

ST. MARY'S COLLEGE
FORM SIX
SUBJECT- MOB UNIT 1
Course Outline 2014-2015

Module	Proposed Date/Week	Unit/Section	Topic
MODULE 1: BUSINESS AND ITS ENVIRONMENT	TERM 1 WEEK 1-3	1. Types of Economic Activity 2. Economic Sectors and Legal Structures	Classification of economic activity (a) Private Sector Organisations (b) Public Sector Organisations (c) Not for Profit Organisations (d) Privatisation and Nationalisation
	TERM 1 WEEK 4-5	3. Business Objectives	(a) The nature, role, and importance of business objectives (b) Short, medium and long-term objectives (c) Hierarchy of objectives: vision, mission statements; strategic; tactical; operational objectives
	TERM 1 WEEK 5-6	4. Business Ethics and Corporate Social Responsibility	(a) Importance of business ethics and integrity, code of ethics (b) Obligations to stakeholders (c) Good Corporate Governance
	TERM 1 WEEK 6-7	5. Decision Making	(a) Process of decision making: (b) Stages of decision making (in relation to objectives) (c) Factors affecting decision making
	TERM 1 WEEK 7-8	6. Impact of Globalisation on Business	(a) Multinational (growth, advantages and disadvantages) (b) Role of Government (c) Consumer behaviour (d) Domestic Business (e) Trade Liberalisation.
	MODULE 2: THE MANAGEMENT OF PEOPLE	TERM 1 WEEK 9-10	1. The Functions and Theories of Management
TERM 1 WEEK 11-12		2. Organisational Structure	(a) Classification of Organisational Structure – (Principles, Advantages and Disadvantages) (b) Characteristics of the Formal Organisational Structure
TERM 2 WEEK 1		3. Theory and Application Motivation	(a) Factors that stimulate and influence motivation (b) Theories of motivation (c) Financial and non-financial motivational strategies (d) Implication to managers

TERM 2 WEEK 2	4. Leadership	<ul style="list-style-type: none"> (a) Definition of leadership (b) Leadership Theory: McGregor's Theory X and Theory Y; Trait Theory (c) Leadership skills including (d) Leadership styles (definition, appropriateness) (e) Informal leadership; its influence on the organisation
TERM 2 WEEK 3	5. Group and Team Management	<ul style="list-style-type: none"> (a) Definition of Teams/Groups (b) Stages of Group Development (forming, storming, norming, performing, adjourning) (c) Characteristics of effective teams (d) Forces that influence group cohesiveness (including size, group goals, similarities, diversity, attraction) (e) Advantages and Disadvantages of teams to the organisations
TERM 2 WEEK 4-5	6. Causes of Conflict 7. Strategies to manage conflict:	Possible Causes of Conflict
TERM 2 WEEK 5-6	8. Management of Change 9. Communication in Business	<ul style="list-style-type: none"> (a) Nature of change (b) Resistance to change (c) Strategies to manage change (a) Diagram of the Communication Process (b) Communication channels (c) Lines of Communication (d) Barriers to effective communication (e) Reducing barriers to communication
TERM 2 WEEK 6-7	10. Human Resource Management	<ul style="list-style-type: none"> (a) The role of the human resource management in an organisation (b) Functions of the human resources department

MODULE 3: BUSINESS FINANCE AND ACCOUNTING	TERM 2 WEEK 8-9	1. The Need for Capital 2. Sources of Finance	(a) Start-up or venture capital (b) Working capital (c) Investment capital (a) Equity versus debt (b) Forms of equity (c) Forms of debt
	TERM 2 WEEK 9-10	3. Criteria for Seeking Finance 4. Money and capital markets and International Financial Institutions	(a) Sources of short-term finance: trade creditors and commercial banks (b) Sources of long-term finance (c) Short-term versus long-term sources of finance (a) Roles of Regional and International Financial Institutions, for example, CDB, IDB, IMF and World Bank (b) Functioning and workings of Money and Capital Markets
	TERM 3 WEEK 1	5. The need for Accounting Information	(a) Definition of Accounting (b) Users of Accounting Information
	TERM 3 WEEK 2	6. Components of Financial Statements	(a) Working knowledge of components of financial statements (b) Relation between Statement of Financial Position and Statement of Comprehensive Income
	TERM 3 WEEK 3	7. Financial Statements Analysis	(a) Use of Accounting Ratios (b) Advantages and disadvantages of ratio analysis (c) Limitations of Ratio Analysis (d) Calculation and Interpretation of Types of Ratios
	TERM 3 WEEK 4-6	8. Budgets and Budgetary Control	(a) Type of budgets (b) Importance of budgeting (c) Budgetary Control
		9. Investment Appraisal	(a) Need for investment Appraisal (b) Analytical methods of Appraisal (c) Comparisons of Methods of Appraisal