



H BUSINESS MANAGEMENT ESSENTIAL INFORMATION

Which topics are covered at H?

Unit	Topics
Understanding Business	Role of Business in Society, Types of Business Organisations, Objectives, Methods of Growth, External Factors, Internal Factors, Stakeholders, Structures, Decision Making
Management of Marketing	Customers, Market Research, Product, Place, Price, Promotion, People, Process, Physical Evidence, Technology in Marketing
Management of Operations	Inventory Management, Methods of Production, Quality, Ethical and Environmental, Technology in Operations
Management of People (HR)	Workforce Planning, Training and Development, Motivation and Leadership, Legislation, Employee Relations, Technology in HR
Management of Finance	Sources of Finance, Cash Budgeting, Financial Statements, Ratios, Technology in Finance

What apps and websites can I use to support my learning?

- [BBC Bitesize](#)
- [Achieve](#)
- [SQA HBM Past Papers](#)
- [Quizlet](#)

Are there important dates of which I should I be aware?

January – Formal assessment

February – Coursework report (**25% of final grade**)

Friday 24th April – Final exam

How is the course assessed?

COMPONENT	DETAILS	LENGTH	MARKS	%
FINAL EXAM	<p>Section 1: Case study and questions Section 2: Questions</p> <p>COMMAND WORDS – these are an integral part of the course, and in the final exam every question has a command word.</p> <p>Command words are to let pupils know how detail is required in their answers.</p> <p>Pupils can access these on their OneNote pages for Business.</p>	2 hours and 45 minutes	90	75%
IN SCHOOL: Coursework Assignment	Pupils are asked to select an organisation of their choosing, and a business topic, to do research on and prepare their findings and recommendations.	8 hours (in school time)	30	25%

What resources do I need?

Resources from lessons (One Note and Teams)

Where do I find the past papers?

These are available on pupils' teams, but you will also find past papers back to 2018 on the [SQA site](#).

What else can I do to improve?

- Go over work covered in class
- Doing past paper questions (and exam style questions provided in class) to go over content and command words
- Use the apps and websites above
- Attend Supported Study Sessions

Where do I find more information about the course?

<https://www.sqa.org.uk/sqa/47919.html>