

| SRI LANKAN SCHOOL - MUSCAT       |               |  | SCHEME OF WORK |  | YEAR : 2016/2017 |
|----------------------------------|---------------|--|----------------|--|------------------|
| CLASS : 10                       |               | SUBJECT:Business Studies   |                | TEACHER : Gihan De Silva                         |                  |
| Month                            | No.of Periods | Intended Learning Objectives   | Unit No.       | TOPIC / DETAILS                                  | Remarks          |
| <b>September</b>                 |               |  |                |  |                  |
| <b>School Reopens - 1st Term</b> |               |  |                |  |                  |
| Week 1                           | 2             | Identify the importance of having clear business objectives and that business organisations have a variety of objectives             | 1              | <b>Business Activity</b>                         |                  |
|                                  |               | such as wealth creation,survival,market share,profitability. A;so to explain that objectives are closely related toanother           | 1.1            | <b>Business Objectives</b>                       |                  |
| Week 2                           | 5             |  |                | Public/Private sector objectives                 |                  |
| Week 3                           | 0             |  |                |  | Eid Holiday      |
| Week 4                           | 2             | Describe the legal forms of business organisation in the UK such as local,national and international and how their                   | 1.2            | <b>Types of organisation</b>                     |                  |
|                                  |               | objectives might differ. This will include an identification of sole traders,partnerships,limited liability companies franchises and |                | Private Sector - Soletrader /Partnership         |                  |
|                                  | 3             | multinationals. A review of the factors which influence the choice of type of organisation including ownership,control,              |                | Private /Public limited Company                  |                  |
| Week 5                           | 5             | sources of finance,use of profits.stakeholders and shareholders.   |                | Multinational , Franchise Business               |                  |
|                                  |               |  |                | ASSESSMENT                                       |                  |
| <b>October</b>                   |               |  |                |  |                  |
| Week 6                           | 1             |  |                | Public Sector organisations                      |                  |
|                                  | 1             | Describe the changing relationships between enterprise,capital and labor and also the capital-intensive and labor                    | 1.3            | <b>Factors of production</b>                     |                  |
|                                  | 2             | intensive activities,division of labor and job specifications in the production process  |                | Specialization and Division of labour            |                  |
| Week 7                           | 2             |  |                |  |                  |
|                                  | 3             | Identify the differences between primary,secondary and tertiary sectors and state their interdependence.                             | 1.4            | <b>Primary , Secondary and Tertiary Sector</b>   |                  |
| Week 8                           | 3             |  |                |  |                  |
|                                  | 2             | Explain how the changing business environment influences decisions on the location of a business and how this may                    | 1.5            | <b>Location</b>                                  |                  |
|                                  |               | provide opportunities for ,and imposes constraints upon,the pursuits of business objectives. Also identifying that the               |                | Factors affecting business location              |                  |
| Week 9                           | 5             | relavent   |                | International location                           |                  |
|                                  |               | factors include production,competition in the location,legislationa,availability of the workforce,the local                          |                |  |                  |
|                                  |               | environment  |                |  |                  |
|                                  |               | government constraints and opportunities.  |                |  |                  |
|                                  |               |  |                | ASSESSMENT                                       |                  |
| <b>November</b>                  |               |  |                |  |                  |
| Week 10                          | 4             | Describe how government can influence employment growth,inflation and regional policy and how these influences                       | 1.6            | <b>Government influence on Business activity</b> |                  |
|                                  |               | opportunities for,and improve constraints upon,business in the persuit of tobjectives.   |                | Economic policy                                  |                  |
| Week 11                          | 5             | Analysing the effects on businessin terms of location and development,legislation,marketing,trading, constraints on                  |                | regional policy                                  |                  |
| Week 12                          | 5             | public expenditure,taxation,import and exportcontrol through tariffs, quotas,exchange rates and competition policy.                  |                | Consumer protection                              |                  |
| Week 13                          | 4             |  |                | Case Study discussion                            |                  |
| Week 14                          | 3             |  |                | Case Study discussion                            |                  |
| <b>December</b>                  |               |  |                |  |                  |
| Week 14                          | 2             | REVISION AND MODEL/ PAST PAPERS  |                |  |                  |
| Week 15                          | 2             | REVISION AND MODEL/ PAST PAPERS  |                |  |                  |
| Week 16                          |               | FIRST TERMTEST   |                |  |                  |
| Week 17                          |               | FIRST TERMTEST   |                |  |                  |
| Week 18                          |               |  |                | December Vacation                                |                  |
| <b>January 2017</b>              |               |  |                |  |                  |
| <b>School Reopens - 2nd Term</b> |               |  |                |  |                  |

