

**SCHEME OF WORK  
CARIBBEAN STUDIES  
FORM 6  
2019/2020  
TERM 1: 15 WEEKS  
2ND SEPTEMBER – 13TH DECEMBER**

**WEEK**

**1.**

- **Nature and Purpose of Research**

- An overview of the Internal Assessment
- What is Caribbean Studies?
- Structure of the Syllabus
- Skills and Abilities to be assessed.

**2.**

- **Nature and Purpose of Research**

- Explanation of nature and purpose of research
- Identifying a '*research problem*'.
- Formulating and re-formulating '*problem statements*'.

- **Nature and Purpose of Research**

- Formulating relevant *research questions* and/or hypothesis
- Reliability and validity in research.
- Problem solving

- **Sources of Information**

- Identifying and accessing sources of information
- Evaluating existing information about the problem
- Criteria for selection and use.

**3.**

- **Location and Definition of the Caribbean Region**

- Geographical location
- Names of territories
- Identification of sub-regions e.g. Greater Antilles, Lesser Antilles, Bahamas
- Position of territories in relation to the Caribbean Sea, Atlantic Ocean and, the continental land masses.

- **Definitions of the Caribbean**
  - geographical
  - historical
  - geological
  - political

## 4.

- **Methods and Instrument of Data Collection**
  - Sampling:
    - probability and non-probability
    - target population
  - Survey:
    - types of surveys
    - interview techniques

- **Caribbean Identity and Culture**

- **Characteristics of society**
  - Society:
    - shared common purpose
    - defined territorial space
    - continuity over time and space
    - citizenship within a space

- **ASSESSMENT**

## 5.

- **Characteristics of Caribbean society and culture**
  - cultural diversity
  - social stratification
  - social mobility
- **Methods and Instrument of Data Collection**
  - Survey:
    - Questionnaire construction
    - Interviews
    - Observation
  - Advantages and disadvantages of each method of survey/investigation

3

6.

- **Format of Presenting Data**
  - Tabular
  - Graphic
  - Text
- **Conclusion and Recommendations**
  - main findings in relation to research objectives
  - limitations of the study
  - Recommendations
  - Areas of further research
- **Characteristics of Caribbean society and culture**
  - Hybridization

7.

- **MID TERM ASSESSMENT**

8.

- **Bibliographies and Referencing**
  - American Psychological ass. Conventions (APAC)
- **Principles of ethical conduct**
- **Characteristics of Caribbean society and culture**
  - erasure of cultural practices
  - retention of cultural practices
  - renewal of cultural practices
- **Consultation with students**

## 9.

- **Impact of Historical Processes**  
-Migration movements  
-Settlement patterns
- **Assistance with Internal Assessment**

## 10.

- **Principles of ethical conduct**  
-respect for privacy and confidentiality  
-integrity and transparency
- **Impact of Historical Processes**  
-Systems of Production:
  - i. Indentureship
  - ii. The Plantation System

## 11.

- **Responses of Caribbean people to oppression and genocide**
  - i. resistance
  - ii. revolution
  - iii. development of peasant groups
- **Impact of Geographical Phenomena**  
-Plate Tectonic:
  - i. definition
  - ii. location and movement of Caribbean plate
  - iii. earthquakes and volcanoes: social displacement

## 12.

- **Impact of Geographical Phenomena**  
-hurricanes: social and economic consequences  
-soils: erosion and conservation
- **Impact of Geographical Phenomena**  
-hurricanes: social and economic consequences  
-soils: erosion and conservation

**13.**

- **Impact of Societal Institutions on Caribbean People**
  - family
  - education
  - religion
  - justice system

**14 & 15.**

- **Examination**
- **Correction and return of scripts**

**SCHEME OF WORK  
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FORM 6  
2019/2020  
TERM 2: 13 WEEKS  
6TH JANUARY – 3RD APRIL**

**WEEK**

**1.**

- **Caribbean – Global Interactions**
  - Influences of extra-regional societies on the Caribbean
    - i. consumption patterns: goods and services
    - ii. creative expressions: festivals, music, culinary practices etc.
    - iii. education: impact of colonialism; the information age; language; curriculum

**2.**

- **Concepts and indicators of Development**
  - Concepts: (a) sustainable development  
(b) development
  - Indicators: (a) levels of income  
(b) productivity

**3.**

- **Indicators of Development**
  - social and economic equalization
  - modern knowledge
  - improved institutions and attitudes
  - a rationally co-ordinated system of policy measures
  - environmental factors

**4.**

**Factors that promote or hinder development**

- political ideologies; popular movement
- Distribution of wealth; resources; income generation
- Changing class boundaries

7

5.

