Programme Specification

Programme Title: BSc (Hons) Business Management (Full Time and Part Time)

Awarding Institution:	University of Bolton		
Teaching Institution:	University of Bolton		
Division and/or Faculty/Institute:	On Campus Division		
Professional accreditation	Professional body	Professional body URL	Status of graduates
	None		
Final award(s):	BSc (Hons)		
Interim award(s)	Certificate in Higher Education in Business Management Diploma in Higher Education in Business Management		
Exit or Fallback award(s)	None		
Programme title(s)	Business Management		
UCAS Code	N100 BSc/BM		
JACS Code	N100		
University Course Code(s)			
QAA Benchmark Statement(s)	Business and Management 2007		
Other internal and external reference points	QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice UK Quality Code for Higher Education University of Bolton awards framework		
Language of study	English		
Mode of study and normal period of study	Full Time – 3 years Part Time – 4.5 years		

Admissions criteria

For UCAS tariff points please refer to our website (www.bolton.ac.uk).

You will have at least two but preferably three A2-levels (or equivalent) in any subjects. In addition 5 GCSEs at Grade C or above including English will usually be required.

Applicants with an Access to HE Diploma with 40 or more credits at Merit or Distinction level are also considered.

Applicants for whom English is not their first language will be required to achieve at least a score of IELTS 6.0, or equivalent, upon entry to the programme..

Additional admissions matters

Applicants, who do not possess the above qualifications but have substantial managerial experience, may be considered for entry on to this course. Evidence of previous employment will need to be provided as well as a reference from the current/most recent employer (on letter-headed paper). Applicants will usually be invited to complete an interview (face-to-face, by telephone or by Skype), and may also be asked to complete an online literacy/numeracy test or submit a piece of written work. The interview and diagnostic assessments will allow us to determine your commitment to and suitability for the programme.

Fitness to practise declaration

Not applicable

Aims of the programme

The overall aim of the programme is to prepare you for a career in business and management. You will develop essential knowledge and skills within a regional, national and international context.

Specifically the programme seeks to develop:
- knowledge of organisations, their management and the external contexts in which they operate
- intellectual capabilities of analysis, evaluation and synthesis, culminating in a final year dissertation
- academic and professional skills to allow for opportunities for career and business development, as well as for further study
- lifelong learning skills and personal development in order to work independently and as part of a team

Distinctive features of the programme.

Teaching is conducted by a highly dedicated and supportive team, with specialist knowledge in a wide range of subject areas, and close links to business and industry.

Contemporary research is used to inform teaching practice, to ensure that students are provided with a robust academic underpinning of the areas of Business Management.

Course materials are available online, allowing students to prepare work at home and also ensuring that in-class learning is highly interactive.

Developing key employability skills is a theme throughout the programme to ensure that graduates have a unique competitive advantage when entering employment or self-employment.

Programme learning outcomes
K. Knowledge and understanding   On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of:
1. the contextual and environmental forces acting on organisations at regional, national and international levels
2. the development of markets for goods and services; meeting expectations of customers and equivalent stakeholders
3. financial resource management within different organisations
4. the management and development of people within organisations
5. approaches to organisational analysis, the significance of organisational context, structure, and culture
6. the management of operations in a regional, national and international context
7. the development and management of information systems and their impact upon organisations
8. the development of sustainable business policies and strategies within a changing environment, to meet stakeholder interests
9. pervasive issues in sustainability, globalisation, corporate social responsibility, diversity, business innovation, creativity, and enterprise development
C. Cognitive, intellectual or thinking skills   On completion of the programme successful students will be able to demonstrate the ability to:
1. Use cognitive skills of critical thinking, analysis and synthesis. Including the capability of identifying assumptions, evaluating statements in terms of evidence in order to detect false logic or reasoning, to identify implicit values and define terms adequately
2. problem solve and make decisions using appropriate quantitative and qualitative skills; including identifying, formulating and providing solutions for business problems
3. Develop and assess a range of options and apply ideas and knowledge to a range of situations
P. Practical, professional or subject-specific skills   On completion of the programme successful students will be able to demonstrate the ability to:
1. communicate effectively, both orally and in writing, using a range of media which are widely used in business, such as the preparation and presentation of reports
2. use and apply theoretical models to business situations; demonstrate qualitative research skills
3. use quantitative skills of data analysis and interpretation
4. effectively use communication and information technology for business applications
T. Transferable, key or personal skills   On completion of the programme successful students will be able to demonstrate the ability to:
1. effectively self-manage in terms of time, planning and behaviour, motivation, initiative and enterprise
2. perform effectively within a team
3. listen, negotiate, persuade and present effectively
4. self-reflect and recommend strategies for own skills development
5. use effective employability skills and demonstrate commercial awareness
Learning and teaching strategies

A variety of teaching and learning strategies is employed throughout the programme to ensure the acquisition and development of appropriate concepts, knowledge and skills and achievement of the stated learning outcomes. Some of these will be experienced during formally timetabled classes with a tutor; others may be adopted personally to facilitate your own learning.

