



BOTSWANA  
EXAMINATIONS  
COUNCIL

BOTSWANA GENERAL CERTIFICATE  
OF SECONDARY EDUCATION

# ASSESSMENT SYLLABUS

BUSINESS STUDIES  
CODE 0615



*Effective for examination from 2018*

0615  
CODE

## **Changes to Syllabus effective from 2018**

The major changes in this Assessment Syllabus are on the scheme of assessment in terms of the structure and duration of components 01 and 02. Component 03 has been discontinued.

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## FOREWORD

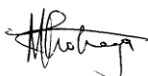
The Botswana Examinations Council is pleased to authorise the publication of the revised Assessment Syllabus for the Business Studies senior secondary education programme. The assessment syllabus forms part of the Botswana General Certificate of Secondary Education (BGCSE) suite of syllabi available to candidates who have followed the senior secondary programme. The BGCSE is designed for a wide range of learner ability in line with the aspirations of the Revised National Policy on Education of 1994, and its standards are based on Cambridge GCSE and IGCSE.

Our mission as Botswana Examinations Council is to provide “a credible and responsive assessment and examination system”. In the quest for responsiveness, we advocate for regular reviews of our assessment syllabi to reflect the aims of the national curriculum and international best practice. In this regard, developments have taken place in the professional Accounting field and these have a direct bearing on the teaching and learning of Business Studies as a business subject. This revised assessment syllabus therefore aligns the examination to changes in the practice as well as the teaching and learning of Business Studies.

As an organisation, BEC values customer feedback as a means towards continual improvement. Feedback collected from previous examination sessions has pointed to a need for slight modifications to the scheme of assessment to further improve the reliability and validity of the outcomes. Such modifications are reflected in this revised syllabus.

Another important feature of this revised syllabus is the inclusion of other pieces of information which are considered valuable to the users, such as the type of candidature to whom the syllabus is available. The contents of the syllabus have also been reorganised to enhance readability and flow of ideas.

This syllabus document is the outcome of a great deal of professional consultation and collaboration, and I wish to extend my thanks to all those who contributed towards its development. On behalf of the Botswana Examinations Council, I wish to record my appreciation for the part played by Cambridge as part of the Accreditation Agreement between them and the Council.



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Acting Executive Secretary

## I. Introduction

As part of the Botswana General Certificate of Secondary Education, this revised Business Studies Assessment Syllabus is designed to assess candidates who have completed a two-year course based on the Senior Secondary Business Studies Teaching Syllabus.

This syllabus aims to assess positive achievement at all levels of ability. Candidates will be assessed in ways that encourage them to show what they know, understand and can do, and which provide opportunities to articulate their insights, perceptions and responses.

Candidates will be assessed on two compulsory papers. Both papers are based on the whole syllabus. The structure of the papers is describe under the Scheme of Assessment given in Section 2.

This revised Business Studies Assessment Syllabus should be read in conjunction with the Senior Secondary Business Studies Teaching Syllabus and the accompanying specimen papers and marking schemes.

### **Progression**

The BGCSE is a general qualification that enables candidates to progress either directly to employment or to proceed to further qualifications.

## 2. Scheme of Assessment

All Candidates will be assessed on **two** written papers which are described below. The questions will be based on the whole teaching syllabus.

### 2.1 The Components

<b>Paper 1</b>		
<b>Written</b>	<b>2 Hours</b>	<b>100 marks</b>
<p>There will be <b>five</b> compulsory questions, each with a number of sub-questions. The paper will contain short-answer and stimulus response questions. The questions may or may not have the same totals marks. The paper will test Assessment Objectives 1 Knowledge and Understanding (AO1), Assessment Objectives 2 Application (AO2), Assessment Objectives 3, Analysis (AO3) and Assessment Objectives 4 Evaluation (AO4).</p>		
<b>Weighting: 50% of total marks</b>		
<b>Paper 2</b>		
<b>Written</b>	<b>2 hours</b>	<b>100 marks</b>
<p>The paper will have <b>five</b> compulsory structured questions. Candidates will be presented with a case study involving a business situation or problem, and required to answer questions arising from it. It may include structured/data response questions. The questions may or may not have the same totals marks. The paper will test Assessment Objectives 1 Knowledge and Understanding (AO1), Assessment Objectives 2 Application (AO2), Assessment Objectives 3, Analysis (AO3) and Assessment Objectives 4 Evaluation (AO4).</p>		
<b>Weighting: 50% of total marks.</b>		

**Note:** Business Studies is an integrated subject, and questions may relate to more than one syllabus topic.

### 2.2 Availability

This syllabus is examined in the October/November examination series. It is available to both school candidates and private candidates.

### 2.3 Combining this syllabus with other syllabuses

Candidates may **not** combine this syllabus in an examination series with the following:

- ✓ 7115 Cambridge GCE O'Level Business Studies
- ✓ 0450 Cambridge IGCSE Business Studies.

### 3. Syllabus Aims and Assessment Objectives

#### 3.1 Aims

According to the Business Studies Teaching Syllabus, Candidates following the syllabus should acquire and develop:

1. knowledge and understanding of the economic, social, political, legal and technological environment within which business activity takes place and of the way in which changes in that environment influence business behaviour;
2. knowledge and understanding of terminology, concepts, techniques and decision making processes in business;
3. knowledge and understanding of the nature, roles and purposes of business activity in both the private and public sectors;
4. knowledge and ability to initiate and manage business enterprise;
5. knowledge and understanding of the major groups and organisations in and outside business and of the influence they exert on business objectives, decisions and activities;
6. appreciation of the code of discipline, behaviour and ethics necessary in the business world;
7. knowledge and understanding of the main types of business organisation their financing and operation;
8. understanding and appreciation of the relationship between management and labour and the changing role of organised labour in business;
9. appreciation of how the relationships between the organisation and consumers, employees, owners and society are regulated;
10. the ability to apply skills of numeracy, literacy, enquiry and selection in the analysis, presentation and interpretation of information;
11. knowledge and understanding of different modes of production and of the forces which help to determine and control them for higher productivity;
12. knowledge and appreciation of the world of work and of the co-operation and interdependence which participation in society entails;
13. problem solving, critical thinking, enquiry, communication and team work/interpersonal skills to help them to be productive and adaptive in a changing environment;
14. an appreciation of the need to protect and utilise the resources of the physical environment in a sustainable manner;
15. awareness of the nature and significance of innovation and change within the context of business activities.
16. awareness of the importance and application of information technology in business.

As far as possible, these Aims are reflected in the Assessment Objectives.

