

Business Management

Module 1 Lesson 1: Introduction to Business Management

Course overview

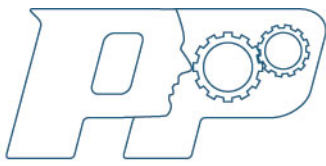
Welcome to 'Business Management'. In this course, we will learn the essentials of the business process, all the way from the principles of management, to using management tools and techniques, and designing a workflow.

For starters, this lesson will provide an overview of the course. We'll also guide you through navigating the lessons as well as discussing the course aims and assessment methods.

This course will provide you with the knowledge, and skills that are necessary to work in a range of business contexts. You will be able to work independently in a business environment, and manage the work of others. In addition, you will also receive a good foundation for progressing to further study.

You'll be familiar with the theories, and of business management on completion of this course. For example, you'll be able to:

- apply business skills and techniques to make decisions in a range of business situations.
- analyse your organisation's business processes.
- research internal and external business environments.
- And design a business model for your organisation.



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For those who want to learn the basics of business and who may have little or no previous experience in the area, this course provides a perfect introduction. You'll then be able to build on your knowledge of and experience in business. You will learn how business works as well as practical tips that you can put to use in real business situations. This course is also great for people who already work in business, as you'll look at theories and strategies to really refine your skills.

Course aims

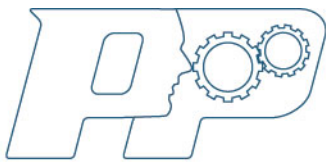
This Business Management course is divided into six modules.

- **Module 1 is Principles of Management**
- **Module 2 is The Business Environment**
- **Module 3 is Management Tools and Techniques**
- **Module 4 is Management Roles and Responsibilities**
- **Module 5 is Management Process and Procedure**
- **And Module 6: Workflow Design**

Each module is further divided into a number of lessons.

How to navigate the course

If this is your first course with the People and Process Academy, be sure to watch the video titled 'Studying with People and Process'. You'll find this short video in the 'My Courses' section of this site. It explains how to navigate your way around the site and get the most from your People and Process membership.



All of our lessons are videos, and there's a transcript you can follow as you watch. If you like, you can download the video transcript to revise later. In *Business Management*, each new lesson builds on previous information, so it's best to follow the lessons in order. Similarly, you should follow each module in sequence as you move through the course. All registered users have unlimited access to our video lessons and transcripts, and you can watch each lesson as often as you like.

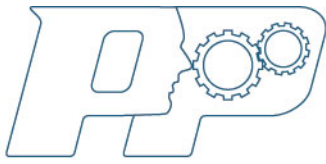
There's a discussion forum attached to this course for all users. You can access the forum at any time from the sidebar on the right of your screen. You can ask and answer questions about the course and engage with your fellow students in the forum.

If you have any difficulties navigating the course, see the support section for help.

Course assessment

There's a quiz at the end of each lesson to test your understanding of the material. To successfully complete the course, you must pass the quiz for each lesson. Once all lessons have been completed, you can then download and print the People and Process completion certificate.

This course can also lead to an external QQI certificate. The certification path for eligible learners requires completion of separate course assessments. Criteria and materials for this assessment will be posted in the discussion forum during the course.



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Next lesson:

So let's get started. In our next lesson, we introduce management approaches in business.

