

Revision (5–6 weeks from exam)

Session	Topic	Subtopic	Important lessons	Done
1	Operations	Role of Operations	<u>Role of Operations</u>	<input type="radio"/>
		Influences on Operations	<u>Influences on Operations, Legal Compliance and Environmental Responsibility</u>	<input type="radio"/>
		Operations Processes	<u>Transformation Process</u>	<input type="radio"/>
2	Operations	Operations Strategies	<u>Operations Strategy, Supply Chain Management, Technology and Outsourcing, Inventory Management and Quality</u>	<input type="radio"/>
3	Marketing	Role of Marketing	<u>Strategic Role of Marketing, Interdependence of Marketing</u>	<input type="radio"/>
		Influences on Marketing	<u>Customer Choice Series, Consumer Laws Series, Ethical Issues Series</u>	<input type="radio"/>
		Marketing Processes	<u>Market Research: Methods</u>	<input type="radio"/>
4	Marketing	Marketing Strategies	<u>Promotion Series, Global Marketing</u>	<input type="radio"/>
5	Finance	Role of Finance	<u>Role of Financial Management, Interdependence of Finance</u>	<input type="radio"/>
		Influences on Finance	<u>Sources of Finance Series, Government Influences, Global Market Influences</u>	<input type="radio"/>
6	Finance	Financial Processes	<u>Advantages and Disadvantages of Debt and Equity Finance, Financial Ratios (Part 1), Limitations of Financial Reports, Financial Ethics</u>	<input type="radio"/>
		Financial Strategies	<u>Global Financial Management</u>	<input type="radio"/>
7	Human Resources	Role of HR	<u>Role of Human Resources</u>	<input type="radio"/>
		Influences on HR	<u>Influences on Human Resources, Legal Influences, Technological and Social Impacts</u>	<input type="radio"/>
8	Human Resources	HR Processes	<u>Processes of Human Resources</u>	<input type="radio"/>
		HR Strategies	<u>Training and Development, Performance and Rewards, Global Strategies and Workplace Disputes</u>	<input type="radio"/>
		Effectiveness of HR	<u>Effectiveness of Human Resource Management</u>	<input type="radio"/>

Practice (3–4 weeks from exam)

Session	Topic	Subtopic	Confidence	Done
9	Operations	Role of Operations	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Influences on Operations	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Operations Processes	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
10	Operations	Operations Strategies	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
11	Marketing	Role of Marketing	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Influences on Marketing	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Marketing Processes	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
12	Marketing	Marketing Strategies	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
13	Finance	Role of Finance	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Influences on Finance	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
14	Finance	Financial Processes	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Financial Strategies	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
15	Human Resources	Role of HR	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Influences on HR	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
16	Human Resources	HR Processes	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		HR Strategies	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Effectiveness of HR	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>