## 3.2 Assessment Objectives

There are four Assessment Objectives in the BGCSE Business Studies. These are:

- AO1 Knowledge and Understanding
- AO2 Application
- AO3 Analysis
- AO4 Evaluation

For assessment purposes, the objectives have been broken down into smaller units.

### AO1: Knowledge and Understanding

Candidates should be able to:

Demonstrate knowledge and understanding of facts, terms, concepts, conventions theories and techniques commonly applied to or used as part of business behaviour.

### AO2: Application

Candidates should be able to:

- ✓ Apply their knowledge and understanding of facts, terms, concepts, conventions, theories and techniques. to a business activity;

### AO3. Analysis

Candidates should be able to:

- ✓ Distinguish between evidence and opinion in a business context;
- ✓ Order, analyse and interpret information in narrative, numerical and graphical forms using appropriate techniques.

### AO4. Evaluation

Candidates should be able to:

- ✓ Select, plan, analyse, collate, interpret and evaluate data from a variety of sources;
- ✓ Present the results and reasoned explanations in an accurate and logical manner
- ✓ Develop arguments, understand implications, draw inferences and communicate them in an accurate and logical manner;
- ✓ Make reasoned judgements and present appropriate recommendations and conclusions.



### 3.3 Relationship between Assessment Objectives and Components

The table shows the raw marks and the weighting of each skill area by component as well as the total for each skill area in the overall assessment.

Assessment Objectives	Paper 1 marks	Skill Weighting	Paper 2 marks	Skill Weighting	Total Weighting
AO1: Knowledge and Understanding	45 ± 5	20%	20 ± 5	10%	30%
AO2: Application	25 ± 5	12.5%	35 ± 5	17.5%	30%
AO3: Analysis	15 ± 5	7.5%	25 ± 5	12.5%	20%
AO4: Evaluation	15 ± 5	10%	20 ± 5	10%	20%
<b>Total Marks</b>	100	50%	100	50%	100%

The assessment objectives are weighted to give an indication of their relative importance. The percentages are not intended to provide a precise statement of the number of marks allocated to particular assessment objectives. However, a variance of +/-5% is acceptable per assessment objective.



## 4. Content

This section presents the content as prescribed in the Business Studies Teaching Syllabus.

### MODULE 1 THE BUSINESS ORGANISATION

#### Unit 1.1 The Purpose of Business Activity

Topic	General Objectives	Specific Objectives
	<i>Learners should be able to:</i>	<i>Learners should be able to:</i>
<b>The Economic Problem</b>	understand the nature of the economic problem	<ul style="list-style-type: none"><li>- explain the economic problem;</li><li>- explain needs and wants with examples;</li><li>- discuss scarcity and choice in the satisfaction of wants;</li><li>- describe the concept of opportunity cost.</li></ul>
<b>Types of Economic systems</b>	demonstrate understanding of the types of economic systems	<ul style="list-style-type: none"><li>- describe each type of economic system (planned, free market, mixed);</li><li>- state the advantages and disadvantages of each type of economy.</li></ul>
<b>Specialisation and Division of Labour</b>	appreciate the importance of specialisation and the division of labour	<ul style="list-style-type: none"><li>- explain the meaning of specialisation and the division of labour;</li><li>- state the advantages and disadvantages of specialisation and the division of labour;</li><li>- explain the various levels of specialisation(individual, regional, national).</li></ul>
<b>The Need for Business Activity</b>	understand the role of business activity in resolving the economic problem	<ul style="list-style-type: none"><li>- explain the objectives of business;</li><li>- explain the role of business activity in the economy;</li><li>- differentiate between direct and indirect production;</li><li>- explain how direct and indirect production can resolve the economic problem;</li><li>- list the different groups involved in business activity(owners, workers, managers, consumers, government, the community);</li><li>- discuss how the various objectives of business may conflict with the objectives of the different groups involved in business.</li></ul>



## Unit 1.2 Economic Activities

Topic	General Objectives	Specific Objectives
<b>Stages of Production</b>	know and understand the different stages of production	<ul style="list-style-type: none"><li>- identify the different stages of production (primary, secondary and tertiary);</li><li>- describe with examples each stage of production;</li><li>- explain the term 'value added';</li><li>- explain how value is added at each stage of production;</li><li>- explain the relationship between the stages of production.</li></ul>
<b>The Size of Business</b>	understand the methods of measuring the size of business	<ul style="list-style-type: none"><li>- explain the various ways of measuring the size of business;</li><li>- explain the importance of comparing the size of businesses;</li><li>- state the advantages enjoyed by a business from growing;</li><li>- explain how a business can grow internally;</li><li>- explain the external methods of growth (mergers and take-overs);</li><li>- describe horizontal, vertical and conglomerate mergers;</li><li>- discuss the benefits of integration;</li><li>- explain the reasons why some businesses remain small.</li></ul>
<b>Business Activities in Botswana</b>	be familiar with the business activities in Botswana	<ul style="list-style-type: none"><li>- explain with, examples small, medium and large scale business activities in Botswana;</li><li>- discuss the role of small, medium and large scale business activities in Botswana;</li><li>- explain the problems faced by small, medium and large scale business activities in Botswana;</li><li>- suggest solutions to the problems faced by small, medium and large scale business activities in Botswana.</li></ul>

**Unit 1.3**

**Business Units**

<b>Topic</b>	<b>General Objectives</b>	<b>Specific Objectives</b>
<b>The Private Sector Businesses in Botswana</b>	acquire knowledge of the private sector businesses in Botswana	<ul style="list-style-type: none"> <li>- list the types of private sector business units in Botswana;</li> <li>- explain incorporated and unincorporated business units;</li> <li>- explain the features of the sole proprietorship;</li> <li>- identify the areas of business in which the sole proprietorship is common;</li> <li>- explain the features of the partnership;</li> <li>- identify the areas of business in which the partnership is common;</li> <li>- compare a sole proprietorship and a partnership.</li> </ul>
<b>The Private Sector Businesses in Botswana (cont)</b>	understand the features of organisation of incorporated business	<ul style="list-style-type: none"> <li>- explain the term 'limited liability';</li> <li>- discuss the importance of limited liability to the company and third parties;</li> <li>- discuss the features of private and public limited companies;</li> <li>- explain the importance of an annual general meeting to a company;</li> <li>- explain the part played by shareholders and directors in a limited liability company;</li> <li>- discuss the advantages and disadvantages of private and public. Companies;</li> <li>- explain the legal requirements for the establishment of private and public companies.</li> </ul>
	Demonstrate understanding of the features of other incorporated business	<ul style="list-style-type: none"> <li>- state the features of closed corporation, co-operatives, joint venture and franchising;</li> <li>- explain the advantages and disadvantages of closed corporation, co-operatives, joint venture and franchising;</li> <li>- discuss the legal requirements of closed corporation, co-operatives, joint venture and franchising.</li> </ul>
<b>Multinational Corporation</b>	demonstrate understanding of the importance of multinational corporations	<ul style="list-style-type: none"> <li>- explain the meaning of multinational corporation;</li> <li>- identify multinational corporations in Botswana;</li> <li>- explain the importance of multinational corporations to the host countries;</li> <li>- discuss the problems faced by developing countries in their dealings with multinational corporations.</li> </ul>



