

POB (4TH YEAR): 2015 – 2016
TERM 1 – SCHEMES OF WORK

No.	TOPIC	Length of Time (Weeks)
1	Overview of syllabus and SBA Important Business Terminologies and Concepts The Development of Instruments of Exchange Reasons for establishing business	2
2	Types of Business Units <ul style="list-style-type: none"> • Definitions • Formation and Management • Advantages and Disadvantages Private and Public Sector	1
3	Types of Economic Systems Stakeholders in Business Activities Functions & Roles of Business	2
4	Major Functional Areas of in a Business Organisational Structure and Charts	1
5	Management <ul style="list-style-type: none"> • Definition • Functions Leadership <ul style="list-style-type: none"> • Styles of leadership • Characteristics 	1
6	Midterm Test	1
7	Industrial Relation Trade Unions	1
8	Teamwork Communication Management Information Systems	1
9	Establishing a business Start of SBA - Business Plan	3
10	Revision	1