

# **BUSINESS MANAGEMENT\**

## **AWARD RECEIVED – HIGHER GRADE**

**ENTRY LEVEL** - the preferred level of entry is N5 Business Management at A or B. Students wishing to crash Higher in S5 should have strong (A) N5 passes in English and another Social Subject.

Students seeking to crash in S6 should have a strong N5 award in English. Students with awards in other BCT courses at N5 or Higher – Admin & IT or Computing Science – may be considered for crash Higher Business Management, subject to discussion with the Principal Teacher.

## **COURSE CONTENT**

**Unit 1 – Understanding Business** looks at types of business organisation in the private, public and third sector; business objectives; entrepreneurial roles; business growth; stakeholders; the external business environment; sources, types and reliability of information; uses of ICT in business; business decision-making types and models and internal organisational structures.

**Unit 2 – Management of Marketing & Operations** – examines Marketing Management including market research, the marketing mix and differentiated marketing, and Operations Management including stock management, production methods, quality management and distribution.

**Unit 3 – Management of People & Finance** – examines Finance Management including cash flow, interpretation of financial statements, analysis of financial performance, budgeting, and Human Resource Management including recruitment, selection, training, staff development, employee relations and the legal framework.

Learning and teaching activities include teacher and student-led presentations, class discussions, paired and group work activities, individual assignments, case studies, review of business news, Internet access for research and past paper questions. Students may use the web-based 'Scholar' programme to support their learning.

## **ASSESSMENT**

The final examination is an externally assessed written paper worth 75% of the final marks. This involves a case study based on a real business, plus a series of question sets specific to each unit. Students must submit a Course Assignment exploring an aspect business in relation to a medium-large organisation. This will involve defining a purpose, researching using primary and secondary sources, analysing and interpreting findings, drawing justifiable conclusions and making recommendations. The assignment is written up under exam conditions in March and is submitted to SQA for external marking, making up the remaining 25% of the award.

## **HOMEWORK**

Students are encouraged to monitor developments in the business news through paper and digital media. Students are expected to carry out background reading of their course notes in order to get the best out of classroom activities each week. Students are expected to review their course notes in relation to the learning aims at the end of each week. In addition to this there are regular issues of past paper style written homework questions and revision activities. Students will receive a course calendar to enable them to plan their reading and revision. Students can seek advice and support from their class teacher informally at any time. Study support sessions are offered in the run up to key assessment dates.

## **PROGRESSION**

Students may progress laterally to course in Admin & IT at N5 or Higher, or N5 Computing Science. A wide range of courses in Further or Higher Education are available in business related subjects.