## Unit 1.4 The Government In Business

Topic	General Objectives	Specific Objectives
<b>Government Economic Objectives</b>	acquire knowledge of government's intervention in business	<ul style="list-style-type: none"><li>- explain the reasons for the government's intervention in business;</li><li>- explain the government's economic and social objectives.</li></ul>
<b>Government Economic Policies</b>	demonstrate understanding of the economic policies of the government of Botswana	<ul style="list-style-type: none"><li>- define fiscal and monetary policies of the government;</li><li>- describe the types of taxes (direct and indirect);</li><li>- explain how taxes are used by the government to influence business activities;</li><li>- explain how government expenditure can be used to influence business activities;</li><li>- describe how the government can use the interest rate to influence business activity.</li></ul>
<b>Government in Production</b>	know the part played by the government in production	<ul style="list-style-type: none"><li>- identify the most common areas of government ownership;</li><li>- explain the term 'privatisation';</li><li>- discuss the advantages and disadvantages of privatisation;</li><li>- explain the term 'commercialisation';</li><li>- differentiate between privatisation and commercialisation;</li><li>- explain the term 'nationalisation';</li><li>- explain the reasons for nationalisation.</li></ul>
<b>Government Control of Business</b>	acquire knowledge and understanding of the need for the control of business activity by the government	<ul style="list-style-type: none"><li>- explain the reasons for government's intervention in business;</li><li>- explain how the government controls production of goods and services;</li><li>- describe ways by which the consumer can be protected;</li><li>- discuss how consumers are protected in Botswana(including private organisations and pressure groups);</li><li>- discuss how the employees are protected by the state;</li><li>- discuss how the government can protect people with HIV/AIDS at the workplace.</li></ul>
<b>Government Assistance to business</b>	know and understand how the government of Botswana can help businesses	<ul style="list-style-type: none"><li>- state the various ways the government of Botswana is assisting small medium and large businesses;</li><li>- explain why the government assist businesses which are involved in export;</li><li>- explain how the Botswana government assist exporters.</li></ul>

**MODULE 2: PRODUCTION MANAGEMENT**

**Unit 2.1 Business Location**

Topic	General Objectives	Specific Objectives
<b>The Location of Business</b>	demonstrate understanding of why businesses locate or relocate in a particular area	<ul style="list-style-type: none"> <li>- explain why location decision is important to the entrepreneur both at local, national and international levels;</li> <li>- discuss the various factors affecting the location of a manufacturing and retailing business;</li> <li>- discuss the causes of business relocation.</li> </ul>
<b>The business and the environment</b>	demonstrate understanding of the effects of the business on the physical environment	<ul style="list-style-type: none"> <li>- describe the physical environment of a business;</li> <li>- describe the various ways a business may damage the environment;</li> <li>- explain how individuals may also contribute to environmental degradation;</li> <li>- explain the effects of tourism on the environment;</li> <li>- explain industrial pollution;</li> <li>- describe the various ways industries may pollute the environment;</li> <li>- describe the likely effects of industrial pollution on people;</li> <li>- explain how environmental degradation and industrial pollution can be minimised (legislation, taxation, pressure groups, specific charges, consumers, recycling, traffic reduction scheme etc.).</li> </ul>
<b>Government and business location</b>	understand why and how the government may influence the location of industries	<ul style="list-style-type: none"> <li>- explain why the government influences the location of industries in Botswana;</li> <li>- describe the methods used by the Botswana government to influence the location of industry (eg. Grants, subsidies, tax breaks, cost-benefit analysis).</li> </ul>



## Unit 2.2                      Production Strategies

Topic	General Objectives	Specific Objectives
<b>Customer needs</b>	demonstrate understanding of the importance of customer needs	<ul style="list-style-type: none"><li>- differentiate between product-led and market led types of business</li><li>- explain the importance of identifying and meeting customer needs</li></ul>
<b>Methods of production</b>	be familiar with the different methods of production	<ul style="list-style-type: none"><li>- describe the various methods of production (job, batch, project line and flow);</li><li>- state the advantages and disadvantages of each of the production methods;</li><li>- explain the importance of automation in production;</li><li>- determine the choice of a method of production for a particular product.</li></ul>
<b>Production Strategies</b>	demonstrate an understanding of the production strategies adopted by businesses	<ul style="list-style-type: none"><li>- explain the meaning of production strategies;</li><li>- explain mass production method;</li><li>- explain the importance of mass market in mass production;</li><li>- discuss quality control, quality assurance and total quality management in meeting customer requirements;</li><li>- explain just-in-time production;</li><li>- discuss the importance of research and development in production decisions and the role played by research institutions.</li></ul>



## Unit 2.3                      Production Activities

Topic	General Objectives	Specific Objectives
<b>The Five Ps of Production</b>	acquire knowledge and understanding of the elements (the five Ps) of production	<ul style="list-style-type: none"><li>- identify the five Ps of production (product, plant, process, programme, people);</li><li>- explain how each of the five Ps affect production;</li><li>- show the relationship between the five Ps.</li></ul>
<b>Cost of Production</b>	acquire knowledge and skill in determining the cost of production	<ul style="list-style-type: none"><li>- explain the importance of cost in production;</li><li>- explain the elements of cost (e.g. material, labour, overheads, etc.);</li><li>- explain the various types of costs (fixed, variable, direct, indirect, total, marginal, average).</li></ul>
<b>Break-even Analysis</b>	acquire the skill of determining the break-even analysis	<ul style="list-style-type: none"><li>- explain revenue and how it is related to price;</li><li>- calculate contribution;</li><li>- calculate fixed, variable and average costs;</li><li>- explain break-even point;</li><li>- draw break-even chart;</li><li>- interpret break-even chart;</li><li>- calculate the break-even;</li><li>- explain the importance of break-even analysis.</li></ul>
<b>Productivity</b>	be familiar with the importance of productivity as a way of measuring performance	<ul style="list-style-type: none"><li>- explain the meaning of productivity;</li><li>- show how productivity is measured;</li><li>- explain how productivity can be improved;</li><li>- explain the effects of HIV/AIDS on productivity.</li></ul>
<b>Economies and diseconomies of scale</b>	demonstrate understanding of economies and diseconomies of scale	<ul style="list-style-type: none"><li>- define economies of scale;</li><li>- explain the various economies of scale;</li><li>- define diseconomies of scale;</li><li>- explain the various diseconomies of scale;</li><li>- explain how the economies and diseconomies of scale affect business costs.</li></ul>





