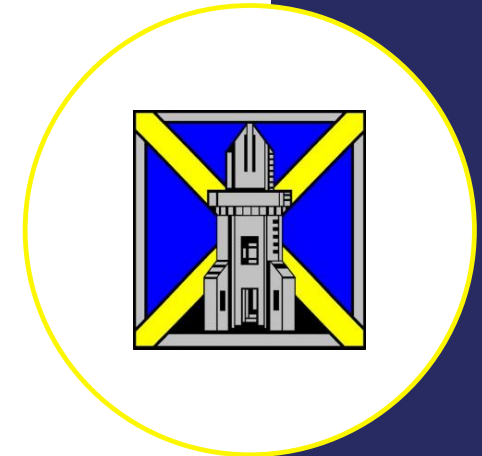


# Business & Accounts: Overview

- Business Management is looking at how a business works and how it fits in to today's society.
- This subject touches your everyday life, we all either work for or own a business, so business is part of the fabric of our lives.
- Many career opportunities are available such as accountancy, management or if you decide to go self-employed it will help you make good decisions.
- If you choose to go onto further study, business and accountancy skills are highly regarded for University entry and College courses also value the business qualifications gained by students.
- Business and accounts is integrated in all our every day lives, what we decide to eat for dinner, to what we decide to do in our leisure time or what we decide to do in our working lives.





# Business & Accounts: Pathways

S2

- In S2 you have learnt about the different types of organisations and taken part in team working on the Cereal Challenge. You have also extended your application and skills using the Microsoft IT packages such as spreadsheets which are used in accounts.
- All your prior learning will put you in a good position to progress to S3 Business & Accounts where you start to put all your knowledge and understanding to start to build up a qualification portfolio.

S3

- In S3 Business & Accounts you will be working towards a National 4 standard of qualification in the subject. This will involve working with Microsoft packages such as Word and Excel. You may be working with other packages to make up presentations for instance.
- Your skills and experience will lay a good foundation to progress to the National Progression Award at level 5 in Business Skills.



# Business & Accounts: Course Content

## Business Management – Level 4

- Learn the different types of organisations of business and how they work in today's society.
- Learn how marketing, human resources and finance work together to make sure the business is a success.

## Accounting – SQA National Units

- The accounting course is made up of national units starting with introductions to the concepts and working towards recording transactions into a ledger. Each unit is intended to provide a foundation into further study of Accounting.



# Business & Accounts: Assessment

## Business in Action

- Units are based upon Business in Action where the student studies entrepreneurship and looking at different sources of finance needed to set up in business.
- The unit works through how departments work together to ensure success of the business.

## Influence on Business + Added Value

- By giving an overview of key people in a small business helps the owner of the business make good decisions.
- The unit also looks at external influences that affect a small business.
- The assessments are set and internally marked.
- The added Value unit is a small assignment based on a business of your choosing and you can give recommendations in how you think the business could run better by applying your knowledge and skills learnt during the course.

## Accounts

- Study the skills and qualities required to be effective in finance. You learn to keep information accurate and prepare documentation which will help you pass your unit assessments.
- The assessments are set and internally marked.



# Business Management & Accounts: Entry Requirements

## In S3

- Building upon the IT skills acquired since S1, the S2 students are expected to have achieved CfE level 3 by the end of S2. This is to consolidate their learning in preparation for their chosen S3 curriculum.

## In S2

- S3 students need to develop their literacy skills to be able to start to apply knowledge and understanding to the topics.
- S3 students need to develop competencies and confidence in the use of IT skills.
- S3 students need to develop aptitude in the understanding of numeracy.
- Develop organisational and communication skills to ensure they are able to complete the course.

- S4, S5 and S6 students need to have developed IT skills to be able to cope with the demands of the national/NPA courses.
- Literacy skills are prevalent as part of the courses has theory elements included.
- Need to be prepared to practice the skills using their own initiative to ensure success.

## S4/S5/S6