



**WOLMER'S BOYS' SCHOOL**  
*Department of Business*  
*Sixth Form*  
*Management of Business Unit 2*  
**Course Outline**

**RATIONALE:**

The purpose of this unit is to sensitize students not only to the factors but the level of analysis that goes into making major production decisions for the organisation. Also, there are a myriad of modern techniques used for the production of goods. If production is to be effective then operations managers must be abreast with the latest techniques and options. In addition, this unit is to sensitize students to the process of ensuring that the production process goes according to plan. This is a multifaceted activity that requires planning and supervision of all the sub-activities. Students will also explore various marketing activities conducted by businesses. Students will also develop an appreciation for the role of the entrepreneur and the challenges they face. The unit will also aim to develop entrepreneurial competencies within the students.

**GOALS:**

1. Develop an understanding of the integrated nature of business organisations and the environment in which they operate,

2. Develop an awareness of how global issues impact the development of business organisations with special reference to the Caribbean,
3. Provide basic information on principles, legal issues, and practices of modern management with special reference to the Caribbean,
4. Develop critical thinking skills that involve analysis, evaluation, decision making and problem solving,
5. Develop an understanding of the importance of management of people, and to
6. Develop skills in communicating information effectively in numerical, graphical, and verbal form.

### CHRISTMAS TERM:

Week	Syllabus Unit	Topics	Lesson/Method of Delivery	Use of ICT	Student Assessment
2	2	<ul style="list-style-type: none"> <li>The Production Process</li> <li>Methods of Production</li> <li>Factors that affect</li> </ul>	<ul style="list-style-type: none"> <li>Class Discussion</li> <li>Group research and debate</li> <li>Choral reading</li> </ul>	<ul style="list-style-type: none"> <li>Interactive PowerPoint Presentation will be posted in Google Classrooms – Resources &amp; Materials</li> </ul>	<ul style="list-style-type: none"> <li>Case Study Activity</li> <li>Oral Lesson Reflection</li> <li>Debate</li> </ul> <p>First graded in-class activity due</p>

		production decisions.		<ul style="list-style-type: none"> <li>• Devices, books, and the internet will be used for research and reading.</li> <li>• Video Presentation will be posted in Google</li> </ul>	
3	2	<ul style="list-style-type: none"> <li>• Forecasting techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• Gamification on Past paper questions.</li> <li>• Team teaching and group work to do questions on moving averages.</li> <li>• Classes will be placed in groups to work on activities given.</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive PowerPoint Presentation will be posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>• Devices, books, and the internet will be used to support class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Test questions</li> <li>• Case Study Activity</li> <li>• Oral Lesson Reflection</li> </ul> <p>First take-home assignment due (case study activity)</p>

4	2	<ul style="list-style-type: none"> <li>Product design strategies</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> <li>Group reading and discussion</li> </ul>	<ul style="list-style-type: none"> <li>Interactive PowerPoint Presentation will be posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>Devices, books, and the internet will be used to support group reading and discussion</li> </ul>	<ul style="list-style-type: none"> <li>Group Oral and written Presentation</li> </ul> <p>Second and third Graded take-home assignment Due (Group/ Batch 1)</p> <p>-Oral presentation</p> <p>-Written presentation</p>
4 and 5	2	<ul style="list-style-type: none"> <li>Capacity planning</li> <li>Economies and diseconomies of scale</li> </ul>	<ul style="list-style-type: none"> <li>Hands-down questioning strategy</li> <li>Choral reading</li> <li>Class discussion</li> <li>Gamification on testable questions</li> </ul>	<ul style="list-style-type: none"> <li>Interactive PowerPoint Presentation will be posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>Devices, books, and the internet will be used to</li> </ul>	<ul style="list-style-type: none"> <li>Group Oral and Written presentation</li> <li>Oral quiz</li> </ul> <p>Second and third Graded take-home assignment Due (Group/ Batch 2)</p>

