

1. Programme Specification

PROGRAMME SPECIFICATION BA (Hons) Business Management	
1. Awarding Body	University of Surrey
2. Teaching Institution (if different)	University Centre Farnborough (Farnborough College of Technology)
3. Final Award	BA(Hons) Business Management Top up
4. Programme title/route/pathway	
5. Subsidiary award(s) and title(s)	Ordinary Degree Business Management with 300 credits
6. FHEQ Level	Level 6
7. Credits and ECTS credits	1 ECTS credit = 2 UK credits
8. Name of Professional, Statutory or Regulatory Body (PSRB)	Not applicable
9. Date of last accreditation (if applicable)	Not applicable
10. Mode of study	Full time
11. Language of study	English
12. UCAS Code	
13. QAA Subject Benchmark Statement (if applicable)	General Business and Management 2007
14. Other internal and / or external reference points	
15. Faculty / Department	Hampshire Business School
16. Programme Director	Pamela Hardy
17. Date of Production / Revision of the specification	May 2014
18. Educational aims of the Programme	
The aims for the programme are to enable students to:	
<ul style="list-style-type: none"> - Extend knowledge of the well established principles regarding how businesses can be successfully managed. 	

- Identify and analyse business problems and evaluate alternative solutions.
- Develop the ability to provide insightful, reflective and analytical content which will enhance employability in a variety of business related work environments.
- Prepare for further study through acquisition of research skills, self motivation and self reliance.

The course strives to enable students to be able to demonstrate:

- the understanding of organisations and market behaviours.
- the understanding of people as stakeholders; consumers, suppliers, employees and entrepreneurs.
- the ability to evaluate the sources, use, cost and management of finance.
- ability to apply skills of evaluating a business situation, identifying problems, planning a project and recommending solutions
- interpersonal skills of listening, persuasion and presentation.
- cooperative work within a team.
- independent work.
- Communication of information, arguments and analysis in a variety of forms
- self management in terms of time, planning and behaviour and motivation.

Therefore, this Honours Degree responds to market needs by equipping students with the combination of vocational and applied skills, academic knowledge and transferable skills, required in both the workplace and for further study.

19. Programme learning outcomes – the programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

Knowledge and Understanding

Students will have a knowledge and understanding of :

1. the Business Environment - the external environment in which organisations operate, and how they are managed. (GBM 3.4)
2. marketing – the development and operation of markets for goods and services (GBM 3.7)
3. consumers – customer expectations, service and orientation. (GBM 3.7)
4. Accounting and Finance – the sources, uses and management of money (GBM 3.7)
5. people – the management and development of people within organisations (GBM 3.7)
6. the legal and ethical framework within which businesses operate. (GBM 3.4)

Teaching and learning strategies

- Lecture based presentations.
- Workshops
- Individual and group project work.
- Individual presentations.
- Case studies
- Extended project.

Assessment

- i. Assignments and Essays
- ii. Exams
- iii. Presentations
- iv. Case study
- v. Skills audit
- vi. Reflective statement
- vii. Seminar delivery
- viii. Report
- ix. Business (communication) plan
- x. Dissertation

<p><u>Skills and other attributes - Intellectual / cognitive skills</u></p> <p><i>Students will be able to:</i></p> <ol style="list-style-type: none"> 1. have a view of business and management which is influenced by a variety of learning sources including guided learning, team work and independent study(GBM 5.5) 2. demonstrate knowledge of the main methods of inquiry in subject areas (FD 42) 3. use a range of techniques to initiate and undertake critical analysis of information (FD 42) 4. undertake research to produce fully referenced reports (GBM 3.9) 5. apply skills of evaluating a business situation, identifying problems, and recommending solutions (GBM 3.9) 	<p><u>Teaching and learning strategies</u></p> <p>Lectures Support for report writing and directed reading Case studies of business examples</p> <p>Assessment</p> <ol style="list-style-type: none"> i. Assignments and Essays ii. Exams iii. Presentations iv. Case study v. Skills audit vi. Reflective statement vii. Seminar viii. Report ix. Business (communication) plan x. Dissertation
<p><u>Skills and other attributes - Professional practical skills</u></p> <p><i>Students will be able to:</i></p> <ol style="list-style-type: none"> 1. develop inter-personal skills of effective listening, persuasion and presentation (GBM 3.9) 2. show effective performance within a team environment (GBM 3.9; 5.5) 3. work effectively independently(GBM 3.9) 4. take responsibility for own learning and progress(GBM 3.9) 5. demonstrate familiarity with IT and the use of the internet. (GBM 3.9) 	<p><u>Teaching and learning strategies</u></p> <p>Lectures and group work direct students to the appropriate methods and materials, and they are guided and supported via tutorials.</p> <p>Assessment</p> <ol style="list-style-type: none"> i. Assignments and Essays ii. Exams iii. Presentations iv. Case study v. Skills audit vi. Reflective statement vii. Seminar viii. Report ix. Business (communication) plan x. Dissertation
<p><u>Skills and other attributes - Key / transferrable skills</u></p> <p><i>Students will be able to:</i></p> <ol style="list-style-type: none"> 1. effectively communicate information, arguments and analysis in a variety of forms (including with ICT) (GBM 3.9) 2. use effective problem solving and decision making skills using appropriate quantitative 	<p><u>Teaching and Learning strategies</u></p> <p>Promoted through lectures, report writing , group work, directed reading and independent study. Developed through case studies to relate to business examples.</p> <p>Assessment</p> <p>Assignments.</p>