## Unit 2.4 Technology and Business

Topic	General Objectives	Specific Objectives
<b>Innovation and change</b>	recognise the importance of innovation and change to business survival	<ul style="list-style-type: none"><li>- explain the meaning of innovation;</li><li>- differentiate between innovation and invention;</li><li>- discuss the importance of innovation and change in modern business situation;</li><li>- discuss the importance of research and development in innovation and change;</li><li>- discuss the factors which hinder innovation and change in Botswana.</li></ul>
<b>Impact and use of technology</b>	be familiar with the impact of technology and change on business activities	<ul style="list-style-type: none"><li>- explain the meaning of technology;</li><li>- explain high-tech industries;</li><li>- discuss the impact of technology on production, productivity, jobs and skills;</li><li>- explain the effects of technology on communication, information; processing, management information systems and commerce;</li><li>- discuss the factors impeding and facilitating technological change in Botswana (social, cultural, political, technical, infrastructures).</li></ul>

**MODULE 3: PEOPLE AND ORGANISATIONAL BEHAVIOUR**

**Unit 3.1 Organisational Structure**

Topic	General Objectives	Specific Objectives
<b>Organisational Structure</b>	understand the need for a business to organise internally	<ul style="list-style-type: none"> <li>- explain the meaning of organisational structure/chart;</li> <li>- explain why the organisational structure changes as a business expands;</li> <li>- draw an organisational chart for a manufacturing and non-manufacturing business organisation;</li> <li>- describe line and staff relationships in the organisational chart.</li> </ul>
<b>Features of formal business organisation</b>	demonstrate understanding of the features of a formal organisation	<ul style="list-style-type: none"> <li>- explain hierarchy in an organisational structure;</li> <li>- explain responsibility and delegation</li> <li>- state the advantages and disadvantages of delegation;</li> <li>- explain the chain of command and span of control;</li> <li>- explain the relationship between the chain of command and span of control.</li> </ul>
<b>Centralisation and Decentralisation</b>	demonstrate understanding of centralisation and decentralisation	<ul style="list-style-type: none"> <li>- explain centralisation and decentralisation;</li> <li>- compare centralisation and decentralisation;</li> <li>- discuss the advantages and disadvantages of decentralisation;</li> <li>- describe the different forms of decentralisation (functional, federal, regional, project teams).</li> </ul>



## Unit 3.2 Managing a Business

Topic	General Objectives	Specific Objectives
<b>Functions of Management</b>	acquire knowledge and understanding of the functions of management	<ul style="list-style-type: none"><li>- explain the meaning of management;</li><li>- state the functions of management (planning, organising, co-ordinating, leading, controlling);</li><li>- state the qualities of a good manager;</li><li>- differentiate between management in large and small businesses;</li><li>- discuss the problems of business management (e.g. Botswana);</li><li>- discuss how management problems could be resolved (e.g. Botswana).</li></ul>
<b>Roles within the workplace</b>	acquire knowledge of the different job roles in a business organisation	<ul style="list-style-type: none"><li>- identify the various job roles in a business organisation (managers, supervisors, foremen, workers);</li><li>- describe the management responsibilities in the various departments of the business organisation.</li></ul>



### Unit 3.3                      Communication In Business

Topic	General Objectives	Specific Objectives
<b>The need for communication</b>	demonstrate understanding of communication in an organisation	<ul style="list-style-type: none"><li>- explain the meaning of communication;</li><li>- differentiate between formal and informal communication;</li><li>- discuss the importance of communication a business;</li><li>- analyse the features of effective communication;</li><li>- differentiate between one-way and two-way communication.</li></ul>
<b>Types of internal communication</b>	acquire knowledge and demonstrate skill of using different types of internal communication	<ul style="list-style-type: none"><li>- identify the three different types of communication (verbal, written, visual);</li><li>- describe verbal communication (e.g. Meetings, telephone, briefing);</li><li>- state the advantages and the disadvantages of verbal communication;</li><li>- identify the various types of written communication;</li><li>- write a memo and a report;</li><li>- state the advantages and the disadvantages of written communication;</li><li>- describe the various types of visual communication (films and videos, charts and diagrams, posters);</li><li>- state the advantages and disadvantages of visual communication;</li><li>- describe the direction of communication in a business organisation (horizontal, vertical).</li></ul>
<b>External Communication</b>	appreciate the importance of external communication to a business	<ul style="list-style-type: none"><li>- explain the purpose of external communication to a business;</li><li>- describe the types of external communication;</li><li>- differentiate between internal and external communication;</li><li>- write a business letter;</li><li>- describe the various causes of barriers to effective communication;</li><li>- explain how the barriers can be overcome.</li></ul>



## MODULE 4: PEOPLE IN THE WORKPLACE

### Unit 4.1: Motivation

Topic	General Objectives	Specific Objectives
<b>Motivating Factors</b>	demonstrate understanding of how management can motivate workers	<ul style="list-style-type: none"><li>- explain the meaning of motivation;</li><li>- explain Maslow's hierarchy of motivation;</li><li>- identify the three main motivating factors (monetary rewards, non-monetary rewards, job satisfaction);</li><li>- describe the various methods of payment systems;</li><li>- discuss the role of the various payment systems in motivation;</li><li>- describe the non-monetary rewards used to motivate workers;</li><li>- explain job satisfaction;</li><li>- discuss the ways management can increase the job satisfaction of employees (job rotation, job enrichment, job enlargement);</li><li>- discuss the factors which may demotivate workers in Botswana.</li></ul>
<b>Leadership</b>	understand different styles of leadership that management can use	<ul style="list-style-type: none"><li>- define leadership;</li><li>- describe the different styles of leadership (autocratic, democratic, laissez-faire, charismatic);</li><li>- apply the different styles of leadership to particular situations.</li></ul>