				<p>support class discussion</p> <p>and choral reading</p> <ul style="list-style-type: none"> <li>• Computer and speaker will be used to present Podcast presentation</li> </ul>	<p>-Oral presentation</p> <p>-Written presentation</p>
5	2	<ul style="list-style-type: none"> <li>• Layout strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Actual design of a production facility using layouts.</li> <li>• Past paper question</li> </ul>	<ul style="list-style-type: none"> <li>• Computer\ projector and speaker will be used to display Video</li> <li>• PowerPoint Presentation through Google Classrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Group Oral and written presentation</li> <li>• Case study</li> <li>• Oral Lesson Reflection</li> </ul> <p>Second and Third Graded take-home assignment Due (Group/ Batch 3)</p>

6 and 7	2	<ul style="list-style-type: none"> <li>Costing</li> </ul>	<ul style="list-style-type: none"> <li>This lesson will be taught via demonstration. The teacher will show the students step by step while providing explanations and procedures in a methodical manner.</li> <li>Students will learn via modelling.</li> </ul> <p>Flipped classroom.</p>	<ul style="list-style-type: none"> <li>Video Presentation will be posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>Devices, books, and the internet will be used to support class discussion and demonstration</li> </ul>	<ul style="list-style-type: none"> <li>Practice questions</li> <li>Individual project</li> </ul> <p>Second graded in-class activity due</p>
7	2	<ul style="list-style-type: none"> <li>Inventory management</li> </ul>	<ul style="list-style-type: none"> <li>Class Discussion</li> <li>Flipped classroom</li> <li>Hands-down questioning strategy</li> </ul>	<ul style="list-style-type: none"> <li>Video Presentation will be posted in Google Classrooms – Resources &amp; Materials</li> </ul>	<ul style="list-style-type: none"> <li>Oral quiz</li> <li>Case study</li> <li>Individual Test</li> </ul> <p>Class Test to be administered</p>

				<ul style="list-style-type: none"> <li>• Devices, books, and the internet will be used to support class discussion and demonstration</li> </ul>	
8	2	<ul style="list-style-type: none"> <li>• Techniques for improving quality management</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion forums</li> <li>• Students will be placed in groups to work on individual methods of improving quality and a flipped classroom will take place where they will be required to teach the class</li> <li>• The teacher will provide clarifications as is</li> </ul>	<ul style="list-style-type: none"> <li>• Data Modelling will be presented in google classroom</li> <li>• Handout posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>• Devices, books, and the internet will be used to support group work.</li> </ul>	<ul style="list-style-type: none"> <li>• Case Study</li> <li>• Multiple choice quiz</li> <li>• Oral Lesson Reflection</li> </ul>

			necessary and guide the teaching learning process.		
9	2	<ul style="list-style-type: none"> <li>productivity</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> <li>The teacher will use a scenario to show students two factories producing similar products but achieving differing levels of productivity.</li> <li>Asking them to highlight what they see as the major differences for the disparity in the productivity level</li> </ul>	<ul style="list-style-type: none"> <li>Video presented using computer\ projector and speaker</li> <li>Data modelling\ illustration will be presented using computer\ projector and speaker</li> </ul>	<ul style="list-style-type: none"> <li>Essay questions/ Past papers</li> <li>Lesson Reflection</li> </ul>



10	2	<ul style="list-style-type: none"> <li>Project Management (Critical path analysis)</li> </ul>	<ul style="list-style-type: none"> <li>This lesson will be taught by the teacher via demonstration. The teacher will show the students step by step while providing explanations and procedures in a methodical manner.</li> <li>Students will learn via modelling.</li> </ul>	<ul style="list-style-type: none"> <li>PowerPoint Presentation posted in Google Classrooms – <i>Resources &amp; Materials</i></li> <li>Devices, books, and the internet will be used by the students to support class discussion and demonstration</li> </ul>	<ul style="list-style-type: none"> <li>Practice questions</li> <li>Quiz</li> <li>Oral Lesson Reflection</li> </ul>
11	2	<ul style="list-style-type: none"> <li>Project Management (Decision trees)</li> </ul>	<ul style="list-style-type: none"> <li>This lesson will be taught by the teacher via demonstration. The teacher will show the</li> </ul>	<ul style="list-style-type: none"> <li>Video Presentation will be displayed by the teacher using</li> </ul>	Practice Questions Quiz

