

**Option Subject:** Business Studies

*Kindly indicate route offered:*

**Applied:** \_\_\_\_

**Academic:** Yes

**Vocational:** \_\_\_\_

**General introduction to the subject:**

Business Studies is an investment in your future. It is a life learning subject. It is practical as it related to your personal life both at home and at work.

It includes financial literacy, banking, preparation for interviews, how a business works and what is needed to keep it successful and competitive, entrepreneurship and creativity.

Job opportunities include management, accounting, banking, insurance, economics and marketing.

**List topics studied:**

- a. The business environment
- b. Business structure and organisation
- c. Elements of business activity
- d. Human Resources
- e. Communication
- f. Aiding, regulating and controlling business
- g. Purchasing
- h. Production
- i. Marketing
- j. Finance
- k. Research and Development

**Class activities involved:**

- a. Direct questioning
- b. Quizzes
- c. Group work
- d. Use of interactive whiteboard tools
- e. Written exercises
- f. Presentations: individual and group work
- g. Role plays
- h. Demonstrations
- i. Visits to financial institutions and business organisations
- j. Debates
- k. Evaluating case studies
- l. Self/peer reviews
- m. Discussions
- n. Exhibitions
- o. Business games

**Homework assigned:**

- a. written tasks
- b. practise and revision of topics done at school
- c. research on internet, books, articles, magazines, newspapers etc
- d. research at work places
- e. project – year 9
- f. project – year 10 – on Entrepreneurship and Financial literacy topic
- g. project year 11 – Sec 15%

**Assessment given:**

- a. formative and summative assessment
- b. ongoing assessed tasks such as written exercises, research tasks, presentations: at home
- c. ongoing assessed tasks such as written exercises, research tasks, presentations: in class
- d. annual exam
- e. peer assessment on a presentation task – entrepreneurship and financial literacy task
- f. write up of project tasks – written and/digital
- g. oral presentation

**List skills acquired studying the subject:**

- a. numeracy and literacy skills in the interpretation of data
- b. business hard skills
- c. analysis
- d. evaluation
- e. interpretation
- f. decision-making
- g. problem solving
- h. critical thinking
- i. presentation
- j. communication
- k. teamwork
- l. collaboration
- m. organisational skills
- n. planning
- o. negotiation
- p. attention to detail
- q. listening skills
- r. motivation
- s. management
- t. ethical, dignity and compliance
- u. financial literacy
- v. entrepreneurship

**List skills required to study the subject:**

- a. basic English
- b. basic numerical skills
- c. basic IT knowledge
- d. creativity and innovation
- e. presentation skills

- f. communication skills
- g. teamwork skills

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