- **Factors that promote or hinder development**
  - definition of Caribbean experience and identity
  - natural and man-made disasters
  - impact of productive sector
  - tourism: (a) contributions  
(b) challenges

6.

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(b) challenges

7.

- **Globalization and Development**
  - Definition and stages
- **Globalization and Development**
  - World Bank
  - Transnational organization

8.

- **Globalization** -Definition and stages
  - Facilitators of globalization: i. World Trade Organization  
ii. International Monetary Fund  
iii. industry and commerce

9.

- **Globalization** -Definition and stages
  - Facilitators of globalization:
    - iv. distributional sector
    - v. labour
    - vi. technology

10.

- **The Integration Movement**  
-The evolution of:
  - i. CARIFTA
  - ii. CARICOM
  - iii. OECS
  - iv. ACS

11.

- **The Integration Movement**  
-Achievements and Challenges of THREE of the following:
  - i. Caricom Community (CARICOM)
  - ii. University of the West Indies (UWI)

12.

- **Movement towards Independence**  
-Political Enfranchisement:
  - iii. economic enfranchisement
  - iv. entrepreneurial activities e.g. shopkeeping and savings societies

13.

- **Examination**
- **Correction and return of scripts**



**SCHEME OF WORK  
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2019/2020  
TERM 3**

**WEEK**

**1.**

- **Steps in Essay Writing**
  
- **The Integration Movement**
  - Caribbean Tourism Organization (CTO)
  - Caribbean single Market and economy (CSME)
  - Regional Security System (RSS)

**2.**

- **Contribution of sports**
  - generation of income
  - health and fitness
  - educational opportunities
  - discipline and morale
  
- **Contribution of Sports**
  - sense of Caribbean identity
  - presence on the world scene
  - sports tourism

**3.**

**Intellectual Traditions**

- Marxism and neo-Marxism
- Caribbean perspectives on British Capitalism

- **Intellectual Traditions**
  - Trends in Caribbean feminist thought
  - Indo-Caribbean thought
  - Indigenous perspectives

**4.**

- **Roles and Functions of the Mass Media**
  - Provisions of information
  - Entertainment
  - Construction of National Identity
  - Cultural Imperialism

Teacher: Andre Benjamin

Form: 62 Mod

Subject: Economics

Term I 2019/2020

Week	Scheme Of Work
1	<p>Introduction</p> <ul style="list-style-type: none"> <li>• Review of Microeconomics</li> <li>• Overview of Syllabus</li> </ul> <p><b>Start: Module One- Models of the Macro Economy</b>  <b>TOPIC ONE- National Income Accounting</b></p> <ul style="list-style-type: none"> <li>• Economic Agents</li> <li>• GDP / GNP</li> <li>• National Income Framework</li> </ul>
2	<p><b>Module one/ Topic one Cont'd</b></p> <ul style="list-style-type: none"> <li>• Calculation of Real and Nominal GDP</li> <li>• Circular Flow of Income</li> </ul> <p>END OF TOPIC ONE</p> <p><b>Module One Topic Two: Classical Models of the Macro economy</b></p> <ul style="list-style-type: none"> <li>• Flexibility of wages and prices</li> <li>• Factors that influence aggregate Demand</li> </ul>
3	<p><b>Module One Topic Two: Classical Models of the Macro economy Cont'd</b></p> <ul style="list-style-type: none"> <li>• Aggregate and Aggregate Supply Curves</li> </ul> <p>END OF TOPIC TWO</p>
4	<p><b>Module One Topic Three- Basic Keynesian Model</b></p> <ul style="list-style-type: none"> <li>• Autonomous vs Induced Consumption</li> <li>• Propensities to Consume and Save</li> <li>• The Mutiplier</li> <li>• Government Expenditure and National Income</li> </ul>
5	<p><b>Module One Topic Three- Basic Keynesian Model Cont'd</b></p> <ul style="list-style-type: none"> <li>• Keynesian 45° Line</li> <li>• Keynesian Aggregate Demand and Supply Curves</li> </ul> <p>END OF TOPIC THREE</p> <p>Start Module One Topic Four- Investment</p> <ul style="list-style-type: none"> <li>• Autonomous and induced and investment</li> <li>• Marginal Efficiency of Capital and investment</li> </ul>