## Unit 4.2 Human Resource Management

Topic	General Objectives	Specific Objectives
<b>Recruitment and Selection</b>	Demonstrate understanding of the process of recruitment and selection of employees	<ul style="list-style-type: none"><li>- identify the functions of human resource department;</li><li>- describe the recruitment process</li><li>- explain job analysis, job description and job specification;</li><li>- draw up a job description and job specification;</li><li>- differentiate between internal recruitment and external recruitment;</li><li>- state the advantages and disadvantages of internal and external recruitment;</li><li>- choose suitable ways of advertising a vacancy;</li><li>- prepare a job advertisement;</li><li>- complete an application form;</li><li>- prepare a Curriculum Vitae;</li><li>- explain the purpose of an interview;</li><li>- draw up questions for interviews;</li><li>- describe the preparations to be made by the interviewer and interviewee before an interview takes place;</li><li>- explain the purpose of appraising workers;</li><li>- differentiate between dismissal and redundancy/retrenchment.</li></ul>
<b>Training and Development</b>	Acquire knowledge and understanding of the need for training and development of employees	<ul style="list-style-type: none"><li>-</li><li>- state the objectives for training the workforce by a business;</li><li>- describe the types of training available to a business (induction, upgrading skills, retraining, multi-skilling);</li><li>- describe on-the-job and off-the-job methods of training.</li></ul>



## Unit 4.3 Industrial Relations

Topic	General Objectives	Specific Objectives
<b>Groupings at the workplace</b>	Be familiar with the formation of groups in the workplace	<ul style="list-style-type: none"><li>- differentiate between formal and informal groups;</li><li>- explain the importance of formal and informal groups in the workplace.</li></ul>
<b>Trade Unions</b>	Know and understand the role of trade unions and their organisation	<ul style="list-style-type: none"><li>- state the meaning of a trade union;</li><li>- identify the objectives of trade unions;</li><li>- state the benefits to an employee of joining a trade union;</li><li>- describe the types of trade unions in Botswana ( e.g. white collar , blue collar , craft unions);</li><li>- discuss the factors affecting trade union activities in Botswana.</li></ul>
<b>Collective Bargaining</b>	Understand collective bargaining in business	<ul style="list-style-type: none"><li>- explain the meaning of collective bargaining;</li><li>- identify the reasons for collective bargaining at both local and national levels (e.g. inflation, maintenance of pay differentials, changes in the work place, increases in productivity);</li><li>- discuss the need for productivity agreements.</li></ul>
	Understand why trade unions may take industrial action	<ul style="list-style-type: none"><li>- identify the sources of conflict in the business organisation;</li><li>- explain why management should strive to avoid conflict in the business organisation;</li><li>- explain the meaning of industrial action;</li><li>- describe the various types of industrial actions;</li><li>- discuss the effects of industrial action on production and workers;</li><li>- discuss the means of avoiding and resolving conflict in the business organisation;</li><li>- explain the importance of conciliation and arbitration in resolving conflicts.</li></ul>



**MODULE 5: BUSINESS FINANCE**

**Unit 5.1 Business Accounting**

Topic	General Objectives	Specific Objectives
<b>Business documents and accounting records</b>	Demonstrate understanding of business documents and accounting records	<ul style="list-style-type: none"><li>- explain the term accounting;</li><li>- explain the reasons for keeping financial records by organisations;</li><li>- identify the documents used for buying and selling in home trade;</li><li>- explain the importance of business documents;</li><li>- identify the financial records kept by a business and the books used.</li></ul>
<b>Final Accounts</b>	Be familiar with the composition of final accounts	<ul style="list-style-type: none"><li>- state the composition of final accounts (income statement, balance sheet);</li><li>- state the purpose of preparing a trading account;</li><li>- calculate gross profit ;</li><li>- state the purpose of preparing a profit and loss account;</li><li>- calculate net profit;</li><li>- explain assets, liabilities and various types of capital ( working capital, fixed capital, circulating capital and capital employed);</li><li>- examine the components of the final accounts of a business.</li></ul>
<b>Analysis of Final Accounts</b>	Acquire knowledge and develop skills of calculating accounting ratios	<ul style="list-style-type: none"><li>- explain the importance of accounting ratios;</li><li>- calculate profitability ratios (gross and net profit margins);</li><li>- calculate liquidity ratios(current assets ratio , acid test ratio, <i>inventory</i>-turn ratio);</li><li>- calculate activity ratio ( <i>inventory</i>-turn, debtors collection period, debtors payment period.</li></ul>





## Unit 5.2                      Financial Forecasting

Topic	General Objectives	Specific Objectives
<b>Budgeting and Forecasting</b>	Acquire knowledge and skill of budgeting and forecasting in business	<ul style="list-style-type: none"><li>- explain budgeting in business;</li><li>- show the relationship between budgeting and forecasting;</li><li>- explain the purpose of budgets;</li><li>- explain the methods of forecasting in business.</li></ul>
<b>Cash Flow Forecast</b>	Acquire knowledge and develop the skill of preparing a cash flow forecast	<ul style="list-style-type: none"><li>- explain the meaning of cash flow forecast;</li><li>- identify the sources of cash inflow and outflow of a business;</li><li>- prepare a cash flow forecast;</li><li>- explain the uses of a cash flow forecast to a business;</li><li>- discuss how cash flow problems can be solved.</li></ul>



## Unit 5.3                      Financing Business Activity

Topic	General Objectives	Specific Objectives
<b>Need for finance</b>	Appreciate the need for finance in business	<ul style="list-style-type: none"><li>- explain the meaning of finance</li><li>- explain start-up capital;</li><li>- describe the purposes for which an existing business may require capital;</li><li>- discuss the problems faced by a business in raising funds.</li></ul>
<b>Sources of finance</b>	Acquire knowledge and develop understanding of the sources of finance	<ul style="list-style-type: none"><li>- differentiate between internal and external sources of finance;</li><li>- describe each type of internal sources of finance;</li><li>- describe each type of external sources of finance;</li><li>- explain the steps a firm has to take in seeking external funding.</li></ul>
<b>Short, medium and long-term finance</b>	Be familiar with the importance of short, medium and long-term finance to a business	<ul style="list-style-type: none"><li>- differentiate between short, medium and long-term finance(ST 0-12months, MT 13month-10years; LT 10+ years);</li><li>- describe the various types of short, medium, and long term finance;</li><li>- explain shares and debentures;</li><li>- describe types of shares (ordinary and preference);</li><li>- differentiate between shares and debentures;</li><li>- define the stock exchange;</li><li>- explain the functions of the stock exchange;</li><li>- discuss the factors which will determine the choice of finance for a business;</li><li>- analyse the factors financiers will consider in funding a business.</li></ul>



