

Business Management – Course Outlines

Additional information about our Business Management courses can be found here:
<https://www.sqa.org.uk/sqa/48462.html> and <https://www.sqa.org.uk/sqa/47432.html>

N3 Business

This Course is designed to develop learners' basic understanding of the way in which small businesses operate and to encourage enterprising attributes. The Course involves experiential learning in practical contexts. Through the use of practical activities and knowledge of business, learners will be given an insight into what businesses do to remain competitive, customer-focused and successful. By involving learners in practical activities, the Course aims to enable them to develop:

- ◆ an awareness of business concepts in a range of familiar contexts
- ◆ an awareness of the actions small businesses take to satisfy customers' needs in familiar contexts
- ◆ an awareness of basic enterprising and employability skills in realistic business contexts
- ◆ basic financial awareness in a business context
- ◆ basic awareness of the effects of internal and external influences on business

The Course will enable learners to gain a better understanding of the personal qualities and attributes required of people involved in business by developing enterprising and employability skills. Financial and economic awareness is developed through a business context.

N4 Business

Businesses operate in the current dynamic, changing, competitive and economic environments, and to encourage enterprising attitudes. The Course aims to enable learners to develop:

- ◆ knowledge and understanding of business concepts in a range of contexts
- ◆ awareness of the processes and procedures businesses use to ensure customers' needs are met
- ◆ enterprising skills, and adopt enterprising attributes, by participating in practical activities in realistic business situations
- ◆ financial awareness through a business context
- ◆ an insight into the impact of the economy on businesses and our daily lives, thus gaining economic awareness

The use of practical activities and theoretical concepts, in real-life contexts, will offer learners opportunities to be involved in learning that is designed to inspire, challenge and motivate them, as well as giving them an insight into the steps businesses take to become and remain competitive and successful. A main feature of this Course is the development of enterprise and employability skills; learners will gain a better understanding of the personal qualities and attributes required of people involved in business. This will be facilitated through activities which demonstrate understanding of risk taking and decision making, thereby enabling learners to cope more easily in our rapidly changing business environments. The knowledge gained of financial and economic situations, through a business context, can be applied to personal living so that learners can manage their own personal financial affairs with confidence, and gain a better understanding of the impact of economic issues on their lives.

N5 Business Management

Business plays an important role in society, as it creates wealth, prosperity, jobs and choices. It is therefore essential to have effective businesses and business managers to sustain this role.

The National 5 Business Management course helps pupils to develop an understanding of the economic and financial environment in which businesses operate. This enables them to make an effective contribution to society as consumers, employees, employers or self-employed people. Pupils gain skills in personal financial awareness through improving knowledge of financial management in a business context.

The course introduces pupils to the dynamic, changing, competitive, and economic environment of industry and commerce. It develops skills in communicating and presenting business-related information, in a variety of formats, to the various stakeholders of an organisation. By studying this course, pupils develop an appreciation of customer focus, enterprise, and decision-making.

Higher Business Management

The course consists of five areas of study:

Understanding Business - Pupils develop their understanding of how large organisations in the private, public and third sectors operate, make decisions and pursue their strategic goals. They analyse the impact that internal and external environments have on an organisation's activity and consider the implications of these factors.

Management of Marketing - Pupils develop their understanding of the importance of effective marketing systems to large organisations. They learn about the relevant theories, concepts and procedures used by organisations to improve competitiveness and customer satisfaction.

Management of Operations - Pupils develop their understanding of the importance of effective operations systems to large organisations. They learn about the relevant theories, concepts and procedures used by organisations to improve and/or maintain quality, and the importance of satisfying both internal and external customers' needs.

Management of People - Pupils develop their understanding of the issues that large organisations face when managing people. They learn about the relevant theories, concepts and procedures used by organisations when dealing with staff, including retention, training, leadership and motivation.

Management of Finance - Pupils develop their understanding of the issues that large organisations face when managing finance. They learn about the relevant theories, concepts and procedures used by organisations in financial situations.

Advanced Higher Business Management

The course has three areas of study:

The external business environment - Pupils develop a detailed knowledge and in-depth understanding of the effects of external influences on organisations operating at a multinational and global level. They gain an in-depth understanding of current issues affecting organisations in an economic, social and environmental context, and consider the effectiveness of various courses of action.

The internal business environment - Pupils expand their knowledge of both traditional and contemporary management theories used by organisations to maximise efficiency, and evaluate theories relating to internal factors that influence the success of teams.

Evaluating business information - Pupils develop skills in evaluating a range of business information used by organisations to reach conclusions.

National 5 - (Level 5) Retailing

Skills for Work: Retailing at National 5 is an introductory level qualification in Retail. It provides a broad experiential introduction to the sector and provides learners with the practical skills, knowledge and attitudes needed to work in retailing.

Learners will develop an understanding of the needs of a retailer and an appreciation of the importance of customers. They also gain important employability skills and positive attitudes relevant to both the workplace and learning environments.

Areas covered include maintaining, storing and replenishing stock, satisfying customer needs, planning and implementing a retail event.

Skills for Work courses are designed to provide learners with opportunities to develop Core Skills and skills for learning, skills for life and skills for work. The main focus of Skills for Work courses is to develop the skills and instil the attitudes required for employability.