6	<p><b>Module One: Topic Four Cont'd</b></p> <ul style="list-style-type: none"> <li>• Accelerator Theory</li> <li>• Determinants of Investment</li> </ul> <p><b>END OF MODULE ONE</b></p> <p><i>PAST PAPER SESSION</i></p>
7	<p><b>Start Module Two: Macro-Economic Problems and Policies</b></p> <p>Topic one: Unemployment and Inflation</p> <ul style="list-style-type: none"> <li>• Employed vs Unemployed</li> <li>• Effect of income, output and growth</li> <li>• Labour Mobility</li> <li>• Fiscal and Monetary Policy</li> </ul>
8	<p>Module Two Topic one: Unemployment and Inflation Cont'd</p> <ul style="list-style-type: none"> <li>• Inflation</li> <li>• Real and Money Wages</li> <li>• GDP Deflator</li> <li>• Demand and Supply Shocks</li> </ul>
9	<p>Module Two Topic one: Unemployment and Inflation Cont'd</p> <ul style="list-style-type: none"> <li>• Cost and Benefits of inflation</li> <li>• Introduction to Income, monetary and fiscal policy</li> <li>• Supply side measures</li> <li>• Phillips Curve</li> </ul> <p><i>End of module two: Topic One</i></p>
10	<p><b>Start: Module Two: Macroeconomic Problems and Policies</b></p> <p><b>TOPIC TWO- Monetary Policy</b></p> <ol style="list-style-type: none"> <li>1. The meaning of money. Types of money: token and commodity.</li> <li>2. Functions of money.</li> <li>3. (a) Liquidity Preference Theory. (b) Motives for holding money (transactions, precautionary, speculative).</li> </ol>
11	<p><b>Module Two/ Topic Two Cont'd</b></p> <ol style="list-style-type: none"> <li>4. The money supply (M1, M2).</li> <li>5. Monetary policy – expansionary and contractionary policies.</li> <li>6. The nature of currency substitution and hoarding</li> <li>7. The Quantity Theory of money.</li> </ol> <p>End of Topic Two</p>
12	Past Paper Sessions

## MANAGEMENT OF BUSINESS

### UNIT 1- SCHEME OF WORK

TERM 1- 2019-2020

**Teacher: Jimmy Ramkhelawan**

**Text: Management of Business for Caribbean Students Unit 1 by Priscilla Bahaw, Samantha Roach and Jimmy Ramkhelawan**

Week	Topic	Specific Objectives	Chapter
1	<p><b><u>Module 1- Business and its Environment</u></b></p> <p>*Types of economic activity</p> <p>*Economic Sectors and Legal Structures</p>	<p>-Classification of economic activity- primary, secondary and tertiary</p> <p>-Main features including ability to raise finance, appropriateness of legal structures, problem from changing from one legal structure to another, advantages and disadvantages.</p>	<p>Ch. 1</p> <p>Ch. 2</p>
2	* Economic Sectors and Legal Structures	<p>-Private Sector Organisations:</p> <p>(i) sole-trader;</p> <p>(ii) partnership;</p> <p>(iii) private limited company;</p> <p>(iv) public limited company;</p> <p>(v) co-operative enterprise;</p> <p>(vi) franchise;</p> <p>(vii) joint venture (legal element governing formation, financing and management).</p> <p>-Public Sector Organisations:</p> <p>(i) public corporations;</p> <p>(ii) statutory boards.</p> <p>(c) Not for Profit Organisations:</p> <p>(i) charities;</p> <p>(ii) non-governmental organisations.</p> <p>(d) Privatisation and Nationalisation.</p>	<p>Ch. 2</p> <p>Ch. 1</p>
3	*Business Objectives	- The nature, role, and importance of business objectives.	Ch. 3

