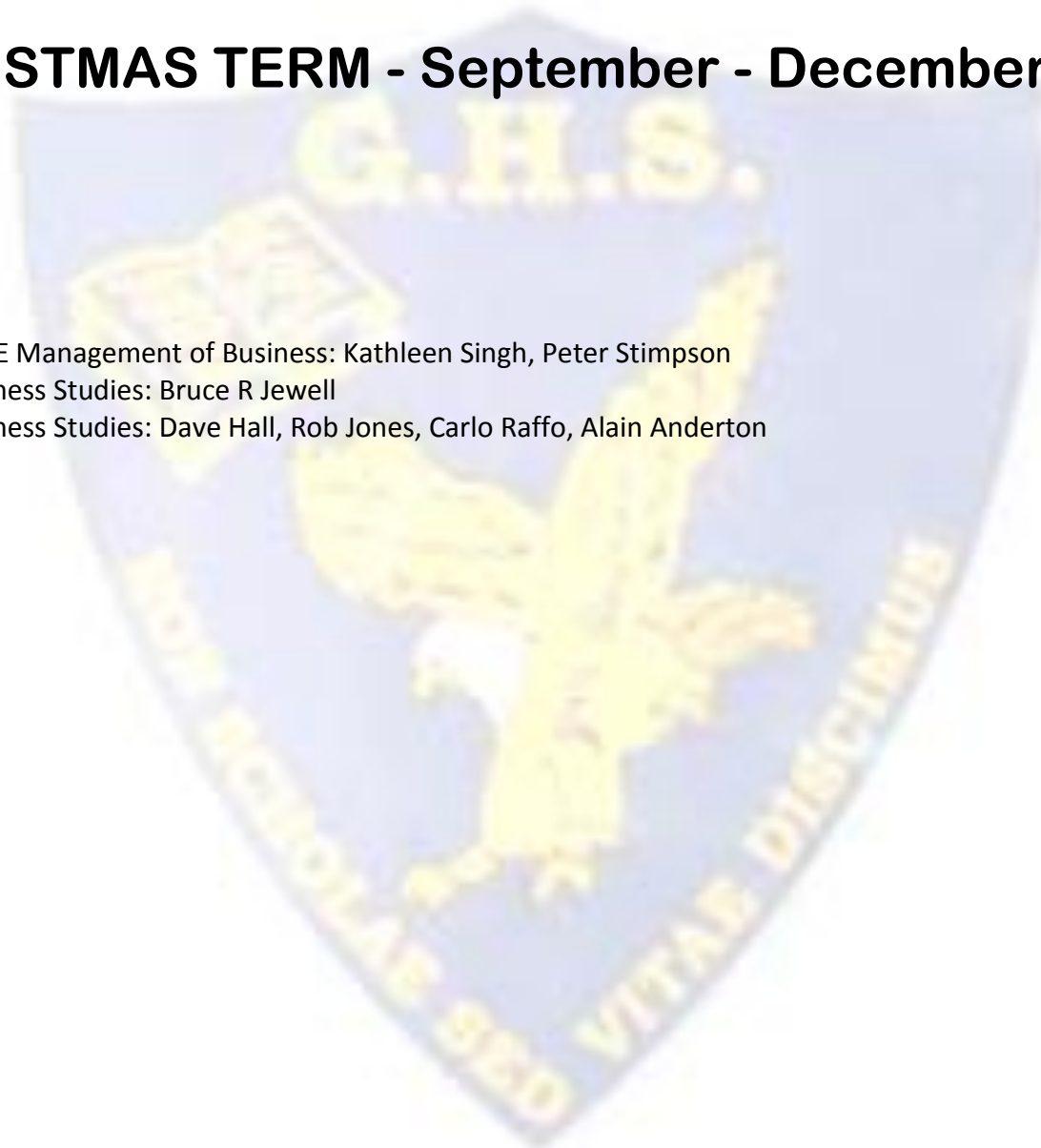


UNIT 1 MANAGEMENT OF BUSINESS GRADE 12 COURSE OUTLINE

CHRISTMAS TERM - September - December 2020

REFERENCE TEXTS: CAPE Management of Business: Kathleen Singh, Peter Stimpson
Business Studies: Bruce R Jewell
Business Studies: Dave Hall, Rob Jones, Carlo Raffo, Alain Anderton



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MODULE 1: Business and its Environment

Week	Objectives	Content	Teaching/learning strategy	Assessment
1	Distinguish between different types of economic activity	Types of economic activity <ul style="list-style-type: none"> • Classification of economic activity: primary, secondary, tertiary 	3 groups Creating posters on each sector with relevant examples	
1	Compare the different types of business organisations based on economic sectors and legal	Economic sectors and legal structures <ul style="list-style-type: none"> • Main features including ability to raise finance, appropriateness of legal structures, problem from changing from one legal structure to another, advantages and disadvantages • Private sector organisations: sole trader, partnerships, private limited company, public limited company, co-operative enterprises, franchises, joint ventures (legal element governing formation, financing and 	Group project and presentations <ul style="list-style-type: none"> • sole trader • partnerships • private limited company • public limited company 	2012 Q2 2009 Q1 JULY 2008 Q2 2004 Q1

