

BUSINESS MANAGEMENT

WHY STUDY BUSINESS MANAGEMENT?

Business affects every aspect of our lives and is an important part of the economy. No matter which occupation a learner will eventually have, he/she will work in a business of some description. This course will help learners to understand how business works. Businesses need to be managed properly if they are to successfully provide the jobs and products that modern society depends upon. Studying Business Management will enhance the employability of any learner by teaching them how to actively contribute to the success of these vital businesses as employees, managers or self-employed people.

Business Management does this by developing the following critical skills, knowledge and understanding:

- Ethical decision making skills
- Communication skills
- Research skills
- Entrepreneurial attributes
- Understanding of how to interpret and evaluate financial management data
- Decision making skills
- Employability skills
- Team building skills



COURSE ORGANISATION

In S3 pupils studying Business Management will undertake the majority of their level 4 experiences and outcomes from the Curriculum for Excellence Social Studies section. In addition their learning will be enhanced by completing a level 4 outcomes and experiences in Technologies. Thereafter pupils will study the subject at the most appropriate level in S4 -

National 3 Business

National 4 Business

National 5 Business Management

The National 3 Business course consists of the following 2 units:-

- Business in Action - entrepreneurial skills and ways to support business
- Influences on Business - internal factors affecting business and stakeholders

The National 4 Business course consists of the following units:-

- Business in Action - how businesses develop and operate. The ways in which marketing, finance, operations and human resources departments support business.
- Influences on Business - stakeholders and external factors affecting business.
- Added value unit – where learners complete research and produce a business plan.

The National 5 Business Management course consists of the following units:-

- Understanding Business - entrepreneurs, creation of wealth, key business concepts and external factors affecting business.
- Management of Marketing and Operations - how effective marketing and operations affects a business, customer satisfaction and the importance of quality.
- Management of People and Finance - how organisations manage people and finance, how to prepare and interpret financial information to solve problems.
- Added value unit - learners selecting and researching an organisation and producing a report on their findings.

ASSESSMENT OF COURSES

In S3 pupils studying Level 4 Experiences and Outcomes/Benchmarks will be assessed using a variety of methods. These may include:

- Written tasks
- Cooperative group discussions
- Case studies
- Observation of group/individual presentations
- Peer and self-assessment
- End of unit assessments

Assessments may include a combination of practical work, case studies, examinations and projects.

To be awarded the overall course award for:-

Business at National 3 level pupils will have to pass both units.

Business at National 4 level pupils will have to pass both units including the value added unit.

Business Management at National 5 level, pupils will have to pass **the final course assessment**. This final course assessment will be externally administered by the SQA and be graded A – D.

PROGRESSION - WHAT CAN PUPILS DO AFTER S4?

The implementation of Curriculum for Excellence requires that schools provide a range of progression pathways appropriate to learners' needs and local circumstances.

At the end of fourth year, pupils who have achieved a Business Management (National 3) award can progress by:

- Studying Business (National 4)

At the end of fourth year, pupils who have achieved a Business Management (National 4) award can progress by:

- Studying Business (National 5)
- Entering employment – employability is a core skill that the course develops

At the end of fourth year, pupils who have achieved a Business Management (National 5) award can progress by:

- Studying Business Management (Higher)
- Entering employment – employability is a core skill that the course develops
- Studying Accounting (Higher)
- Further education – Business Management can be studied to Masters Degree Level

HOMEWORK

Homework will be used to consolidate learning. Regular setting of homework is an essential component of the Business and Information department's programme of work. Homework activities will take a variety of forms – written and research tasks.