	* Business Ethics and Corporate Social Responsibility	<p>-Short, medium and long-term objectives.</p> <p>-Hierarchy of objectives: vision, mission statements; strategic; tactical; operational Objectives</p> <p>- Importance of business ethics and integrity, code of ethics.</p> <p>-Obligations to stakeholders.</p> <p>- Good Corporate Governance.</p>	Ch. 4
4	* Decision Making	<p>- Process of decision making:</p> <p>(i) concept of decision making;</p> <p>(ii) essential features of information for decision making – accuracy, timeliness, relevance and cost effectiveness;</p> <p>(iii) Significance of Qualitative vs. Quantitative decision-making.</p> <p>-Stages of decision making (in relation to objectives):</p> <p>(i) definition of problem;</p> <p>(ii) data collection – importance and sources;</p> <p>(iii) analysis and evaluation;</p> <p>(iv) formulation of alternative strategies;</p> <p>(v) implementation;</p> <p>(vi) evaluation</p> <p>- Factors affecting decision making:</p> <p>(i) governmental, political and legal;</p> <p>(ii) social and cultural;</p> <p>(iii) technological;</p> <p>(iv) economic;</p> <p>(v) ecological;</p> <p>(vi) human and natural constraints.</p>	Ch. 5
5	*Impact of Globalization on Business	<p>- Multinational (growth, advantages and disadvantages).</p> <p>- Role of Government:</p> <p>(i) Facilitating, enabling environment;</p> <p>(ii) Developing necessary legal framework.</p> <p>-Consumer behaviour: Choices, quality, responsibility.</p> <p>-Domestic Business: Competition, pricing policy, quality assurance.</p> <p>(e) Trade Liberalisation.</p>	Ch. 6
6	Revision of module 1	-Past papers between 2002-2014 will be used to prepare	

		students for the Paper 2 questions	
7	<p><b><u>Module 2- The Management of People</u></b></p> <p>*The Functions and Theories of Management</p> <p>*Functions of Management (Definition and Application):</p>	<p>-Evolution of Management theories (principles and contributions to modern day organisations):</p> <p>(i) Classical Model - F.W. Taylor, Henri Fayol, Max Weber;</p> <p>(ii) Human Relations Model: Elton Mayo;</p> <p>(iii) Systems Approach – open/closed/synergy/entropy);</p> <p>(iv) Contingency Approach.</p> <p>(i) planning;</p> <p>(ii) organising;</p> <p>(iii) leading;</p> <p>(iv) controlling;</p> <p>(v) staffing.</p>	Ch. 7
8	<p>* Organisational Structure</p>	<p>-Classification of Organisational Structure – (Principles, Advantages and Disadvantages):</p> <p>(i) by function;</p> <p>(ii) by product;</p> <p>(iii) geographical market;</p> <p>(iv) matrix;</p> <p>(v) team;</p> <p>(vi) network;</p> <p>(vii) virtual.</p> <p>Characteristics of the Formal Organisational Structure:</p> <p>(i) hierarchy;</p> <p>(ii) chain of command;</p> <p>(iii) span of control;</p> <p>(iv) line and staff relationship;</p> <p>(v) responsibility;</p> <p>(vi) authority;</p> <p>(vii) accountability;</p> <p>(viii) delegation;</p> <p>(ix) centralisation;</p> <p>(x) decentralisation.</p>	Ch. 8
	<p>*Theory and Application Motivation</p>	<p>- (a) Factors that stimulate and influence motivation: individual needs; self-motivation; ability to make choices; environmental opportunities.</p> <p>(b) Theories of motivation: Maslow’s Hierarchy of Needs; Herzberg’s Hygiene Theory.</p> <p>(c) Financial and non-financial motivational strategies:</p>	Ch. 9





10	<p>*Causes of Conflict</p> <p>*Strategies to manage conflict:</p> <p>*Management of Change</p>	<p>-Possible Causes of Conflict:</p> <p>(a) management style;  (b) competition for scarce resources;  (c) lack of communication;  (d) clash of personalities.</p> <p>(a) avoidance;  (b) smoothing;  (c) compromise;  (d) collaboration;  (e) confrontation.</p> <p>(a) Nature of change: technical, economic, demographic, social and legal.</p> <p>(b) Resistance to change: fear, disrupted habits, loss of control and confidence, poor training, redistribution of workload and lack of purpose; loss of power, lack of communication.</p> <p>(c) Strategies to manage change.</p>	<p>Ch. 12</p>       <p>Ch. 13</p>
11	*Communication in Business	<p>(a) Diagram of the Communication Process.</p> <p>(b) Communication channels (including: oral, written, visual, non-verbal); communication methods (including: Internet, e-mail, Intranet, fax, video conferencing).</p> <p>(c) Lines of Communication:  (i) formal channel - vertical and horizontal;  (ii) informal channel;  (iii) problems associated with formal channel;  (iv) formal channel versus informal channels.  (d) Barriers to effective communication:  (i) selective-perceptions;  (ii) attitudes;  (iii) noise;  (iv) cultural bias.</p> <p>(e) Reducing barriers to communication (including: ensure clear message, choice of channel, managing feedback, improving physical conditions).</p>	Ch. 14
12	*Human Resource Management	<p>(a) The role of the human resource management in an organisation: attracting, developing and maintaining an effective work force.</p> <p>(b) Functions of the human resources department:  (i) Recruitment:  - Internal;</p>	Ch. 15

