

Study Skills
Course Milestones for Students

Please fill in sheets outlining what subjects/topics activities should be covered/completed by when.

This will inform students on what they need to focus on throughout their study skills period.

Course Title: BUSINESS MANAGEMENT	Level: HIGHER
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Month	Work to be covered/Topics/Activities/Assignments
June/July	UNDERSTANDING BUSINESS UNIT: <ul style="list-style-type: none"> • Understanding the Command Words used in Business Management assessments and how to answer according to these. • How the economy operates and the role of business within this • The difference between Sectors of the Economy and Sectors of Industry • Sectors of the Economy - Private, Public and Third Sector businesses. • Advantages and disadvantages of Private and Public Sector businesses
August	<ul style="list-style-type: none"> • The role of the entrepreneur in the Private Sector • Private, Public and Third Sector business objectives • Methods of business growth • Multi-national businesses and the global market
September	<ul style="list-style-type: none"> • Business stakeholders - interdependence, interests, influences and conflicts. • Internal and external influences on business • The role of management in business • Change and management of change • Strategic, Tactical and Operational decisions • SWOT analysis and the Mission Statement • Internal organisation - functional areas and how they link together • Internal organisation - business groupings • Internal organisation - business structures • Corporate Culture
October	SQA UNIT ASSESSMENT ON UNDERSTANDING BUSINESS MANAGEMENT OF MARKETING UNIT: <ul style="list-style-type: none"> • What is Marketing • Product and Market Orientation

	<ul style="list-style-type: none">• Target Markets• Market Research
November	<ul style="list-style-type: none">• Marketing Mix and the Extended Marketing Mix• Product Life Cycle, Boston Matrix and Product Portfolios• Promotion <p>MANAGEMENT OF OPERATIONS UNIT:</p> <ul style="list-style-type: none">• The role of Operations Management• Stock Management• Choosing Suppliers of Stock• Methods of Production

December	<ul style="list-style-type: none"> • Quality Management • Warehousing and Logistics <p>MANAGEMENT OF PEOPLE UNIT:</p> <ul style="list-style-type: none"> • Role of Human Resource Management • Workforce Planning • Recruitment and Selection Procedures <p>REVISION CHECKLIST FOR PRELIM ISSUED FOR STUDY OVER HOLIDAYS</p>
January	<p>MANAGEMENT OF FINANCE UNIT:</p> <ul style="list-style-type: none"> • Role of Finance • Interest of Stakeholders in Business Finances • Financial Statements - Trading, Profit and Loss and Appropriation Accounts and the Balance Sheet • Budgets and Cash Flow <p>PRELIM PREPARATION:</p> <ul style="list-style-type: none"> • Practice Prelim Papers for revision and preparation for actual Prelim Exam
February	<p>PRELIM EXAMS</p> <p>MANAGEMENT OF OPERATIONS CONT'D:</p> <ul style="list-style-type: none"> • Ethical and Environmental Considerations • Use of Technology in Operations <p>MANAGEMENT OF MARKETING CONT'D:</p> <ul style="list-style-type: none"> • Price and Pricing Strategies <p>SQA BUSINESS ASSIGNMENT:</p> <ul style="list-style-type: none"> • Guidelines for completing • Choose a business and a topic on which to base your Assignment Report • Carry out research of your chosen business • Write an Introduction to your Business Report
March	<p>MANAGEMENT OF MARKETING CONT'D:</p> <ul style="list-style-type: none"> • Channels of Distribution - Direct Selling, via Wholesaler, via Retailer • Marketing Ethics and the role of ASA and OFCOM • Use of Technology in Marketing <p>SQA UNIT ASSESSMENT ON MANAGEMENT OF MARKETING AND OPERATIONS</p> <p>MANAGEMENT OF PEOPLE:</p> <ul style="list-style-type: none"> • Staff Training and Development • Methods of Motivating Staff

	<ul style="list-style-type: none"> • Employment Legislation • Managing Employee Relations • Use of Technology in Human Resource Management <p>SQA BUSINESS ASSIGNMENT:</p> <ul style="list-style-type: none"> • You will have 2 periods per week during March to complete this. Your Business Report should follow the guidelines given and be printed out ready for sending to SQA for marking by the end of this month. <p>REVISION CHECKLIST FOR WHOLE COURSE ISSUED FOR STUDY OVER EASTER HOLIDAYS.</p>
April	<p>MANAGEMENT OF FINANCE CONT'D:</p> <ul style="list-style-type: none"> • Sources of Business Finance • Ratio Analysis of Financial Statements • Use of Technology in Finance <p>SQA UNIT ASSESSMENT ON MANAGEMENT OF PEOPLE AND FINANCE</p>
<p>Study Skills Course Directory of Support Resources</p>	

Please fill in details below outlining what support is available for students completing this course. Please include on-line resources, books and details of revision sessions. If appropriate match the resource to the topics in the milestone calendar.

Resources	Topic/Activity/Assignment
<p>TEXTBOOKS/NOTES ISSUED BY SCHOOL:</p> <p>Higher Business Management by Peter Hagan</p> <p>Class Powerpoints and Tasks with solutions on GLOW</p>	<p><i>Whole course theory</i></p> <p><i>For on-going review of coursework and assistance with homework tasks</i></p>
<p>TEXTBOOKS THEY MAY BORROW FROM SCHOOL:</p> <p>Business Studies (Third Edition)</p>	<p><i>For further reading around the course theory</i></p> <p><i>For further reading and case studies and questions</i></p>

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EXTBOOKS THEY CAN BUY THEMSELVES:

Leckie and Leckie CfE Higher Business Management Success Guide

For help with study

For exam question practice

Leckie and Leckie CfE Higher Business Management Practice Papers

For help with study

Bright Red CfE Higher Business Management Study Guide

For help with study

Hodder Gibson How to Pass CfE Higher Business Management

LUNCHTIME REVISION SESSIONS:

Mainly concentrating on how to answer exam style questions in Higher Business Management.

These will be available prior to and after the Prelim during one lunchtime agreed with the majority of pupils in the class.