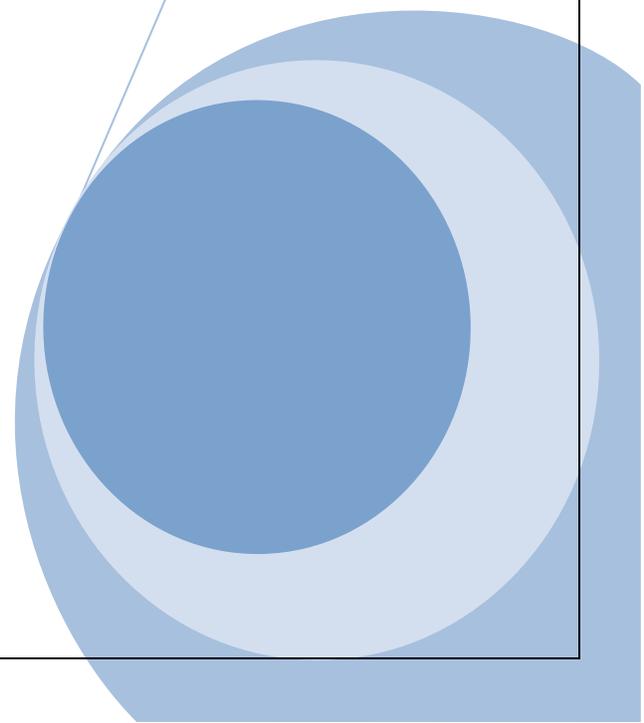


Business Studies Syllabus

Grade 9

**Prepared by the Business Education Department
Revised 2018**



DESCRIPTION AND RATIONALE:

Around the world today, many persons due to economic hardship are abandoning their dependence on business entities for employment and seeking independence through their own enterprises. This not only creates a measure of job security, but also allows individuals to become employers of many. Moreover, an increase in business enterprises will cause the ripple effect of an increase in goods and services, increase in employment and improvements in the country's standard of living.

It is against this backdrop that there is a need to prepare students for the changes in the global world, from early, by exposing them to the core concepts of Entrepreneurship. All Grade 9 students will now have the opportunity to learn this discipline in a revamped course called Business Studies.

Business Studies is a multidisciplinary subject aimed at introducing Grade 9 students to the fundamental theories and concepts of the modern business environment. It is a combination of Entrepreneurship and Principles of Accounts. An understanding of business principles will aid the preparation of students to become productive members of society. This curriculum will not only provide a good foundation for further study of Business at the secondary and post-secondary levels, but will assist students in the development of the requisite skills, competencies, attitudes and values that are critical for success in today's business environment.

AIM AND OBJECTIVES:

The primary aim of this curriculum is to foster and develop a deep appreciation of Business concepts in students who will be able to make an informed decision as they move on to Grade 10, as to whether they should select the business subjects at the CSEC level.

Generally, the objectives of this curriculum are to:

- i. develop knowledge and skills to function effectively within the business environment;
- ii. develop an understanding of theories, concepts and practices related to business and economic analysis;
- iii. introduce fundamental principles of accounting;
- iv. provide a foundation for further studies in accounting and other business subjects
- v. promote an awareness of opportunities for educational advancement in business-related fields;
- vi. become aware of the wide range of career options available and make informed decisions about career choices

RECOMMENDED TEXT:

Robinson, K., and Hamil, S. (2011). *Carlong Principles of Business for CSEC With SBA, Study Guide & Exercises*. Carlong Publishers Limited.

Wood, F., and Robinson, S. (2007). *Principles of Accounts for the Caribbean*. Fifth Edition. Longman Pearson Education.

EVALUATION:

Evaluation will be done through Progress Tests, an End of Term Examination, and an End of Year Examination.

Christmas Term	
Course Work	Percentage of Final Grade
1 st Progress Mark	
- Graded Home Work (20%)	
- Graded Class Work (15%)	
- Class Attendance & Participation (5%)	
- Progress Test I (60%)	20
End of Term Examination	80

Easter and Summer Term	
Course Work	Percentage of Final Grade
2 nd Progress Mark	
- Graded Home Work (20%)	
- Graded Class Work (15%)	
- Class Attendance & Participation (5%)	
- Progress Test II (60%)	20
End of Year Examination	80

STUDENTS' RESPONSIBILITY FOR CLASS PARTICIPATION AND ADVANCE PREPARATION:

Each student is responsible for reading all assigned materials and attempting activities given **before coming to class**. A useful rule of thumb is to devote one to two hours of preparation time for each hour of class time. Students should be prepared to discuss reading assignments, answer questions, and participate in class activities.