		- External. (ii) Selection: including: application, interviews, testing	
13.	*Human Resource Management *Human Resource Management	(iii) Compensation: Various types of compensation including; wages and salaries, pension fund, health insurance. (iv) Training and development: Training vs. Development (on-the-job and off-the-job training). (v) Performance Management: Performance appraisal: - fairness; - participative; - feedback; - periodic. (vi) Resistance to change: fear, disrupted habits, loss of control and confidence, poor training, redistribution of workload and lack of purpose; (vii) The importance of communication in the management process.	Ch. 15
14 - 15		END OF TERM EXAMS	
<b>TERM 2</b>			
<b><u>Module 3- Business Finance and Accounting</u></b>			
1.	*The Need for Capital  *Sources of Capital	(a) Start-up or venture capital. (b) Working capital. (c) Investment capital.  (a) Equity versus debt. (b) Forms of equity: capital and shares. (c) Forms of debt: debentures and bonds.	Ch. 16 & Ch. 17
2.	*Criteria for Seeking Finance  *Money Market and Capital Market	(a) Sources of short-term finance: trade creditors and commercial banks.  (b) Sources of long-term finance: commercial and development banks, venture capital funds, small business associations, development funds and family.  (c) Short-term versus long-term sources of finance.  (a) Roles of Regional and International Financial Institutions, for example, CDB, IDB, IMF and World Bank: (i) provide technical and managerial advice; (ii) conduct feasibility studies and economic appraisal of countries.	Ch. 18 & Ch. 19

		(b) Functioning and workings of Money and Capital Markets: working knowledge of Stock Exchange with reference to the Caribbean.	
3.	*The Need for Accounting Information  *Components of Financial Statements	(a) Definition of Accounting.  (b) Users of Accounting Information (Stakeholders including financial institutions, suppliers/creditors, managers, investors).  (a) Working knowledge of components of financial statements: (i) Income Statement: including sales, cost of sale, gross profit, net profit; (ii) Balance sheet: including fixed assets, current assets, current liabilities, fixed liabilities, owner's equity; (iii) Cash flow statements.  (b) Relation between Statement of Financial Position and Statement of Comprehensive Income.	Ch. 20 & Ch. 21
4.	*Financial Statements Analysis	(a) Use of Accounting Ratios.  (b) Advantages and disadvantages of ratio analysis.  (c) Limitations of Ratio Analysis.  (d) Calculation and Interpretation of Types of Ratios: (i) Liquidity Ratios (current and acid test ratio); (ii) Profitability Ratios: (Gross Profit Margin; Net Profit Margin; Return on Capital Employed (ROCE); (iii) Efficiency; Activity Ratios: (Stock Turnover Ratio; Debtor Day Ratio); (iv) Gearing Ratio: Debt/capital employed (Capital employed = fixed assets + (current assets – current liabilities); Debt = Long term Debt; or Debt = Long Term Debt Capital Exp = (FA + CA) <sup>2</sup> (v) Investors/shareholders Ratios: Dividend Yield and Earnings Per Share.	Ch. 22
5.	*Budgets and Budgetary Control	(a) Type of budgets: cash, sales, production, materials, purchases, labour. (b) Importance of budgeting (usefulness and limitations). (c) Budgetary Control (methods and reasons for variances).	Ch. 23
6.	*Investment Appraisal	(a) Need for investment Appraisal. (b) Analytical methods of Appraisal: - payback period: average rate of return, net present value (meaning, interpretation and simple calculations required). (c) Comparisons of Methods of Appraisal.	Ch. 24

