

2021 National Recovery Annual Teaching Plan: Business Studies: Grade 10

Term 1 45 days	Week 1 27-29 January (3 days)	Week 2 1-5 February (5 days)	Week 3 8-12 February (5 days)	Week 4 15-19 February (5 days)	Week 5 22-26 February (5 days)	Week 6 1-5 March (5 days)	Week 7 8-12 March (5 days)	Week 8 15-19 March (5 days)	Week 9 23-26 March (4 days)	Week 10 29-31 March (3 days)
CAPS Topic	Baseline Assessment	Micro Environment	Micro Environment	Market Environment	Macro Environment	Business Functions	Business Function	Interrelationship between the environments	Business Sectors	Business Sectors
Core Concepts, Skills and Values	Baseline Assessment to determine learning losses in Grade 9	<ul style="list-style-type: none"> Meaning of the term micro-environment. Various components of the micro (internal) business environment. 	<ul style="list-style-type: none"> A vision/mission statement, goals, and objectives of any business. Purpose of the organisational culture. The purpose/importance of a business organisational structure with specific reference to an organogram 	<ul style="list-style-type: none"> Meaning of the term market-environment. Components of the market environment. Examples of other organisations/civil society. Meaning of opportunities and threats in a business context and give practical examples of each. 	<ul style="list-style-type: none"> Meaning of the term macro-environment. Reasons why the macro environment can be a challenge to businesses. Practical examples of each component/feature of the macro environment The reason why each component/feature poses a challenge to businesses. 	<ul style="list-style-type: none"> Recap the EIGHT business functions: Differences between leadership and management. 	<ul style="list-style-type: none"> Business functions and the activities of the business: General Management; Administration; Purchasing; Financing & Public Relations <u>Purchasing - Include:</u> <ul style="list-style-type: none"> NCA CPA - Nature - Purpose - Rights - Responsibilities - Remedies	<ul style="list-style-type: none"> The link/ relationship between the features/components of the micro-environment. Reasons why competition poses a challenge to businesses. Interrelation between micro (internal) and market environments. Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors. Relationship between micro, market, and macro environments. 	<ul style="list-style-type: none"> Meaning of the primary, secondary, and tertiary sectors & examples of each sector. Relationship between these sectors. 	<ul style="list-style-type: none"> Meaning of the terms formal and informal sectors. Give practical examples of each. Importance of the formal and informal sector. Distinguish between the formal and informal sectors. Meaning of the terms public and private sector. Purpose of the public and private sector Distinguish between the public and private sectors
Requisite Pre-Knowledge		<ul style="list-style-type: none"> Meaning of the term "micro environment". 	<ul style="list-style-type: none"> Meaning of the term "market environment". 	<ul style="list-style-type: none"> Meaning of the term "macro environment" 	<ul style="list-style-type: none"> Characteristics of the business functions Role and importance of the business functions. 	<ul style="list-style-type: none"> Three business environments Meaning of the three business environments 	<ul style="list-style-type: none"> The role of the three sectors Skills required in each sector 			
Resources (other than textbook) to enhance learning	Grade 10 Bus Studies Notes; DBE Exemplar Question Paper 1 & 2, Past Question Papers; Telematics video etc.									
Informal Assessment	Section A-type questions; Case Studies; Essay writing									
SBA (Formal Assessment)	SBA: Case Study Content Focus: Market-, Micro- and Macro environments Marks: 50					SBA: Control Test 1 Content Focus: All Topics completed as per the ATP of Term 1 Marks: 100				

