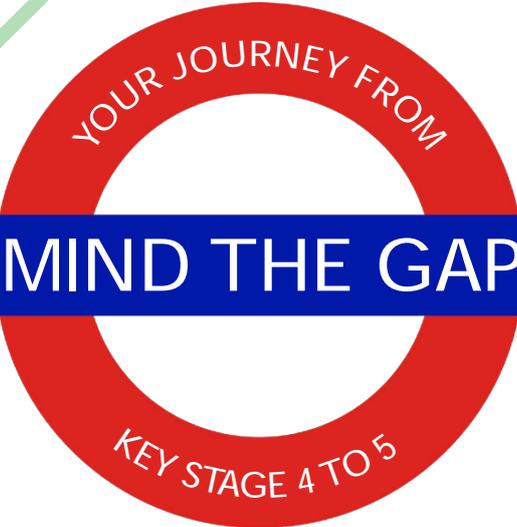




NAME:.....
BUSINESS STUDIES CAM TEC

Business Studies is REAL! Ever wondered why prices in the shops are rising? We find out why. Ever wondered why some businesses are better than others? We find out why. Want to know how to do well in your job? We find out how. Finance, marketing, human resources and production all affect our lives on a daily basis, and we study it.

<http://news.sky.com/business> Also <http://www.independent.co.uk/news/business/news>



Study level dependent on GCSE results

Careers in marketing, human resource management, finance, accountancy, operations, economics and entrepreneurship

<http://www.bbc.co.uk/news/business>

I like the fact that we study what is happening right now in the world of business and economics. This has given me a better understanding of the world around me. I like the fact that the quality of your answers often depend on the way you justify your decision because this gives you chance to be creative.

THIS BOOKLET MUST BE COMPLETED IN FULL IN ORDER TO BEGIN THIS COURSE. THE BOOKLET AND ALL ADDITIONAL WORK SHOULD BE HANDED IN DURING THE FIRST LESSON IN SEPTEMBER.

SUBJECT OVERVIEW

Which exam board? OCR

Which style of qualification? Vocational Route

Describe the specification units for Year 1 in this course

Business purposes; Business organisation; Financial forecasting

Describe the specification units for Year 2 in this course

Describe the Assessment Objectives for the course

Develop essential knowledge, transferable skills and personal skills in subject areas that interests you with the aim of enhancing their employability

How will students be assessed for each unit in Year 1?

Internal assessment of responses to tasks in each unit

How will students be assessed for each unit in Year 2?

Styles of teaching and learning which operate in this subject

Debate, Group work, Independent Learning, Lecture, Practical, Presentations

To be successful in this course you will have and/or develop the following skills:

Written and verbal skills of analysis, application and evaluation. The ability to independently search for and use relevant evidence that is used to support judgements. Discussion and informed debate. Independence, resilience and robustness. An organised approach to study and time-keeping. An effective team member is crucial

EQUIPMENT LIST / RESOURCES

Stationary The Trinity Five, plus an A4-sized lever arched folder

Software

Additional Items Access to the internet, including mobile access

READING LIST



How I Made It: 40 Successful Entrepreneurs Reveal How They Made Millions

- Rachel Bridge

An essential read for anyone that is thinking about starting their own business. Successful Entrepreneurs are interviewed about how they spotted a gap in a market, and developed a USP.

The Tipping Point: How Little Things Can Make a Big Difference

- Malcolm Gladwell

A very readable and fascinating book, which looks into the reasons products become market leaders.

The Google Story

- David A. Wise

An interesting investigation into the culture at Google, includes insights into the four day working week and soft management styles. The question is; are these the things that made Google the world's number one search engine?

The Toyota Way: 14 Management Principles from the World's Greatest Manufacturer

- Jeffrey Liker

Covers Japanese Management Techniques such as Kaizen and TQM.

Billions of Entrepreneurs: How China and India Are Reshaping Their Futures and Yours

- Tarun Khanna

An investigation into Asia's two growing economic powers.

Business Stripped Bare: Adventures of a Global Entrepreneur

- Sir Richard Branson

The autobiography of Britain's most famous entrepreneur.

Sun Tzu - The Art of War for Managers: 50 Strategic Rules Updated for Today's Business

- Gerald A. Michaelson

Applying the ancient Chinese rules of battle to modern day business.

The Intelligent Investor

- Benjamin Graham

The classic book on stock market investment, as recommended by Warren Buffet.

No Logo

- Naomi Klein

Klein investigates the negative side to marketing and globalisation.

House of Cards: How Wall Street's Gamblers Broke Capitalism

- William D Cohan

Explains the reason behind the continuing global financial crisis, which started in September 2008.

