**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
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**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 PresentationsChapter 4 Ready for BusinessWorksheetsABQsVideo[www.studententerprise.ie](http://www.studententerprise.ie)YouTube SporclesKahootsMicrosoft 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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
|  |  |  | **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
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| **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
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| **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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
|  |  |  | **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
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End of chapter test will form part of AFL & AOL | Key words highlighted in each chapterVerbal TestsSporclesPuzzlesKahoot | 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 chapterVerbal TestsSporclesPuzzlesKahoot | 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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
| **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
 | WebsiteReady for Business Chapter 10WorksheetsSample Q’sKahootsSample 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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
|  |  |  | **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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
| **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 chapterVerbal TestsSporclesPuzzlesKahoot | 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 chapterVerbal TestsSporclesPuzzlesKahoot | 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 chapterVerbal TestsSporclesPuzzlesKahoot |  |
|  |  |  | **REVISION/EXAMS** |  |  |  |