

**POB Syllabus- Form 4**  
St. Anthony's Secondary School  
2024-2025 School Year

**Contact:** [jfabian@sasantigua.org](mailto:jfabian@sasantigua.org)

**Text:** Carlong Principles of Business for CSEC

**Topics:**

- **Semester 1:** The Nature of Business
- **Semester 1:** Internal Organizational Environment
- **Semester 1:** Establishing a Business
- **Semester 2:** Legal Aspects of Business
- **Semester 2:** Production
- **Semester 2:** Marketing (Part 1)

**Assessment Criteria:**

- **Quizzes: 25%**  
During the course of each term, quizzes may be given weekly (**at the discretion of the teacher**) to ensure students are keeping up with the work. Quizzes may be done unannounced and therefore it is the student's responsibility to keep up with class work.
- **Tests: 50%**  
Students will be subjected to taking three (3) tests throughout each semester. Before a test is given students will be informed of the date the test will be given, and topics that will be covered within the assessment. Some questions on tests will be taken directly from past CXC exams to help prepare students for their upcoming examinations.
- **Class Work /Homework: 25%**  
  
**Classwork:** All students are expected to complete classwork assignments within the given time delegated by the teacher. Class work will consist of both individual and group work. In reference to group work, students should note that each group will be populated with members selected by the teacher.
- **Homework:**

Homework is an important part of this class. Students must submit homework assignments on the assigned date.

Students should note: If an assignment is handed in late a total of 10% will be deducted for each day after the due date has passed, unless extra time has been agreed upon by the teacher. (This is subject to change based on the teacher)