



INTERNATIONAL SCHOOL OF SOUTH AFRICA

FORM 1 – UPPER 6 YEARLY OVERVIEW

BUSINESS STUDIES

RATIONALE

Business Studies enables students to understand and appreciate the nature and scope of business, and the role it plays in society. The syllabus covers economic, environmental, ethical, governmental, legal, social and technological issues, and encourages a critical understanding of organisations, the markets they serve and the process of adding value. Students examine the management of organisations and, in particular, the process of decision-making in a dynamic external environment. This will greatly assist them in further studies or in running their own business.

OUTLINE OF FORM 4

Understanding Business Activity

People in Business

Marketing

Operations Management

OUTLINE OF FORM 5

Marketing

Operations Management

Financial Information Management



OUTLINE OF LOWER 6

Business and its Environment

People in Organisations

Marketing

Operations and Project Management

Finance and Accounting

OUTLINE OF UPPER 6

Business and its Environment

People in Organisations

Marketing

Operations and Project Management

Finance and Accounting

Strategic management



TOPICS / CONCEPTS COVERED IN EACH FORM

FORM 4	
<p>Term 1 Business Activity Classification of Business Enterprise, Business growth and Size Types of Business Organisation Business objectives and Stakeholder objectives</p> <p>Term 2 Motivating workers Organisation and Management Recruitment, selection and training of workers Internal and External Communication</p> <p>Marketing, competition and the Consumer Market Research Marketing Mix Marketing Strategy</p>	<p>Term 3 Production of Goods and Services Costs, Scale of Production and Break-even Analysis Achieving Quality Production Location Strategy</p>



FORM 5

Term 1

Marketing, competition and the Consumer
 Market Research
 Marketing Mix
 Marketing Strategy

Term 2

Production of Goods and Services
 Costs, Scale of Production and Break-even Analysis
 Achieving Quality Production
 Location Strategy

Term 3

Business Finance: Needs and Sources
 Cash-flow forecasting and Working Capital
 Income Statements
 Balance Sheets
 Analysis of Accounts

LOWER 6

Term 1

Enterprise
 Business Structure
 Size of Business
 Business Objectives
 Stakeholders in a business

 Management and Leadership
 Motivation
 Human Resource Management

Term 2

What is Marketing?
 Market Research
 The Marketing Mix- Product and Price
 The Marketing Mix - Promotion and Place

The Nature of Operations
 Operations Planning
 Inventory Management

Term 3

The need for Business Finance
 Sources of Finance
 Costs
 Accounting Fundamentals
 Forecasting Cash Flows and managing
 Working Capital



UPPER 6

Term 1

Business Structure
Size of Business
External Influences on Business Activity
Human Resource Management
Operational Structure
Business Communication
Marketing Planning
Globalisation and International Marketing

Term 2

Operations Planning
Capacity Utilisation
Lean Production and Quality Management
Project Management
Costs
Budgets
Contents of Published Accounts
Analysis of Published Accounts
Investment Appraisal

Term 3

Revision