

SCHEME OF WORK
FORM 6 II
MANAGEMENT OF BUSINESS

TERM 1

WEEK 1

- Nature of Production
 - Production Methods - Job, Batch, Flow, Sell
- Location of Production

WEEK 3

- Product Design Strategies
 - Modularisation and Miniaturisation
 - Integration and Value Analysis
 - CAD & CAM

WEEK 5

- Project Management
 - Decision Trees
- Layout Strategies
 - Process, Production, Fixed Position, Cellular

WEEK 7

- Quality
 - Dimensions of Quality
- Techniques for Improving Quality
 - Quality Control and Assurance
 - Benchmarking
 - ISO Standards
 - Outsourcing
 - Quality Circles

WEEK 2

- Forecasting Techniques
 - Sales Force Composite, Delphi
- Trends and Moving Averages

WEEK 4

- Project Management
 - Critical Path Method

WEEK 6

- Capacity Planning
- Inventory Management
 - Economic Order Quantity, Just in Time

WEEK 8

- Costing
 - Types of Costs
 - Absorption Costing
 - Marginal Costing

- Total Quality Management (TQM)
- Kaizen
- Lean Production

WEEK 9

- Break-Even
 - Break-Even Charts, Calculations, Make or Buy Decisions
- Productivity
 - Definition and Calculation
 - Factors Impacting Productivity

WEEK 11

- Size and Growth of Businesses
 - Measuring Size and Growth
 - Small Firms versus Large Firms

WEEK 13 & 14

- End of Term Exams

WEEK 10

- Nature and Characteristics of Entrepreneurship
- Economic Systems
 - Free Market, Planned, Mixed

WEEK 12

- Revision