## MODULE 6: MARKETING MANAGEMENT

### Unit 6.1 Marketing And Market Research

Topic	General Objectives	Specific Objectives
<b>Marketing</b>	Demonstrate understanding of the role of marketing in business	<ul style="list-style-type: none"><li>- explain a market;</li><li>- explain the meaning of marketing</li><li>- describe the structure of a marketing department;</li><li>- explain market research;</li><li>- describe types of market research;</li><li>- describe the methods of primary research(questionnaires, consumer panels, observation, interview);</li><li>- describe the internal and external sources of information for secondary research;</li><li>- explain the importance of market research information to a business.</li></ul>
<b>Design and use of questionnaire</b>	Develop the skill of preparing and using a questionnaire	<ul style="list-style-type: none"><li>- state the steps to follow in writing the questionnaire;</li><li>- prepare a questionnaire for a market research;</li><li>- determine how to select a sample in a market research;</li><li>- use a questionnaire in a market research.</li></ul>
<b>Presentation of Market Research Data</b>	Acquire knowledge and develop the skill of presenting market research data	<ul style="list-style-type: none"><li>- describe the various ways of presenting market research data (table, chart, graph,);</li><li>- draw graphs to summarise market research information (bar, pie, line);</li><li>- interpret graphs;</li><li>- write a report on market research findings.</li></ul>



## Unit 6.2: The Marketing Mix – Product

Topic	General Objectives	Specific Objectives
<b>Product in Marketing Mix</b>	Appreciate the importance of the product in the marketing mix	<ul style="list-style-type: none"><li>- explain the term marketing mix;</li><li>- identify the four Ps in marketing mix;</li><li>- discuss how to create an effective mix of the four Ps;</li><li>- identify the types of product (consumer goods, consumer services, producer goods, producer services);</li><li>- explain the factors which make a product successful.</li></ul>
<b>Branding and packaging</b>	Appreciate the importance of branding and packaging in the success of a product	<ul style="list-style-type: none"><li>- explain branding and packaging;</li><li>- explain the importance of branding to the producer and consumer;</li><li>- discuss the importance of branding in advertising;</li><li>- explain the role of packaging in the success of a product;</li><li>- describe the link between branding, packaging and advertising.</li></ul>
<b>Product life cycle</b>	Appreciate the importance of product life cycle to a business	<ul style="list-style-type: none"><li>- explain a product life cycle;</li><li>- describe the stages a product passes through from its inception;</li><li>- draw a diagram of a product life cycle;</li><li>- explain the strategies adopted to extend a product life cycle;</li><li>- draw a diagram of a product life cycle which has been extended.</li></ul>



### Unit 6.3: The Marketing Mix – Price

Topic	General Objectives	Specific Objectives
<b>Price in a free market</b>	Understand how prices are determined in a free market and what influences demand and supply	<ul style="list-style-type: none"><li>- explain the role of price in the marketing mix;</li><li>- explain demand and supply;</li><li>- show how the market price is determined by demand and supply graphically;</li><li>- explain the factors affecting demand and supply with the help of graphs.</li></ul>
<b>Pricing Strategies</b>	Understand the different pricing strategies in business	<ul style="list-style-type: none"><li>- explain the reasons for a business to adopt pricing strategies;</li><li>- explain the various pricing strategies (cost plus, penetrating, price skimming, competitive, promotional);</li><li>- discuss when to use each strategy.</li></ul>



## Unit 6.4: The Marketing Mix – Promotion

Topic	General Objectives	Specific Objectives
<b>Promotion in marketing mix</b>	Understand the role of promotion in the marketing mix	<ul style="list-style-type: none"> <li>- explain the meaning of promotion</li> <li>- list the types of promotion;</li> <li>- explain the importance of promotion in the marketing mix;</li> <li>- describe the aims of various methods of promotion.</li> </ul>
<b>Advertising</b>	Demonstrate understanding of the importance of the various types of advertising	<ul style="list-style-type: none"> <li>- define advertising;</li> <li>- state the purpose of advertising;</li> <li>- explain the importance of the AIDA model in advertising;</li> <li>- describe the types of advertising;</li> <li>- describe the various methods of appeals used.</li> </ul>
	Acquire knowledge and skill of using the various media of advertising	<ul style="list-style-type: none"> <li>- state the media of advertising(print, audio, visual);</li> <li>- state the advantages and disadvantages of each medium of advertising;</li> <li>- select the appropriate media of advertising for different products;</li> <li>- design an advertising message.</li> </ul>
<b>Other methods of promotion</b>	Acquire knowledge and skill of using other methods of promotion	<ul style="list-style-type: none"> <li>- describe the other methods of promotion (price reduction, gifts, competitions, point of sale display and demonstration, after-sale service, free samples);</li> <li>- explain the importance of other methods of promotion;</li> <li>- select appropriate methods of promotion for different products;</li> <li>- plan a promotional campaign;</li> <li>- explain personal selling and public relations;</li> <li>- explain how personal selling and public relations are used in business.</li> </ul>

## Unit 6.5

## Marketing Mix – Place

Topic	General Objectives	Specific Objectives
<b>Place in marketing mix</b>	Demonstrate understanding of place in marketing mix	<ul style="list-style-type: none"> <li>- explain the meaning of place in the marketing mix;</li> <li>- explain the channel of distribution;</li> <li>- describe the various channels of distribution;</li> <li>- state the factors to consider in selecting a suitable channel of distribution for a given product.</li> </ul>
<b>Globalisation of business</b>	Acquire knowledge and develop understanding of how a business is affected by the international community	<ul style="list-style-type: none"> <li>- outline the various ways in which a business may be affected by the international community;</li> <li>- explain exchange rate and why the values of currencies fluctuate ;</li> <li>- discuss how a business can be affected by changing exchange rates;</li> <li>- explain other barriers to trade between countries which affect businesses;</li> <li>- discuss the formation of free trade association;</li> <li>- explain the meaning of globalisation;</li> <li>- discuss the advantages and disadvantages of globalisation.</li> </ul>

## MODULE 7: STARTING A BUSINESS

### Unit 7.1: Finding Business Ideas

Topic	General Objectives	Specific Objectives
<b>Entrepreneurship</b>	Demonstrate understanding of the role of the entrepreneur in business	<ul style="list-style-type: none"> <li>- discuss the functions of the entrepreneur;</li> <li>- describe the characteristics of a successful entrepreneur;</li> <li>- assess own entrepreneurial characteristics;</li> <li>- identify those areas of weaknesses and seek assistance.</li> </ul>
<b>Feasible Business Ideas</b>	Demonstrate understanding and acquire the skill of finding feasible business ideas	<ul style="list-style-type: none"> <li>- identify business opportunities in Botswana (e.g. tourism, home health care, event planning, small scale manufacturing);</li> <li>- explain business ideas;</li> <li>- describe the various ways of finding business ideas;</li> <li>- screen business ideas and select the most feasible one.</li> </ul>
<b>Market Research</b>	Apply market research knowledge to assess the market for a business idea	<ul style="list-style-type: none"> <li>- explain market segmentation and niche marketing;</li> <li>- explain the factors to be considered in segmenting the market;</li> <li>- divide the market into segments for a business idea;</li> <li>- select a market research method for the business idea;</li> <li>- conduct a market research to find out the size of the market, competitors, customers and the prices they want to pay.</li> </ul>





