



Business Studies

Syllabus

General Certificate of Education
(Advanced Level)

Grade 12 and 13

(Implemented from 2017)

Department of Commerce
Faculty of Science and Technology
National Institute of Education
www.nie.lk

Business Studies
Grade 12 and 13 - syllabus

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1.0 Introduction

For the first time, a competency based syllabus, effective from 2009, was introduced for the General Certificate of Education (A/L). Through this, it was expected not only for students to acquire subject knowledge through the pursuit of A/L Business Studies but also to produce citizens endowed with wholesome attitudes and practical skills. Similarly, taking the changes affected in the G. C. E. (O/L) Business and Accounting Studies and Entrepreneurship studies subjects and the trends occurring in the business field locally and globally into consideration action was taken to modernize the G. C. E. (A/L) syllabus, effective from 2017, so as to make it competency based.

Business Studies is a very popular commerce subject. Also it is a practical subject. This subject is fostered through subjects such as Economics, Management and Social Studies. The students of A/L Commerce stream as well as Arts stream and Technology stream can select this subject. The knowledge, skills and attitudes obtained by studying this subject is useful for day to day life, higher education and also for professional education in commerce stream.

A teaching-learning process which supports to create a citizens with knowledge, skills and attitudes in other words competencies necessary to adopt to the changes in the business world is proposed here.

It is expected that this syllabus will provide, competencies required for a profession or self employment for those who do not pursuer higher education, entrepreneurial skills necessary to contribute effectively to the economic development of Sri Lanka and also a qualitative and fruitful development in personal life. Also it is expected to develop competencies which are required to creatively generate, improve and effectively employ the physical and human resources necessary for national development of Sri Lanka. Therefore, it is recommended to implement the teaching - learning methodologies here in and outside the classroom. Since businesses are really practical teachers are expected to give their attention to the rapid changes in business practices and update their knowledge.

2.0 Common National Goals

- (i) National building and the establishment of a Sri Lankan identity through the promotion of national cohesion, national integrity, national unity, harmony, and peace, and recognizing cultural diversity in Sri Lanka's plural society within a concept of respect for human dignity.
- (ii) Recognizing and conserving the best elements of the nation's heritage while responding to the challenges of a changing world
- (iii) Creating and supporting an environment imbued with the norms of social justice and a democratic way of life that promotes respect for human rights, awareness of duties and obligations, and a deep and abiding concern for one another.
- (iv) Promoting the mental and physical well-being of individuals and a sustainable life style based on respect for human values.
- (v) Developing creativity, initiative, critical thinking, responsibility, accountability and other positive elements of a well-integrated and balanced personality.
- (vi) Human resource development by educating for productive work that enhances the quality of life of the individual and the nation and contributes to the economic development of Sri Lanka.
- (vii) Preparing individuals to adapt to and manage change, and to develop capacity to cope with complex and unforeseen situations in a rapidly changing world.
- (viii) Fostering attitudes and skills that will contribute to securing an honorable place in the international community, based on justice, equality and mutual respect.

3.0 Basic Competencies

The following Basic Competencies developed through education will contribute to achieving the above National Goals.

(i) Competencies in Communication

Competencies in Communication are based on four subjects: Literacy, Numeracy, Graphics and IT proficiency.

Literacy : Listen attentively, speak clearly, read for meaning, write accurately and lucidly and communicate ideas effectively.

Numeracy : Use numbers for things, space and time, count, calculate and measure systematically.

Graphics : Make sense of line and form, express and record details, instructions and ideas with line form and color.

IT proficiency : Computeracy and the use of information and communication technologies (ICT) in learning, in the work environment and in personal life.

(ii) Competencies relating to Personality Development

- General skills such as creativity, divergent thinking, initiative, decision making, problem solving, critical and analytical thinking, team work, inter-personal relations, discovering and exploring;
- Values such as integrity, tolerance and respect for human dignity;
- Emotional intelligence.

(iii) Competencies relating to the Environment

These competencies relate to the environment : social, biological and physical.

Social Environment : Awareness of the national heritage, sensitivity and skills linked to being members of a plural society, concern for distributive justice, social relationships, personal conduct, general and legal conventions, rights, responsibilities, duties and obligations.

Biological Environment : Awareness, sensitivity and skills linked to the living world, people and the ecosystem, the trees, forests, seas, water, air and life-plant, animal and human life.

Physical Environment : Awareness, sensitivity and skills linked to space, energy, fuels, matter, materials and their links with human living, food, clothing, shelter, health, comfort, respiration, sleep, relaxation, rest, wastes and excretion.

Included here are skills in using tools and technologies for learning, working and living.

(iv) Competencies relating to preparation for the World of Work.

Employment related skills to maximize their potential and to enhance their capacity

to contribute to economic development,

to discover their vocational interests and aptitudes,

to choose a job that suits their abilities, and

to engage in a rewarding and sustainable livelihood.

(v) Competencies relating to Religion and Ethics

Assimilating and internalizing values, so that individuals may function in a manner consistent with the ethical, moral and religious modes of conduct in everyday living, selecting that which is most appropriate.

(vi) Competencies in Play and the Use of Leisure

Pleasure, joy, emotions and such human experiences as expressed through aesthetics, literature, play, sports and athletics, leisure pursuits and other creative modes of living.

(vii) Competencies relating to Learning to Learn

Empowering individuals to learn independently and to be sensitive and successful in responding to and managing change through a transformative process, in a rapidly changing, complex and interdependent world.

4.0 Objectives of the syllabus

- Focus towards different ways to finding solutions for the problems related to satisfying human needs and wants based on institutions or organizations
- Prepare to adopt to the changes in the dynamic business environment through understanding
- Direct to use the theoretical knowledge practically on business
- Provide competencies to study concepts and principles related to businesses and to grasp complex subject matters simply
- Provide opportunities to develop entrepreneurial and management skills
- Direct Sri Lanka to the sustainable development through conducting environmental friendly business activities
- Provide basic competencies necessary to involve in business locally, regionally and globally
- Provide opportunities to develop attitudes necessary to build up a sound business culture within Sri Lanka.
- Provide the practice to start and conduct businesses with a plan
- Provide competencies necessary to act successfully in professional roles
- Provide skills to use management and modern technology for social - economic development
- Provide entry for higher education

5.0 Relationship between the common national goals and the objectives of the syllabus

Objectives of the syllabus	Common National Goals							
	i	ii	iii	iv	v	vi	vii	viii
<ul style="list-style-type: none"> Focus towards different ways to finding solutions for the problems related to satisfying human needs and wants based on institutions or organizations 	√							
<ul style="list-style-type: none"> Prepare to adopt to the changes in the dynamic business environment through understanding 		√					√	
<ul style="list-style-type: none"> Direct to use the theoretical knowledge practically on business. 		√					√	
<ul style="list-style-type: none"> Provide competencies to study concepts and principles related to businesses and to grasp complex subject matters simply 						√		
<ul style="list-style-type: none"> Provide opportunities to develop entrepreneurial and management skills 			√					
<ul style="list-style-type: none"> Direct Sri Lanka to the sustainable development through conducting environmental friendly business activities 				√				
<ul style="list-style-type: none"> Provide basic competencies necessary to involve in business locally, regionally and globally 			√					√
<ul style="list-style-type: none"> Provide opportunities to develop attitudes necessary to build up a sound business culture within Sri Lanka 	√			√				
<ul style="list-style-type: none"> Provide the practice to start and conduct businesses with a plan 					√		√	
<ul style="list-style-type: none"> Provide competencies necessary to act successfully in professional roles 					√			
<ul style="list-style-type: none"> Provide skills to use management and modern technology for social - economic development 						√		
<ul style="list-style-type: none"> Provide entry for higher education 						√		

Proposed plan in the allocation of competency levels in the syllabus into the school terms

Grade	Term	competency and competency levels	No. of periods	No. of competency levels
Grade 12	First term	From competency level 1.1 to competency level 3.6	100	18 competency levels
	Second term	From competency level 4.1 to competency level 7.4	95	16 competency levels
	Third term	From competency level 7.5 to competency level 11.7	105	19 competency levels
Grade 13	First term	From competency level 12.1 to competency level 14.2	100	23 competency levels
	Second term	From competency level 14.3 to competency level 16.4	100	21 competency levels
	Third term	From competency level 16.5 to competency level 18.7	100	19 competency levels

6.0 Syllabus

Grade 12 Syllabus

Grade 13 Syllabus

Competency	No. of Periods	Competency	No. of Periods
01. Inquires the basis of business and the environment in which it perform.	50	12.0 Shows the necessity and importance of management in the achievement of the goals of individuals and organizations.	45
2.0 Inquires how businesses consider the social responsibilities and business ethics to adapt to the business environment.	20	13.0 Evaluates the contribution of operational management for the success of businesses.	45
3.0 Confirms the necessity of maintaining businesses having relationships with the government.	30	14.0 Evaluates the contribution of marketing management for the success of businesses.	45
4.0 Confirms the necessity of various types of business organizations and also commence and conduct formally.	40	15.0 Examines the ways of using financial management for the success of businesses.	45
5.0 Evaluates the contribution of entrepreneurship in social, economic and personal development.	20	16.0 Examines the way of using human resource effectively for the success of businesses.	45
6.0 Evaluates the contribution of small and medium businesses for economic development.	15	17.0 Inquires how information systems contribute for the success of businesses.	35
7.0 Evaluates the contribution of money and financial institutions for the existence and growth of businesses.	40	18.0 Prepares a business plan to start and expand a business.	40
8.0 confirms the necessity of insurance for the existence of businesses.	15		
9.0 Confirms the necessity of using communication effectively for the success of business activities.	10		
10.0 Investigates the contribution of logistics for the success of businesses.	20		
11.0 Inquiries the contribution of trade in distributing the products.	40		
	300		300

