BUSINESS STUDIES

Dear Gr. 12 Business Studies Learner.

Congratulations for making it to Grade 12. In preparation for the Final NSC Examination it is important that you make use of every opportunity to understand and apply the knowledge and skills that you will be exposed to this year. Please use the checklist below to ensure that you have covered all the content that you will be assessed on in the Final NSC examination. Best wishes with your studies!

Content Checklist

TERM 1

1. **Recent Legislation**
   - **Impact of Recent Legislation on large Businesses:** Skills Development Act; Labour Relations Act: Employment Equity Act; Basic Conditions of Employment Act; Compensation for Occupational Injuries & Diseases Act; BBBEE Act; National Credit Act; Consumer Protection Act.
2. **Human Resources Function**
   - **Human Resources Activities:** Recruitment; Selection; Induction; Placement; Salary determination and Employee benefits. Implications of LRA; SDA; EEA and COIDA on the Human Resource Function.
3. **Ethics and Professionalism**
   - King-code principles: How professional, responsible, ethical, and effective business practice should be conducted; Unethical business practices: Unfair advertising practices, Pricing of goods in rural areas, Taxation /Tax evasion; Unprofessional business practices: Sexual harassment, Unauthorised use of workplace funds and resources, Abuse of work time; Issues that could challenge ethical and professional behaviour.
4. **Creative Thinking & Problem Solving**
   - Creative thinking and problem solving techniques.
   - Problem solving steps.
5. **Development of strategies**
   - Strategic management process; Types of Business **Strategies:** Integration, Intensive, Diversification, Defensive; **Industrial Analysis Tools:** SWOT Analysis; PESTLE analysis & Porter's Five Forces; Strategy evaluation

TERM 2

6. **Business Sectors and their environments**
   - **Business sectors:** Primary, Secondary, Tertiary.
   - **Business environments:** Micro, Market, Macro; Extent of control
7. **Quality of Performance**
   - Quality concepts; Benefits of a good quality management system; Quality indicators; TQM elements; Role of quality circles; Ways in which TQM can reduce the cost of quality; Impact of TQM if poorly implemented by businesses.
8. **Management and Leadership**
   - Leadership styles; Theories of leadership & management. Role of personal attitude in successful leadership.
9. **Investment: Securities**
   - Functions of the JSE. Factors that should be considered when making investment decisions. Types of investment opportunities and their risk factors; Forms of investment; Types of shares; Calculate simple and compound interest.
10. **Investment: Insurance**
    - Insurances vs Assurance; Compulsory- and Non-compulsory insurance; Insurance concepts; Principles of insurance; Importance of insurance; Calculation of under-insurance.
11. **Team performance & Conflict Management**
    - Criteria for successful team; Characteristics of successful team performance. Stages of team development. Team dynamics; Causes of conflict; Dealing with grievances and difficult people and difficult personalities.

TERM 3

12. **Human Rights, Inclusivity & Environmental issues**
    - Human Rights; Economic-, Social- and Cultural rights; Diversity in the business; Environmental protection and human health.
13. **Social Responsibility & Corporate Citizenship**
    - Social Responsibility; Corporate Social Responsibility [CSR] & Corporate Social Investment [CSI]
14. **Presentation and Data Response**
    - Verbal & Non-verbal Presentations; Factors that must be considered Before, During and After a presentation; Handle feedback in a non-aggressive and professional manner; Areas of improvement. Data response: aspects that must be considered when designing a multi-media presentation; Impact of visual aids.
15. **Forms of Ownership**
    - Characteristics; Impact of forms of ownership; Comparison of different forms of ownership; Focus on the following criteria: Taxation; Management: Capital; Division of profits; Legislation..

Assessment

School Based Assessment [SBA] – 25%: 100 marks
- **Term 1**: Case Study and Control Test
- **Term 2**: Presentation and Control Test or June Exams
- **Term 3**: Project & Trial Examination

NSC Examination – 75%: 300 marks
- **Paper 1:** 150 Marks, 2 Hours
- **Paper 2:** 150 Marks, 2 Hours

Paper 1 [Business Environments & Business Operations]
- **Section A:** Compulsory **30 marks**
- **Section B:** Answer Two of Three questions **80 marks**
- **Section C:** Answer One of Two questions **40 marks**

Paper 2 [Business Ventures & Business Roles]
- **Section A:** Compulsory **30 marks**
- **Section B:** Answer Two of Three questions **80 marks**
- **Section C:** Answer One of Two questions **40 marks**

Tips for Success:
- Visit the Business Studies website on the WCED E-Portal for additional resources.

SCAN ME!
Business Studies Overview

Gr 12 DBE Business Studies Learner book:
https://wcedeportal.co.za/eresource/215041

Gr 12 Telematics video on the Human Resources Function
https://youtu.be/-WWVuy6BTMo