

SUBJECT NAME - BUSINESS MANAGEMENT

AWARDS RECEIVED - NATIONAL 5 BUSINESS MANAGEMENT or NATIONAL 4 BUSINESS



Business Management involves finding out how profit-making and not-for-profit organisations are managed and the factors that influence their success.

Entry Level – What do I need to do it?

For N5 you will have been working at Level 4 in the elective Business & Computing Technologies course and will have shown that you can work independently following detailed written instructions. Students who have not followed the elective course in BCT should ideally have been working at Level 4 in another social subject (History, Modern Studies, Geography).

For N4 you will have been working at Curriculum for Excellence Level 3 in the elective Business & Computing Technologies course. Learners who have not followed the elective BCT course may still choose this course of study.

Course Content – What will I learn?

At **National 5** you will learn about the role which different types of business organisations can play in society. You will learn about the objectives of different organisations and of the importance of developing entrepreneurial skills and qualities. You will come to understand how the actions of employees and managers, and the uses of technology can influence business success. You will understand how external factors out with the direct control of an organisation can influence decision-making eg actions by government, changes in the economy, environmental and social factors and actions by competitors.



You will learn about how marketing activities related to product development, pricing, promotional activity and product placement can lead to success. You will understand the importance of market research and how this can be carried out effectively. You will learn of the importance of inventory management and supplier choice and understand different methods of managing production of goods and services. You will learn how an organisation can maintain the highest standards of quality in all aspects of its work. You will learn how Information Technology can be used to support marketing and operations management.



You will learn of the importance of human resources (employees) to business success and how to get the best out of the workforce. You will recognise how government laws affect the way a business deals with its employees. You will learn how business start-up is financed and about the financial decisions that managers must make in order to ensure business survival eg in relation to cash flow, costing and budgeting. You will learn how managers can prepare and interpret financial statements to make better business decisions. You will learn how Information Technology can be used to support the management of people and finance.

Students who are presented for **National 4 Business** will cover most but not all of these topics but in less details as they work towards learning outcomes relation to business activity and influences on business.

Teaching Methods – How will I learn?



You will have regular access to ICT software and hardware to support your learning. You will use ICT both to research and to present your work. You will have the chance to work on individual, paired and group activities eg presentations and discussions. You will use paper, electronic and Internet-based course materials. You will be encouraged to self-evaluate and make personal action plans to take your learning forward.

Assessment of Learning – National 5

At **National 5** you will complete the following units of study:

- Understanding Business
- Management of Marketing and Operations
- Management of People and Finance



At the end of each topic, you will complete a topic assessment which will inform your next steps for learning. Towards the end of the course, you will also complete an externally assessed Course Assignment where you will research and report on an aspect of a business of your choice. This will make up 25% of your final grade.

You will also be assessed through an externally marked question paper which will explore your knowledge, understanding and application of course content. This will take the form of case studies and question sets making up 75% of your award.

Assessment of Learning – National 4

At **National 4** you must pass the N4 Unit Assessments in 2 units:

- Business in Action
- Influences on Business

Unit assessments will involve a series of short written answers, and by making presentations (N4). Templates will be provided to help you structure your answers.

At National 4 you will also complete an Added Value Unit. This will involve preparing a proposal for an aspect of a new small business. You will research your proposal and present your findings in written and visual formats. As part of the assessment, you will be required to keep a record of your progress in the form of a checklist.

Homework



The business environment is all around us and so you will be continually learning through day-to-day experiences and exposure to business news on TV, the web, radio and newspapers. You will be expected to undertake research activities in relation to local businesses and to prepare written, verbal and visual responses to what you learn. You will also be expected to consolidate your knowledge and understanding of course content through further reading and review of work that has taken place in class.

Resources

You will be issued with printed and electronic resources for use in homework and revision. The course will be published through Microsoft Teams, allowing all learners to consolidate and extend their understanding via independently led learning.

Progression Routes in the Senior Phase

Success at N5 will allow you to progress to Higher Grade Business Management or you can move sideways to National 5 courses in Administration & IT and/or Computing Science.

Success at N4 Business will allow you to progress to N5 Business Management or you can move sideways to N4 or N5 courses in Administration & IT and/or Computing Science.