Grade 12 Syllabus

Competency	Competency Level	Content	Learning Outcomes	No. of periods
01. Inquires the basis of business and the environment in which it perform.	1.1 Analyses the concept of business.	<ul style="list-style-type: none"> • Business concept <ul style="list-style-type: none"> • Introduction • Needs and wants • Products <ul style="list-style-type: none"> • Goods • Services • Market • Characteristics of business <ul style="list-style-type: none"> • Involve sale or exchange • Dealing in goods and services • Regular dealings • Profit motive • Have a risk • Create wants • Economic activity • Business activities <ul style="list-style-type: none"> • Fulfills the needs and wants • Adding value to the resources (value added) • Aims of business 	<ul style="list-style-type: none"> • Introduces the business concept. • Explains the needs and wants using examples. • Compares the needs and wants providing examples. • Introduces what a product is. • Proves that human needs and wants are fulfilled by products. • Compares the goods and services. • Shows the relationship between market and fulfilling of needs and wants. • Explains the characteristics of businesses with examples. • Explains what business activities are. • Lists the business activities of a selected business. • Explains the aims of businesses with examples. • Evaluates the contribution of businesses for the existence of an economy. 	50 08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.2 Studies the trends in business and the evolution of business.</p>	<ul style="list-style-type: none"> • Self sufficient economy <ul style="list-style-type: none"> • Direct production • Personal specialization • Evolution of business <ul style="list-style-type: none"> • Barter system <ul style="list-style-type: none"> • Indirect production • Trade • Usage of money <ul style="list-style-type: none"> • Evolution of money • The industrial revolution <ul style="list-style-type: none"> • Commerce <ul style="list-style-type: none"> • Trade • Auxiliary Services / Business Support services • Knowledge economy <ul style="list-style-type: none"> • Electronic Commerce • Business trends <ul style="list-style-type: none"> • Globalization • Electronic businesses • Electronic money 	<ul style="list-style-type: none"> • Explains the self sufficient economy. • Reveals the important events in the evolution of business. • Explains the difference between direct production and indirect production. • Explains the evolution of money. • Compares the past and current situations of trade. • Explains the difference between commerce and trade. • Explains remaining auxiliary services for businesses. • Explains the electronic commerce. • Reveals the reasons for the current expansion of electronic commerce. • Explains the new trends in business field and the changes obvious through those trends in businesses. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.3 Classifies businesses on different criteria.</p>	<ul style="list-style-type: none"> • Business classification criteria <ul style="list-style-type: none"> • According to the nature of production <ul style="list-style-type: none"> • Primary • Secondary • Tertiary • According to ownership <ul style="list-style-type: none"> • Private sector • State / public sector • According to the aims / objectives <ul style="list-style-type: none"> • Profit motive • Non-profit motive • According to scale <ul style="list-style-type: none"> • Small and medium scale • Large scale • According to production sector <ul style="list-style-type: none"> • Agriculture • Industry • Services • Contribution of each production sector to the gross domestic production 	<ul style="list-style-type: none"> • Lists the criteria that can be used to classify businesses. • Classifies the businesses in the area of the school on different criteria. • Explains that the same business can be classified under several types on different criteria. • Classifies a given business under various types on different criteria. • Presents the way of classifying Gross Domestic Production in Sri Lanka. • Presents the contribution of each production sector to the Gross Domestic Production. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.4 Analyses the businesses as a process of inputs and outputs.</p>	<ul style="list-style-type: none"> • Inputs and outputs process of business. • Business inputs (resources) <ul style="list-style-type: none"> • Land • Labour • Capital • Entrepreneurship • Information • Time • Knowledge • Functions of business <ul style="list-style-type: none"> • Operations • Administration • Marketing • Financing • Human resource activities • Research and development • Business outputs <ul style="list-style-type: none"> • Goods • Services 	<ul style="list-style-type: none"> • Explains the inputs of different businesses. • Explains the functions of a business. • Lists the outputs of different businesses. • Presents a business as an input output process using a diagram. • Separates the inputs of a certain product under each type of input. • Explain with examples that the business functions are varied according to the nature of the business. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.5 Examines the reasons for the interest of stakeholders in businesses.</p> <p>1.6 Classifies the business environment which influences the businesses.</p>	<ul style="list-style-type: none"> • Stakeholders of business <ul style="list-style-type: none"> • Owners / Shareholders • Managers • Employees • Creditors • Consumers • Suppliers • Potential investors • Government • Community • Other parties • Reasons for the interest of stakeholders in the business • Importance of stakeholders to a business • Business Environment <ul style="list-style-type: none"> • Introduction • Necessity to study • Classification <ul style="list-style-type: none"> • Internal Environment • External Environment <ul style="list-style-type: none"> • Task Environment • General/Macro environment 	<ul style="list-style-type: none"> • Lists the stakeholders of a selected business. • Explains the reasons for the interest of each stakeholder about businesses. • Reveals that the reasons for the interest about the business differ with each interested party. • Explains the importance of interested parties to a business. • Shows how businesses should perform to fulfil the expectations of stakeholders for the successful existence of a business. • Decides the priority of the stakeholder on the interest of the business and the ability to force on the business. • Explains the business environment. • Lists the benefit to a businessman of studying the business environment. • Classifies the business environment. • Lists the environmental forces that influences the business. • Provides examples of the internal and external environmental forces of a given business. 	<p>06</p> <p>02</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.7 Analyses the influences of internal environmental forces on businesses.</p>	<ul style="list-style-type: none"> • Forces of internal environment <ul style="list-style-type: none"> • Owners • Managers • Employees • Organizational Culture • Organizational Structure • Resources of a business • Strengths and weaknesses related to internal environmental forces 	<ul style="list-style-type: none"> • Lists the internal environmental forces influencing the business. • Provides examples for the strengths and weaknesses related to each internal force. • Comparatively analyses how the strengths and weaknesses of the internal environment influences to the business activities. • Explains how businesses can be made successful by using strengths and strategies that can be taken to avoid the weaknesses. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.8 Analyses the influences of task environmental forces on businesses.</p>	<ul style="list-style-type: none"> • Forces of the task environment <ul style="list-style-type: none"> • Customers / Consumers • Suppliers • Competitors • Potential businessmen hope to enter the market • Producers of substitute goods • Opportunities and threats related to task environment 	<ul style="list-style-type: none"> • Lists the task environmental forces that influence businesses. • Lists the business opportunities related to task environmental forces. • Reveals the threats to businesses related to task environmental forces. • Provides examples of the influences of task environment on a business through a selected business. • Presents proposals in identifying business opportunities and makes use of them and faces threats. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>1.9 Analyses the influences of macro environmental forces on businesses.</p>	<ul style="list-style-type: none"> • Forces of the general / macro environment <ul style="list-style-type: none"> • Economic environment • Political environment • Legal environment • Technological environment • Demographic environment • Natural environment • Social and cultural environment • Global environment • Influences of macro environmental forces on task environmental forces • Interaction between macro environment forces 	<ul style="list-style-type: none"> • Lists the macro environmental influences on businesses. • Explains the nature of each macro environmental force. • Shows the importance of each macro environmental force on businesses. • Presents examples for the influences of macro environment on businesses. • Analyses the influences of macro environmental forces on task environmental forces. • Explains with examples that there is an inter-relationship between the macro environmental forces. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>2.0 Inquires how businesses consider the social responsibilities and business ethics to adapt to the business environment.</p>	<p>2.1 Evaluates the importance of fulfilling social responsibilities by businesses.</p>	<ul style="list-style-type: none"> • Social responsibility of businesses <ul style="list-style-type: none"> • Definition • Necessity of fulfilling social responsibilities • Parties to whom social responsibilities should be fulfilled <ul style="list-style-type: none"> • Owners • Employees • Customers • Society <ul style="list-style-type: none"> • Government • Community • Environment 	<ul style="list-style-type: none"> • Explains the social responsibility of businesses through the accepted definitions. • Explains the necessity of fulfilling the social responsibilities by businesses. • Lists the parties to whom the businesses should fulfill their social responsibilities. • Presents the social responsibilities separately with examples to be fulfilled to each party by a business. • Shows how social responsibilities are fulfilled to each party taking a business as an example. • Lists the benefits gained by a business by fulfilling its social responsibilities. • Explains how the social responsibilities can be fulfilled to achieve the expectations of all parties. 	<p>20 08</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>2.2 Evalutaes the contribution of businesses to the sustainable development by acting environment friendly.</p>	<ul style="list-style-type: none"> • Sustainable development • Contribution of businesses to sustainable development <ul style="list-style-type: none"> • Economic sustainable development • Environment sustainable development • Social sustainable development • Users in modern businesses for sustainable development (4R) <ul style="list-style-type: none"> • Recycle • Reuse • Reduce • Replace • Adverse effects of business activities 	<ul style="list-style-type: none"> • Explains what is “sustainable development”. • Explains how a business can contribute to the sustainable development. • Shows how a business contributes for the sustainable development taking an existing business as an example. • Explains how consumers can contribute to the sustainable development. • Presents the adverse effects of business activities and proposals to minimizing them. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>2.3 Confirms the necessity of a code of ethics for the success of businesses.</p>	<ul style="list-style-type: none"> • Concept of business ethics • Importance of adherence to business ethics • Factors to be considered when forming a code of ethics <ul style="list-style-type: none"> • The business • The customers • The employees • Competitors • Social culture • Organization culture • Practicability • Deference between business ethics and social responsibilities. 	<ul style="list-style-type: none"> • Explains the concept of business ethics. • Gives examples of the goods and bads aspects of businesses. • Shows the necessity of following business ethics. • Lists the factors to be considered when forming a business code of ethics. • Proposes suitable business ethics in relation to each factor according to own experiences. • Discusses the business ethics followed by an existing business. • Forms / Prepares a code of ethics suitable for an assumed business. • Explains the deference between business ethics and social responsibilities. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>3.0 Confirms the necessity of maintaining businesses having relationships with the government.</p>	<p>3.1 Investigates how the government intervenes in businesses.</p>	<ul style="list-style-type: none"> • The government <ul style="list-style-type: none"> • Central government • provincial councils • Local authorities / institutions • Ways of government influence on businesses <ul style="list-style-type: none"> • Providing infrastructure facilities • Being a competitor • Being a customer • Making policies • Enacting rules and regulations (legislation) • Providing incentives • Being a tax collector 	<ul style="list-style-type: none"> • Shows that the intervention of the government in business is implemented through the central government, provincial councils and local authorities. • Explains separately how intervention is done by the central government, provincial councils and local authorities, using a selected business organization. • Shows various government intervenes on businesses. • Gives examples of each intervention by the government on businesses. • Explains the importance of government assistance and guidance received by the businesses. 	<p>30 04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>3.2 shows how businesses contribute to the achievement of economic aims of the government.</p>	<ul style="list-style-type: none"> • Social economic aims of the government <ul style="list-style-type: none"> • Economic growth and development • Full employment • Economic stability • Fair income distribution • Good international trade • How businesses contribute to achieve the social economic aims of the government <ul style="list-style-type: none"> • Paying taxes • Use of local resources • Conformity to policies implemented by the government • Conformity to rules and regulations • Contribution to employment • Minimizing the damages to the environment • Importance of inter-relationship between the government and businesses 	<ul style="list-style-type: none"> • Explains the social economic aims of a government. • Explains how businesses contribute to the achievement of the aims of the government. • Shows how a business contributes to the achievement of government aims taking a selected business as an example. • Shows that the aims of both the Government and businesses can be achieved through the inter-relationship of both parties. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>3.3 Evaluates the importance of conducting businesses according to the fiscal policies of the government.</p>	<ul style="list-style-type: none"> • Fiscal policies of the government <ul style="list-style-type: none"> • Aims • Government income <ul style="list-style-type: none"> • Tax income <ul style="list-style-type: none"> • Types of taxes <ul style="list-style-type: none"> • Direct taxes • Indirect taxes • Non-tax income • Government expenditure • The impact of fiscal policies on businesses 	<ul style="list-style-type: none"> • Explains the government fiscal policy. • Shows the necessity of implementing fiscal policies of the government. • Presents the structure of government income and expenditure using a diagram. • Classifies the taxes and gives examples of each type. • Gives examples of government non - tax income. • Analyses the impact of budget proposals on businesses considering the current years budget proposals. 	06
	<p>3.4 Evaluates the importance of conducting businesses according to the government monetary policies.</p>	<ul style="list-style-type: none"> • Monetary policies of the government <ul style="list-style-type: none"> • Aims • Instruments used to implement monetary policies <ul style="list-style-type: none"> • Interest rates • Changes in reserve requirement • Open market operations • Changing discount rates • Impose credit limits • The impact of monetary policies on businesses 	<ul style="list-style-type: none"> • Explains the government monetary policy. • Explains the aims of monetary policies. • Shows the strategies that can be used by the government to control the financial activities of a country. • Explains each monetary instrument used by the government. • Analyses the influence of monetary policies on businesses used by the government. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>3.5 Shows the necessity of conducting businesses adapting to the procedures taken by the government for consumer protection.</p>	<ul style="list-style-type: none"> • Consumer Protection <ul style="list-style-type: none"> • Definition • Necessity • Importance <ul style="list-style-type: none"> • To consumers • To businessmen • Consumer rights • Consumer responsibilities 	<ul style="list-style-type: none"> • Explains the concept of consumer protection. • Gives the reasons for the importance of consumer protection. • Lists separately advantages of consumer protection to consumers and businessmen. • Explains consumer rights. • Explains consumer responsibilities. • Explains the behaviour of a critical consumer according to consumer rights and consumer responsibilities. 	05
	<p>3.6 Inquires the role of government institutions working for consumer protection.</p>	<ul style="list-style-type: none"> • Consumer affairs authority <ul style="list-style-type: none"> • Aims • Functions • Importance of consumer affairs authority for businesses • Sri Lanka Standards Institute (SLSI) <ul style="list-style-type: none"> • Aims • Functions • Importance of SLSI for businesses 	<ul style="list-style-type: none"> • Lists the government institutions performing for consumer protection. • Explains the aims and functions of consumer affairs authority. • Explains the aims and functions of SLSI. • Shows the importance of consumer affairs authority and SLSI for businesses. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>4.0 Confirms the necessity of various types of business organizations and also commence and conduct formally.</p>	<p>4.1 Explains the concept of organization and classifies the business organizations according to ownership.</p>	<ul style="list-style-type: none"> • An organization • Characteristics of a formal organization • Business organizations • Business organizations according to ownership <ul style="list-style-type: none"> • Private sector business organizations <ul style="list-style-type: none"> • Sole proprietorship • Partnerships • Incorporated companies. • Co-operatives • Business organizations of the public sector <ul style="list-style-type: none"> • Departments • State corporations • Businesses under local authorities • State companies • Special businesses <ul style="list-style-type: none"> • Franchise businesses • Business combinations 	<ul style="list-style-type: none"> • Explains an organization and gives examples. • Lists the characteristics of a formal organization. • Defines the “business organizations” • Classifies the business organizations according to ownership. • Lists the business organizations that belong to the private sector. • Lists the business organizations that belong to the public sector. • Presents the classification of business organizations according to ownership using a diagram. 	<p>40 02</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>4.2 Inquires about the advantages and limitations of sole-proprietorship examining its characteristics.</p> <p>4.3 Investigates the advantages and limitations of partnerships inquiring characteristics of partnerships.</p>	<ul style="list-style-type: none"> • Sole proprietorship <ul style="list-style-type: none"> • Definition • Specific characteristics • Advantages and limitations • Registration of a sole proprietorship • Partnerships <ul style="list-style-type: none"> • Definition • Specific Characteristics • Ways of forming a partnership agreement <ul style="list-style-type: none"> • By implication • Verbally • In written form • Partnership deed <ul style="list-style-type: none"> • Importance of partnership deed • Contents of a partnership deed • Section 24 of Partnership Ordinance in 1890 	<ul style="list-style-type: none"> • Explains sole proprietorship. • Explains the specific characteristics of a sole proprietorship. • Lists the advantages and limitations of sole proprietorship. • Explains the rules and regulations influencing the registration of a sole proprietorship. • Explains the registration procedure of a sole proprietorship. • Defines partnerships according to the partnership ordinance. • Lists the specific characteristics of partnerships. • Explains the “partnership agreement.” • Explains the ways of forming (generating) a partnership agreement. • Evaluates the importance of a partnership deed. • Reveals (the factors to be included in a partnership deed) the content of a partnership deed. • Explains the regulations of section 24 of Partnership Ordinance 1890 	<p>04</p> <p>08</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>4.4 Compares the various types of incorporated companies and their specific characteristics.</p>	<ul style="list-style-type: none"> • Advantages and limitations of a partnership • Registration of a partnership <p>Incorporated companies</p> <ul style="list-style-type: none"> • Definition • Specific characteristics • Advantages and limitations • Incorporation of companies • Types of companies <ul style="list-style-type: none"> • Limited companies <ul style="list-style-type: none"> • Private limited companies • Public limited companies • Off-share companies • Unlimited companies • Companies limited by guarantee • Foreign companies • Comparing the incorporated companies <ul style="list-style-type: none"> • Number of members 	<ul style="list-style-type: none"> • Explains the procedure of registration of a partnership. • Lists the advantages and limitations of partnerships. • Compares comparatively the sole proprietorships and partnerships. • Defines the incorporated companies. • Explains the specific characteristics of incorporated companies. • Lists the advantages and limitations of limited companies. • Explains the procedure of incorporation. • Explains the documents used for registration of an incorporated company. • Classifies the incorporated companies. • Lists the specific characteristics of each type of company. • Presents the examples for each type of company. • Explains the criteria used to classify the incorporated companies. • Compares incorporated companies based on criteria. 	10