LESSON 1

SUBJECT: BUSINESS STUDIES CAM TEC

Induction Pack: Lesson 1 (1 hour)

Title: The importance of cash flow

Skills to be learnt: Cause and consequences, Significance, Prioritising, Note-taking

Additional resources: Handouts and calculation sheets

Content: staff to include: questions which will be raised in the lesson; tasks; resources which are being used. This document must not exceed two pages

Key Terms discussed and understood:

Cash inflow
Receipts
Cash outflow
Payments
Net cash-flow
Opening balance
Closing balance

Background to this section of the course discussed ñ information sheet read through and relevant sections highlighted to show students the best way to break down projects into manageable tasks.

Themes of the course discussed:

Cash inflow into a business; cash outflow from a business; net cash-flow; managing and improving net cash-flow; implications of improving cash-flow; implications of weak net cash-flow

What sorts of topics might be included in each of these themes?

Which theme do the students think will show the most change?

What do the students think will be the consequences of change on each of the themes discussed?

Timeline task:

Watch video
Speak to manager of school canteen (which is part of a private limited company)
Teacher instruction
Read notes and example cash-flow forecast
Peer discussions to share and deepen knowledge and understanding
Pupils complete a cash-flow forecast for the school canteen
Pupils report finding to whole-class

Homework task:

Pupils interview a manager of a local business to establish potential causes of cash-flow problems and steps they have taken to improve the business' cash-flow situation

LESSON 1



SUBJECT: BUSINESS STUDIES CAM TEC

Reflection from lesson: For students to fill in towards the end of the lesson. Responses should be articulate and define students' next steps in their learning

What did I learn?

What did I find challenging?

What do I need to go away and do?

LESSON 2

SUBJECT: BUSINESS STUDIES CAM TEC

Induction Pack: Lesson 2 (1 hour)

Title: The importance of cash flow

Skills to be learnt: Significance, Prioritising, Source analysis, Note-taking

Additional resources: Outside speaker

Content: staff to include: questions which will be raised in the lesson; tasks; resources which are being used. This document must not exceed two pages

Key Terms discussed and understood:

Business planning
Insolvency
Raising finance
Budgeting

Background to this section of the course discussed ñ information sheet read through and relevant sections highlighted to show students the best way to break down dense texts of information.

Themes of the course discussed:

The value of business planning and business plans

What sorts of topics might be included in each of these themes?

Which theme do the students think will show the most change?

What do the students think will be the consequences of change on each of the themes discussed?

Source analysis task:

Entrepreneur gives speech to pupils

Pupils engage in Q&A session with entrepreneur

Pupils work in small groups to create their own financial plans for a business, based on the knowledge they have gained in the previous lesson about cash-flow forecasting and their understanding of the relevance of net cash-flow

Homework task:

Pupils work in their groups to prepare presentations (to be delivered to whole class in next lesson) about how to effectively manage the finances of a business

LESSON 2



SUBJECT: BUSINESS STUDIES CAM TEC

Reflection from lesson: For students to fill in towards the end of the lesson. Responses should be articulate and define students' next steps in their learning

What did I learn?

What did I find challenging?

What do I need to go away and do?

LESSON 3

SUBJECT: BUSINESS STUDIES CAM TEC

Induction Pack: Lesson 3 (1 hour)

Title: The importance of cash flow (continued from previous lesson)

Skills to be learnt: Key themes and concepts, Presentation, Debate

Additional resources:

Content: staff to include: questions which will be raised in the lesson; tasks; resources which are being used. This document must not exceed two pages

This lesson will bring together what has been learnt from the previous lesson ñ pupils will deliver their presentations.

Key words recap.

LESSON 3



SUBJECT: BUSINESS STUDIES CAM TEC

Reflection from lesson: For students to fill in towards the end of the lesson. Responses should be articulate and define students' next steps in their learning

What did I learn?

What did I find challenging?

What do I need to go away and do?

EXTENDED WRITING TASK

In an essay

- i Analyses advantages gained from effective cash-flow forecasting
- ii Evaluate the importance of cash-flow forecasting

YSC TASK(S)



The Impact of weak cash-flow:

1. Find examples of two business which have faced problems due to their weak cash-flow
2. Describe the difficulties they experienced
3. Explain what they could have done to improve their cash-flow situations

SUPPORTING GLOSSARY (not exhaustive)

CASH INFLOW

CASH OUTFLOW

RECEIPTS

PAYMENTS

NET CASH-FLOW

CASH-FLOW FORECAST

BUDGETING

FINANCIAL FORECASTS

FINANCIAL OBJECTIVES

VARIANCE

INSOLVENCY