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Term 2 54 days	Week 1 13 – 16 April (4 days)	Week 2 19 – 23 April (5 days)	Week 3 28 – 30 April (3 days)	Week 4 03 – 07 May (5 days)	Week 5 10 – 14 May (5 days)	Week 6 17 – 21 May (5 days)	Week 7 24 – 28 May (5 days)	Week 8 31 May – 4 June (5 days)	Week 9 7 – 11 June (5 days)	Week 10 & 11 14 – 25 June (9 days)
CAPS Topic	Contemporary Socio-Economic Issues	Contemporary Socio-Economic Issues	Social Responsibility	Forms of Ownership	Forms of Ownership	Concept of Quality	Concept of Quality	Revision	Revision	Revision
Core Concepts, Skills and Values	<ul style="list-style-type: none"> Meaning of socio-economic issues Reasons why socio-economic issue pose a challenge to businesses Meaning of inequality and poverty. Impact of inequality and poverty on businesses. Term “inclusivity” Purpose of inclusivity in the workplace. Unemployment and unproductive labour forces 	<ul style="list-style-type: none"> Negative impact of HIV/Aids on businesses. Different types of gambling and explain their impact on businesses Meaning of counterfeiting /bootlegging/strikes /political disturbance & crime impact of the socio-economic issues on businesses. 	<ul style="list-style-type: none"> Term “social responsibility” and give practical examples. Definition of Corporate Social Responsibility Recommend/Suggest initiatives businesses can take to address socio-economic issues. 	<ul style="list-style-type: none"> Sole Proprietor Partnership Close Corporation - Definition - Characteristics, - Advantages, - Disadvantages - Differences (comparison) between the forms of ownership: 	<ul style="list-style-type: none"> Non-Profit Company Profit Companies Co-operatives - Definition - Characteristics, - Advantages, - Disadvantages - Differences (comparison) between the forms of ownership: 	<ul style="list-style-type: none"> Meaning of quality, quality control and quality assurance. Difference between quality control and quality assurance. Importance of quality for businesses. 	<ul style="list-style-type: none"> Quality relates to the following business functions: <ul style="list-style-type: none"> - Human Resources function - Administration function - Financial function - General management - Quality indicators of the business function. - correlation between management and the success of the business. 	<ul style="list-style-type: none"> Contemporary Socio-Economic Issues Social Responsibility 	<ul style="list-style-type: none"> Forms of Ownership Concept of Quality 	
Requisite Pre-Knowledge	<ul style="list-style-type: none"> Different examples of socio-economic issues in local communities 		<ul style="list-style-type: none"> Different examples of social responsibility projects in local communities 	<ul style="list-style-type: none"> Different types of Forms of ownerships 		<ul style="list-style-type: none"> Meaning of the term “quality” 		<ul style="list-style-type: none"> Understanding of the meaning of action verbs, analysis of scenarios/ statements and principles of marking. 		
Resources (other than textbook) to enhance learning	Grade 10 Bus Studies Notes; DBE Exemplar Question Paper 1 & 2, Past Question Papers; Telematics video etc.									
Informal Assessment	Section A-type questions; Case Studies; Essay writing									
SBA (Formal Assessment)	SBA: Presentation Content Focus: at least 4 topics as per the ATP of Term 2 Marks: 50					SBA: Control Test 2 Content Focus: All Topics completed as per the ATP of Term 2 Marks: 100				

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Term 3 53 days	Week 1 13 July – 16 July (4 days)	Week 2 19 July – 23 July (5 days)	Week 3 26 July – 30 July (5 days)	Week 4 2 Aug – 6 Aug (5 days)	Week 5 10 Aug – 13 Aug (4 days)	Week 6 16 Aug – 20 Aug (5 days)	Week 7 23 Aug – 27 Aug (5 days)	Week 8 30 Aug – 3 Sept (5 days)	Week 9 6 Sept – 10 Sept (5 days)	Week 10 & 11 13 Sept – 23 Sept (9 days)
CAPS Topic	Creative thinking & Problem solving	Creative thinking & Problem solving	Business Opportunity & Related factors	Business Opportunity & Related factors	Presentation of Business Information:	Presentation of Business Information:	Business Plan	Business Plan	Revision	Revision
Core Concepts, Skills and Values	<ul style="list-style-type: none"> Meaning of creative thinking. Advantages/benefits of creative thinking in the workplace. Use creative thinking to generate entrepreneurial opportunities. Businesses can use creative thinking to solve business problems. Meaning of problem solving. Differences between decision making and problem solving. 	<ul style="list-style-type: none"> Problem solving cycle. Problem-solving techniques. Apply the problem-solving techniques to solve business problems. Explain/Discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities. Recommend/Suggest ways in which creative business opportunities can realistically be implemented. 	<ul style="list-style-type: none"> Meaning of a business opportunity and give practical examples. importance of assessing needs and desires in identifying a business opportunity. Protocol for conducting research. Conduct a market research and identify a business opportunity. 	<ul style="list-style-type: none"> Difference between internal & external market research. SWOT analysis to determine a viable business venture. Identify a business opportunity based on the findings from compiling a SWOT analysis Apply a SWOT analysis from given scenarios/case studies. 	<ul style="list-style-type: none"> Accurate and concise verbal and non-verbal presentation Presentation of business reports Verbal presentations with support materials Definition of the different audio-visual aids Design and layout of a presentation using different visual aids 	<ul style="list-style-type: none"> Outline/Explain/ Discuss factors that must be considered when preparing for a verbal presentation. Advise businesses on how to prepare for support materials for a presentation. Explain the purpose of audio-visual aids. Explain factors that must be considered when designing a presentation. 	<ul style="list-style-type: none"> Importance of a business plan. Challenges of the macro environment using PESTLE analysis. Components of a business plan. Purpose of the executive summary aspects that must be included in the executive summary. vision/mission statements and goals of the envisaged business. 	<ul style="list-style-type: none"> Relationship between the structure of the business and forms of ownership. Different types of legal requirements of a business. Compile a SWOT analysis for the envisaged business. Importance of a marketing plan and market research. Meaning of marketing mix with specific reference to the 7p's. Identify the 7p's from given case studies/scenarios/ statements/cartoon. Identify competitors from doing a market research and explain the strategies that you will use to overcome competition in the market. Formulate a financial plan including a balance sheet 	<ul style="list-style-type: none"> Creative thinking & Problem solving Business Opportunity & Related factors 	<ul style="list-style-type: none"> Presentation of Business Information Business Plan
Requisite Pre-Knowledge	<ul style="list-style-type: none"> Meaning of term "creative thinking" Meaning of the term "problem solving" Differences between creative thinking and problem solving 		<ul style="list-style-type: none"> Different examples of business ventures in the local community 	<ul style="list-style-type: none"> Meaning of the term "verbal communication" Meaning of the term "non-verbal communication" 		<ul style="list-style-type: none"> Concept of a business plan Format of business plan: 		<ul style="list-style-type: none"> Understanding of the meaning of action verbs, analysis of scenarios/ statements and principles of marking. 		
Resources (other than textbook) to enhance learning	Grade 10 Bus Studies Notes; DBE Exemplar Question Paper 1 & 2, Past Question Papers; Telematics video etc.									
Informal Assessment	Section A-type questions; Case Studies; Essay writing									
SBA (Formal Assessment)	SBA: Project Content Focus: At least 4 topics as per the ATP of Term 3 Marks: 50					SBA: Control Test 2 Content Focus: All Topics completed as per the ATP of Term 3 Marks: 100				

