

Colegio Santa María – Pilar

Subject: Business Management IGCSE

Course: 4th year

Teacher: Matías Martínez Vidal

Annual Planification – 2019



Metas de Comprensión Abarcadoras y Contenidos Actitudinales

Make effective use of relevant terminology, concepts and methods, and recognise the strengths and limitations of the ideas used in business.

Apply their knowledge and critical understanding to current issues and problems in a wide range of business contexts

Distinguish between facts and opinions, and evaluate qualitative and quantitative data in order to help build arguments and make informed judgements

Appreciate the perspectives of a range of stakeholders in relation to the business environment, individuals, society, government and enterprise

Develop knowledge and understanding of the major groups and organisations within and outside business, and consider ways in which they are able to influence objectives, decisions and activities

Develop knowledge and understanding of how the main types of businesses are organised, financed and operated, and how their relations with other organisations, consumers, employees, owners and society are regulated

Develop skills of numeracy, literacy, enquiry, selection and use of relevant sources of information, presentation and interpretation

Develop an awareness of the nature and significance of innovation and change within the context of business activities.

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MAY		<ul style="list-style-type: none"> • Understand the limitations of break-even charts <p style="text-align: center;"><u>4.3 Achieving quality production</u></p> <ul style="list-style-type: none"> ☞ Why quality is important and how quality production might be achieved: <ul style="list-style-type: none"> • What quality means; why it is important for all businesses • Concept of quality control and how businesses implement quality control • The concept of quality assurance <p style="text-align: center;"><u>4.4 Location decisions</u></p> <ul style="list-style-type: none"> ☞ The main factors influencing the location and relocation decisions of a business: <ul style="list-style-type: none"> • Factors relevant to the location decision of manufacturing businesses and service businesses • Factors that a business could consider when deciding which country to locate operations in • The role of legal controls on location decisions • Recommend and justify an appropriate location for a business in given circumstances 	<ul style="list-style-type: none"> ☞ Recognition of the fundamentals of businesses ☞ Analysis of new concepts introduced ☞ Interest in knowing the matter from its practical daily application ☞ Active participation in class during class discussions ☞ Demonstrate responsibility in the delivery of works and presentation of projects <p>NOTE: These points are expected to improve throughout the year.</p>	<ul style="list-style-type: none"> ☞ Reading the bibliography ☞ Class discussion of the topics covered ☞ Writing in class ☞ Exam-like questions ☞ Special Works 	<p>Business Studies for Cambridge IGCSE (fourth edition). By Borrington & Stimpson. Hodder Education.</p> <p>Movies, videos and internet sources.</p>
JUNE	Financial information and decisions	<p style="text-align: center;"><u>5.1 Business Finance: needs and sources</u></p> <ul style="list-style-type: none"> ☞ The need for business finance: <ul style="list-style-type: none"> • The main reasons why businesses need finance, e.g. start-up capital, capital for expansion and additional working capital. • Understand the difference between short-term and long-term finance needs. ☞ The main sources of capital: <ul style="list-style-type: none"> • Internal sources and external sources with examples • Short-term and long-term sources with examples, e.g. debt or equity for long-term finance • Importance of micro-finance in developing economies • The main factors considered in making the financial choice, e.g. size and legal form of business, amount required, length of time, existing loans • Recommend and justify appropriate source(s) of finance in given circumstances 			

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JULY		<p style="text-align: center;"><u>5.2 Cash-flow forecasting and working capital</u></p> <p>☰ The importance of cash and of cash-flow forecasting:</p> <ul style="list-style-type: none"> • Why cash is important to a business • What a cash-flow forecast is, how a simple one is constructed and the importance of it • Amend or complete a simple cash-flow forecast • How to interpret a simple cash-flow forecast • How a short-term cash-flow problem might be overcome, e.g. increasing loans, delaying payments, asking debtors to pay more quickly <p>☰ Working capital</p> <ul style="list-style-type: none"> • The concept and importance of working capital <p style="text-align: center;"><u>5.3 Income statements</u></p> <p>☰ What profit is and why it is important:</p> <ul style="list-style-type: none"> • How a profit is made • Importance of profit to private sector businesses, e.g. reward for risk taking/enterprise, source of finance • Difference between profit and cash <p>☰ Income statements:</p> <ul style="list-style-type: none"> • Main features of an income statement, e.g. revenue, cost of sales, gross profit, profit and retained profit • Use simple income statements in decision making based on profit calculations 	<p>☰ Recognition of the fundamentals of businesses</p> <p>☰ Analysis of new concepts introduced</p> <p>☰ Interest in knowing the matter from its practical daily application</p> <p>☰ Active participation in class during class discussions</p> <p>☰ Demonstrate responsibility in the delivery of works and presentation of projects</p> <p>NOTE: These points are expected to improve throughout the year.</p>	<p>☰ Reading the bibliography</p> <p>☰ Class discussion of the topics covered</p> <p>☰ Writing in class</p> <p>☰ Exam-like questions</p> <p>☰ Special Works</p>	<p>Business Studies for Cambridge IGCSE (fourth edition). By Borrington & Stimpson. Hodder Education.</p> <p>Movies, videos and internet sources.</p>
AUGUST		<p style="text-align: center;"><u>5.4 Balance sheets</u></p> <p>☰ The main elements of a balance sheet:</p> <ul style="list-style-type: none"> • The main classifications of assets and liabilities • Examples to illustrate these classifications <p>☰ Interpret a simple balance sheet and make deductions from it, e.g. how a business is financing</p>			

