

## PRE U 1 Business: Course Summary

Class text – BUSINESS STUDIES FOR IGCSE, Dransfield and Needham,  
Cambridge International AS and AL Business (some students)

### Term 1

Objectives (What will we study?)
HUMAN RESOURCES Intro to HR - aspects covered
Motivation theory List of motivators Ppt and worksheet Google workplace video
Payment systems Non-financial rewards
OPERATIONS The nature of operations Productivity, efficiency, effectiveness
Operations planning: Methods of production (job, batch, flow, mass customisation) technology
economies/diseconomies of scale
Stocks and lean production Just in time, Kaizen Quality control
Organisation structure

Term 2

STAKEHOLDERS

Identification of stakeholders and their rights and responsibilities

Review objectives and analyse conflicts

Accounting fundamentals:

Cash Flow review

Income statements

Balance sheets

Analysing accounts - English ratios

Term 3

McGregor X and Y

Leadership styles

Recruitment and selection

Training

Communication – importance, methods and barriers

Government economic objectives and policies

Environmental and ethical issues

The importance of globalisation

MNCs

Exchange rates