

IMMACULATE CONCEPTION HIGH SCHOOL
SYLLABUS
MANAGEMENT OF BUSINESS
UNIT 1

TERM 1

SECTION 1

MODULE 1: BUSINESS AND ITS ENVIRONMENT

CONTENT

1. Types of economic activity
2. Economic Sectors and Legal Structures
 - (a) Private Sector Organisations
 - (b) Public Sector Organisations
 - (c) Not for Profit Organisations
 - (d) Privatisation and Nationalisation
3. Business Objectives
4. Business Ethics and Corporate Social Responsibility
5. Decision Making
6. Impact of Globalisation on Business

SECTION 2

MODULE 3: BUSINESS FINANCE AND ACCOUNTING

CONTENT

1. Components of Financial Statements
 - (a) Working knowledge of components of financial statements
 - (i) Income Statement: including sales, cost of sale, gross profit, net profit;
 - (ii) Balance Sheet: including fixed assets, current assets, current liabilities,

- fixed liabilities, owner's equity;
- (iii) Cash flow statements

2. Financial Statements Analysis

- (a) Use of Accounting Ratios
- (b) Calculation and Interpretation of Types of Ratios:
 - (i) Liquidity Ratios;
 - (ii) Profitability Ratios;
 - (iii) Efficiency; Activity Ratios;
 - (iv) Gearing Ratio;
 - (v) Investors/shareholders Ratios;

END OF TERM

TERM 2

SECTION 1

MODULE 2: THE MANAGEMENT OF PEOPLE

CONTENT

1. The Functions and Theories of Management
 - (a) Evolution of Management theories
 - (b) Functions of Management
2. Organisational Structure
 - (a) Classification of Organisational Structure
 - (b) Characteristics of the Formal Organisational Structure
3. Theory and Application of Motivation
4. Leadership
5. Group and Team Management
6. Causes of Conflict
7. Strategies to manage conflict

8. Management of Change
9. Communication in Business
10. Human Resource Management

SECTION 2

BUSINESS FINANCE AND ACCOUNTING

CONTENT

1. The need for Accounting Information
2. The Need for Capital
3. Sources of Finance
4. Criteria for Seeking Finance
5. Money and capital markets and International Financial Institutions
6. Budgets and Budgetary Control
7. Investment Appraisal

END OF MODULES 1, 2 &3 – Unit 1