |
|  | 9.1 | An awareness of communication barriers |
| Revision |  | All Topics Cover |

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