

# ST. VINCENT GIRLS' HIGH SCHOOL



## BUSINESS STUDIES DEPARTMENT

### Term Plan (Term 2)

2025 - 2026

### Principles of Business (Fourth Form)

Week	Topic
Week 1	<b>INTERNAL ORGANISATIONAL ENVIRONMENT</b> <b>Management:</b> <ul style="list-style-type: none"><li>➤ Definition of management</li><li>➤ Functions of management</li><li>➤ Responsibilities of management</li></ul>
Week 2	<b>Organizational structure</b> <ul style="list-style-type: none"><li>➤ Definition of organization structure</li><li>➤ Definition of organization chart</li><li>➤ Components of organization charts</li></ul>
Week 3	<ul style="list-style-type: none"><li>➤ Construction of simple organization charts</li><li>➤ Interpretation of organization charts<ul style="list-style-type: none"><li>(a) Chain of command</li><li>(b) Span of control</li></ul></li></ul>
Week 4	<b>Leadership</b> <ul style="list-style-type: none"><li>➤ Definition of leadership</li><li>➤ Characteristics of a good leader</li><li>➤ Leadership styles<ul style="list-style-type: none"><li>(a) Autocratic leadership style<ul style="list-style-type: none"><li>- Advantages and disadvantages</li><li>- Examples</li></ul></li></ul></li></ul>
Week 5	<ul style="list-style-type: none"><li>(b) Democratic leadership style<ul style="list-style-type: none"><li>- Advantages and disadvantages</li><li>- Examples</li></ul></li><li>(c) Laissez Faire leadership style<ul style="list-style-type: none"><li>- Advantages and disadvantages</li><li>- Examples</li></ul></li></ul>
Week 6	<ul style="list-style-type: none"><li>➤ Internal sources of conflict</li><li>➤ Guidelines for establishing good relations between managers and employees.</li></ul>
Week 7	<b>Trade Union Representation</b> <ul style="list-style-type: none"><li>➤ Functions of trade unions</li></ul>

	<ul style="list-style-type: none"> <li>➤ employee strategies, for example, strike action and work to rule.</li> <li>➤ Strategies such as mediation, arbitration, and the value of trade union representation. Grievance procedure.</li> <li>➤ Guidelines for establishing good relations between managers and employees.</li> </ul>
Week 8	<p>The value of teamwork within an organization:</p> <ul style="list-style-type: none"> <li>(a) definition;</li> <li>(b) advantages;</li> <li>(c) disadvantages.</li> </ul> <p>The communication process and strategies for effective communication within an organisation.</p>
Week 9	<p>The concept of entrepreneurship.</p> <ul style="list-style-type: none"> <li>➤ define the term entrepreneur</li> <li>➤ Functions of the entrepreneur</li> <li>➤ Characteristics of the entrepreneur</li> <li>➤ Role of the entrepreneur</li> </ul>
Week 10-12	<ul style="list-style-type: none"> <li>➤ Reasons why an individual may want to establish a business;</li> <li>➤ Steps for establishing a business:</li> <li>➤ Reasons for preparing a business plan</li> <li>➤ Elements of a business plan</li> <li>➤ Preparation of business plan</li> <li>➤ <b>FOOD TRUCK ASSIGNMENT (to be presented first week of next term)</b></li> </ul>