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SEPT.	External influences on business activity	<p>its activities and what assets it owns, sale of inventories to raise finance</p> <p style="text-align: center;"><u>5.5 Analysis of accounts</u></p> <p>☰ How to interpret financial statements by calculating and analysing accounting ratios:</p> <ul style="list-style-type: none"> • Gross profit margin • Profit margin • Return on Capital Employed • Current ratio • Acid test ratio <p>☰ Liquidity:</p> <ul style="list-style-type: none"> • The concept and importance of liquidity <p>☰ Why and how accounts are used:</p> <ul style="list-style-type: none"> • Needs of different users of accounts and ratio analysis • How users of accounts and ratio results might use information to help make decisions, e.g. whether to lend to or invest in the business <p style="text-align: center;"><u>6.1 Government economic objectives and policies</u></p> <p>☰ How government control over the economy affects business activity:</p> <ul style="list-style-type: none"> • Government economic objectives, e.g. increasing Gross Domestic Product (GDP) • Main stages of the business cycle; growth, boom, recession, slump • How changes in taxes and government spending can affect business activity • How changes in interest rates can affect business activity • How businesses might respond to these changes <p style="text-align: center;"><u>6.2 Environmental and ethical issues</u></p> <p>☰ Environmental concerns and ethical issues as both opportunities and constraints for businesses:</p> <ul style="list-style-type: none"> • How business activity can impact on the environment, e.g. global warming 	<p>☰ Recognition of the fundamentals of businesses</p> <p>☰ Analysis of new concepts introduced</p> <p>☰ Interest in knowing the matter from its practical daily application</p> <p>☰ Active participation in class during class discussions</p> <p>☰ Demonstrate responsibility in the delivery of works and presentation of projects</p> <p>NOTE: These points are expected to improve throughout the year.</p>	<p>☰ Reading the bibliography</p> <p>☰ Class discussion of the topics covered</p> <p>☰ Writing in class</p> <p>☰ Exam-like questions</p> <p>☰ Special Works</p>	<p>Business Studies for Cambridge IGCSE (fourth edition). By Borrington & Stimpson. Hodder Education.</p> <p>Movies, videos and internet sources.</p>

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OCT.		<ul style="list-style-type: none"> • The concept of externalities; possible external costs and external benefits of business decisions • Sustainable development – how business activity can contribute to this • How/why business might respond to environmental pressures and opportunities; pressure groups • The role of legal controls over business activity affecting the environment, e.g. pollution controls • Ethical issues a business might face; conflicts between profits and ethics • How business might react and respond to ethical issues, e.g. child labour <p style="text-align: center;"><u>6.3 Business and the international economy</u></p> <ul style="list-style-type: none"> ▢ The importance of globalisation: <ul style="list-style-type: none"> • The concept of globalisation and the reasons for it • Opportunities and threats of globalisation for businesses • Why some governments might introduce import tariffs and quotas ▢ Reasons for the importance and growth of multinational companies (MNCs): <ul style="list-style-type: none"> • Benefits to a business of becoming a multinational • Potential benefits to a country and/or economy where a MNC is located, e.g. jobs, exports, increased choice, investment • Potential drawbacks to a country and/or economy where a MNC is located, e.g. reduced sales of local businesses, repatriation of profits ▢ The impact of exchange rate changes: <ul style="list-style-type: none"> • Depreciation and appreciation of an exchange rate • How exchange rate changes can affect businesses as importers and exporters of products, e.g. prices, competitiveness, profitability 	<ul style="list-style-type: none"> ☞ Recognition of the fundamentals of businesses ☞ Analysis of new concepts introduced ☞ Interest in knowing the matter from its practical daily application ☞ Active participation in class during class discussions ☞ Demonstrate responsibility in the delivery of works and presentation of projects <p>NOTE: These points are expected to improve throughout the year.</p>	<ul style="list-style-type: none"> ☞ Reading the bibliography ☞ Class discussion of the topics covered ☞ Writing in class ☞ Exam-like questions ☞ Special Works 	<p>Business Studies for Cambridge IGCSE (fourth edition). By Borrington & Stimpson. Hodder Education.</p> <p>Movies, videos and internet sources.</p>