## Unit 7.2 Business Planning and Start Up

Topic	General Objectives	Specific Objectives
<b>Prepare a business plan</b>	Appreciate the importance and acquire the skill of planning for a business	<ul style="list-style-type: none"><li>- explain the meaning of a business plan;</li><li>- discuss the importance of planning in business;</li><li>- identify the key parts of a business plan (objectives, swot analysis, sales and marketing, production, resources requirement, finance);</li><li>- explain all the components of a business plan;</li><li>- write a business plan in a specific format for the a business.</li></ul>
<b>Start-up plans</b>	Demonstrate the skill of putting the start-up plans into action	<ul style="list-style-type: none"><li>- draw up and refine a start-up plan;</li><li>- prepare a production plan for implementation;</li><li>- decide on selling method;</li><li>- discuss the influence of business on the family and vice versa.</li></ul>
<b>Managing the business</b>	Demonstrate the skill of managing a successful business	<ul style="list-style-type: none"><li>- explain how to evaluate and monitor business activities in a changing environment;</li><li>- identify and show how to deal with possible risks.</li></ul>

## 5. Other Information

### 5.1 Grading and Reporting

BGCSE results are reported on a scale of A\* to G, A\* being the highest and G the lowest. Ungraded (U) indicates that the candidate's performance fell short of the standard required for grade G. Ungraded (U) will be reported on the statement of results but not on the certificate. The letter Q (result pending) and X (no result) may also appear on the statement of results.

As a guide to what might be expected of a candidate, Grade Descriptors are given in Section 5.2

### 5.2 Grade Descriptors

Grade Descriptors are provided to give a general indication of the standards of achievement expected of candidates for the award of particular grades. The grade awarded will depend on the extent to which the candidate has met the Assessment Objectives.

#### GRADE A

**To achieve an A grade the candidate should be able to;**

- ✓ apply techniques to business situations;
- ✓ relate facts, concepts, techniques and conventions in an accurate and logical manner;
- ✓ distinguish between evidence and opinion;
- ✓ form relevant conclusions from available information and make informed decisions;
- ✓ select, classify and organise information in an accurate and orderly manner;
- ✓ analyse and evaluate data from a variety of sources.

#### GRADE C

**To achieve a C grade the candidate should be able to;**

- ✓ identify detailed facts and techniques in relation to the content of the syllabus and to define and explain the concepts;
- ✓ relate facts, concepts and techniques in an accurate and logical manner;
- ✓ distinguish between evidence and opinion to a limited extent;
- ✓ apply knowledge and understanding of business concept to real life situations;
- ✓ select, classify and organise business information in an orderly manner;
- ✓ select, calculate and interpret data from a variety of sources.

## **GRADE E**

**To achieve an E grade the candidate should be able to;**

- ✓ recall facts and techniques in relation to the content of the syllabus and define concepts;
- ✓ relate facts and concepts in a logical manner;
- ✓ demonstrate basic knowledge related to a business;
- ✓ select and classify simple business information;
- ✓ perform simple calculations relating to a business situation.

## 6. Appendices

### 6.1 Appendix A: Glossary of Terms of cognitive domain

A larger percentage of the marks are structured in such a way that candidates will recall what they have learnt; or what they are expected to know.

The following words have been explained to help to understand the expected outcome from candidates if they are used as a command word for an examination question.

#### Knowledge

Recall or recognise information for example recall a process, rules, definitions; quote law or procedure

Words to be used under Knowledge will include but not limited to: *arrange, define, describe, label, list, relate, reproduce, select, state.*

#### Understanding

Understand meaning, re-state data in one's own words, interpret, extrapolate, and translate. Eg explain or interpret meaning from a given scenario or statement, suggest treatment, reaction or solution to given problem, create examples or metaphors.

Words to be used under Comprehension will include: *explain, classify, summarise, illustrate, review, report, discuss, re-write, estimate, interpret, example.*

#### Application

Use or apply knowledge, put theory into practice, use knowledge in response to real circumstances. E.g. put a theory into practical effect, demonstrate, solve a problem, and manage an activity.

Words to be used under Application will include: *use, apply, solve, produce, implement, construct, change, prepare, conduct, perform.*

#### Analysis

Interpret elements, organisational principles, structure, construction, internal relationships; quality, reliability. E.g. identify constituent parts and functions of a process or concept, or de-construct a methodology or process, making qualitative assessment of elements, relationships, values and effects; measure requirements or needs.

Words to be used under Analysis will include: *analyse, break down, catalogue, compare, quantify, measure, test, examine, experiment, relate, graph, diagram, plot, extrapolate, value, and divide.*

## **Synthesis**

Develop new unique structures, systems, models, approaches, ideas; creative thinking, operations. For example develop plans or procedures, design solutions, integrate methods, resources, ideas, parts; create teams or new approaches etc.

Words to be used under Synthesis will include: *develop, plan, build, create, design, organise, revise, formulate, propose, establish, assemble, integrate, re-arrange, modify.*

## **Evaluation**

Assess effectiveness of whole concepts, in relation to values, outputs, efficacy, viability; critical thinking, strategic comparison and review; judgement relating to external criteria.

E.g. review strategic options or plans in terms of efficacy, return on investment or cost-effectiveness, practicability; assess sustainability; produce a financial justification for a proposition or venture, calculate the effects of a plan or strategy; perform a detailed and costed risk analysis with recommendations and justifications.

Words to be used under Evaluation will include: *review, justify, assess, present a case for, defend, report on, investigate, direct, appraise, argue, project-manage.*

## **Command words used to write the questions for examination papers may include:**

### **Account for**

Explain the reasons for, giving an indication of all relevant circumstances.

### **Analyse**

Study in depth, reconstruct in a more useful form. To take apart or break down the whole into its component parts and functions of a process or consider in detail the component parts or features of the whole. Identify and describe in detail the main parts or characteristics of something or deconstruct a methodology or process, making qualitative assessment of elements, relationships, values and effects; measure requirements or needs

### **Assess**

Examine closely, with a view to measuring or 'weighing up' a particular situation. Weigh up several sides of an argument. Consider in a balanced way: strengths and weaknesses, points for and against. In conclusion, state your judgment clearly.

