

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?

<https://scholar.hw.ac.uk/courses/>
<https://www.bbc.co.uk/bitesize/subjects/zw26n39>
<https://www.sqa.org.uk/pastpapers/findpastpaper.htm>
<https://www.understandingstandards.org.uk/>
<https://quizlet.com/en-gb>

Are there important dates of which I should be aware?

January – Formal assessment
 Post-Christmas break – Coursework report (**22% of final grade**)
 May – Final exam

How is the course assessed?

COMPONENT	DETAILS	LENGTH	MARKS	%
FINAL EXAM	Section 1: Case study and questions Section 2: Questions COMMAND WORDS – 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 and 15 minutes	70	78%
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 (scaled to 20)	22%

What resources do I need?

Resources from lessons (One Note and Teams)
 Notes booklets being created for each unit covered

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 Qualification Scotland site.
<https://www.sqa.org.uk/pastpapers/findpastpaper.htm>

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

Where do I find more information about the course?

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