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>4.5 Analyses the trends of co-operatives inquiring about the characteristics of the co-operative movement.</p>	<ul style="list-style-type: none"> • Liability • Raising capital • Administration and management • Co-operative businesses <ul style="list-style-type: none"> • Definition • Specific characteristics • Co-operative policies • Advantages and limitations of cooperatives • Registration of Co-operatives • Trend of Co-operatives 	<ul style="list-style-type: none"> • States correctly the type of business organization according to the given list of names of businesses. • Defines “Cooperative movement”. • Lists the specific characteristics of the co-operative movement. • Reveals the policies of co-operatives. • Lists the advantages and limitations of co-operatives. • Explains the procedure of registration of co-operatives. • Lists the trends of the co-operative movement. • Presents the proposals for the upliftment of co-operatives. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>4.6 Investigates the advantages and limitations and specific characteristics of special businesses.</p>	<ul style="list-style-type: none"> • Franchise Businesses <ul style="list-style-type: none"> • Franchiser • Franchisee • Facilities provided to the franchisee by the franchiser • Types of franchises • Advantages and limitations of franchises • Business combinations <ul style="list-style-type: none"> • Consolidating / merge • Acquiring / takeover 	<ul style="list-style-type: none"> • Explains the franchise businesses. • Shows the parties related to a franchise business. • Explains the inter-relationship between the franchisee and franchiser. • Lists the facilities provided to the franchisee by the franchiser. • Classifies the franchise businesses. • Shows the advantages and limitations of franchises. • Presents examples of franchises. • Explains the ways of business combinations. 	08
	<p>4.7 Shows the importance of public sector businesses verifying their specific characteristics.</p>	<ul style="list-style-type: none"> • Reasons to conduct businesses under the government • Public sector business organizations <ul style="list-style-type: none"> • State corporations • Government departments • Businesses under the local authorities • State companies • Characteristics of public sector business organizations 	<ul style="list-style-type: none"> • Inquires about the reasons to conduct businesses under the government. • Classifies the public sector businesses. • Presents the examples for public sector businesses. • Inquires about the characteristics of public sector business organizations. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>5.0 Evaluates the contribution of entrepreneurship in social, economic and personal development.</p>	<p>5.1 Exhibits the interest of being an entrepreneur by studying the importance, and the benefits of entrepreneurship.</p>	<ul style="list-style-type: none"> • Entrepreneurship <ul style="list-style-type: none"> • definition • importance • Relationship between entrepreneurship and businesses • Benefits of entrepreneurship <ul style="list-style-type: none"> • Personal • Institutional • Social and Economic • Entrepreneurship and economic development • Trends in entrepreneurship 	<ul style="list-style-type: none"> • Constructs a definition for entrepreneurship by studying accepted definitions. • Evaluates the importance of entrepreneurship. • Explains the relationship between Entrepreneurship and businesses. • Lists the personal, institutional and social and economic benefits of entrepreneurship. • Collects the benefits of a selected business, separately to the entrepreneur, institute, society and to the economy. • Explains the relationship between the entrepreneurship and the economic development. 	<p>20</p> <p>06</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>5.2 Studies the process of entrepreneurship.</p>	<ul style="list-style-type: none"> • Entrepreneurship process • Steps of the process of Entrepreneurship <ul style="list-style-type: none"> • Innovation and discovery • Concept development • Resourcing • Actualization • Harvesting 	<ul style="list-style-type: none"> • Proves that the entrepreneurship is a process. • Introduces the process of entrepreneurship. • Lists the steps of entrepreneurship process. • Shows the process of entrepreneurship by a diagram. • Explains the each step of the entrepreneurial process. 	06
	<p>5.3 Exhibits the ability to act as an entrepreneur by developing the entrepreneurial characteristics and competencies.</p>	<ul style="list-style-type: none"> • An entrepreneur • An entrepreneur and a businessman • Entrepreneurial characteristics <ul style="list-style-type: none"> • willingness to take risk • creativity • Commitment • Self confidence • Self reliant • Entrepreneurial skills <ul style="list-style-type: none"> • Leadership skills • Interpersonal skills 	<ul style="list-style-type: none"> • Explains an “entrepreneur”. • Explains the difference between the entrepreneur and the businessman • Lists the entrepreneurial characteristics and skills. • Reveals the entrepreneurial characteristics and skills of entrepreneurs by studying the bibliographic of entrepreneurs. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
		<ul style="list-style-type: none"> • Communication skills • Basic management skills • Ways of developing entrepreneurial characteristics and skills <ul style="list-style-type: none"> • Self assessments • Training • Education • Experiences 	<ul style="list-style-type: none"> • Explains the importance of entrepreneurial characteristics and skills to be a successful entrepreneur. • Exhibits the entrepreneurial characteristics in made situations. • Inquiries the ways from which entrepreneurial characteristics and skills can be developed. 	

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>6.0 Evaluates the contribution of small and medium businesses for economic development.</p>	<p>6.1 Evaluates the importance of small and medium businesses inquiring there characteristics.</p>	<ul style="list-style-type: none"> • Small and medium businesses <ul style="list-style-type: none"> • Definition • characteristics • Importance • Relationship between entrepreneurship with small and medium businesses • Factors to be considered by small and medium businessmen <ul style="list-style-type: none"> • When starting the business • When conducting the business • Reasons for failures of small and medium businesses 	<ul style="list-style-type: none"> • Defines the small and medium scale businesses using accepted definitions. • Lists the specific characteristics of small and medium businesses. • explains the contribution of small and medium businesses for economic development in a country. • Explains how entrepreneurship helps in the success of the small and medium businesses. • Lists the factors to be considered when starting and conducting small and medium businesses. • Analyses the reasons for the success or failure of small businesses. 	<p>15</p> <p>08</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>6.2 investigates the incentives available for the success of small and medium businesses.</p>	<ul style="list-style-type: none"> • Steps taken by the government to promote the small and medium businesses <ul style="list-style-type: none"> • Financial • Non-financial • Institutions granting incentives <ul style="list-style-type: none"> • Government institutions • Other institutions • Types of incentives provided <ul style="list-style-type: none"> • Consultancy services • Research and technological services • Financial facilities • Marketing facilities • Infrastructure facilities 	<ul style="list-style-type: none"> • Lists the steps taken by the government to provide incentives to the small and medium scale businesses. • Classifies the government incentives as financial and non-financial incentives. • Prepares a table of the institutions and their incentives to small and medium scale businesses. • Identifies the incentives provided to a selected business and classifies them as financial and non-financial incentives. • Lists the currently implemented projects providing incentives to small and medium scale businesses. • Prepares a table naming the projects and their incentives to a selected businesses. 	07

