



# Lesson Plan: Business Administration and Finance

Time required for this lesson

## 60 minutes

### Aim of the lesson

To introduce students to the Business Administration and Finance occupational sector.

### Learning outcomes

By the end of this lesson students should:

- have a greater understanding of the range of jobs in the Business Administration and Finance occupational area
- have thought about what makes a business successful
- be able to put together a job advert for a Business Administration and Finance vacancy
- have a greater awareness of what is happening nationally and locally in the area of Business Administration and Finance

### Resources required for this lesson

- 'Working in Essex, Southend and Thurrock – Business Administration and Finance' leaflet obtained from [www.stepon.org](http://www.stepon.org)
- Top and Tail Worksheet and Answer Sheet
- Job pages from local/national newspapers and magazines
- Business Administration and Finance Quiz and Answer Sheet

### Introduction

Explain to the students that this collection of labour market leaflets has been produced by Connexions and the Learning and Skills Council. It is intended to be used as an information, advice and guidance resource to help them understand more about the trends in the labour market in Essex and to support the introduction of the new 14-19 Diplomas. Its ultimate aim is to help students with their decision-making regarding their future career plans. This lesson is all about the occupational area of Business Administration and Finance and can support students who are thinking about doing the Diploma in Business, Administration and Finance.



## Activity 1

### Top and Tail Exercise (10 minutes) Worksheet: Top and Tail Exercise and Answer Sheet

On the worksheet you will see a list of well-known people and a list of companies. The aim of this exercise is to get students to link the person to the company.

You can give this information to the students in a number of ways. They could be given a copy of the worksheet or you could project the worksheet onto a screen and get the students to call out the answers. Alternatively, you could put the names of the companies and people up around the room and get the students to look around the room and link them together, or you could get 16 people from the group to walk around the room each displaying either the name of a person or a company on their back and they have to join together when they get the right match.

Once the students have linked the people to the companies have a discussion about what they think made these well-known people and the companies they have built up successful. End this exercise by explaining to the students that this is just a handful of well-known companies and people who are very successful. Each of these businesses will employ a range of people in different Business Administration and Finance jobs and we are going to start to look at some of these jobs in the next exercise.

## Activity 2

### Design a job advert (30 minutes)

For this activity it would be helpful to have some examples of job adverts from local/national newspapers or magazines for students to look at.

Divide the class into six groups. Below you will see a list of jobs in Business Administration and Finance. Ask each group to design a job advert for the job that they have been given which is to go into the local newspaper this week. Each group must ensure that the advert includes:

- job title
- job location
- description of business/organisation
- outline of job role and purpose
- outline of ideal candidate profile
- indicate qualifications and experience required
- salary or salary guide
- whether the role is full-time or permanent or a short-term contract

- response deadline and application instructions
- contact details as necessary, for example, address, phone, email, etc.

Once they have designed their job advert get each group to present their advert to the rest of the class. Students can then have the opportunity to ask questions about the job and give their views and opinions on the advert.

Jobs in Business Administration and Finance to design the job advert for:

- Receptionist
- Office Manager
- Accountant
- Stockbroker
- School Secretary
- Bank Manager

## Activity 3

### Business Administration and Finance Quiz (15 minutes) Worksheet: Business Administration and Finance Quiz and Answer Sheet

Pupils will need a copy of the 'Working in Essex, Southend and Thurrock – Business Administration and Finance leaflet' to be able to find the answers to the quiz.'

The pupils can work on their own or in pairs to complete the quiz.

Give the pupils 10 minutes to complete the quiz and then spend the last five minutes going through the answers.

## Plenary (5 minutes)

Ask the students to take a couple of minutes to think of five key words that sum up what 'Business Administration and Finance' means to them. Go round the group and get each person to say one of their five key words but nobody can repeat a word that somebody has already said. See how many key words you can get. You could ask for a volunteer to write up the key words on the board as they are being called out.

End the session by going back over the aims and learning outcomes of the lesson with the students and asking them if they have any questions about anything that they have done.

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# Activity 1

## Top and Tail - Worksheet

Richard Branson

Microsoft

Bill Gates

Amstrad

Alan Sugar

Easyjet

Philip Green

Virgin

Stelios Haji-loannou

Big Issue

Rachel Elnaugh

Arcadia

John Bird

Red Letter Days

# Activity 1

## Top and Tail - Answer Sheet

Richard Branson

Virgin

Bill Gates

Microsoft

Alan Sugar

Amstrad

Philip Green

Arcadia

Stelios Haji-Ioannou

Easyjet

Rachel Elnaugh

Red Letter Days

John Bird

Big Issue

## Activity 3

### Business Administration and Finance Quiz - Worksheet

Using the 'Working in Essex, Southend and Thurrock Business Administration and Finance' leaflet have a go at answering the questions below.

1. How many people are working in business administration in the UK?

2. What are the three major growth areas affecting Essex in the next 15 to 20 years?

3. What is the average annual salary for a Management Accountant?

4. What percentage of people are employed in government related jobs in the administration sector?

5. When will the Diploma in Business Administration and Finance be available from?

6. What skills would it be useful to have to work in the Business Administration and Finance sector?

7. How many year 11 school leavers started full-time employment or work based training in the clerical/secretarial sector in 2006?

8. What website can you go to, to get more information on the Business Administration and Finance Diploma?

## Activity 3

### Business Administration and Finance Quiz - Answer Sheet

Using the 'Working in Essex, Southend and Thurrock Business Administration and Finance' leaflet have a go at answering the questions below.

1. How many people are working in business administration in the UK?

4.9 million

2. What are the three major growth areas affecting Essex in the next 15 to 20 years?

Thames Gateway, Haven Gateway, M11 Corridor

3. What is the average annual salary for a Management Accountant?

£37,868

4. What percentage of people are employed in government related jobs in the administration sector?

14%

5. When will the Diploma in Business Administration and Finance be available from?

September 2009

6. What skills would it be useful to have to work in the Business Administration and Finance sector?

Good at following systems, communication skills, good at researching and interpreting information, attention to detail.

7. How many year 11 school leavers started full-time employment or work based training in the clerical/secretarial sector in 2006?

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8. What website can you go to, to get more information on the Business Administration and Finance Diploma?

[www.baf-diploma.org.uk](http://www.baf-diploma.org.uk)