**Coláiste na Mí**

**Leaving Certificate - Business**

**Scheme of Work**

**5th Year 2020/2021**

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| **Aims – Business Syllabus** |
| * To contribute to a balanced and appropriate general education, leading to the personal and social development of students through a study of business and enterprise. * To encourage initiative and self-reliance in each student. * To develop a clear understanding of the role of enterprise, to encourage the development of appropriate enterprise learning skills, and to generate in students a positive and ethical attitude to enterprise in personal, business and public life. * To develop a critical understanding of the overall environment in which business functions. * To help prepare students for participation in a changing business environment for adult and working life and also as a basis for further education. |

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| **Objectives – Business Syllabus** |
| * To develop students' literacy, numeracy, problem-solving and communication skills and to develop an attention to detail in the presentation of information. * To develop an understanding of the structures, institutions, processes and management of business. * To enable students to make informed business decisions. * To enable students to use established commercial principles and knowledge, to critically evaluate commercial information, and to offer solutions to given commercial problems. * To promote a positive awareness of cultural and social diversity in international business. * To enable students to understand and appreciate ethics in business. |

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| **Resources Used** |
| * Coláiste na Mí Business Studies Website [www.colaistenamibusiness.com](http://www.colaistenamibusiness.com) * Ready For Business Textbook * I-Pads-Student’s own device * OneNote * Schoology * YouTube Videos * YouTube Channel * Examinations.ie * Websites such as RTE.ie/Irish Times/Irish Independent/Journal.ie for news stories * Dragons Den Clips * Explain Everything * Class Tests * Handouts * Key Term Quizzes and Puzzles * Lollipop Sticks * Peer Learning * Class Discussions * Note Taking and Note Making * Kahoot * Puzzlemaker * Sporcle of Key Terms * Unit Sheets |

