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| **FIRST TERM** | | |
| **Chapter** | **Topic** | |
| Introduction | 0.1 | Introduction |
| Business  Activity | 1.0 | Business Activity: Needs, wants  Demand, Economic Problem,  Factors of Production |
| 1.1 | Business Activity: Specialization,  Division of Labor, Added Value |
| Classification of  Businesses | 2.0 | Classification of Business: Stages  of Economic Activity |
| 2.1 | Classification of Business: Economic Sectors, Mixed  Economies |
| Business Objectives & Stakeholder’s Objectives | 5.0 | Business Objectives: Reasons & Purpose |
| 5.1 | Business Objectives: Stakeholders |
| 5.2 | Business Objectives: Private and  Public Sector Objectives |
| Enterprise, | 3.0 | Entrepreneurship: Characteristics and Pros and |
| Business Growth  & Size |  | Cons |
|  | 3.1 | Business Plan: Format and  Importance |
|  | 3.2 | Business Size: Stakeholders interested and ways to compare |
|  | 3.3 | Business Growth: Ways, Types & Problems |
| Types of Business  Organizations | 4.0 | Types of Business Organizations: Sole Trader & Partnerships |
|  | 4.1 | Types of Business Organizations:  Private and Public Limited  Companies |
|  | 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 |
| Motivating  Workers | 6.0 | Motivation: Reasons & Purposes |
| 6.1 | Motivation: Motivational  Theories |
| 6.2 | Motivation: Financial Rewards |
| 6.3 | Motivation: Non-Financial  Rewards & Job Satisfaction |
| Organization & Management | 7.0 | Organizational Structure & Organizational Chart |
| 7.1 | Management: Role &  Responsibilities |
| 7.2 | Management: Types of  Managers &  Leaders |
| 7.3 | Management: delegation & Trade  Unions |
| Recruitment, Selection & Training of Workers | 8.0 | Human Resource Department:  Roles & Responsibilities |
|  | 8.1 | Recruitment Process: Job  description, Specification and  Job  Advertisement |
|  | 8.2 | Recruitment Process: Job  application, Interview and rejecting applicants |
|  | 8.3 | Training: types and Purpose |
|  | 8.4 | Downsizing: Dismissal  Redundancy  and Workforce Planning |
|  | 8.5 | Legal Controls over Employment  Issues |
|  | 8.6 | Operations Department: Roles and  Responsibilities |
| Internal & External  Communication | 9.0 | Why effective communication is important and the methods  used to achieve it |
|  | 9.1 | An awareness of communication barriers |
| Revision |  | All Topics Cover |

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