

**DAWOOD PUBLIC SCHOOL**  
**Course out line 2011-2012**  
**Business Studies**  
**Class – IX**

**AIMS**

The aims are set out below and describe the educational purposes of a course in Business Studies for the O level examination. They are not listed in order of priority.

The aims are to enable students to:

1. Make effective use of relevant terminology, concepts and methods and recognize the strength and limitations of the ideas used
2. Apply their knowledge and critical understanding to current issues and problems in a wide range of appropriate contexts
3. Appreciate the perspectives of a range of stakeholders in relation to the environment, individuals, society, government and enterprise
4. Develop knowledge and understanding of the major groups and organizations within and outside business and consider ways in which they are able to influence objectives, decisions and activities
5. Develop knowledge and understanding of how the main types of business and commercial institutions are organized, financed and operated and how their relations with other organizations, consumers, employees, owners and society are regulated
6. Develop an awareness of the nature and significance of innovation and change within the context of business activities

**Note:** Not all of the above aims are necessarily subject to formal assessment

**Endorsed Text book:**

Borrington, K. & Stimpson, K, 2006. *IGCSE Business Studies*, 3rd Edition, London, John Murray.

**Further Reading:**

Butler, K, & Hardy, J. 2001. *GCSE Business Studies*, 3rd Edition, Oxford University Press.

**Units****August**

**1. The purpose of business activity** **(Borrington, K.) Page Nos. 1 – 11**

- The economic problem : need and wants
- Limited resources: the need to choose
- Why is business activity needed?
- Which stakeholder groups are involved in business activity

**Learning outcomes:**

After reading this unit the students will be able to:

- ✓ explain the difference between consumers' wants and needs
- ✓ understand what is meant by scarce resources
- ✓ understand and apply the principle of opportunity cost in different situations

**2. Types of business activity** **(Borrington, K.) Page Nos. 15 – 27**

- Levels of economic activity
- Public and private sectors of industry
- Privatization
- Comparing the size of businesses
- How can businesses grow?
- Why do some businesses stay small?

**Learning outcomes:**

After reading this unit the students will be able to:

- ✓ understand the difference between primary, secondary and tertiary businesses
- ✓ explain the main features of the public and private sectors of industry
- ✓ 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.

**September****3. Forms of business organization (Borrington,K.) Page Nos. 30 – 46**

- Business organization: the private sector
- Other business organization in the private sector
- Business organization: the public sector

**Learning outcomes:**

After reading this unit the students will be able to:

- ✓ 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
- ✓ Recommend suitable forms of business organization to owners and managers of firms in particular circumstances.

**October****4. Government and economic influences on business (Borrington,K.)Page Nos. 51 – 74**

- The impact of business activity on society
- Governments and the economy
- Government economic policies
- Government control over business activity
- How do governments control business activity?
- Governments and help business too
- Business in the economic and the business environment

**Learning outcomes:**

After reading this unit the students will be able to:

- ✓ Understand why governments control business activity
- ✓ Analyze the methods governments use to control business activity
- ✓ Explain the aims of government economic policy
- ✓ Understand the different types of policy
- ✓ Explain the ways in which business may be affected by government economic decisions.

**November**

Revision for Mid Term Examinations

**December**

Mid Term Examinations

**\*\*Scheme of Assessment**

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.

## January

### 5. Other external influences on business (Borrington,K.) Page Nos. 77 -85

- External influences and constraints on business activity
- Technological changes
- Competition
- Environmental constraints on business activity
- Environmental issues and cost-benefit analysis

#### Learning outcomes:

After reading this unit the students will be able to:

- ✓ Explain what is meant by technological change
- ✓ Understand how technological changes can be introduced successfully
- ✓ Understand how actions by competitors can influence business activity
- ✓ Understand the impact on the environment of a range of business decisions
- ✓ Outline the role of pressure groups in influencing business decisions
- ✓ Apply simple cost-benefit analysis to business investment decision.

## February

### 6. Business costs and revenue

(Borrington,K.) Page Nos. 89 – 100

- Business costs
- Break-even charts: comparing costs with revenue
- Break-even point: the calculation method
- Business costs: Other definitions
- Economies and diseconomies of scale
- Budgets and forecasts: looking ahead

#### Learning outcomes:

After reading this unit the students will be able to:

- ✓ Distinguish between fixed (overhead) costs and variable (direct) costs
- ✓ Understand what the break-even level of output means
- ✓ Use break-even charts to find the break-even level of output and draw simple break-even level of output and draw simple break-even charts
- ✓ Understand the main causes of economies and diseconomies of scale
- ✓ Explain the purposes of budgets and analyse simple examples
- ✓ Explain the purpose of forecasts such as sales forecasts.

## March

### 7. Business accounting

(Borrington,K.) Page Nos. 105 - 118

- What are accounts and why are they necessary?
- Financial documents involved in buying and selling
- What do final accounts contain?
- Analysis of published accounts

#### Learning outcomes:

After reading this unit the students will be able to:

- ✓ understand what is meant by accounting information and why it is particularly important to business managers
- ✓ list all of the users of a business's accounts and understand their need for accounting information
- ✓ explain the main business accounting records and final accounts
- ✓ explain the difference between such concepts as gross and net profit; assets and liabilities; current and fixed assets
- ✓ analyse simple business accounts using ratios in order to comment on the profitability and liquidity of a business

**April****8. Cash flow planning****(Borrington,K.) Page Nos. 125 - 131**

- What is meant by cash flow?
- Cash flow forecasts
- How can cash flow problems be solved?

**Learning outcomes:**

After reading this unit the students will be able to:

- ✓ understand what is meant by cash flow, cash inflow and cash outflow
- ✓ explain the difference between the profit made by a business and its cash flow position
- ✓ Understand the importance of cash to a business
- ✓ analyse the cash flow cycle and how a business might improve its cash flow position
- ✓ interpret a cash flow forecast
- ✓ construct and understand a simple cash flow forecast for a business from information given

**May**

Final Examinations

**Scheme of Assessment**

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.

\*\*\*\*\*