A variety of teaching and learning methods provide access to learning to meet a range of learner needs and are aimed at; widening participation amongst learners, avoiding exclusion and developing learner skills in both academic and workplace arenas. The methods employed include: lectures; workshops; tutorials (group and individual); guest speakers; development of information literacy; and personal development planning (PDP). However individual tutors are free to introduce techniques that they view as especially suitable in aiding learning in their specialist area.

In addition to formal class contact you are expected to spend time studying independently, for example engaging in general background reading, preparing for seminar activities and working on assignments.

Learning activities (KIS entry)

	Course Year		
	1	2	3
Scheduled learning and teaching activities	26%	26%	26%
Guided independent study	74%	74%	74%

Assessment strategy

The assessment strategy for the programme is designed to ensure that you achieve the overall aims and learning outcomes of the programme, as well as the learning outcomes for individual modules. The strategy ensures that both individual and group assessments are used at each level. The variety of assessment methods is to maximise the opportunity for you to demonstrate their ability to meet learning outcomes and to maximise key transferable skills to enhance employability.

Assessment serves several functions. The obvious and primary function is to evaluate your achievement. However, assessment also serves to help you organise and develop your learning. Feedback from assessment serves an important educational function and can help you develop your skills and understanding of your own strengths and weaknesses.

The types of assessment you will be required to complete fall into two general categories, formative and summative.

Formative assessments are activities that do not contribute to your overall module grade. They are however an integral part of the learning strategy for a module and you are required

to complete them. They will be marked and you will receive feedback on your level of achievement.

Summative assessments are those assessment activities for which the marks will contribute to the overall module grade. You will also receive feedback on these assessments so that you will know what you have done well and where you can improve.

Assessment methods (KIS entry)

	Course Year		
	1	**2**	**3***
Written exams	17%	17%	35%
Coursework	50%	58%	40%
Practical exams	33%	25%	25%

* may vary according to Option Modules studied

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes.

Grade bands and classifications

Grade Description	Mark Hons	Degree Class
Work of Exceptional Quality	70+	i
Work of Very Good Quality	60-69	ii.i
Work of Good Quality	50-59	ii.ii
Work of Satisfactory Quality	40-49	iii
Borderline Fail	35-39	

Fail below 35

Honours classification
You will normally be awarded the honours classification resulting from the application of either Rule ACM20 or Rule ACM6.

Rule ACM20
A weighted average of the marks from modules worth a total of 200 credits at Levels HE5 and HE6 combined, including the marks from modules worth no more than 80 credits at least at Level HE5 (weighted 30 percent) and marks from modules worth at least 120 credits at Level HE6 (weighted 70 percent), which represent the best marks achieved by a student at

those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.99, 58.00-59.99, 68.00 - 69.99; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 120 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

OR

Rule ACM6 (where a student has insufficient marks at level HE5 to apply Rule ACM20)
A simple average of the equally weighted marks from modules worth 120 credits at Level HE6 which represent the best marks achieved by a student at that Level.

Where the average falls unequivocally into one of the following bands: 48.00 – 49.99, 58.00 – 59.99, 68.00 – 69.99; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 80 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

Where a student has marks available for fewer than 120 credits at Level HE6, honours classification shall normally be based solely on a simple average of the available marks for modules at Level HE6, subject to there being marks for a minimum of 60 credits awarded by the University. Upgrading of the honours classification will not normally be available to students for whom there are marks available for fewer than 120 credits at Level HE6, unless this is explicitly approved through one of the methods described below.

See: http://www.bolton.ac.uk/Quality/QAEContents/APPR/Documents/pdf/UGAssRegs-maindocv56.pdf

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.
You will be able to view external examiner reports on the programme web site.

Support for student learning

The programme is managed by the Academic Co-ordinator who is an experienced member of Bolton Business School staff

You are allocated a personal tutor who provides support in a pastoral role.

An induction programme introduces you to the University of Bolton, their programme of study and fellow students

Feedback is given on formative and summative assessments

University of Bolton support services include counselling, and disability advice.

A Chaplaincy is provided at the University main campus

Library and IT services are available

Programme Handbooks provide information about the programme and University of Bolton regulations

---

Methods for evaluating and enhancing the quality of learning opportunities
- Programme committees with student representation
- Module evaluations by students
- Students surveys – both national and University of Bolton
- External Examiner reports
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), School Quality Enhancement Plan (SQEP)
- Peer review/observation of teaching
- Professional development programme for staff

Other sources of information

Student portal (http://www.bolton.ac.uk/Students/Home.aspx)
Students Union (http://www.ubsu.org.uk)
Programme Handbook (add link)
Module database (http://data.bolton.ac.uk/academicaffairs/view_modulelist.asp)
Moodle
External examiners reports
http://www.bolton.ac.uk/Quality/QAEContents/ExternalExaminersReports/Home.aspx

---

Document control

Author(s)	Susan Rabbitt
Approved by:	
Date approved:	
Effective from:	

Document History:	