<p>and qualitative methods (GBM 3.9)</p> <p>3. Effective self-management in terms of time, planning and behaviour, motivation, self starting (GBM 3.9)</p> <p>4. Evaluate information presented both qualitatively and quantitatively (GBM 3.9)</p> <p>5. Reflect on own performance and that of others and give, and respond positively to, constructive feedback. (GBM 3.9)</p>	<p>Reports of research and professional investigations</p>
<p>20. Programme structure – including the route / pathway / field requirements, levels modules, credits, awards and further information on the mode of study.</p>	
<ul style="list-style-type: none"> - The programme) is studied over 1 academic year and is full time. - The programme is divided into modules. All taught modules are worth 15 credits, which is indicative of 150 hours of learning, comprised of student contact, private study and assessment. In order to achieve the full award students must complete 120 credits at FHEQ Levels 6 - The Project module is (30 credits) and takes place in Semester 2 - On successful completion of the BA(Hons) in Business Management students may progress to a masters qualification or on to professional business programmes such as CIPD, CIM, CIMA 	
<p>Programme variances (if applicable)</p>	
<p>Students will be accepted onto the third year of the programme to undertake BA (Hons.) in Business Management (Top-up) subject to their holding an appropriate 240 credit HE Level 5 qualification at an appropriate grade.</p>	
<p>Programme pathways and variants</p>	
<p><i>None</i></p>	

FHEQ Level(6): Potential awards – (list awards)					
BA Honours Degree in Business Management (Top-up)					
Module code	Module title	Core /compulsory /optional	Credit volume	Semester (1 / 2)	Award requirements
17	<i>Final year project</i>	compulsory	30	2	120 Credits required to complete level.
18	<i>Project management and MIS</i>	compulsory	15	1	
19	<i>HRM in a Business Context</i>	compulsory	15	1	
20	<i>International & ethical business</i>	compulsory	15	2	
21	<i>Global marketing</i>	compulsory	15	1	
22	<i>Entrepreneurship & Business</i>	compulsory	15	1	
23	<i>Decision analysis</i>	compulsory	15	2	
How many optional modules must a student choose in order to achieve the necessary amount of credits to achieve this level?			N/A		
21. Opportunities for placements / work-related learning / collaborative activity – please indicate if any of the following apply to your programme					
Data supplied by an external source for student analysis which contributes to an assessment					No
External / guest teaching					Yes
External markers					None
Student placement (please indicate if this is one day, one month, six months, a year etc)					Yes (formative)
Module Placement					No
Professional Training Year					No
Clinical Placements (that are not part of the PTY Scheme)					No
ERASMUS Study (that is not taken during LevelP)					No
Study exchanges (that are not part of the ERASMUS Scheme)					No
Dual Degree					No
Joint Degree					No
Further information					
22. Criteria for admission					
<p>240 CAT points or equivalent from an appropriate degree programme.</p> <p>Mature entry subject to C grade GCSE English and Maths, assessment of ability and post formal education experience and qualifications.</p> <p>References will be taken up</p> <p>Entry to the Top up will be subject to evidence of study of relevant subjects at Level 5.</p>					

23. Assessment regulations

All programmes' within the University of Surrey adhere to the Assessment Regulations. All taught programmes also reference and follow the *Code of Practice on the Assessment of Students' Work within Taught Programmes*.

24. Support for students and their learning Tutorials are a compulsory component of the study period providing both academic and pastoral support. There is a dedicated cross college programme promoting generic skills including career development. Additionally the LRC provides learning resources in hard copy and virtual form. ICT facilities are available as drop in and as part of learning development. Students with learning disabilities will be supported in accordance with college provision and where supported by approved documentation such a dyslexia statements.

25. Quality management – indications of quality and the methods for evaluating and improving quality

All assessments are peer reviewed prior to issue, feedback to students is peer evaluated and both are subject to the approval of external examiners. The programme manager will complete an annual review of learning, retention and outcomes along with target benchmarks for each subsequent academic year to continually monitor and enhance performance.

Reports from external examiners have, to date expressed high levels of satisfaction with the content, quality and performance of both staff and students.

Student evaluation is encouraged using electronic feedback, staff/ student meeting are held each term for student views to be expressed and responses given.

26. Further information

Further information can be found on our webpages and within the Programme Handbook, which is provided on entry to the Programme.