Business Admin L4 Lesson plan BTEC Unit 1 Learning Outcome 1

* T & L on & features of admin systems, systems thinking and the stages of system development

Following the guided reading, can you explain your understanding of and give me an example of each of the following:

A system -

A sub-system

*The system has various inputs, which go through certain processes to produce certain outputs, which together, accomplish the overall desired goal for the system. Subsystems are arranged in hierarchies, and integrated to accomplish the overall goal of the overall system. Each subsystem has its own boundaries of sorts, and includes various inputs, processes, outputs and outcomes geared to accomplish an overall goal for the subsystem.*

Open system

Closed system

*Complex systems usually interact with their environments and are, thus, open systems.Systems have clear external boundaries (closed) or have links with their environment (open). –*

Hand out on features of an admin system and photocopy of ‘inputs, activities and outputs’

Discussion on features of an admin system in your organization.

Flow of information – tell me how information flows in a subsystem in your organisation, looking at the example diagrams. Consider the questions in the ‘tips for completion’

Describe all the ICT systems in your org (learner to make a list) and how you use them in your admin systems.

Evaluate the role of their support – e.g. payroll – what are the advantages and limitations?

What is system thinking? Discussion on the system and subsystems at work in the learner’s organization and whether ‘systems thinking’ is in operation.