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>7.0 Evaluates the contribution of money and financial institutions for the existence and growth of businesses.</p>	<p>7.1 Confirms the importance of the money to facilitate transactions.</p>	<ul style="list-style-type: none"> • Money <ul style="list-style-type: none"> • Definition • Functions • Characteristics of money • Types <ul style="list-style-type: none"> • Currency • Bank money • Near money • Electronic money 	<ul style="list-style-type: none"> • Defines money. • Shows the necessity of money for exchange. • Explains the function of money and its importance with examples. • Shows the characteristics of good money. • Explains the various types of money used in exchange. 	<p>40 04</p>
	<p>7.2 Studies the financial system that helps to the growth of the businesses in Sri Lanka.</p>	<p>Financial system in Sri Lanka</p> <ul style="list-style-type: none"> • Banking sector <ul style="list-style-type: none"> • Central Bank of Sri Lanka • Licensed commercial banks • Licensed specialized banks • Other financial institutions that accept deposits <ul style="list-style-type: none"> • Licensed financial companies • Cooperative rural banks • Thrifts and credit cooperative societies 	<ul style="list-style-type: none"> • Classifies the financial system in Sri Lanka based on the annual report of the central bank. • Classifies the given set of financial institution under each type. • Explains the financial institutions belongs to each type with examples. • Shows how financial institutions of each type contribute to the business operations. 	<p>08</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
		<ul style="list-style-type: none"> • Specialized financial institutions <ul style="list-style-type: none"> • Specialized leasing companies • Primary dealers • Share brokers • Unit trust/ Unit trust management companies • Market intermediaries • Venture capital companies • Contractual savings institutions <ul style="list-style-type: none"> • Insurance companies • Employees’ provident fund • Employees’ trust fund • Approved retirement and provident funds • Government services provident fund • Importance of financial system in a country as a service of business (Report of central bank of Sri Lanka 2015) 		

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>7.3 Examines the role of the Central Bank of Sri Lanka.</p>	<ul style="list-style-type: none"> • Central Bank of Sri Lanka <ul style="list-style-type: none"> • Aims • Functions • Importance of functions of Central Bank on the success of business 	<ul style="list-style-type: none"> • Explains about the Central Bank of Sri Lanka. • Explains the aims of the Central Bank of Sri Lanka. • Lists the functions of Central Bank of Sri Lanka. • Explains the impact of the functions of Central Bank on businesses. 	02
	<p>7.4 Shows the impact of various deposits and lendings of commercial banks for the operations and growth of businesses.</p>	<ul style="list-style-type: none"> • Types of deposits in commercial banks <ul style="list-style-type: none"> • Current accounts (Demand deposits) • Saving accounts • Fixed deposits • Importance of various type of deposits to a businessman • Loans provided by commercial banks <ul style="list-style-type: none"> • Overdrafts • Loans <ul style="list-style-type: none"> • Business loans • Consumer loans 	<ul style="list-style-type: none"> • Explains the various deposits maintained by commercial banks. • Compares the similarities and differences of various deposits maintained by commercial banks. • Shows the importance of various deposits maintained by commercial banks to a businessman. • Classifies the lendings of commercial banks 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>7.5 Shows the impact of other services provided by commercial banks on the business operations.</p>	<ul style="list-style-type: none"> • Services of commercial banks <ul style="list-style-type: none"> • Agency services • Leasing services • E-Banking <ul style="list-style-type: none"> • Home banking • Tele banking • Pawning services • Safety lockers • Buying and selling of foreign exchange • Credit card services • Cash remittance services • Issuing travelers cheques • Automated banking facilities • Issuing letters of credit • Other services • Impact of commercial banking services on business activities 	<ul style="list-style-type: none"> • Lists the services of commercial banks. • Explains separately each service provided by commercial banks. • Explains how these services influence business activities. • Lists the services obtained from commercial banks by a selected business institution. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>7.6 Shows how transactions can be made easy by using cheques.</p>	<ul style="list-style-type: none"> • Cheques • Parties involved in cheques <ul style="list-style-type: none"> • Drawer • Drawee • Payee • Type of cheques <ul style="list-style-type: none"> • Bearer cheques • Order cheques • Factors to be considered when drawing a cheque • Crossing of cheques <ul style="list-style-type: none"> • General crossing • Special crossing • Endorsing of cheques • Dishonoring of cheques 	<ul style="list-style-type: none"> • Defines a “cheque”. • Explains the main parties involving in a cheque. • Explains the basic characteristics of a cheque by studying cheques. • Classifies cheques. • Explains the difference between the bearer cheque and the order cheque. • Presents the factors to be considered when drawing a cheque. • Explains the necessity of crossing cheques after explaining the crossing. • Classifies the types of crossing by studying the given crossed cheques. • Explains how general crossing and special crossing can be done. • Explains the endorsing of cheques. • Explains what is dishonouring of cheques and when dishonouring takes place. • Draws a format of a cheque for a particular payment by using given information. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>7.7 Shows how transactions can be made easy by using e-money.</p>	<ul style="list-style-type: none"> • Electronic money <ul style="list-style-type: none"> • Types of e-money • Parties involved in e-money • Characteristics of an e-money card • Advantages and disadvantages of doing transactions in e-money 	<ul style="list-style-type: none"> • Explains what e-money is. • Explains the types of e-money in use. • Explains the characteristics of an e-cash card and the parties involved in such card. • Lists the advantages and disadvantages of using e-cash. • Prepares a table about the significance of each type of e-money that have been used. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>8.0 Confirms the necessity of insurance for the existence of businesses.</p>	<p>8.1 Examines the importance of insurance which supports the existence of businesses.</p>	<ul style="list-style-type: none"> • Insurance <ul style="list-style-type: none"> • Definition • Risk <ul style="list-style-type: none"> • Definition • Insurable risks • Non-insurable risks • Necessity of insurance • Insurance agreement <ul style="list-style-type: none"> • Parties involved in an insurance agreement • Insurance policy 	<ul style="list-style-type: none"> • Explains what a risk is. • Prepares a list of risks for what a business may face. • Explains what an insurance is. • Classifies the risks as insurable risks and non insurable risks. • Explains what is insurable risk and provides examples. • Explains what non insurable risks and provides examples. • Confirms the necessity of insurance for the existence of businesses. • Explains what an insurance agreement is. • Explain the parties involving in an agreement of insurance. • Lists the factors included in an insurance agreement. 	<p>15 04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>8.2 Investigates the principles of insurance which help the practical use of insurance.</p>	<ul style="list-style-type: none"> • Principles of insurance • Insurable interest • Utmost good faith • Indemnity • Subrogation • Contribution • Proximate cause • Under writing • Reinsurance 	<ul style="list-style-type: none"> • Lists the principles of insurance. • Explains insurable interest through examples. • Confirms the necessity of behaving with utmost good faith in an insurance agreement. • Explains the impact of indemnity when compensating for an insured property. • Explains the principle of subrogation and gives examples. • Explains the principle of contribution and gives examples. • Explains the impact of proximate cause when giving compensation. • Evaluates the importance of principles of insurance to the insurance. • Explains the principles of insurance using given incidents. • Explains “under writing” and “re-insurance.” 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>8.3 Examines the types of insurance policies which covers various risks in businesses.</p>	<ul style="list-style-type: none"> • Classification of insurance <ul style="list-style-type: none"> • Life insurance • General insurance <ul style="list-style-type: none"> • Fire insurance • Theft and burglary insurance • Natural disaster insurance • Marine insurance • Motor vehicle insurance • Liability insurance <ul style="list-style-type: none"> • Common (people) liability insurance • Product liability insurance • Employers' liability insurance • Goods in transit insurance • Cash in transit insurance 	<ul style="list-style-type: none"> • Lists the types of insurance policies which can be obtained by a business. • Explains the risk covered by each insurance policy. • States the differences between the life insurance and other insurance. • Separates the risks included and excluded in fire insurance. • Explains the types of insurance policies in motor insurance. • Explains the types of insurance policies in marine insurance. • Shows the insurance policies that can be obtained using a given incident. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>9.0 Confirms the necessity of using communication effectively for the success of business activities.</p>	<p>9.1 Inquires about the factors that enhance the success of the communication process.</p>	<ul style="list-style-type: none"> • Communication • Importance of communication <ul style="list-style-type: none"> • For business activities • For social activities • Communication process • Elements of the communication process <ul style="list-style-type: none"> • Sender • Message • Mode • Receiver • Response • Feedback • Characteristics of effective communication <ul style="list-style-type: none"> • Correctness / Accuracy • Conciseness • Completeness • Clarity • Courtesy • Concreteness • Consideration • Cost effectiveness • Speed 	<ul style="list-style-type: none"> • Explains what Communication is. • Shows the importance of Communication in business activities. • Shows the importance of Communication in social activities. • Presents the Communication process using a diagram. • Explains the elements of the communication process. • Prepares a list of characteristics of effective Communication. • Prepares a suitable message, taking the factors to be considered in preparing a message. 	<p>10 05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>9.2</p> <p>Engages in effective communication inquiring various communication methods.</p>	<ul style="list-style-type: none"> • Mode of Communication <ul style="list-style-type: none"> • Oral • Written • Signs and Symbols • Methods of communication • Electronic and non-electronic communication • Internal and external communication • Barriers to effective communication 	<ul style="list-style-type: none"> • Explains the mode of communication. • Gives communication methods for each mode of communication. • Explains the new methods of electronic communication. • Explains the methods of non-electronic communication. • Lists the internal and external communication methods used in businesses. • Shows the barriers to effective communication. • Proposes the strategies to avoid barriers to communication. • Discusses the advantages and disadvantages of various modes of communication. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>10.0 Investigates the contribution of logistics for the success of businesses.</p>	<p>10.1 Inquiries the contribution of transportation for the success of businesses.</p>	<ul style="list-style-type: none"> • Transportation <ul style="list-style-type: none"> • Introduction • Elements of transportation <ul style="list-style-type: none"> • Way • Mode • Power • Terminal • Various methods of transportation <ul style="list-style-type: none"> • Highway transport • Railway transport • Waterway transport • Airway transport • Advantages and disadvantages of various methods of transportation • Importance of transportation 	<ul style="list-style-type: none"> • Explains transport as necessary service for the success of business activities. • Explains the elements of transportation. • Provides examples for each element of transportation. • Explains the alternative methods of transportation. • Prepares a table stating examples for elements of transportation according to each method of transportation. • Compares the relative advantages and disadvantages of each method of transportation. • Explains the importance of transportation. • Proposes appropriate suggestions to make the transport service efficient. 	<p>20 04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>10.2 Selects a suitable mode and method of transportation.</p>	<ul style="list-style-type: none"> • Factors to be considered when selecting a mode of transportation <ul style="list-style-type: none"> • Nature of the goods • Cost • Speed • Distance • Capacity • Safety • Characteristics of an efficient method of transportation • Trends in transportation 	<ul style="list-style-type: none"> • Lets the factors to be considered when selecting a mode of transportation. • Selects a suitable mode of transportation by studying the factors to be considered in selecting a mode of transportation. • Explains the characteristics that should be in an efficient method of transportation. • States the trends in transportation. • Forecasts the future of the transportation field. 	04
	<p>10.3 Investigates how warehousing is used effectively for the success of businesses.</p>	<ul style="list-style-type: none"> • Warehousing <ul style="list-style-type: none"> • Definition • Factors to be considered when locating a warehouse <ul style="list-style-type: none"> • About suppliers • About consumers <ul style="list-style-type: none"> • Local • Foreign 	<ul style="list-style-type: none"> • Explains the “warehousing” • Lists the factors to be considered when locating a warehouse. • Explains separately the factors to be considered when locating a warehouse. • Proves that the location decisions of warehouse should be correct. • Explains the ways of storing goods in a warehouse. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>10.4 Studies about the logistics.</p>	<ul style="list-style-type: none"> • Nature of the goods • Size / capacity of the warehouse • Storing goods in a warehouse • Movements of goods in the warehouse • Logistics <ul style="list-style-type: none"> • Introduction • Necessity • Benefits 	<ul style="list-style-type: none"> • Shows the ways of storing in a warehouse according to the nature of the goods. • Shows how the movements of goods in a store should be arranged. • Explains the logistics. • Shows the necessity of logistics. • Lists the benefits of logistics. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>11.0 Inquires the contribution of trade in distributing the products.</p>	<p>11.1 Inquires the types of trade.</p>	<ul style="list-style-type: none"> • Trade <ul style="list-style-type: none"> • Definition • Types of trade <ul style="list-style-type: none"> • Home trade <ul style="list-style-type: none"> • Whole sale trade • Retail trade • Foreign trade <ul style="list-style-type: none"> • Import • Export • Distribution process • Trade intermediaries <ul style="list-style-type: none"> • Whole sellers • Retailers • Agents • Advantages and disadvantages of using intermediaries in trade 	<ul style="list-style-type: none"> • Explains what the trade is. • Classifies the trade. • Explains the various ways taking place in distribution process. • Presents the various ways of distribution process using a diagram. • Shows the distribution process of a given product using a diagram. • Explains the “trade intermediaries”. • Evaluates the role of trade intermediaries. • Classifies the agents according to the service provided by them. • States the advantages and disadvantages of using intermediaries in trade. 	<p>40</p> <p>06</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>11.2 Inquires how retail trade takes place.</p>	<ul style="list-style-type: none"> • Retail trade <ul style="list-style-type: none"> • Definition • Characteristics • Services provided by retailers <ul style="list-style-type: none"> • To producer • To whole seller • To consumer • Trends in retail trade 	<ul style="list-style-type: none"> • Defines what retail trade is. • Explains the characteristics of retail trade. • Lists the retail shops available in own area. • Lists the services rendered by the retailer separately to producer, whole seller and the consumer. • Reveals the trends in retail trade. 	04
	<p>11.3 Inquires how whole sale trade takes place.</p>	<ul style="list-style-type: none"> • Whole sale trade <ul style="list-style-type: none"> • Definition • Characteristics • Services provided by whole sellers <ul style="list-style-type: none"> • To producer • To retail trader 	<ul style="list-style-type: none"> • Defines what whole sale trade is. • Explains the characteristics of whole sale trade. • Lists the whole sale shops available in own area. • States the services provided by whole sellers to producer and retail trader. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>11.4 Examines international trade and the benefits and barriers related to it.</p> <p>11.5 Exhibits the readiness to enter international trade examining the import and export procedures.</p>	<ul style="list-style-type: none"> • International trade <ul style="list-style-type: none"> • Definition • Based factors • Types <ul style="list-style-type: none"> • Import • Export • Re-export • Entrepot • Benefits • Free trade <ul style="list-style-type: none"> • Definition • Barriers to free trade <ul style="list-style-type: none"> • Tariffs • Non – Tariffs • Import and export procedures <ul style="list-style-type: none"> • Documents used • Related institutions and methods • Payments <ul style="list-style-type: none"> • Bankdraft • Letter of credit • Electronic payment methods 	<ul style="list-style-type: none"> • Explains what foreign trade is. • Explains the factors based to foreign trade. • Explains the types of foreign trade separately. • Evaluates the benefits of foreign trade. • Defines what free trade is. • Classifies the barriers to foreign trade as tariffs and non-tariffs and explain them. <ul style="list-style-type: none"> • Explains the procedures of import and export. • Lists the document used in import and export trade. • Lists the institutions related to import and export trade. • Prepares a table with the information of related institutions at each step of import and export procedure and documents used and necessity of those documents. • Explains the methods of payments in foreign trade separately. 	<p>06</p> <p>06</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>11.6 Inquires how the performance of trade blocs, trade agreements and international organizations contribute to the advancement of foreign trade.</p>	<ul style="list-style-type: none"> • Trade blocs <ul style="list-style-type: none"> • European union • ASEAN (Association of South East Asian Nations) • Group of G 8 countries (G 08) • Trade agreements <ul style="list-style-type: none"> • NAFTA (North American Free Trade Agreement) • SAFTA (South Asian Free Trade Agreement) • APTA (Asia Pasific Trade Agreement) • International organizations <ul style="list-style-type: none"> • WTO (World Trade Organization) • SAARC (South Asian Association for Reginal Corporation) • ADB (Asian Development Bank) • IBRD (International Bank for Rehabilitation and Development - World Bank) • IMF (International Monetary Fund) • Impact of trade blocs, trade agreements and international organizations on foreign trade • Trends in foreign trade 	<ul style="list-style-type: none"> • Gives examples for trade blocs, trade agreements and international organizations contribute to the foreign trade. • Evaluates the contribution of trade blocs to the advancement of foreign trade. • Analyzes the impact of trade agreements and international organizations on foreign trade. • Inquires the trends in foreign trade. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>11.7 Shows how electronic commerce contributes to the advancement of trade.</p>	<ul style="list-style-type: none"> • Electronic business • Electronic commerce • Electronic trade <ul style="list-style-type: none"> • Definition • Procedures • Advantages and limitations • The ways of electronic trade <ul style="list-style-type: none"> • Business to Business (B 2 B) • Business to Consumer (B 2 C) • Consumer to Consumer (C 2 C) • Government to Citizen (G 2 C) • Business to Government (B 2 G) • Government to Business (G 2 B) 	<ul style="list-style-type: none"> • Explains the electronic business and electronic commerce. • Defines the electronic trade. • Explains the procedure of electronic trade. • Lists the advantages and limitations of electronic trade. • Explains separately how electronic trade take place. 	<p>06</p>
				300