TERM ONE

Weeks 1 – 4 (September 9 – October 4, 2019)

Module 1: Entrepreneurship

- (a) Class Orientation
- (b) Introduction to Entrepreneurship
- (c) Organisational Structure

Students should be able to:

- explain the concept of entrepreneurship
- define the term ‘entrepreneur’
- differentiate between entrepreneurship and innovation
- discuss the importance of innovation to entrepreneurship
- state at least 5 traits or characteristics of an entrepreneur
- define the term ‘organisational structure’
- differentiate between the main types of organisational structures
- construct the main types of organisational structures
- identify the various roles which constitute different organisational structures
- distinguish between nomination and election
- explain the process of nomination and election
- develop company teams through election
- form company departments

Weeks 5 – 6 (October 7 – 18, 2019)

Module 1: Entrepreneurship

- (a) Introduction to the Business Canvas Model
- (b) Business Funding Options

Students should be able to:

- develop an understanding of what is a business model
- explain how the business model canvas helps to develop the business plan
- outline the 9 building blocks of the business canvas model
- distinguish among the various capitalization options for starting a business
- outline a capitalization plan for their company
- demonstrate how to incorporate their capitalization plan into their Business Plan

Weeks 7 - 9 (October 21 – November 1, 2019)	
<p>Module 2: Introduction to Business & Economics</p> <p>(a) Private and Public Sector</p> <p>(b) Forms of Business Organisation</p>	<p>Students should be able to:</p> <ul style="list-style-type: none"> ○ distinguish between the private and the public sector ○ outline the main features of different types of business organizations <ul style="list-style-type: none"> - Sole Proprietorship - Partnership - Limited Liability Companies - Cooperatives - Non-profit Organizations - Conglomerates - Multinationals - Franchises - State Corporations - Nationalized Industries
Weeks 10 - 11 (November 4 – 15, 2019)	
<p>Module 2: Introduction to Business & Economics</p> <p>(a) The Nature of Economics</p> <p>(b) Economic Systems</p>	<p>Students should be able to:</p> <ul style="list-style-type: none"> ○ define the term ‘Economics’ ○ explain the concepts of scarcity and choice within an economy ○ define the term ‘economic system’ ○ distinguish among the economic systems: <ul style="list-style-type: none"> - Traditional - Command or Planned - Free or Capitalist - Mixed
Weeks 12 - 13 (November 18 – 29, 2019)	
Revision: Modules 1 – 2	
Weeks 14 - 15 (December 2 – 16, 2019)	
End of Term Examination	
TERM TWO	
Week 1 (January 6 – 10, 2020)	
Exam Go-Through	

Weeks 2 - 4 (January 13 - 31, 2020)

Module 3: Introduction to Principles of Accounts

- (a) The Nature of Accounts
- (b) The Impact of Technology in Accounting
- (c) Basic Accounting Concepts and Conventions

Students should be able to:

- define the terms ‘accounting’ and ‘bookkeeping’
- identify the users of accounting information
- state the purpose of accounting
- identify the impact of technology on accounting
- Explain the following accounting concepts and conventions:
 - Business entity concept
 - Going concern concept
 - Money measurement concept
 - Historical cost concept
 - Accruals concept
 - Prudence concept
 - Materiality
 - Consistency

Week 5 (February 3 - 7, 2020)

Module 3: Introduction to Principles of Accounts

- (a) The Accounting Cycle
- (b) The Accounting Equation Part I

Students should be able to:

- identify in the correct sequence, the steps in the accounting cycle
- explain the steps in the accounting cycle
- define the elements of the accounting equation (Assets, liabilities and capital)

Weeks 6 (February 10 – 21, 2020)

Module 3: Introduction to Principles of Accounts

- (a) The Accounting Equation Part II

Students should be able to:

- identify examples of assets, liabilities and capital
- manipulate the accounting equations to compute assets, liabilities and capital

Week 7 (February 24 – 28, 2020)

Heats / Sports Day / Ash Wednesday / Mid Term Break

Weeks 8 – 10 (March 2 - 20, 2020)

Module 3: Introduction to Principles of Accounts

- (a) Simple Balance Sheets
- (b) The Double Entry System Part I

Students should be able to:

- prepare Simple Balance Sheets (Vertical Format **ONLY**)

Week 11 (March 23 – 27, 2020)	
Module 3: Introduction to Principles of Accounts (a) The Double Entry System Part (b) Making Ledger Entries I	Students should be able to: ○ state the meaning of debit and credit in bookkeeping terms ○ state the rules of the double entry system for assets, liabilities and capital ○ prepare ledger accounts to record double entry
Week 12 (March 30 – April 3, 2020)	
Progress Test II	
Weeks 13 – 14 (April 6 – 17, 2020)	
ISCF Week / Passion Service / Easter Break	
TERM THREE	
Weeks 1 – 2 (April 20 – May 1, 2020)	
(a) Making Ledger Entries II	Students should be able to: ○ prepare ledger accounts to record double entry
Weeks 3 – 4 (May 4 – 15, 2020)	
Module 3: Introduction to Principles of Accounts (a) Trial Balance	Students should be able to: ○ explain what is a Trial Balance ○ state 3 uses of a Trial Balance ○ prepare the trial balance for business entities
Week 5 (May 18 – 22, 2020)	
Labour Day and Mid-Term Break	
Week 6 – 7 (May 26 – June 5, 2019)	
Module 3: Introduction to Principles of Accounts (a) Calculation of Business Profit	Students should be able to: ○ define the term ‘profit’ ○ differentiate between gross and net profit ○ identify the components of Income Statements
Week 8 (June 8 – 12, 2020)	
Revision for End of Year Examinations	
Weeks 9 – 11 (June 15 – July 3, 2020)	
End of Year Examinations	