### **Calculate**

Manipulate numbers. This is used when a numerical answer is required. In general, working should be shown when two or more steps are involved. This is a general term that may be interpreted as calculate, measure, or determine.

**Comment**

State clearly and in a moderate fashion your opinion on the material in question. Support your views with references to suitable evidence, examples or explanation as appropriate.

**Compare**

Look for qualities and characteristics which resemble each other. Emphasize similarities but be aware also of points of difference.

**Contrast**

Stress the dissimilarities and differences between the items in question.

**Criticise**

Express and justify balanced judgment about the merit or truth of the material in question. Give the results of your scrutiny, establishing both strengths and weaknesses. Be specific

**Determine**

This often implies that the quantity concerned cannot be measured directly but is obtained by calculation or substituting measured or known values of other quantities into a standard formula.

**Define**

Give concise, clear and authoritative meanings. Do not give too many details, but be sure to state the limitations of the definition.

**Describe**

Give the main characteristics or features of the matter in question, or relate in sequence form.

**Discuss**

Examine and analyse carefully, giving reasons for and against and the advantages and disadvantages of the factors being considered. Be complete and give details.

You must consider all sides of the issue and reach a balanced conclusion with your reasons.

Give a critical account of points involved in a topic.

**Distinguish**

Show how one thing differs from another by using certain characteristics, such as the income effect and how it differs between normal, inferior and giffen goods.

**Do you agree with?**

Discuss both sides of the stated proposition and give your opinion, with reasons, on one side or the other, but consider both sides of the proposition.

### **Deduce**

It is used as predict, except that some supporting statement is required; e.g. reference to a principle or the necessary reasoning to be included in the answer.

### **Enumerate**

State in list or outline form, giving points concisely one by one.

### **Evaluate**

Carefully appraise the matter in hand, citing both advantages and limitations. Emphasizes the views of authorities as well as your personal opinion – to put value on something, to assess its worth or to analyse and assess the role or function of something.

### **Explain**

Clarify, interpret and spell out the material you present. Give reasons for important features or developments and try to analyse causes or say how it works.

To make sense of something: to provide reasons for something being or happening in a particular way or to give a causal account of something. Use an example

### **Examine**

To study something closely or in depth to assess

### **Find**

It may be interpreted as calculate, measure, or determine.

### **How far**

You are expected to make your case or present your material in a logical sequence, while remaining aware of the possible need to introduce contradictory or counterbalancing evidence. You will need to give your opinion and assessment of the issue.

### **Identify**

To find, locate or recognise, to establish, or to say what it is

### **Illustrate**

Use specific examples, figures or diagrams to explain demonstrate or clarify a problem, situation or view. Be sure to include diagrams if they are specifically asked for.

### **Interpret**

Using data and information presented in diagrams and figures to explain or draw conclusions.



## **Justify**

Make out a case, prove or give reasons for decisions, statements or conclusions, taking care to be convincing: to show that something is correct, appropriate and reasonable.

## **List**

Write an itemized series of words, phrases or concise statements without explanation.

## **Outline**

Brief description with main points: provide a framework description of main points and subordinate points, omitting minor detail and stressing the arrangement or classification of the material.

## **Prepare**

To make ready or suitable in advance for a particular purpose or for some use, event or an activity or to work out the details of or To put together or make by combining various elements or parts; manufacture or compound: compose or construct

## **Relate**

Show how things are connected to each other, or how one causes another or is like another.

## **Review**

Examine a subject critically, analysing and commenting on the: important points and stages of development.

## **State/name**

Present the main points or definition in brief clear sequence with little or no supporting argument.

## **Suggest**

Used in two contexts either to imply that there is no unique answer or to imply that candidates are expected to apply their general knowledge to something not formally in the syllabus.

## **What is meant by?**

It implies that a definition should be given together with some relevant comment on the significance or context of the term concerned, especially when two or more terms are included in the question.



## 6.2 APPENDIX B: Tables, Graphs, Quantitative Skills and Conventions

### Tables

The column of a table will be headed or titled and the appropriate unit needed would be added. E.g. Pounds, Pula, grams etc.

### Graphs

A graph is the diagrammatic presentation of data. It may have one or several curves plotted on it. Points on the curve would be clearly marked as a cross (**X**) or encircled dots (**0**). If a further curve is included, vertical crosses (**+**) may be used to mark the points. The independent variable will be plotted on the **X-axis** (horizontal axis) and the dependent variable plotted on the **Y-axis** (vertical axis).

### Quantitative Skills

Candidates will be required to perform some quantitative operations, including calculations. They should be able to use scientific calculators. The mathematical requirements, which form part of this syllabus, are listed below.

Add, subtract, multiply and divide number; use simple formulae; understand and use averages; read, interpret and draw simple references from tables and statements.

Find percentages of quantities; construct and interpret; financial statements. Calculate with simple fractions, decimals, percentage or ratios; manipulate and solve simple equations; interpret and use tables and graph.

### Concepts and conventions

The syllabus and question papers will conform to generally acceptable international concepts and conventions.

## 6.3 APPENDIX C: International Standards – Terminology

The list below is to help Centres become familiar with international accounting terminologies which Botswana Examinations Council (BEC) uses in the Business Studies syllabus. Well-known standards, which are relevant to the level of study, will be included in question papers, mark schemes and associated documents.

It is recommended that Centres use this terminology in their teaching and learning materials, however, candidates will not lose marks for using different terms.



<b>International usage</b>	<b>Previous BEC/Botswana usage</b>
Statement of financial position (balance sheet)	Balance sheet
Bank (and other) loans Interest bearing loans and borrowing	Loans repayable after 12 months
Bank overdrafts and loans Interest bearing loans and borrowing	Loans repayable within 12 months
Capital or equity/shareholders' equity	Capital
Cash (and cash equivalents)	Bank and cash
Cost of sales	Cost of goods sold
Current assets	Current assets
Current liabilities	Current liabilities Creditors: amounts due within 12 months
Finance costs	Interest payable
Financial statements	Final accounts
Gross profit	Gross profit
Income statement	Trading and profit & loss account
Inventory/inventories (of raw materials and finished goods)	Stock
Non-current assets	Fixed assets
Non-current liabilities	Long-term liabilities Creditors: amounts falling due after more than one year
Plant and equipment	Plant and equipment
Profit (before tax) for the year	Net Profit
Raw materials Ordinary goods purchased	Purchases
Revenue	Sales
Share capital	Share capital
Trade payables	Creditors
Trade receivables	Debtors
Work in progress	Work in progress