6.2 Grade 13 Syllabus

Competency	Competency Level	Content	Learning Outcomes	No. of periods
12.0 Shows the necessity and importance of management in the achievement of the goals of individuals and organizations.	12.1 Confirms the necessity and importance of management.	<ul style="list-style-type: none"> • Management concept • Management and its necessity • Efficiency and effectiveness • The importance of management 	<ul style="list-style-type: none"> • Defines management having studied the accepted definitions. • Confirms the necessity of management for individuals as well as organizations. • Defines the concepts of efficiency and effectiveness. • Explains the importance of management. 	45 03
	12.2 Examines the management process.	<ul style="list-style-type: none"> • Management process • Functions of the management process <ul style="list-style-type: none"> • Planning • Organizing • Leading • Controlling 	<ul style="list-style-type: none"> • Shows management as a process. • Dpicts the management process in a diagram. • Explains briefly the each function of the management process. 	03

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.3 Analyses various management roles of a manager.</p> <p>12.4 Studies the management skills needed for various management levels.</p>	<ul style="list-style-type: none"> • Manager • Roles of a manager <ul style="list-style-type: none"> • Interpersonal role • Informational role • Decisional role • Various levels of management <ul style="list-style-type: none"> • Top management level • Middle management level • First line management level • Skills of managers <ul style="list-style-type: none"> • Conceptual skills • Human skills (Interpersonal relationship) • Technical skills • Relationship between various management levels and management skills 	<ul style="list-style-type: none"> • Introduces who a ‘manager’ is. • Explains various roles of a manager. • Lists the duties of each managerial role. • Lists the duties of various roles of a manager in a given institution. • Explains clearly to which role a task performed by a manager is belong. • Introduces various levels of management in an institution. • provides examples of managers who perform at each level of management in various institutions. • Explains skills needed for managers according to each management level. • Shows separately the management skills possessed by a manager in an institution. • Explains the relationship between various management levels and skills of managers in those management levels. 	<p>04</p> <p>04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.5 Follows a formal method in making decisions.</p> <p>12.6 prepares plans to achieve goals effectively.</p>	<ul style="list-style-type: none"> • Decision making • Decision making and problem solving • Process of decision making <ul style="list-style-type: none"> • Identification of the problem • Analyzing the problem • Developing alternative solutions • Evaluating alternatives and selecting the best alternative • Implementing • Evaluation and feedback • Planning • Planning process • steps of the planning process <ul style="list-style-type: none"> • Analysis of the environment • Identification of strengths, weaknesses, opportunities and threats • Establishing the vision, mission, goals and objectives • Identifying the strategies • Implementing the plan • Measuring success and controlling • Characteristics of good planning • Importance of planning • Problems and limitations in planning 	<ul style="list-style-type: none"> • Explains the concepts of decision making. • Lists the steps of the process of decision making. • Explains each step of the process of decision making. • Takes suitable decision for a problem in conformity with process of decision making. • Interprets planning with generally accepted definitions. • Lists the steps of the process of planning. • Explains each step of the process of planning. • Explains the characteristics of good principles of planning. • Shows the importance of planning. • Explains the problems and limitations arising in planning. • Prepares a plan for an existing problem in conformity with the steps of planning process. 	<p>04</p> <p>04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.7 Confirms the necessity of organizing for successful management.</p>	<ul style="list-style-type: none"> • Organizing • Steps of organizing <ul style="list-style-type: none"> • Identification of work • Division of work • Departmentalization • Delegation of authority and responsibility • Establishing standards for work • Allocation of resources • Co-ordination • Importance of organizing 	<ul style="list-style-type: none"> • Defines organizing. • Lists the steps of organizing. • Explains in brief, each step of organizing. • Explains the each step of organizing taking an existing institution as an example. • Shows the importance of organizing towards the success of an institution. 	04
	<p>12.8 Analyses the concepts to be considered for successful organizing.</p>	<ul style="list-style-type: none"> • Organizational structure • Principles of organizing <ul style="list-style-type: none"> • Unity of command • Chain of command • Span of control • Power and authority <ul style="list-style-type: none"> • Centralization • Decentralization • Organizational chart 	<ul style="list-style-type: none"> • Explains organizational structure. • Explains the unity of command. • Describes the chain of command. • Explains the span of control. • Explains how to delegate power and authority. • Explains the concepts of centralization and decentralization. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.9 Analyses the characteristics of leadership while inquiring about the leading process.</p>	<ul style="list-style-type: none"> • Leading process <ul style="list-style-type: none"> • Leadership • Motivation • Communication • Leadership as a function of leading <ul style="list-style-type: none"> • Definition • Leadership styles • Characeristics of leadership 	<ul style="list-style-type: none"> • Presents the organizational structure of a business organization through an organizational chart. • Shows the various ways in which an organizational chart can be presented. • Explains how the principles of organizing are expressed through an organizational chart. • Writes the functions of the process of leading. • Defines leadership as a function of the process of leading. • Shows the necessity of leadership. • Explains the various leadership styles. • Lists the characteristics of leadership. • Describes the leadership styles and characteristics of leadership using a given case. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.10 Shows how motivation helps to the success of process of leading.</p>	<ul style="list-style-type: none"> • Motivation as a function of the leading process <ul style="list-style-type: none"> • Definition • Importance • Methods of motivation <ul style="list-style-type: none"> • Financial • Non-financial 	<ul style="list-style-type: none"> • Defines motivation as a function of the process of leading. • Shows the importance of the motivation. • Provides examples for financial motivation methods. • Explains non-financial motivation methods. • Inquires the methods of motivation followed by a selected business institution. • Shows the methods of motivation followed using a given case. 	04
	<p>12.11 Shows how communication helps to the success of leading process.</p>	<ul style="list-style-type: none"> • Communication as a function of the leading process <ul style="list-style-type: none"> • Definition • Importance • The ways in which communication occurs <ul style="list-style-type: none"> • Vertical communication <ul style="list-style-type: none"> • Downward communication • Upward communication • Horizontal communication • Formal and informal communication 	<ul style="list-style-type: none"> • Shows the necessity of communication as a function of the leading process. • Explains the importance of communication. • Describes the various ways of communication in an organization. • Presents examples of various ways of communication using a given case. • Shows how formal and informal communication are important in business communication. 	03