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	structures	<p>management)</p> <ul style="list-style-type: none"> Public sector organisations: public corporations, statutory boards Non for profit organisations: charities, non-government organisations Privatization and nationalisation 	<ul style="list-style-type: none"> co-operative enterprises franchises joint ventures public corporations statutory boards charities non-government organisations Privatization and nationalisation 	
2	Explain the importance of setting business objectives	<p>Business Objectives</p> <ul style="list-style-type: none"> The nature, role and importance of business objectives Short and long term objectives Hierarchy of objectives: vision, mission statements, strategic, tactical and operational objectives 	<p>Write 3 objectives for yourself, for life, career and relationships</p> <p>PPT</p>	<p>2011 Q2 2010 Q1 A 2005 Q2 2001 Q1</p>
3	Explain the	Business Ethics and Corporate Social Responsibility	Video case studies	2010 Q2

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	importance of ethics and social responsibility in setting business objectives	<ul style="list-style-type: none"> • Importance of business ethics and integrity, code of ethics • Obligations • Good Corporate Governance 	Investigate CSR by 2 companies in T&T	
4	Discuss the process of decision making in business organisations	Decision Making <ul style="list-style-type: none"> • Process of decision making: nature of decision making, essential features of information for decision making (accuracy, timeliness, relevance and cost effectiveness) • Stages of decision making (in relation to objectives): definition of problem, data collection (importance and sources), analysis and evaluation, formulation of alternative strategies, implementation, evaluation • Factors affecting decision making: governmental, political and legal, social and cultural, technological, economic, ecological, human and natural constraints 	PPT on decision making Subway case study: PESTLE	2012 Q1 A 2011 Q1 B MAY 2008 Q2 2005 Q1 2004 Q2 2002 Q2
5	Evaluate the impact of globalization on Caribbean Business Organisations	Impact of Globalisation on Business <ul style="list-style-type: none"> • Multinational (growth, advantages and disadvantages) • Role of government: facilitating, enabling environment, developing necessary legal framework • Consumer behavior: choices, quality, responsibility • Domestic business: competition, pricing policy, 	How does globalization affect you? 5 ways Concept map	2012 Q1 2009 Q2 JULY 2008 Q1 MAY 2008 Q1 2007 Q1 2006 Q1 2003 Q1

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		quality assurance • Trade liberalization		2001 Q2
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MODULE 2: The Management of People

Week	Objectives	Content	Teaching/learning strategy	Assessment
6	Evaluate the contributions of management theories to present day organisations	The Functions and Theories of Management <ul style="list-style-type: none"> • Evolution of Management theories (principles and contributions to modern day organisations): Classical model (FW Taylor, Henri Fayol, Max Weber), Human relations model (Elton Mayo), Systems Model (open, closed, synergy, entropy), Contingency approach • Functions of Management (Definition and application): planning, organizing, leading, controlling, staffing 	Group presentations: Videos on how each theory would actually be simulated in the workplace	2009 Q3 JULY 2008 Q4 2004 Q3 2002 Q3
7	Explain the features of the formal organizational structure	Organisational Structure <ul style="list-style-type: none"> • Classification of organizational structure (principles, advantages and disadvantages): by function, by product, geographical market, matrix, team, network • Characteristics of the formal organizational structure: hierarchy, chain of command, span of control, line and staff relationship, responsibility, authority, 	PPT	MAY 2008 Q4 2003 Q3

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		accountability, delegation, centralization, decentralization		
8	Explain the theories and practices of motivation	Theory and Application of Motivation <ul style="list-style-type: none"> • Factors that stimulate and influence motivation: individual needs, ability to make choices, environmental opportunities • Theories of motivation: Maslow's Hierarchy of Needs, Herzberg's Hygiene Theory • Financial and non-financial motivational strategies: financial incentives (payment systems and their effectiveness, appraisal, job valuation and work study), non-financial incentives (individual job needs, participation, job satisfaction, job enrichment and job enlargement, self-motivation, opportunities for promotion) • Implications to managers: getting the best out of individuals, appreciation of work and appropriate reward systems 	What motivates you? Discussion PPTs	2011 Q3
9	Differentiate between types of	Leadership <ul style="list-style-type: none"> • Definition of leadership • Leadership theory: McGregor's Theory X and Y, 	Name 5 leaders Are leaders made or born?	2012 Q4 2010 Q3 2003 Q4

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	leadership skills, styles	<p>Traits Theory</p> <ul style="list-style-type: none"> • Leadership skills including communication, problem solving, critical thinking • Leadership styles (definition, appropriateness): autocratic, democratic, laissez faire, transformational • Informal leadership, its influence on the organization (definition of informal leadership, advantages and disadvantages of informal leadership) 	<p>Are you theory X or Y?</p> <p>Roleplay</p> <p>PPT</p>	2001 Q4
10	Describe the group formation process, characteristics and importance of effective teams	<p>Group and Team Management</p> <ul style="list-style-type: none"> • Definition of teams/groups • Stages of group development (dynamics): forming, storming, norming, performing, adjourning • Characteristics of effective teams: commitment, participation, trust, decision by consensus, flexibility, encouragement, support and growth • Forces that influence group cohesiveness (including size, group goals, similarities, diversity, attraction) • Advantages and disadvantages of teams to the organisations 	<p>Do you enjoy working in teams: why or why not?</p> <p>Brainstorming</p> <p>PPT</p>	<p>JULY 2008 Q3 A,B</p> <p>MAY 2008 Q3 2005 Q4</p>
11	Assess the effectiveness of strategies in resolving conflict in organizations	<p>Causes of conflict</p> <ul style="list-style-type: none"> • Management style • Competition for scarce resources • Lack of communication • Clash of personalities 	Roleplay	JULY 2008 Q3 C

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11	Describe potential strategies to resolve conflict in organisations	Strategies to manage conflict <ul style="list-style-type: none">• Avoidance• Smoothing• Compromise• Collaboration• Confrontation	Roleplay	2012 Q4 2005 Q3 2002 Q4
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