

# N5 BUSINESS MANAGEMENT ESSENTIAL INFORMATION

Which topics are covered at N5?		What apps and websites can I use to support my learning?		
Unit	Topics	<ul style="list-style-type: none"> <li>• <a href="#">BBC Bitesize</a></li> <li>• <a href="#">SQA Past Papers</a></li> <li>• <a href="#">SQA Understanding Standards</a></li> <li>• <a href="#">Quizlet</a></li> <li>• <a href="#">Achieve</a></li> </ul>		
Understanding Business	Role of Business in Society, Customer Satisfaction, Types of Business Organisations, Objectives, External Factors, Internal Factors, Stakeholders			
Management of Marketing	Customers, Market Research, Product, Place, Price, Promotion, Technology in Marketing			
Management of Operations	Suppliers, Inventory Management, Methods of Production, Quality, Ethical and Environmental, Technology in Operations			
Management of People (HR)	Recruitment and Selection, Training, Retaining and Motivating Staff, Legislation, Technology in HR			
Management of Finance	Sources of Finance, Break-even, Cash Budgeting, Income Statement, Technology in Finance	<b>Are there important dates of which I should I be aware?</b> Dec – Formal assessment February– Coursework report ( <b>25% of final grade</b> ) Friday 24 <sup>th</sup> April– Final exam		
How is the course assessed?				
COMPONENT	DETAILS	LENGTH	MARKS	%
FINAL EXAM	Section 1: Case study and questions Section 2: Questions  <b>COMMAND WORDS</b> – these are an integral part of the course, and in the final exam every question has a command word.  Command words are to let pupils know how detail is required in their answers.  Pupils are able to access these on their OneNote pages for Business.	2 hours	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.	5 hours (in school time)	30	25%
<b>What resources do I need?</b> Resources from lessons (One Note and Teams)		<b>What else can I do to improve?</b> <ul style="list-style-type: none"> <li>• Go over work covered in class</li> <li>• Doing past paper questions (and exam style questions provided in class) to go over content and command words</li> <li>• Use the apps and websites above</li> <li>• Attend Supported Study</li> </ul>		
<b>Where do I find the past papers?</b> These are available on pupils' teams, but you will also find past papers back to 2018 on the <a href="#">SQA Site</a>		<b>Where do I find more information about the course?</b> <a href="https://www.sqa.org.uk/sqa/47436.html">https://www.sqa.org.uk/sqa/47436.html</a>		