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>12.12 Examines the necessity and importance of controlling to achieve the expected goals.</p>	<ul style="list-style-type: none"> • Controlling <ul style="list-style-type: none"> • Definition • Importance • Process of controlling <ul style="list-style-type: none"> • Establishment of standards • Measure performance • Identify deviations • Take corrective actions • Types of controlling <ul style="list-style-type: none"> • Prevention (feed-forward control) • Process control (concurrent control) • Corrective (Feed-back control) 	<ul style="list-style-type: none"> • Defines “controlling”. • Lists the steps of controlling. • Explains the each step of controlling process. • Explains the types of controlling. • Provides examples to explain the types of controlling. • Explains the types of controlling through given cases. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
13.0 Evaluates the contribution of operational management for the success of businesses.	13.1 Examines the importance and functions of operational management.	<ul style="list-style-type: none"> • Operations concept • Operational management <ul style="list-style-type: none"> • Definition • Importance • Functions 	<ul style="list-style-type: none"> • Explains the concept of operations. • Defines ‘Operational Management’ • Explains the importance of operational management. • Lists the functions of operational management. • Explains each function of operational management in brief. 	45 03
	13.2 Suggests a suitable method of production by examining the goods production methods.	<ul style="list-style-type: none"> • Production methods <ul style="list-style-type: none"> • Definitions • Classification <ul style="list-style-type: none"> • Job production <ul style="list-style-type: none"> • Definition • Advantages and disadvantages • Batch production <ul style="list-style-type: none"> • Definition • Advantages and disadvantages • Flow production <ul style="list-style-type: none"> • Definition • Advantages and disadvantages • Selecting a production method • Facts to be considered when selecting a production method • Operational layout plan 	<ul style="list-style-type: none"> • Defines production methods. • Classifies production methods. • Explains each production method. • Shows advantages and disadvantages of each production method. • Shows the production method used for a particular product. • Lists the facts to be considered when selecting a production method. • Suggests a suitable production method for a given product. • Shows the necessity of a operational layout plan. • Explains the types of operational layout plans. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>13.3 Calculates the Break Even Point comparing the total revenue and total cost.</p>	<ul style="list-style-type: none"> • Total cost <ul style="list-style-type: none"> • Fixed cost • Variable cost • Total revenue • Break Even Point analysis <ul style="list-style-type: none"> • Using equation • Using graphs • Usefulness of Break Even Point analysis • Limitations of Break Even Point analysis 	<ul style="list-style-type: none"> • Explains total cost. • Classifies cost as fixed cost and variable cost. • Provides examples for each type of cost. • Explains total revenue. • Explains Break Even Point. • Calculates the Break Even Point using the equation. • Draws the Break Even Point graph using the given information. • Calculates the Break Even Point using graphs. • Calculates the unit contribution, amount of units and value of Break Even Point using the given information. • Lists the advantages of Break Even Point analysis. • Explains the limitations of the Break Even Point analysis. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>13.4 Shows the facts to be considered for the success of purchase of materials.</p>	<ul style="list-style-type: none"> • Purchasing <ul style="list-style-type: none"> • Materials • Services • Process of purchasing • Facts to be considered in purchasing 	<ul style="list-style-type: none"> • Explains the necessity of purchasing materials and services for an organization. • States examples for materials and services purchasing. • Lists the steps of the process of purchasing. • Explains each step of the process of purchasing. • Lists the facts to be considered in purchasing. 	04
	<p>13.5 Examines suitable methods for stock controlling.</p>	<ul style="list-style-type: none"> • Stock controlling <ul style="list-style-type: none"> • Definition • Necessity • Methods of stock controlling <ul style="list-style-type: none"> • Method of deciding stock levels • ABC Analysis • The two bin system • Continuous stock reporting method • Computer programmes • JIT method 	<ul style="list-style-type: none"> • Defines stock controlling. • Explains the necessity of stock controlling. • Describes the various stock control methods separately. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>13.6 Decides the necessary stock levels to maintain an optimum stock.</p> <p>13.7 Calculates the Economic Order Quantity considering the costs of stock.</p>	<ul style="list-style-type: none"> • Stock levels <ul style="list-style-type: none"> • Re-order level • Minimum stock level • Maximum stock level • Calculation of stock levels • Graphical presentation of stock levels • Total costs of stock <ul style="list-style-type: none"> • Stock ordering cost • Stock holding cost • Economic Order Quantity <ul style="list-style-type: none"> • Calculation <ul style="list-style-type: none"> • Mathematical method • Graphical method 	<ul style="list-style-type: none"> • Describes separately various stock levels required to maintain an optimum stock. • Explains the facts to be considered in calculating stock levels. • Calculates the various stock levels using the given information. • Presents stock levels graphically. • Classifies the costs related to stock. • Explains the categories of the costs of stock with appropriate examples. • Explains the Economic Order Quantity. • Calculates the Economic Order Quantity according to the mathematical method. • Calculates the Economic Order Quantity by illustrating graphically the costs related to stock. 	<p>05</p> <p>05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>13.8 Examines the quality control methods to confirm the quality of products.</p>	<ul style="list-style-type: none"> • Quality • Quality control • Importance of quality control • Quality control techniques <ul style="list-style-type: none"> • Quality circles • Zero defects • quality assurance • Quality standards • Statistical quality control 	<ul style="list-style-type: none"> • Explains the quality of output. • Explains quality control. • Evaluates the importance of quality control. • Describes the techniques of quality control. 	04
	<p>1.3.9 Examines the approaches to increase productivity.</p>	<ul style="list-style-type: none"> • Productivity <ul style="list-style-type: none"> • Definition • Importance • Improving productivity <ul style="list-style-type: none"> • Improving the productivity of materials • Improving the productivity of machinery • Improving the productivity of labour 	<ul style="list-style-type: none"> • Defines productivity. • Describes the methods of increasing productivity. • Shows how material productivity can be improved. • Shows how machinery productivity can be improved. • Shows how labour productivity can be improved. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>14.0 Evaluates the contribution of marketing management for the success of businesses.</p>	<p>14.1 Examines basic concepts on which marketing is based.</p>	<ul style="list-style-type: none"> • Marketing <ul style="list-style-type: none"> • Definition • Importance • Core-concepts of marketing <ul style="list-style-type: none"> • Needs, wants and demand • products • Value and satisfaction • Exchange, transactions and relationships • Market 	<ul style="list-style-type: none"> • Defines ‘Marketing’ using the definitions. • Explains the importance of marketing. • Lists the core-concepts of marketing. • Shows the relationship among needs, wants and demand. • Explains products. • States the relationship and the difference between the concepts of value and satisfaction clearly. • Explains the concepts of exchange, transactions and relationships. • Explains the market. • Shows the relationship between the core-concepts of marketing. 	<p>45 06</p>
	<p>14.2 Compares the various marketing concepts examining the evolution of marketing concepts.</p>	<ul style="list-style-type: none"> • Marketing concepts • Evolution of marketing concepts <ul style="list-style-type: none"> • Production concept • Product concept • Selling concept • Marketing concept • Customer concept • Social marketing concept • Holistic marketing concept 	<ul style="list-style-type: none"> • Explains what a marketing concept is. • Explains each marketing concept. • Analyses marketing concepts comparatively. • Shows how the marketing concept changed timely. • Inquires the marketing concept/concepts that follows by an existing organization. 	<p>04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>14.3 Examines the target marketing process.</p>	<ul style="list-style-type: none"> • Market segmentation <ul style="list-style-type: none"> • Benefits of market segmentation • Basics of consumer market segmentation • Target market • Market poisoning 	<ul style="list-style-type: none"> • Defines market segmentation. • Explains the bases used for consumer market segmentation. • Shows the importance of market segmentation. • Explains the target market. • Divides into segments the market for a particular product. • Explains how to possess in the market. 	04
	<p>14.4 Examines the marketing mix and its variables from the point of view of the businessman and the customer.</p>	<ul style="list-style-type: none"> • Marketing mix of goods from the point of view of the businessman (4Ps) <ul style="list-style-type: none"> • Product • Price • Place • Promotion • Marketing mix of services from the point of view of the businessman (7Ps = 4Ps + 3Ps) <ul style="list-style-type: none"> • People • Process 	<ul style="list-style-type: none"> • Defines marketing mix. • Explains the variables of marketing mix of goods from the point of view of the businessman. • Explains the variables of marketing mix of services from the point of view of the businessman. • Describes the marketing mix from the point of view of the customer. • Shows the importance of marketing mix for the successful marketing. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>14.5 Shows there are various marketable products.</p>	<ul style="list-style-type: none"> • Physical evidence • Marketing mix from the point of view of the customer (4Cs) <ul style="list-style-type: none"> • Consumer needs and wants • Cost • Convenience • Communication • Products <ul style="list-style-type: none"> • Goods • Services • Ideas • Events • Persons • Activities • Experiences • Places • Organizations • Information 	<ul style="list-style-type: none"> • Defines Products. • Classifies products in broad. • Explains each type of product. • States examples for each type of product. • States in which category a product belongs to using existing products as examples. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>14.6 Creates a suitable brand for a product.</p> <p>14.7 Designs an attractive package and a label for a product.</p>	<ul style="list-style-type: none"> • Brand and trade mark <ul style="list-style-type: none"> • Brand • Trade mark • Relationship and difference between brand and trade mark • Characteristics of a brand • Types of brands • Benefit of branding • Creating a suitable brand for a product • Packaging <ul style="list-style-type: none"> • Package • Types of packages <ul style="list-style-type: none"> • Primary package • Secondary package • Transportation package • Facts to be considered when designing a package • Labelling <ul style="list-style-type: none"> • Label • Contents of a label 	<ul style="list-style-type: none"> • Explains the brand and the trade mark. • Illustrates the characteristics should be in a brand. • States examples for various types of brands. • Describes benefits gained from a brand for the success of a business. • Creates a suitable brand for a product. • Defines packaging and package. • Explains various levels of the package • Lists the facts to be considered in designing a package. • Explains labeling. • Lists the facts included in a label. • Creates a package and a label for a product. 	<p>04</p> <p>06</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>14.8 Examines how setting a suitable price for a product.</p>	<ul style="list-style-type: none"> • Price • Pricing objectives <ul style="list-style-type: none"> • Surviving in the market • Maximizing profit • Increasing the market share • Skimming the market • Obtaining the product quality leadership • Facts to be considered when pricing 	<ul style="list-style-type: none"> • Defines price. • Describes the pricing objectives. • Explains the facts to be considered when pricing. 	03
	<p>14.9 Selects suitable distribution channels to distribute products to consumers.</p>	<ul style="list-style-type: none"> • Distribution <ul style="list-style-type: none"> • Importance • Distribution channels <ul style="list-style-type: none"> • Distribution of goods <ul style="list-style-type: none"> • Distribution Channels for consumer goods • Distribution channels for industrial goods • Facts to be considered when selecting a suitable channel of distribution 	<ul style="list-style-type: none"> • Defines distribution. • Explains the importance of distribution. • Explains the distribution channels available for consumer goods and industrial goods. • Discloses the factors to be considered when selecting a suitable distribution channel. • Suggests suitable distribution channel/ channels for a given product. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>14.10 Proposes appropriate promotion strategies to market the products.</p>	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> • Importance • Promotion mix <ul style="list-style-type: none"> • Advertising • Sales promotion • Personal selling • Public relations • Direct Marketing • Events and experiences 	<ul style="list-style-type: none"> • Defines promotion. • Describes the importance of promotion. • Explains the situations that the promotion is important to a business. • Explains the elements of promotion mix. • Suggests a suitable method/methods of promotion for a product. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>15.0 Examines the ways of using financial management for the success of businesses.</p>	<p>15.1 Examines the role of financial management in a business.</p>	<ul style="list-style-type: none"> • Financial management <ul style="list-style-type: none"> • Goals of financial management • Financial management decisions <ul style="list-style-type: none"> • Investment decisions • Financing decisions • Financial planning and controlling of a business <ul style="list-style-type: none"> • Budgeting <ul style="list-style-type: none"> • Cash budget introduction and benefits • Capital budget introduction and benefits • Cash flow statement, introduction and its benefits 	<ul style="list-style-type: none"> • Explains financial management. • Explains goals of financial management. • Analyses financial decisions taken to achieve the goals of financial management. • Highlights the need of financial planning and controlling. • Explains budgeting and cash flow statements as the instruments used for financial planning and controlling. 	<p>45 05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>15.2 Evaluates alternative sources of finance available to fulfil the financial requirements of a business.</p>	<ul style="list-style-type: none"> • Financial requirements of a business <ul style="list-style-type: none"> • Long-term financial requirements • Short-term financial requirements • Sources of finance • Classification of sources of finance <ul style="list-style-type: none"> • Internal - External • Direct - Indirect • Long term- Short Term • Factors to be considered when fulfilling the financial requirements • Advantages and limitations of alternative sources of finance 	<ul style="list-style-type: none"> • Lists the financial requirements of a business. • Classifies the financial requirements of a business. • Classifies the sources of finance in various bases. • Explains advantages and limitations of alternative sources of finance. • States examples for various sources of finance. • Lists the factors to be considered when fulfilling the financial requirements. • Suggests the suitable sources of finance to a given business. 	05
	<p>15.3 Studies the alternative sources of investments.</p>	<ul style="list-style-type: none"> • Investments • Sources / decisions of investments <ul style="list-style-type: none"> • Long-term investments <ul style="list-style-type: none"> • Invest on non-current assets • Invest on capital market instruments • Short-term investments 	<ul style="list-style-type: none"> • Defines investments. • Explains investments decisions. • Classifies investments decisions as long-term and short-term. • Explains the importance of investment decisions for the success of business. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>15.4 Analyses the financial position of a business using financial ratios.</p>	<ul style="list-style-type: none"> • Financial analysis • Financial statements • Financial ratios <ul style="list-style-type: none"> • Profitability ratios • Liquidity ratios • Financial stability ratios • Efficiency ratios • Investing ratios 	<ul style="list-style-type: none"> • Explains how the financial statements support for financial analysis. • Explains financial statements which important for the financial manager. • Explains the ratio analysis which is used as a main method for financial analysis. • Calculates the financial ratios using the given data. • Uses financial ratio analysis to take correct financial decisions. 	06
	<p>15.5 Studies the participation of a financial market in relation to financial management.</p>	<ul style="list-style-type: none"> • Financial system in Sri Lanka <ul style="list-style-type: none"> • Definition • Composition <ul style="list-style-type: none"> • Financial institutions • Financial instruments • Financial infrastructure facilities • Financial market • Central bank 	<ul style="list-style-type: none"> • Defines the financial system in Sri Lanka. • Describes the composition of financial system in Sri Lanka. 	03

