

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: ADVANCED HIGHER

Month	Work to be covered/Topics/Activities/Assignments
June/July	<p>Induction AH Command Words and use of these with Higher topics</p> <p>THE EXTERNAL BUSINESS ENVIRONMENT:</p> <ul style="list-style-type: none"> • Multinational and Transnational Companies • Reasons for Growth of Companies • Transfer Pricing • Foreign Control of the Economy • Effects of FDI on Home and Host Countries • European Union • European Monetary Union • Social Chapter • EU Enlargement • ASEAN and China
August	<ul style="list-style-type: none"> • Current Business Issues - Business Ethics and Corporate Social Responsibility, Environmental Policies, Technological Developments • Past Paper Questions - Multinational and Transnational Cos, EU and Current Business Issues
September	<ul style="list-style-type: none"> • Research an organisation for External Environment Unit Assessment <p>THE EXTERNAL ENVIRONMENT UNIT ASSESSMENT</p> <p>THE INTERNAL BUSINESS ENVIRONMENT</p> <ul style="list-style-type: none"> • The Role of the Manager - Classical and Human Relations School and Neo Human Relations School Theorists • System and Contingency Theories
October	<ul style="list-style-type: none"> • Leadership Styles - Trait, Style and Contingency Theories • Factors which Influence Leadership Style • Qualities of a Leader • Advantages/Disadvantages of Good/Bad Leaders • Equal Opportunities - The Equality Act 2010 • Discrimination and the Right to Complain • Legitimate Aims and Justifications for Exceptions

November	<p>Role of Teams:</p> <ul style="list-style-type: none"> • Formal and Informal Teams • Stages of Team Development • Characteristics of Effective Teams • Belbin's Team Roles • Group Processes and Procedures • Team Conflict/Team Building • Costs and Benefits of Team Working • Evaluating Team Performance <p>Time and Task Management:</p> <ul style="list-style-type: none"> • Time Stealers • Aids to Task Management • Eisenhower Matrix • SMART Target Setting • Monitoring and Controlling Targets
December	<p>Managing Change:</p> <ul style="list-style-type: none"> • Factors Causing Change • Force Field Analysis (Kurt Lewin) • Stages of Change - The Six Step Process • Benefits of a Change Management Programme • Factors to be Addressed during Change • Resistance to Change • The Impact of Groups on Change • Approaches to Managing Change - Directive, Action-Centred, Piecemeal Initiatives, Participative • Change Agents <p>INTERNAL ENVIRONMENT UNIT ASSESSMENT</p> <p>EVALUATING BUSINESS INFORMATION:</p> <ul style="list-style-type: none"> • Critical Path Analysis • SWOT Analysis • Financial Accounts Analysis <p>EVALUATING BUSINESS INFORMATION UNIT ASSESSMENT</p>
January	<ul style="list-style-type: none"> • Revision for Prelim - Section 1 Case Study and Qs; Section 2 Qs • PRELIM
February	<p>COURSE ASSIGNMENT:</p> <ul style="list-style-type: none"> • Choose business organisation and a topic from the course to focus on • Conduct research/analysis and write up a Business Report (max 3500 words)
March	<ul style="list-style-type: none"> • Complete Business Report by the end of term
April	<ul style="list-style-type: none"> • Revision using past papers
<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>All course resources and weekly work planners are in the Shared Documents area and on <i>GLOW</i>.</p> <p>Course Notes are issued for each unit of work.</p> <p>They can borrow the Business Studies textbook from the department.</p> <p>Scholar website has good resources</p> <p>TEXTBOOKS THEY CAN BUY THEMSELVES:</p> <p>Scholar Study Guides - External Business Environment and Internal Business Environment</p>	