

Business Essentials (BF10) (2024)

Understand ethics.

1.01 Understand the nature of ethics.

1.02 Understand the reasons for ethical dilemmas and how to recognize and respond to them.

Understand the business environment.

2.01 Understand the role of business in society.

2.02 Understand fundamental economic concepts.

2.03 Understand the types of economic systems.

2.04 Understand the role and impact of private enterprise and small business entrepreneurship.

2.05 Understand the risk factors that affect business profits.

Understand business management.

3.01 Understand the types of business activities.

3.02 Understand the concept of business management, human resource management, and information management.

3.03 Understand the concept of positive customer relations.

Understand business operations.

4.01 Understand the need and concept of accounting and finances in business.

4.02 Understand the nature of business operations.

4.03 Understand marketing and its importance in a global economy.

Understand business technology.

5.01 Understand the role of information systems.

5.02 Understand the principles of computer systems.

5.03 Understand the usage of basic office organization skills and usage of general office application software.

5.04 Understand the effects of technology on business.

Understand the job search process.

6.01 Understand workplace expectations and what employers are seeking.

6.02 Understand the rights of workers and general employment laws.

6.03 Understand the need to acquire self-development skills to enhance relationships and improve efficiency in the work environment.

6.04 Understand how to obtain a job through proper techniques.

6.05 Understand the steps in the job advancement process.