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>15.6 Studies the performance of the financial market in Sri Lanka.</p>	<ul style="list-style-type: none"> • Financial market <ul style="list-style-type: none"> • Money market • Capital market • Composition of financial market <ul style="list-style-type: none"> • Inter-bank call money market • Domestic foreign exchange market • Government securities market • Corporate bonds market (Debentures market) • Share market • Instruments exchanged in the financial market 	<ul style="list-style-type: none"> • Defines financial market. • Classifies financial market based on the maturity period of financial instruments. • Shows the composition of the financial market. • Describes separately each sub-market in money market. • Describes separately each sub-market in the capital market. • Describes financial instruments exchanged in the financial market. 	06
	<p>15.7 Examines the activities of Colombo Stocks Exchange.</p>	<ul style="list-style-type: none"> • Colombo Stocks Exchange <ul style="list-style-type: none"> • Definition • Importance • Primary market and secondary market • The registering ways of a company in the Colombo Stocks Exchange <ul style="list-style-type: none"> • Offer for subscription • Offer for sale • Introduction 	<ul style="list-style-type: none"> • Defines Colombo Stocks Exchange. • Explains how important the Colombo Stocks Exchange to the Sri Lankan economy. • Explains the differences between primary and secondary share market. • Explains how can be registered Ltd, companies in the Colombo Stock Exchange. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>15.8 Studies the securities exchange in the share market and benefits of them.</p>	<ul style="list-style-type: none"> • Securities exchanged in the Colombo Stocks Exchange <ul style="list-style-type: none"> • Ordinary shares • Preference shares • Share warrants • Corporate debentures • Government securities • Benefits of investing in securities <ul style="list-style-type: none"> • Direct benefits <ul style="list-style-type: none"> • Dividends • Interests • Reserves capitalization • Right issues • Capital gains • Splitting • Indirect benefits 	<ul style="list-style-type: none"> • Lists the securities exchanged in Colombo Stocks Exchange • Describes each security exchange in the Colombo Stocks Exchange. • Explains direct and indirect benefits of investing in securities separately. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>15.9 Evaluates the performance of the Colombo Stocks Exchange.</p>	<ul style="list-style-type: none"> • Stocks market indices <ul style="list-style-type: none"> • All Share Price Index (ASPI) • S & P Sri Lanka 20 Index • Total Return Index • Importance of share market indices 	<ul style="list-style-type: none"> • States the price indices used to measure the performance of the stocks market. • Explains each price index of the stocks market. • Evaluates the importance of stocks market indices. 	04

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>16.0 Examines the way of using human resource effectively for the success of businesses.</p>	<p>16.1 Examines the importance and functions of human resource management.</p>	<ul style="list-style-type: none"> • Human resource management <ul style="list-style-type: none"> • Definition • Specialities of human resource in comparison to other resources • Goals and the importance of human resource management • Functions of human resource management 	<ul style="list-style-type: none"> • Defines human resource management. • Explains specialities of human resource in comparison to other resources. • Explains the goals of human resource management. • Explains the importance of human resource management. • Lists the functions of human resource management. 	<p>45 04</p>
	<p>16.2 Evaluates the necessity of job designing and job analysis.</p>	<ul style="list-style-type: none"> • Job designing • Job analysis <ul style="list-style-type: none"> • Job description • Job specification 	<ul style="list-style-type: none"> • Defines the job designing. • Explains the job analysis. • Lists all information included in job description and job specification. • Prepares a job description and a job specification for a selected job. 	<p>06</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>16.3 Prepares the human resource plan necessary for the existence of an organization.</p>	<ul style="list-style-type: none"> • Human resource planning • Importance of human resource planning • Facts to be considered when planning human resource • Steps of human resource planning <ul style="list-style-type: none"> • Forecasting human resource demand • Analyzing existing human resource • Planning internal supply of employees • Planning external supply of employees 	<ul style="list-style-type: none"> • Defines the human resource planning. • Shows the importance of human resource planning. • Examines the facts to be considered when planning human resource. • Lists the steps of human resource planning. • Forecasts the necessity of human resource in future for a given institution. 	05
	<p>16.4 Studies the ways of attracting suitable people for employment in an organization.</p>	<ul style="list-style-type: none"> • Employees attraction • Ways of attraction <ul style="list-style-type: none"> • Internal • External • Advantages and disadvantages of each attraction way 	<ul style="list-style-type: none"> • Defines attraction of employees. • Explains the ways in which personnel could be attracted. • Gives examples for internal ways of attraction. • Gives examples for external ways of attraction. • Lists the advantages and disadvantages of internal and external ways of attraction. • Suggests the actions that can be taken for attracting employees for a selected institution. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>16.5 Prepares the job advertisement to recruit employees.</p> <p>16.6 Suggests suitable methods to select suitable applicants from the attracted applicants.</p>	<ul style="list-style-type: none"> • Job advertisement • Information included in a job advertisement • places where jobs are advertised <ul style="list-style-type: none"> • Notice board • Newspaper • Internet • Television • Other • Selection • Facts to be considered when selecting <ul style="list-style-type: none"> • Knowledge • Attitudes • Skills • Physical and mental suitability • Methods of selecting <ul style="list-style-type: none"> • Evaluation of application • Interviews • IQ tests • Personality tests • Practical tests • Medical tests • Background tests 	<ul style="list-style-type: none"> • Prepare a list with details included in a job advertisement. • Shows the media to be advertised the job advertisement. • prepares a job advertisement for a particular job. • Defines selection. • Explains the facts to be considered when selecting employees. • Lists the various methods of selecting. • Explains each method of selecting. 	<p>05</p> <p>05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>16.7 Studies the procedure of hiring.</p>	<ul style="list-style-type: none"> • Methods of hiring employees <ul style="list-style-type: none"> • Permanent • Casual • Appointment letter <ul style="list-style-type: none"> • Importance of an appointment letter • Content of an appointment letter • Format of an appointment letter • Probation period • Induction 	<ul style="list-style-type: none"> • Explains the methods of hiring employees. • Explains the appointment letter related with hiring. • Explains the necessity of an appointment letter. • Lists the facts included in an appointment letter. • Prepares a format for an appointment letter. • Explains the induction. • Describes the probationary period. 	05
	<p>16.8 Suggests the procedures can be taken to develop and retain human resource of the organization.</p>	<ul style="list-style-type: none"> • Performance appraisal • Training and development <ul style="list-style-type: none"> • Training methods • Development methods • Benefits of training and development <ul style="list-style-type: none"> • To the employee • To the employer • Employee movement <ul style="list-style-type: none"> • Promotion • Transfer • Layout • Termination of service 	<ul style="list-style-type: none"> • Explains the performance appraisal. • Lists the differences of training and development. • Describes methods of training and development separately. • List the benefits of training and development to the employee and employer separately. • Describes the employee movement. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>16.9 Examines the evaluating criteria of the success of human resource management.</p>	<ul style="list-style-type: none"> • Evaluation criteria of human resource management functions • Labour turnover • Absenteeism • Labour productivity • Industrial relations <ul style="list-style-type: none"> • Benefits of good industrial relations • Consequences of poor industrial relations 	<ul style="list-style-type: none"> • Lists the evaluation criteria of human resource management functions. • Explains each criteria briefly. • Defines industrial relations. • Lists the benefits of good industrial relations. • Explains the consequences of poor industrial relations. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
17.0 Inquires how information systems contribute for the success of businesses.	17.1 Classifies information examining the data processing.	<ul style="list-style-type: none"> • Data • Information • Deference between data and information • Data processing <ul style="list-style-type: none"> • Functions • Technology • Characteristics of information • Classification of information 	<ul style="list-style-type: none"> • Defines what is data and information. • Explains the difference between data and information. • Explains about the data processing. • Shows the characteristics of information. • Classifies the information on various criteria. • Generates information through given data. 	35 05
	17.2 Examines the importance and the role of the information system of a business.	<ul style="list-style-type: none"> • Information systems • Necessity and importance of an information system • Role of an information system 	<ul style="list-style-type: none"> • Explains what is an information system. • Explains the necessity and importance of an information system. • Explains the role of an information system. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>17.3 Classifies information systems according to the level of their usage examining the methods of classification of information systems.</p> <p>17.4 Classifies information systems according to usage.</p>	<ul style="list-style-type: none"> • Classification of information systems <ul style="list-style-type: none"> • According to the level of usage • According to the usage • According to the management function • Information systems according to the level of usage <ul style="list-style-type: none"> • Strategic level • Management level • Knowledge level • Operational level • Information systems according to the usage <ul style="list-style-type: none"> • Transactions Processing Systems (TPS) • Knowledge Work Systems (KWS) • Office Automation Systems (OAS) • Business Intelligence Systems (BIS) • Management Information Systems (MIS) • Decision Support Systems (DSS) • Executive Support Systems (ESS) 	<ul style="list-style-type: none"> • Shows the criteria used to classify the information systems. • Classifies the information systems according to the levels of usage. • Gives examples for the users of information systems according to the levels of usage. • Classifies information systems according to the usage. • Explains the characteristics of each information system according to usage. • Explains the role of each information system according to usage. 	<p>05</p> <p>05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>17.5 Classifies information systems according to management functions.</p>	<ul style="list-style-type: none"> • Information systems according to management functions • Marketing information systems • Financial management information systems • Operational information systems • Human Resource management information systems • Research and development information systems • Relationship among various information systems 	<ul style="list-style-type: none"> • Classifies the information systems according to functions of management. • Explains the characteristics of each information system according to management functions. • Explains the relationship among each information system. 	05
	<p>17.6 Reveals the benefits of information technology by enquiring about it.</p>	<ul style="list-style-type: none"> • Information technology <ul style="list-style-type: none"> • Definition • Other technologies related to information technology <ul style="list-style-type: none"> • Computation technology • Communication technology • Information management technology • Importance of information technology • Benefits of information technology 	<ul style="list-style-type: none"> • Explains what information technology is. • Explains the other technologies related to information technology. • Shows the importance of information technology. • Lists the benefits of information technology. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>17.7 Uses internet to communicate information.</p>	<ul style="list-style-type: none"> • Internet • Services provided by the internet <ul style="list-style-type: none"> • World Wide Web (www) • Electronic mail (e-mail) • File transfer protocol • Chat facilities • News groups • Tele computing • Social networks <ul style="list-style-type: none"> • Face book • Twitter 	<ul style="list-style-type: none"> • Explains the internet. • Explains the services provided by the internet. • Explains how internet can be used for the daily personal activities to make them easy. • Explains how internet helps to organizational activities to make them easy. • Shows how social networks are used by the businesses. 	05

