

GRADE 10 POB SYLLABUS (2020/2021)

SECTION 1: THE NATURE OF BUSINESS

SPECIFIC OBJECTIVES

Students should be able to:

1. Explain the development of barter;
2. Describe the role of money;
3. Identify the instruments of exchange;
4. Interpret information on various instruments of payment;
5. Differentiate between private and public sectors;
6. Describe the various forms of business organisations and arrangements;
7. Differentiate among the types of economic systems;
8. Describe the functional areas of a business;
9. Identify the stakeholders involved in business activities;
10. Discuss the role and functions of the stakeholders involved in business activities;

11. Explain the ethical and legal issues in the establishment and operations of a business;
12. Explain the principles that must be adopted in the establishment and operation of a business;
13. Explain the consequences of unethical and illegal practices in business;
14. Describe the careers in the field of business.

SECTION 2: INTERNAL ORGANISATIONAL ENVIRONMENT

SPECIFIC OBJECTIVES

Students should be able to:

1. Describe the functions of management;
2. Outline the responsibilities of management;
3. Construct simple organizational charts;
4. Interpret simple organizational charts;
5. Outline the essential characteristics of a good leader;
6. Discuss the different leadership styles;
7. Identify potential sources of conflict within an organisation;
8. Outline strategies used by employers and employees to gain an upper hand during periods of conflict;
9. Describe strategies for the resolution of conflict within an organisation;
10. Establish guidelines for the conduct of good management and staff relations in the workplace;
11. Identify strategies for motivating employees in a business;
12. Evaluate the role of teamwork in the success of an organisation;

13. Outline strategies for effective communication within an organisation.

SECTION 3: ESTABLISHING A BUSINESS

SPECIFIC OBJECTIVES

Students should be able to:

1. Define the term entrepreneur;
2. Explain the functions of an entrepreneur;
3. Identify the characteristics of the typical entrepreneur;
4. Describe the role of the entrepreneur in the decision-making process;
5. Outline the role of the entrepreneur in economic development;
6. Outline reasons why an individual may want to establish a business;
7. Outline the essential steps that should be taken in establishing a business;
8. Identify the reasons for preparing a business plan;
9. Describe the elements of a business plan;
10. Identify sources of information for conducting research into the establishment of businesses;

11. Discuss the significance of conducting a feasibility study into the establishing of a business;
12. Explain the relationship between planning and the operation of a business;
13. Identify regulatory practices instituted by governments for the establishment and conduct of different types of businesses;
14. Outline the factors that determine the location of a business;
15. Explain the significance of collateral in accessing capital to establish a business.

SECTION 4: LEGAL ASPECTS OF BUSINESS

SPECIFIC OBJECTIVES

Students should be able to:

1. Explain the concept of contract;.
2. Identify the types of contracts;
3. Describe the characteristics of a simple contract;
4. Describe the characteristics of a specialty contract;
5. Explain the conditions under which offer and acceptance are communicated;
6. Explain ways by which contracts may be terminated or discharged;
7. Apply the principles of a simple contract to cases;
8. Explain why documentation is necessary in business transactions;
9. Prepare business documents for various purposes;
10. Evaluate the principles upon which insurance is based;
- .11. Explain the various types of insurance policies;.
12. Explain how insurance facilitates trade.

SECTION 5: PRODUCTION

SPECIFIC OBJECTIVES

Students should be able to:

1. Identify factors in the production of goods and services;
2. Identify industries developed from the natural resources of Caribbean territories;
3. Differentiate between production and productivity;
4. Explain the importance of productivity;
5. Explain the role of capital in production;
6. Differentiate amongst types of capital;
7. Classify the different types and levels of production;
8. Describe the characteristics of cottage industries;
9. Outline the functions of small businesses;
10. Discuss the advantages and disadvantages of small business;
11. Explain how a business grows internally and externally;
12. Outline the opportunities for and benefits of developing linkage industries;

13. Explain the effects of growth on a business.