

Study Skills
Course Milestones for Students

Course Title: BUSINESS MANAGEMENT | Level: NATIONAL 5

Month	Work to be covered/Topics/Activities/Assignments
June/July	<p>Course Induction</p> <p>UNDERSTANDING BUSINESS:</p> <ul style="list-style-type: none"> • Needs, Wants and Scarce Resources • Goods and Services • Sectors of Industry • Consumer Demand • Markets • Reasons for Setting up a Business/Creating Wealth • Business Resources • Skills and Qualities of the Entrepreneur • Small Private Sector Organisations - Sole Traders, Partnerships and Private Ltd Cos
August	<ul style="list-style-type: none"> • Use of Command Words to answer questions in Business Management • Public Sector Organisations • Third Sector Organisations • Business Objectives • Sources of Finance
September	<ul style="list-style-type: none"> • Sources of Business Advice • How do Businesses Organise their Activities - Functional Areas • Business Planning • Cash Budgets/Break Even Analysis • Stakeholders Interests and Influences
October	<ul style="list-style-type: none"> • Internal Influences on Business • External Influences on Business • Presentation from Hydrasun Ltd on External Influences • What do Customers Want? • How is Good Customer Service Achieved • Methods of Collecting Customer Data
November	<p>MANAGEMENT OF MARKETING:</p> <ul style="list-style-type: none"> • Marketing Recap • Market Research • Target Marketing • Product Branding • Pricing Strategies • Use of Technology in Marketing <p>MANAGEMENT OF OPERATIONS:</p> <ul style="list-style-type: none"> • Role of Operations • Choosing Suppliers • Stock Management • Methods of Production

December	<p>MANAGEMENT OF OPERATIONS CONT'D:</p> <ul style="list-style-type: none"> • Maintaining Quality <p>MANAGEMENT OF PEOPLE:</p> <ul style="list-style-type: none"> • Role of Human Resources • Recruitment and Selection of Staff • Staff Training <p>PRELIM REVISION CHECKLIST ISSUED FOR REVISION OVER HOLIDAYS</p>
January	<p>MANAGEMENT OF PEOPLE CONT'D:</p> <ul style="list-style-type: none"> • Human Resources Legislation <p>MANAGEMENT OF FINANCE:</p> <ul style="list-style-type: none"> • Role of Finance • Cash Flow and Cash Budgeting • Profit Statements <p>PRELIM EXAM REVISION:</p> <ul style="list-style-type: none"> • Command Word Revision • Exam Structure • Section 1 Case Study Question Practice • Section 2 Question Practice • Glossary of Terms Matching Tasks • Mind Map Tasks
February	<ul style="list-style-type: none"> • Introduction to the Coursework Assignment - identify a business and a topic from the course that you would like to concentrate on. • Two periods per week will be devoted to writing your Business Report (Coursework Assignment) and 2 periods to learning new theory for the next 6 weeks. Course Assignment should be finished by approx. 3rd week in March <p>THEORY CONT'D:</p> <p>MANAGEMENT OF MARKETING CONT'D:</p> <ul style="list-style-type: none"> • Product Life Cycles • Promotion
March	<ul style="list-style-type: none"> • Placement <p>MANAGEMENT OF OPERATIONS CONT'D:</p> <ul style="list-style-type: none"> • Ethics in Operations • Use of IT in Operations <p>MANAGEMENT OF PEOPLE CONT'D:</p> <ul style="list-style-type: none"> • Staff Motivation and Retention • Employee Relations • Use of Technology in HR <p>MANAGEMENT OF FINANCE CONT'D:</p> <ul style="list-style-type: none"> • Costs and Break Even Analysis <p>REVISION LIST FOR FULL COURSE ISSUED PRIOR TO EASTER HOLIDAYS</p>

April	<ul style="list-style-type: none"> • Job Costing • Use of Technology in Finance • Course Revision and exam style question practice
Study Skills Course Directory of Support Resources	

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>All course resources and weekly work planners are in the Shared Documents area and on GLOW.</p> <p>Leckie & Leckie Course Notes Leckie & Leckie Success Guide</p> <p>TEXTBOOKS THEY CAN BUY THEMSELVES:</p> <p>How to Pass Nat 5 Business Management (Hodder Gibson)</p> <p>Model Practice Papers with Answers (Hodder Gibson)</p> <p>LUNCHTIME REVISION SESSIONS:</p> <p>These will be available after the Prelim, during a lunchtime agreed with the majority of pupils in the class. It is strongly recommended that you attend these in order to achieve your full potential.</p>	<p>Whole Course</p> <p><i>Whole Course</i></p> <p><i>Whole Course</i></p> <p><i>These will mainly cover exam questions and how to answer them to the command words.</i></p>