Competency	Competency Level	Content	Learning Outcomes	No. of periods
<p>18.0 Prepares a business plan to start and expand a business.</p>	<p>18.1 Exhibits the readiness to prepare a business plan suitable to the business idea examining the components of a business plan.</p>	<ul style="list-style-type: none"> • Business idea • Factors to be considered when selecting a business idea <ul style="list-style-type: none"> • Macro factors • Micro factors • Business plan <ul style="list-style-type: none"> • Definition • Importance • Factors to be considered when preparing a business plan • Contents of a business plan <ul style="list-style-type: none"> • Front page • Executive summary • Description of the business • Marketing plan • Operational plan • Human resource plan • Financial plan • Apendix 	<ul style="list-style-type: none"> • Explains what is a business idea. • Explains the macro and micro factors to be considered when selecting a suitable business idea. • Selects a suitable business idea after macro and micro analysing. • Explains what is business plan. • Explains the importance of a business plan. • Shows the facts to be considered when preparing a business plan. • Lists the content of a business plan. 	<p>40 04</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>18.2 Prepares the marketing plan that suitable to the business idea.</p>	<ul style="list-style-type: none"> • Marketing plan <ul style="list-style-type: none"> • Definition • Importance • Factors to be included <ul style="list-style-type: none"> • Industry and market analysis • Product (Goods or Service) • Target market • Analyzing the competition • Marketing strategies of the competitors • Proposed marketing strategies <ul style="list-style-type: none"> • Product strategies • Pricing strategies • Distribution strategies • Promotional strategies • Annual sales forecast • Marketing expenses 	<ul style="list-style-type: none"> • Defines the marketing plan. • Shows the importance of marketing plan. • Explains the content of a marketing plan. • Prepares the marketing plan using given information. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>18.3 Prepares the operational plan according to the marketing plan.</p>	<ul style="list-style-type: none"> • Operational plan <ul style="list-style-type: none"> • Definition • Importance • Content <ul style="list-style-type: none"> • Production capacity • Fixed assets requirements • Raw material requirements • Employee requirements • Annual production overheads • Factory layout • Waste disposal • Social and environmental influences • Total production cost and unit cost • Operational functions and expenses prior to commence the business 	<ul style="list-style-type: none"> • Explains what is operational plan. • Explains the importance of operational plan. • Explains the content of a operational plan. • Prepares the operational plan using given information. 	06

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>18.4 Prepares the human resources plan of the business.</p>	<ul style="list-style-type: none"> • Human resources plan <ul style="list-style-type: none"> • Definition • Importance • Content <ul style="list-style-type: none"> • Particulars about entrepreneurs or partners • Management skills • Basic positions and responsibilities of the organizational structure • Organizational chart • Annual expenses 	<ul style="list-style-type: none"> • Explains the human resources plan. • Explains the importance of preparing a human resources plan. • Explains the contents of a human resources plan. • Prepares a human resources plan using given information. 	06
	<p>18.5 Prepares the financial plan of the business.</p>	<ul style="list-style-type: none"> • Financial plan <ul style="list-style-type: none"> • Definition • Importance • Content <ul style="list-style-type: none"> • Project cost <ul style="list-style-type: none"> • Total fixed cost • Total pre-operational cost • Total working capital 	<ul style="list-style-type: none"> • Explains the financial plan. • Explains the importance of preparing a financial plan. • Lists the documents to be included in a financial plan. • Explains the each component of the financial plan. • Explains the factors to be included under the each component of the financial plan. 	08

Competency	Competency Level	Content	Learning Outcomes	No. of periods
		<ul style="list-style-type: none"> • Estimated income statement <ul style="list-style-type: none"> • Definition • Content <ul style="list-style-type: none"> • Sales income • Cost of sales • Gross profit • Operational profit • Profit after tax • Estimated cash flow statement <ul style="list-style-type: none"> • Definition • Content <ul style="list-style-type: none"> • Cash inflows • Cash outflows • Estimated statement of financial position. <ul style="list-style-type: none"> • Definition • Content <ul style="list-style-type: none"> • Non current assets • Current assets • Non current liabilities • Current liabilities • Total equity • Schedule of repayments of loan 	<ul style="list-style-type: none"> • Estimates the project cost that should be included in the financial plan using given information. • Prepares the estimated income statement that should be included in the financial plan using given information. • Prepares the estimated cash flow statement that should be included in the financial plan using given information. • Prepares the estimated statement of financial position that should be included in the financial plan using the given information. • Prepares the estimated schedule of repayments of loan that should be included in the financial plan using given information. 	

Competency	Competency Level	Content	Learning Outcomes	No. of periods
	<p>18.6 Evaluates the feasibility of the business idea according to the business plan.</p> <p>18.7 Prepares the executive summary.</p>	<ul style="list-style-type: none"> • Analysis of financial statements and non-financial statements <ul style="list-style-type: none"> • Non financial criteria <ul style="list-style-type: none"> • Do raw material available • Can it be implemented • Contribution to the society • Does it environmental friendly • Does it having going concern • Financial criteria <ul style="list-style-type: none"> • Break even point analysis • Executive summary <ul style="list-style-type: none"> • Definition • importance • Content <ul style="list-style-type: none"> • Name and the address of the entrepreneur • History of the business • Business objectives • Product (goods or service) • Market in which to be competed • Reasons for the success of the business and to receive competitive advantages 	<ul style="list-style-type: none"> • Explains what is analysis of financial statements. • Explains the non-financial criteria used in financial statement analysis. • Lists the financial criteria used in financial statement analysis. • Takes decisions about a business according to analysis of financial and non-financial statements. • Explains the executive summary. • Shows the importance of executive summary. • Explains the content of an executive summary. 	<p>05</p> <p>05</p>

Competency	Competency Level	Content	Learning Outcomes	No. of periods
		<ul style="list-style-type: none"> • Main management team • Total investment <ul style="list-style-type: none"> • Owners contribution • Expected amount of borrowings 		300

7.0 School Policies and programmes

The Business Studies syllabus comprises 18 competencies and 116 competency levels. It is expected to provide all these competency levels to the students through a student centered learning-teaching process. The learning outcomes that should be actualized by the student, under each competency level, are given separately.

Although, normally, 420 periods are assigned for this subject, in the school time table, the percent syllabus is planned only for 300 periods a year. Accordingly, the syllabus has been prepared so as to provide 600 periods for grade 12 and 13. Accordingly, this syllabus has been planned with a fewer number of periods than the expected number of periods, for a year. These extra periods can be utilized for the purpose of school based assessment related activities. It is expected that the students will get an opportunity to enrich their learning experiences.

In approaching the learning outcomes under each competency level, it is expected that the learning-teaching process will be so planned as to ensure that students achieve concepts based on practical experiences. When considering the strategies that can be used in the teaching-learning process of Business Studies subject, it is essential to implement the practical co-curricular activities and subject related school policies. Through these programmes students should be facilitated in highlighting one's skills and creative talents.

Proposed below are several school polices and programmes that can be easily implemented in the school.

- Organizing market surveys and research\
- Conducting surveys to find business opportunities.
- Preparing a business plan for genuine business opportunities
- Preparing a report after implementing a suitable mini project.
- Starting a commerce association or a society.
- Conducting a commerce day.
- Organizing suitable programmes to establish link with the business community in the area.

- Organizing discussions and seminars to bring the authentic business world experience to the class.
- Organizing suitable field trips to direct students towards authentic business world.
- Directing students, studying business studies subject to run the school canteen, co-operative society and school bank.
- Organizing field trips to places of business and preparing reports on such trips.
- Directing students to maintain a wall newspaper and a magazine on new trend in the business field.
- Organizing a trade fair and integrating Marketing, Accounting and deciding prices based on the fair.
- Producing dramas on business ethics and social responsibilities.
- Organizing debates with the young entrepreneurs.
- Surfing the internet to identify new trends in the business world.

It is very much necessary that this subject should be implemented as a practical subject through organizing activities and programmes specific to the Business Studies subject in the school as given above. It is proposed that it is necessary to appoint a committee comprising of the teachers and the students of commerce studying G. C. E. (A/L) Business Studies subject to build and implement a policy specific to the school.

8.0 Assessment and Evaluation

Under the school based assessment and evaluation procedure, it is expected that assessment instrument suited to cover the competencies and competency levels assigned for each term are prepared creatively and implemented.

The syllabus is prescribed for the G. C. E. (A/L) examination, the national level evaluation at the end of the grade 13. First national examination organized by the Department of Examination under this syllabus will be held in 2019. Details regarding the structure and the nature of the question paper will be provided by the Department of Examinations.