

## Unit 6: Business Decision Making

Learning hours: 60

NQF level 4: BTEC Higher National – H2

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### Description of unit

In business, good decision making requires the effective use of information. This unit gives learners the opportunity to examine a variety of sources and develop techniques for four aspects of information: data gathering, data storage, and the tools available to create useful information and present it.

Computers are used in business for much of this and thus the appreciation and use of appropriate IT software is central to the completion of this unit. Specifically, learners will use spreadsheets and other software for data analysis and the preparation of information. The use of spreadsheets for the manipulation of numbers, and understanding of how to apply the results, are seen as more important than the mathematical derivation of formulae used. They will also gain an appreciation of information systems currently used at all levels in an organisation as aids to decision making.

### Summary of learning outcomes

**To achieve this unit a learner must:**

- 1 Use a variety of **sources for the collection of data**, both primary and secondary
- 2 Apply a range of **techniques to analyse data** effectively for business purposes
- 3 Produce **information in appropriate formats** for decision making in an organisational context
- 4 Use **software-generated information** to make decisions at operational, tactical and strategic levels in an organisation.