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Term 4 47 days	Week 1 5 – 8 Oct (4 days)	Week 2 11 – 15 Oct (5 days)	Week 3 18 – 22 Oct (5 days)	Week 4 25 – 29 Oct (4 days)	Week 5 1 – 5 Nov (5 days)	Week 6 8 – 12 Nov (5 days)	Week 7 15 – 19 Nov (5 days)	Week 8 22 – 26 Nov (5 days)	Week 9 29 – 3 Dec (5 days)	Week 10 6 – 8 Dec (3 days)
CAPS Topic	Relationship & Team Performance	Relationship & Team Performance	Revision	Revision	Revision	Revision	Final Examination			
Core Concepts, Skills and Values	<ul style="list-style-type: none"> Factors that can influence team Relationships Understanding business Objectives Interpersonal relationships in the Workplace Personal beliefs and values and how they influence relationships 	<ul style="list-style-type: none"> Criteria for successful and collaborative team performance in a business context Working in a team to accomplish business objectives 	Term 1 Content	Term 2 Content	Term 3 Content	Term 4 Content	PAPER 1		PAPER 2	
Requisite Pre-Knowledge	<ul style="list-style-type: none"> Meaning of the term "relationship" Meaning of the term "team" 		<ul style="list-style-type: none"> Understanding of the meaning of action verbs, analysis of scenarios/ statements and principles of marking. 				Time 2 Hrs Marks: 150 Section A [Compulsory] Question 1: [MCQs; Matching Columns & Choose correct answers] - Business Environments & Business Operations: 30 Section B [Answer TWO questions] Question 2: Business Environments: 40 Question 3: Business Operations: 40 Question 4: Business Environments & Business Operations: 40 Section C: [Answer One question] Question 5: Business Environments: 40 Question 6: Business Operations: 40 Cognitive levels: Lower order - 30%. Middle order - 50%. Higher order - 20%		Time 2 Hrs Marks: 150 Section A [Compulsory] Question 1: [MCQs; Matching Columns & Choose correct answers] Business Ventures & Business Roles: 30 Section B [Answer TWO questions] Question 2: Business Ventures: 40 Question 3: Business Roles: 40 Question 4: Business Ventures & Business Roles: 40 Section C: [Answer One question] Question 5: Business Ventures: 40 Question 6: Business Roles: 40 Cognitive levels: Lower order - 30%. Middle order - 50%. Higher order - 20%	
Resources (other than textbook) to enhance learning	Grade 10 Bus Studies Notes; DBE Exemplar Question Paper 1 & 2, Past Question Papers; Telematics video etc.									
Informal Assessment	Section A-type questions; Case Studies; Essay writing									
SBA (Formal Assessment)	Final Examination Content Focus: Paper 1 – Business Environments & Business Operations Marks: 150 Content Focus: Paper – Business Ventures & Business Roles Marks: 150									