



Progression to Highlands College Study in Business Studies

Course Outline

The business course has four key areas:

- **Exploring Business** – an internally assessed unit where you will compare and contrast two businesses, analyse their organisation and investigate the external factors that affect them. In addition, we will look at how businesses use innovation and enterprise, and justify why it is necessary for many businesses
- **Developing a Marketing Campaign** – in this unit you will need to learn about the 7 Ps of marketing, as well as the aims of specific marketing campaigns whilst considering the budget and timescales of campaigns. In an externally assessed assignment you will need to apply this learning to a specific business as well as research the market that the business operates in
- **Personal and Business Finance** – this unit enables you to learn about personal as well as business finance, introduces you to accounting and requires you to evaluate financial sources for a specific business situation. For this unit, you will sit an external written examination
- **Recruitment** – in this unit you will learn about the recruitment and selection process, whilst applying this knowledge and understanding to a specific business of your choice. As part of the assessment you will have to apply for a vacancy, take part in interviews and consider your own personal strengths, weaknesses and areas for development.

As well as this business knowledge you will need to be able to use IT effectively. Skills you will use and develop are:

- **Internet research** – being discerning, selective and sourcing correctly
- **Word processing** – your coursework will need to be presented using a computer. Being able to use word processing software quickly and in a professional manner will be important
- **Spreadsheets** – you will need to be able to enter data and use spreadsheet skills to create visual ways of representing this data
- **Referencing sources** – this must be done using the Harvard referencing system. Information on how to do this can be found here <https://www.ukessays.com/referencing/harvard/>

Recommended Resources

<https://www.bbc.co.uk/bitesize/subjects/zpsvr82> - the business area of BBC bitesize. Whilst aimed at GCSE, this will also provide useful information on many areas, especially if you did not do GCSE

www.tutor2u.net – website which includes a Business area. Full of blog posts, resources and definitions

www.beebusinessbee.co.uk/ - a website specifically for BTEC Business courses

<https://www.bbc.co.uk/news/business> - the business area of the BBC news site for unbiased up to date news on the economy, businesses and money

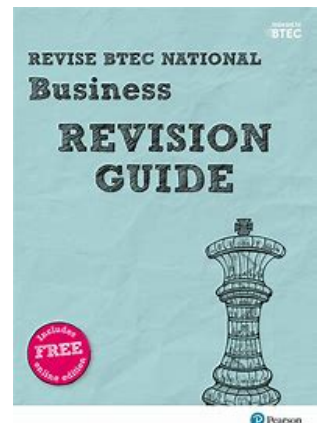
<https://www.economicshelp.org/> - a website to help with the economic aspects of the business course

<https://businesscasestudies.co.uk/> - a website with detailed information about some businesses related to specific areas of business theory

Pearson Revision Guide – invaluable for the externally assessed units

You Tube has some great videos. I'd recommend looking for the following first:

- Tutor2u
- Two teachers
- Taking the biz
- Bizconsesh
- Time2resources



Preparatory Activities

Week	Date	Activities
1		<p><u>Enterprise</u></p> <p>To have a successful business you need 4 factors of production: land, labour and enterprise. An entrepreneur is a person who can organise these four factors of production whilst taking risks.</p> <p>Use the suggested weblinks, plus youtube videos and your own knowledge to complete the following task:</p> <ul style="list-style-type: none"> • what are the key characteristics and skills an entrepreneur will need to be successful? • Select TWO entrepreneurs, e.g. Anita Roddick, Clive Sinclair, Jamie Oliver, Alan Sugar, Steve Jobs • For EACH one <ul style="list-style-type: none"> ○ explain what business they set up, assuming I have never heard of them ○ how they demonstrated the characteristics and skills of an entrepreneur ○ when they have failed, and how they overcame this ○ evidence that they are successful ○ any else that you think is interesting or relevant
2		<p><u>CSR</u></p> <p>CSR stands for Corporate Social Responsibility. It has become more important for businesses to include this in their overall aims and strategy.</p> <p>Use the link below, and others to complete the tasks below. https://www.tutor2u.net/business/reference/corporate-social-responsibility-during-the-coronavirus-pandemic</p> <ol style="list-style-type: none"> 1. What is CSR? 2. During the pandemic what have been good examples of CSR? 3. During the pandemic what have been poor examples of CSR? 4. What are the benefits of good CSR for businesses? 5. Why might a business not have good CSR? 6. Research Carroll's CSR pyramid. Find examples of businesses or individuals who would fit into each level of the pyramid <p>Present this work as a word processed document with a bibliography</p>
3		<p><u>Personal Finance</u></p> <p>A key influence on being able to borrow money as an individual is related to your credit rating.</p>

		<p>Research and create a PowerPoint that can be used in assembly to present to the rest of your year group. Include additional information in the speaker's notes area. You may want to include an embedded video. The following areas should be covered:</p> <ol style="list-style-type: none"> 1. A title slide 2. What is a credit rating 3. Which organisations provide credit ratings 4. Why is a credit rating important 5. What could lower your credit rating 6. What can you do to improve your credit rating 7. Links for suggested advice 8. A bibliography
4		<p><u>Interest Rates</u></p> <p>This is a really important concept because it appears in at least three units. Interest rates are an external influence on businesses, and also affect financial decisions for individuals and businesses. Conduct research to answer the following questions:</p> <ol style="list-style-type: none"> 1. What is an interest rate? 2. Who sets the base rate? How is this different to the rate that consumers and businesses pay? 3. Find some examples of different rates of interest for different products, e.g. an overdraft, loan, mortgage, payday loan. Why do you think the rates vary so much, and why are they different to the base rate? 4. Find an image of interest rates over time. What is so significant about current rates of interest? 5. What is the impact of low interest rates on the cost of borrowing? How is likely to affect levels of consumer income and spending? 6. What is the impact of low interest rates on savers? How might this affect the income level and spending of those that rely on the savings they have built up? 7. Given your answers to Q5 and 6, why do you think interest rates have been lowered recently? 8. Interest rates are charged to consumers on borrowing, mortgages being one of these types of borrowing. What is a mortgage? 9. What is the difference between fixed and variable rate mortgages? 10. What are the benefits and limitations of fixed rate mortgages for consumers?

5	<p><u>Business Ownership</u></p> <p>You need to be able to understand the different forms of business ownership including:</p> <ul style="list-style-type: none"> • Sole trader • Partnership • Private limited company • Public limited company • Co-operative • Public sector <p>Produce a document that explains what each of these forms of ownership mean. You should include information such as:</p> <ul style="list-style-type: none"> • The liability of the owners • Number of owners • How the business is set up • How profits are shared • Advantages and disadvantages • Examples <p>Include a bibliography of sources.</p>
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