**5th Year Business Scheme of Work**

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| **Week** | **Unit/Topic** | **Learning Outcomes** | **General Content** | **Assessment**  **For Learning**  **Of Learning** | **Literacy** | **Numeracy** |
|  |  |  | **UNIT 2** |  |  |  |
| **Sep** | **Entrepreneurs & Enterprise** | Students will:   * Understand what enterprise is * Identify where enterprise is relevant * Understand the rewards & risks associated with becoming an entrepreneur * Identify the characteristics& skills associated with becoming an entrepreneur * Understand why enterprise is important * The Intrapreneur- Reasons/Methods/Rewards | Website Presentations  Chapter 4 Ready for Business  Worksheets  ABQs  Video  [www.studententerprise.ie](http://www.studententerprise.ie)  YouTube  Sporcles  Kahoots  Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Q&A * Sporcle/Forms * Observation * Differentiated questions * HW Correction Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
|  |  |  | **UNIT 3** |  |  |  |
| **Sep** | **Introduction to Management**  **Management Skills: Leadership and Motivation** | Students will:   * Understand what Management is * Identify management skills, activities & characteristics * Identify where management is relevant * Differences between managers & entrepreneurs * Understand what leadership is * Understand the different types of leaders * Understand Maslow’s & McGregor’s theories of Motivation | * Website * Schoology * Unit Sheets * Chapter 5 Ready for Business * Worksheets * ABQs * PowerPoint presentation * YouTube clips * Sporcles * Kahoots * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Q&A * Sprocle/Forms * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
| **Oct** | **Management**  **Skills: Communication** | Students will:   * Understand the importance of communication * Identify the methods of communication used by businesses * Identify the barriers/benefits of Communication * Understand types of meetings and how business meetings are organised * Draft a memo, business letter and report * Understand the elements and barriers of effective communication * Identify the role and importance of ICT for a business * The Role of GDPR and its effect on business operations | * Website * Schoology * Unit Sheets * Chapter 6 Ready for Business * Worksheets * ABQs * Keywords (BSTAI conference) * Sporcles * Kahoots * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
| **Oct/Nov** | **Management Activities:**  **Planning, Organising, Controlling** | Students will:   * Understand planning * Understand the stages in the planning process * Understand the qualities of a good plan * Understand what organising is * Understand the organisational structures * Understand what control is * Understand the different types of control * Understand the importance of planning/organising and controlling to management | * Website * Schoology * Unit Sheets * Chapter 7 Ready for Business * Worksheets * Case Studies * Sporcles * Kahoots * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in extra handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
|  |  |  | **MIDTERM** |  |  |  |
|  |  |  | **IN-HOUSE ASSESSMENTS** |  |  |  |
|  |  |  | **UNIT 4** |  |  |  |
| **Nov/Dec** | **Managing Business & Household Finance** | Students will:   * Understand budgeting & how do business/household budget * Understanding cash flow forecasts and fill in missing figures * Identify why businesses need Cash Flow Forecasts * Advise on Surplus/Deficits * Identify the main sources of finance for business/household (short/medium/long) * Identify things that a bank would look for before agreeing on a loan * Identify the similarities/differences between managing household/business finance | * Website * Schoology * Unit Sheets * Chapter 8 Ready for Business * Worksheets * Case Studies * Sporcles * Kahoots * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot | Solve Cash Flow Forecast figures |
| **Dec** | **Managing Business & Household: Insurance & Tax** | Students will:   * Understand what risk management is, what insurance is * Identify the types of insurance that a business/household must have * Understand the steps involved in becoming insured * Understand the principles of insurance * Identify the similarities/differences between business/household insurance * Identify what taxes are paid by businesses/household * Examine the PAYE Modernisation System * Identify the similarities/differences between business/household taxation | * Website * Schoology * Unit Sheets * Chapter 9 Ready for Business * Worksheets * PowerPoint presentation * Sporcles * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot | Calculating Average Clause Income Tax Workings |
|  |  |  | **Christmas Holidays** |  |  |  |
| **Jan** | **Human Resource Management** | Students will:   * Understand what HRM is * Understand the process involved in recruiting and selecting staff * Understand how a business trains and develops their staff * Understand what is performance appraisal * Understand the financial rewards that can be offered to staff * Understand the non-financial rewards that can be offered to staff * Understand how a business can maintain positive industrial relations | * Website * Unit Sheets * Schoology * Ready for Business Chapter 11 * Worksheets * Case Studies * Kahoots * Sporcle * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
| **Jan/Feb** | **Monitoring Business Finances using accounts** | Students will:   * Identify financial accounts that businesses use (Profit & Loss account, Balance sheet) * Identify different ratios that businesses use (Profitability, liquidity, debt/equity ratios) * Understand what the ratios tells us about a business * Understand why the different stakeholders are interested in monitoring the finances of a business | Website  Ready for Business Chapter 10  Worksheets  Sample Q’s  Kahoots  Sample Q’s | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words highlighted in each chapter | Calculations of financial accounts & ratios |
|  |  |  | **MIDTERM** |  |  |  |
| **Feb/**  **March** | **Managing Change** | Students will:   * Identify the main causes of change in business * Understand how businesses can manage change * Identify how empowerment/teamwork/ quality and TQM be promoted * Understand how new technologies can change the role of management | * Website * Schoology * Unit Sheet * Ready for Business Chapter 12 * Worksheets * Kahoots * Sporcle * Microsoft Forms | Assessment for learning   * Self & Peer assessment * Reflective note think, pair, share * Mind maps   Assessment of learning   * Sporcle/Forms * Q&A * Observation of students * Differentiated questions * Correction of HW * Completion of exercises in textbook and additional handouts   End of chapter test will form part of AFL & AOL | Key words  highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
|  |  |  | **UNIT 5** |  |  |  |
| **March** | **Getting Started** | Students will:   * Identify, understand and spell key vocabulary * Understand the main ownership options for a business start up * Identify the main sources of finance, factors to consider when choosing same * Understand the main production options for a new enterprise * Explain subcontracting/outsourcing   Understand and prepare a business plan | * Website * TextBook * Unit Sheet * Worksheets * Video clips * Print and web media * Sporcle * Microsoft Forms | Assessment for learning:   * Self and Peer Assessment * Reflective note * Think, Pair, Share * Mind Maps   Assessment of Learning**:**   * Sporcle/Forms * Questions and answers * Exercise in text and workbook * Regular correction of H.W * End of section tests | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
| **March/**  **April**  **\*** | **Marketing**  **Introduction** | To enable students to:   * Identify, understand and spell key vocabulary * Understand marketing and marketing strategy * Identify … elements in the marketing mix-product, price, promotion and place * Understand product life cycle, pricing strategies, distribution methods/channels, advertising and promotion methods * Understand the role of ethics in business | * Website * Textbook * Unit Sheet * Schoology * Worksheets * Workbooks * Video clips * Print and web media * Sporcle * Microsoft Forms | Assessment for learning:   * Self and Peer Assessment * Reflective note * Think, Pair, Share * Mind Map   Assessment of learning:   * Sporcle/Forms * Questions and answers * Exercise in text and workbook * Regular correction of H.W, * End of section tests | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot | Prepare product life cycle chart |
|  |  |  | **MIDTERM** |  |  |  |
| **March/**  **April**  **\*** | **Marketing** | To enable students to:   * Identify, understand and spell key vocabulary * Understand marketing and marketing strategy * Identify … elements in the marketing mix-product, price, promotion and place * Understand product life cycle, pricing strategies, distribution methods/channels, advertising and promotion methods * Understand the role of ethics in business | * Website * Textbook * Unit Sheet * Schoology * Worksheets * Workbooks * Video clips * Print and web media * Sporcle * Microsoft Forms | Assessment for learning:   * Self and Peer Assessment * Reflective note * Think, Pair, Share * Mind Map   Assessment of learning:   * Sporcle/Forms * Questions and answers * Exercise in text and workbook * Regular correction of H.W, * End of section tests | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot | Prepare product life cycle chart |
| **May** | **Business Opportunities** | To enable students to:   * Identify, understand, spell key vocabulary * Identify and understand internal and external sources of business opportunities, how business ideas are researched * Distinguish between desk and field research and the types of research under each heading, understand the 7 stages in New Product Development * Prepare a Breakeven Chart * Assess the likely profitability of a business | * Website * Schoology * Unit Sheet * Ch. 13   Textbook   * Worksheets * Print Media * Websites * Workbook * Video clips * Sporcle * Microsoft Forms | Assessment for learning:   * Self and Peer Assessment * Reflective note * Think, Pair, Share * Mind Maps   Assessment of learning:   * Sporcle/Forms * Questions and answers * Exercise in text and workbook * Regular correction of H.W * End of section tests | Key words highlighted in each chapter  Verbal Tests  Sporcles  Puzzles  Kahoot |  |
|  |  |  | **REVISION/EXAMS** |  |  |  |