			<p>students step by step while providing explanations and procedures in a methodical manner.</p> <ul style="list-style-type: none"> <li>• Students will learn via modelling.</li> </ul>	<p>computer\projector and speaker</p> <ul style="list-style-type: none"> <li>• PowerPoint Presentation will be posted by the teacher in Google Classrooms – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be used by the students to support lessons.</li> </ul>	<p>Third graded in-class activity due (Quiz)</p>
12		Revision			
13 and 14		End of term Examinations			

**EASTER TERM:**

<b>Week</b>	<b>Syllabus Unit</b>	<b>Topics</b>	<b>Lesson/Method of Delivery</b>	<b>Use of ICT</b>	<b>Student Assessment</b>
16	2	<ul style="list-style-type: none"><li>• The Concept of Marketing</li><li>• The Marketing Environment</li></ul>	<ul style="list-style-type: none"><li>• Students will be engaged in discussions and given reading assignment</li><li>• Gamification on testable questions</li></ul>	<ul style="list-style-type: none"><li>• PowerPoint Presentation will be posted by the teacher in Google Classrooms – Resources &amp; Materials</li><li>• Devices, books, and the internet will be used by students in class to</li></ul>	<ul style="list-style-type: none"><li>• past paper question</li><li>• Reflection\ extended essay questions</li><li>• Case study</li></ul>

				support discussion	
17	2	<ul style="list-style-type: none"> <li>Marketing Research</li> </ul>	<ul style="list-style-type: none"> <li>Hands-down questioning strategy</li> <li>Brainstorming</li> <li>Group discussion</li> <li>Group presentation</li> </ul>	<ul style="list-style-type: none"> <li>PowerPoint Presentation will be posted in Google Classrooms – Resources &amp; Materials</li> <li>Devices, books, and the internet will be used to support group discussion and presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Past papers question and extended essay questions</li> </ul> <p>First take-home graded activity due (extended essay questions)</p> <ul style="list-style-type: none"> <li>Group oral presentation</li> <li>Group written presentation</li> </ul>

18	2	<ul style="list-style-type: none"> <li>Principles of Segmentation</li> </ul>	<ul style="list-style-type: none"> <li>Class discussion</li> <li>Concept mapping</li> <li>Gamifications</li> </ul>	<ul style="list-style-type: none"> <li>PowerPoint Presentation will be posted in Google Classrooms to support lesson delivery – Resources &amp; Materials</li> <li>Devices, books, and the internet will be used to support class discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Past papers question</li> <li>Data Modelling</li> <li>Role playing</li> </ul>

19	2	<ul style="list-style-type: none"> <li>• Product Management</li> </ul>	<ul style="list-style-type: none"> <li>• Handout discussion</li> <li>• Group discussion</li> <li>• Flipped classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Video will be presented using computer\projector and speaker</li> <li>• Digital handout will be posted in Google Classrooms to support class discussion – Resources &amp; Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple choice quiz</li> <li>• Case study</li> <li>• Data Modelling</li> <li>• Group Oral presentation</li> </ul> <p>First graded in-class activity due (Group Oral presentation)</p>

				<ul style="list-style-type: none"> <li>• Devices, books, and the internet will be used to support lessons.</li> </ul>	
20	2	<ul style="list-style-type: none"> <li>• Pricing Decision</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• Choral reading</li> <li>• Think-pair-share</li> <li>• Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Jingle will be presented using speakers and a laptop.</li> <li>• Digital handout will be posted in Google Classrooms to support class</li> </ul>	<ul style="list-style-type: none"> <li>• Past paper question</li> <li>• Case Study</li> <li>• Reflection \ extended questions</li> <li>• Group role play\ demonstration</li> </ul>