|                 |   |  |            |   |  |
|-----------------|---|--|------------|---|--|
| <b>Week 19</b>  |   |  |            |   |  |
| <b>Week 20</b>  | 1 |  |            | Competition policy                                      |  |
|                 | 1 |  |            | Government control over Business Activities             |  |
|                 | 3 | Identify the influence of economic,social,ethical,environmental sustainable and technological such as e-business   | <b>1.7</b> | <b>External Influences</b>                              |  |
| <b>Week 21</b>  | 2 | issues on business decisions.Explain the environmental issues such as global warming,habitat destruction,  |            | Political ,Economical                                   |  |
|                 | 3 | resource depletion and the importance of sustainable development.  |            | Social and Technological                                |  |
|                 |   |  |            | Environment & Legal                                     |  |
| <b>Week 22</b>  | 5 | .  |            | Issues on business decisions                            |  |
| <b>Week 23</b>  | 2 |  |            | ASSESSMENT  |  |
| <b>February</b> |   |  |            |   |  |
| <b>Week 23</b>  | 1 | Deescribe the measurement of different criteria against objectives.such as size of the business, turnover number of share holders,number of employees,consumer reactionn or satisfaction and product quality.                          | <b>1.8</b> | <b>Judging Success</b>                                  |  |
|                 | 2 | Explain that many large companies carry out a social audit to judge the social impact and ethical behavior   |            | Measuring the size and success of a business operations |  |
| <b>Week 24</b>  | 5 | of the business.Identify the importance of targets when judging success and the methods to judge the success of public sector.Identify the reasons for business failure  |            |   |  |
|                 |   |  |            |   |  |
| <b>Week 25</b>  | 3 | Identify the fuctions of key departments and analysing their relationnships and interdependence.   | <b>2</b>   | <b>Human Resourcess</b>                                 |  |
|                 |   | Identify the fuctions of production department as design,purchasing stock control,maintenance and R&D: HR dept as Recruitment and selection,training,IR,disciplinary and grievance procedures: Finance dept as recording transactions, | <b>2.1</b> | Internal organization                                   |  |
|                 | 2 | credit control,financial statements,Marketing dept as research,product planning,pricing,promotions.  |            | Production and HR department                            |  |
|                 |   |  |            | Marketing and Financial Department                      |  |
| <b>Week 26</b>  | 2 | Explain the key terms used in HRM such as chain of command,heirarchy,span of control and delegation of authority.  |            | Organizational Structures                               |  |
|                 | 3 |  |            | Centralization and Decentralization                     |  |
| <b>Week 27</b>  | 2 |  |            | Revision Questions & Assessment                         |  |
| <b>March</b>    |   |  |            |   |  |
| <b>Week 27</b>  |   | Discuss the importance of good communication and analysing the effect of poor communication on the management of the   | <b>2.2</b> | <b>Communication</b>                                    |  |
|                 | 3 | business. Explain how different methods of communication are used in a changing business environment through the use   |            | Process of Communication                                |  |
| <b>Week 28</b>  | 3 | of face to face written and electronic methods, Identify the most appropriate method of communication for a business   |            | Methods/Types of Communication                          |  |
|                 | 2 | Identify the procedures involved in the recruitment of employees internally and externally.Analysing the role and function   | <b>2.3</b> | <b>Recruitment and Selections</b>                       |  |
| <b>Week 29</b>  | 3 | of jobdescription,job specification,advertising and interviews in the recruiting process. Analyse the effects of changing  |            | Legislation in the recruitment & Selection Process      |  |
|                 | 2 | legislations on equal opportunities interms of gender,race,pay,disability,religion and sexual preference   |            |   |  |
| <b>Week 30</b>  | 2 | REVISION AND MODEL/ PAST PAPERS  |            |   |  |
| <b>Week 31</b>  |   | 2nd term end exams   |            |   |  |
| <b>April</b>    |   |  |            |   |  |
| <b>Week 32</b>  |   |  |            | Paper corrections and report work                       |  |
| <b>Week 33</b>  |   |  |            | April vacation  |  |

|             |   |   |     | School Reopens - 3rd Term                            |  |
|-------------|---|---|-----|--|--|
| Week 34     | 4 | Identify the different types of training common in business organisations,including the main purpose and benefits of induction,<br>on the job, off the job training and government schemes. Analysis and evaluation of the costs benefits of training to both<br>management and employees | 2.4 | <b>Training</b>                                      |  |
|             |   |   |     | Purpose of training<br>Types of training             |  |
| <b>May</b>  |   |   |     |  |  |
| Week 36     | 5 |   |     | Advantage of on the job and off - the job training   |  |
| Week 37     | 3 | Identify how employees are motivated and rewarded and why a well motivated workforce where the management meets the needs of<br>its employees can be a key factor in successful management.   | 2.5 | <b>Motivation and Rewards</b>                        |  |
|             |   | Identify the motivational theories of Herzberg,Maslow and reward systems including wages,salaries,commission,bonus.profit   |     | Motivational Theories<br>Maslow's Hierarchy of needs |  |
|             |   | sharing,share ownership, and nonfinancial incentives such as job enrichment,jobrotation,teamworking,recognition and praise<br>and promotions.   |     | Herzberg tow facto theory<br>Motivating Factors      |  |
|             |   | Discuss the drawbacks of non financial rewards  |     | Financial Motivators                                 |  |
|             |   |   |     | Non-Financial Motivators                             |  |
| Week 38     | 5 |   |     | Methods to give job satisfaction                     |  |
| Week 39     | 2 |   |     | Assessment   |  |
|             | 3 |   |     | Revision Questions                                   |  |
| Week 40     | 3 |   |     |  |  |
| <b>June</b> |   |   |     |  |  |
| Week 40     |   | Identify the main types of internal and external sources of finance for business organisations and the factors which influence<br>the decision to use a particular source of finance in a given situation.  | 3   | <b>Accounting &amp; Finance</b>                      |  |
|             | 2 |   | 3.1 | <b>External and Internal Source of finance</b>       |  |
| Week 41     | 3 |   |     | Short term & Long term finance                       |  |
|             | 5 | REVISION AND MODEL/ PAST PAPERS   |     |  |  |
| Week 42     | 3 | REVISION AND MODEL/ PAST PAPERS   |     |  |  |
|             |   | 3rd term end exams  |     |  |  |
| Week 43     |   | 3rd term end exams  |     |  |  |
| Week 44     |   |   |     | Paper corrections and report work                    |  |
| <b>July</b> |   |   |     |  |  |
| Week 44     |   |   |     | Paper corrections and report work                    |  |
| Week 45     |   |   |     | <b>Summer vacation</b>                               |  |