

## Shan-Phill Training Course Information

### Management of Business

#### **Overview**

The CAPE Management of Business syllabus provides not only a good foundation for further study of Management of Business and other related disciplines at the tertiary level, but also opportunities for persons to function not only in existing business organisations, but also as successful entrepreneurs having developed the required knowledge and understanding of management principles, practices, and skills required to address managerial problems and the challenges faced by businesses.

*Reference: <https://www.cxc.org/subject/management-of-business-cape>*

The syllabus is divided into two (2) Units. Each Unit comprises three Modules.

#### **Unit 1: Management Principles and Processes**

Module 1 - Business and its Environment

Module 2 – The Management of People

Module 3 – Business Finance and Accounting

#### **Unit 2: Application in Management**

Module 1 – Production and Operations Management

Module 2 – Fundamentals of Marketing

Module 3 – Small Business Management

**UNIT 1 ONLY**, will be offered for the said period September 2022 to May 2023.

Students will be assessed on UNIT 1 only during the exam period May/June 2023.

Unit one will be taught as follows:

#### **Unit 1: Management Principles and Processes**

**Module 1** - Business and its Environment - Semester 1 (September to December)

**Module 2** – The Management of People - Semester 1 (September to December)

**Module 3** – Business Finance and Accounting – Semester 2 (January to May)

**Revision for exams** - Past papers – Semester 2 (January to May)

## Resources

✓Laptop/Desktop Computer with good quality internet, a camera, and a microphone

✓Textbooks

### **MANAGEMENT OF BUSINESS: Unit 1**

Management of Business for CAPE Examinations Paperback – November 12, 2013  
(by: Jerome Patterson) *Can be purchased on Amazon*

This textbook provides comprehensive coverage of units 1 and 2 of the CAPE Management of Business syllabus