				discussion – Resources & Material	
21	2	<ul style="list-style-type: none"> <li>• Distributio n Manageme nt</li> </ul>	<ul style="list-style-type: none"> <li>• Handout discussion</li> <li>• Brainstorming and choral reading</li> </ul>	<ul style="list-style-type: none"> <li>• Digital handout will be posted in Google Classrooms to support class discussion – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be</li> </ul>	<ul style="list-style-type: none"> <li>• Oral quiz</li> <li>• Case study</li> <li>• Extended essay questions</li> </ul>



				used to support lessons.	
22	2	<ul style="list-style-type: none"> <li>• Promotion Strategy</li> <li>• Internet Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• Brainstorming and choral reading</li> </ul>	<ul style="list-style-type: none"> <li>• Jingle will be presented using speakers and a laptop.</li> <li>• Digital handout will be posted in Google Classrooms to support class discussion and choral reading</li> </ul>	<ul style="list-style-type: none"> <li>• In-class Group jingle\ role-play\song\poem</li> <li>• Exit Slips</li> </ul> <p>First take-home activity due (creative piece)</p>

				– Resources & Material	
23	2	<ul style="list-style-type: none"> <li>• The Nature and Characteristics of Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion forums in groups</li> <li>• Handout discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Digital handout will be posted in Google Classrooms to support class discussion – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be used to support</li> </ul>	<ul style="list-style-type: none"> <li>• Oral quiz</li> <li>• Case study</li> <li>• Reflection\ extended essay questions</li> </ul>

				discussion forums.	
24	2	<ul style="list-style-type: none"> <li>• Economic Systems and Business Growth</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• Gamifications</li> </ul>	<ul style="list-style-type: none"> <li>• Video will be presented using a computer\ projector and speaker.</li> <li>• PowerPoint Presentation will be displayed using a computer\ projector.</li> </ul>	<ul style="list-style-type: none"> <li>• Past papers</li> <li>• Case study</li> <li>• Data Modelling</li> </ul>

25	2	<ul style="list-style-type: none"> <li>• Major Challenges and Opportunities Faced</li> <li>• by Small Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Handout discussion</li> <li>• Gamifications</li> </ul>	<ul style="list-style-type: none"> <li>• Digital handout will be posted in Google Classrooms to support handout discussion – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be used to support readings</li> </ul>	<ul style="list-style-type: none"> <li>• Practice questions</li> </ul>
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26	2	<ul style="list-style-type: none"> <li>• Types and Nature of Assistance Available</li> <li>• to Small Firms</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion Forum</li> <li>• Choral reading</li> <li>• Think-pair-share</li> <li>• Brainstorming</li> </ul>	<ul style="list-style-type: none"> <li>• Digital handout will be posted in Google Classrooms to support class discussion – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be used to support discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Past Paper Questions</li> </ul> <p>Graded Test to be administered</p>
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				forums and choral reading	
27	2	<ul style="list-style-type: none"> <li>• Preparation of a Business Plan for a Small Business</li> </ul>	<ul style="list-style-type: none"> <li>• Handout discussion</li> <li>• Group research\ discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Digital handout will be posted in Google Classrooms to support handout discussion – Resources &amp; Materials</li> <li>• Devices, books, and the internet will be used to</li> </ul>	<ul style="list-style-type: none"> <li>• Oral quiz</li> <li>• Exit Slips/ In-class Group project</li> </ul>

				support group research/discu ssion	
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#### Summer Term

Week	Syllabus Unit	Topics	Lesson/ Method of delivery	Use of ICT	Student Assessment
28-30			Revision	Interactive Quizzes  Utilising YouTube videos and other e-materials to revise	Practice Paper questions/quizzes
			Examinations		

## READING LIST

Cole, G.A. (2004). *Management Practice of Theory, 6th Edition*, London: Thompson Learning.

Pitterson, J. (2014) *Management of Business for CAPE*. MacMillan

Plunkett, W. R. (2007). *Management: Meeting and Exceeding Customer Expectations 9th Edition*. South-Western College  
Publisher.

