



HOMELINK: TERM 2

SUBJECT: BUSINESS STUDIES

CLASS 11

TERM OVERVIEW:

The focus for term 2 will be Production in Business. The importance of this department and types of production. What factors do businesses keep in mind when selecting the production method to be adopted. Job, batch and flow production methods and their relative advantages and disadvantages. Students will also focus on quality control, stock control, technology in business and location decisions.

Students will have a major part of lessons that will focus on analysis and evaluation made easy through case studies and real life business situations that require them to assess and find solutions. Tests and assignments will be given every 2 weeks and homework on a weekly basis. Students who fail to complete these will lose marks in the internal assessment leading to lower grades in the term exam.

Teacher's expectation/Discipline policy

1. As far as homework is concerned they should be submitted on time. Excuses are unacceptable unless they are medical in nature and have sufficient evidence in the form of medical certificates which shows you were unable to attend. The same rule applies to a situation where a pupil misses a test or a deadline on an assignment.
2. Missing a test or assignment deadline means 0%
3. Being absent from a lesson is in no way an excuse for not doing homework , as you are expected to get the homework assignment from a classmate. If homework is left at home it will be considered as not being done.
4. All necessary resources (**text books, exercise books, calculators, rulers and other stationery items**) needed for the lesson should be with pupils at all times, especially for a test.
5. All classwork is to be completed in class and should be up-to-date.
6. Students must be on time to lessons.
7. Students need to maintain an organized and neat exercise book. All work should be up to date and in case of absence it's the student's responsibility to complete any work that he/she has missed.
8. Students need to maintain a separate file for all project work and assignments.
9. Food/drink is not allowed in class and students need to make sure to use the toilet during break.
10. All students must come to class in a presentable manner-shirt tucked in and tie pulled up

TERM WORK

Week	Topic / Chapter	Learning outcome: Students will be able to
1	<p>Chapter 23: Production</p> <p>Page 344 to 348</p> <p>Activities: 23.1</p>	<p>Students will learn to</p> <ul style="list-style-type: none"> • Understand how resources can be used and managed to help organisations achieve their objectives • Understand the difference between production and productivity • Identify factors that increase productivity • Explain job, batch and flow production methods • Describe the main features of different production methods • Explain the advantages of the different methods
2	<p>Chapter 23: Production</p> <p>Pages 349 to 355</p> <p>Stock and quality control</p> <p>Revision questions on page 358</p>	<p>Understanding economies and diseconomies of scale</p> <ul style="list-style-type: none"> • Explain the concepts of economies and diseconomies of scale • Understand the reasons why economies and diseconomies occur • Identify examples of economies and diseconomies of scale • Identify and explain ways of implementing lean production methods • Appreciate the importance of quality control • Understand the concept of quality control
3	<p>Chapter 24: Factors affecting location.</p> <p>Page 359 to 365</p> <p>Service businesses, retailing businesses and manufacturing businesses.</p>	<p>Students will learn about factors that should be considered while locating a business.</p> <p>Show understanding of the main factors influencing a firm's location and relocation decisions</p> <ul style="list-style-type: none"> • Identify and explain factors relevant to the location decisions of a manufacturing business • Identify and explain factors relevant to the location of a service based business • Show awareness of factors that a business considers in determining which country to locate itself • Recommend and justify an appropriate location for a business in a given situation.
4	<p>Case Study: Page 365 activity 24.2</p> <p>And page 367 activity 24.3</p>	<p>Students complete and review these activities which help to understand the factors that affect location decision. location decision. International business in focus on page 371 done as project assignment.</p>
5	<p>An appreciation of how production can be made more Efficient.</p>	<p>Understand the concept of productivity</p> <ul style="list-style-type: none"> • learn the concept of turning resource inputs into an output <p>Awareness of methods of improving efficiency e.g. automation, new technology</p> <ul style="list-style-type: none"> • Show awareness of the implication of change for production methods and labour skills
6	<p>Chapter 14: Recruitment and Training</p> <p>Page 213 to 230</p> <p>All activities in the chapter</p>	<ul style="list-style-type: none"> • Explain the methods of recruiting and selecting employees • Understand the difference between internal and external recruitment • Understand the main stages in recruitment and selection of employees • Understand the importance of job descriptions, job specifications and job advertisements

		<ul style="list-style-type: none"> • Draw up a job description and a job specification • Chose suitable ways of advertising a vacancy • Identify and explain different training methods (internal and external)
7	Chapter 14: Recruitment and Training	<ul style="list-style-type: none"> • Analyse and evaluate on the job and off the job training • Awareness of the need to train and develop staff • Analyse and evaluate the relevance of training [including induction training] to both management and employees • Dismissal and redundancy Explain the difference between dismissal and redundancy [Use examples to demonstrate the difference] • Appreciate why the manpower of a business may need to be reduced Understand the circumstances when downsizing manpower occurs e.g. automation, closure of a factory
8	Chapter 25: Globalization and Multinational Businesses. Exchange rates Pages 379 to 382 Activity 25.5 on page 381. Revision questions on page 383.	<p>Students learn about globalization and why most businesses today are affected by it.</p> <ul style="list-style-type: none"> • What are multinationals and their characteristics • Why governments encourage multinationals. • Understand how importing/exporting decisions might be affected by changes in exchange rates • Understand the concept of a rate of exchange of acurrency • Understand what is meant by an appreciation and depreciation of a currency • Show awareness of the importance of exchange rate changes to importing and exporting businesses
9	Chapter 25: Case study	Students attempt to work on an extensive case study of a Multinational business with relevant connection to exchange rates, exchange rate appreciation and depreciation and the relative merits and demerits of operating in another country.
10	REVISION	Complete review of term 1 and 2
11	SECOND TERM EXAM	IGCSE PAST PAPER in entirety as students prepare for external examinations.

TERM ASSESSMENT CRITERIA:

DESCRIPTION	% OF TERM MARK
Every week (Sundays) students will be given an assignment in the form of a case study which will be relevant to the topic discussed each week. (Assignments should be original and 1% mark deducted if students fail to present the assignment or delays it). Assignment will be graded on content, analysis, method used for data collection and for original presentation.	10%
Homework and class work on a regular basis. Poster making.	5%
Project work. Students research a topic related to curriculum and submit a report. (1 project per term)	10%
Classroom participation, attendance, punctuality, interaction, discussions and displaying positive interest in subject matter. Attendance of clubs and activities related to the subject will also be considered.	5%
As part of work experience it is mandatory for all business studies students to attend the work experience and Job Shadow Programme.(marks will be deducted wholly if students fail to participate)	10%
Tests, Quizzes and Pop Quizzes. (Tests will be given after completion of every unit). Marks will be deducted if students miss a test. Test averages will be taken and percentages awarded based on the number of tests given in the term.	10%
<p><u>End of term exam</u></p> <ul style="list-style-type: none"> • Covering every topic completed in term 1 and 2 as well as topics completed in year 10. • IGCSE past papers. • Case study, short answers and essay type questions that assess students on their analytical skills, knowledge, understanding, evaluation, and interpretation. 	50%