Learning Outcomes Maps

Module title	Module Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	C1	C2	C3	P1	P2	P3	T1	T2	T3	T4	T5	T6
Academic and Professional Skills	BAM4001	C							D		DTA		D		DTA	DTA	DTA			DTA	DTA	DTA	DTA	DTA	DTA
Business Law	BAM4002	C	DTA	DTA	DTA			DTA							DTA	DTA	DTA	DT	D		D	DTA	DTA	DTA	D
Business Economics	BAM4003	C	DTA	D	DTA						D	DTA	DTA		DTA	DTA	DTA	DTA	DA	DTA	D			DTA	
Marketing Principles	BAM4004	C	DTA	DTA								DTA			DTA	DTA		D			D			DTA	
Finance for Business	BAM4005	C	DTA			DTA			DTA		D	DTA	TD		DTA	DTA	DTA	DTA	DTA		DTA	DTA	DTA		D	D
Managing People	BAM4006	C	DTA				DTA			DTA		DTA	D		DTA			DTA			D	DTA	DTA	DTA	DTA	DTA	DTA
Employability Skills	BAM5001	C	D		DT	D	D		D	D	DT	DTA	DTA			DTA	DTA			DT	DT	DTA		DA	DTA
Organisational Behaviour	BAM5002	C	D					DTA	D	D	DT	DTA	DTA	D	D		DTA		DA	DTA	DTA	DTA	DTA	DTA	DTA
Operations Management	BAM5003	C	DTA	D	D	DT	DT		DTA	DT	DT	DTA	DTA	D	DTA	DTA	D	DA	DTA	DA				DTA	DT
Consumer Behaviour	BAM5004	C	D	DTA								DTA		D	DTA		D	D		D	D		D	DA	
Entrepreneurship	BAM5005	C	DTA	DT										D	DTA	DA	DTA	D		DTA	DTA	D	DT	DTA	DA
Research Methods	BAM5006	C									DTA			D	D		D	DA	DA	D	D	D	DA	DTA	D
Dissertation	BAM6001	C	D								DTA			DTA	DTA	DTA	DTA	DA	DA	DA		DA	DA	DTA	DTA
Strategic Management	BAM6002	C	DT	D	DTA									DTA	DTA	DTA	D				D	D		D	DA

Module	Code	O																			
Global Marketing	BAM6003	O	DA	DTA	DTA				D	DTA	DTA	DA	DTA		D			DA	DA		
International Human Resource Management	BAM6004	O	DA		DTA					DTA	DTA	DA	DTA		D	D	DA	DA	DA	DTA	DA
Information Systems for Business Strategy	BAM6005	O	D		DTA			DTA		DTA	DTA	DA	DA	D	DTA			DA	DA	D	
Supply Chain Management	BAM6006	O	DTA	D	DTA	DTA		DTA		DTA	DTA	DA	DA		DTA	D	DA	DA	DA		DA
Work and the Employment Relationship	BAM6007	O	DTA		DTA			D		DTA	DTA	DA			D	D		D	DA	DTA	D
Financial Reporting for Management	BAM6008	O	D		D	DTA				DTA	DTA	DA		DTA	DTA				DA		

K. Knowledge and understanding   P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills   T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Annexe R Module Listings

Module title	Mod Code	New	Level	Credits	Type	Core/Option /Elective C/O/E	Pre-requisite Module	Assessment 1			Assessment 2		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Academic and Professional Skills	BAM4001	✔	4	20	STAN	Core	N	PRA	50		CW	50	Y
Marketing Principles	BAM4002	✔	4	20	STAN	Core	N	CW	50		EX	50	y
Business Economics	BAM4003	✔	4	20	STAN	Core	N	PRA	50		EX	50	Y
Business Law	BAM4004	✔	4	20	STAN	Core	N	CW	50		CW	50	Y
Finance for Business	BAM4005	✔	4	20	STAN	Core	N	PRA	50		PRA	50	Y
Managing People	BAM4006	✔	4	20	STAN	Core	N	PRA	50		CW	50	y
Employability Skills	BAM5001	✔	5	20	STAN	Core	N	PRA	50		CW	50	Y
Organisational Behaviour	BAM5002	✔	5	20	STAN	Core	N	CW	50		PRA	50	Y
Operations Management	BAM5003	✔	5	20	STAN	Core	N	CW	50		EX	50	Y
Consumer Behaviour	BAM5004	✔	5	20	STAN	Core	N	CW	50		EX	50	Y

Entrepreneurship	BAM5005	✔	5	20	STAN	Core	N	CW	50		CW	50	Y
Research Methods	BAM5006	✔	5	20	STAN	Core	N	CW	50		PRA	50	Y
Dissertation	BAM6001	✔	6	40	DISS	Core	N	CW	75		PRA	25	Y
Strategic Management	BAM6002	✔	6	20	STAN	Core	N	CW	50		EX	50	Y
Global Marketing	BAM6003	✔	6	20	STAN	Option	N	CW	100	Y			
International Human Resource Management	BAM6004	✔	6	20	STAN	Option	N	CW	50		PRA	50	Y
Information Systems for Business Strategy	BAM6005	✔	6	20	STAN	Option	N	CW	50		PRA	50	Y
Supply Chain Management	BAM6006	✔	6	20	STAN	Option	N	CW	50		PRA	50	Y
Work and the Employment Relationship	BAM6007	✔	6	20	STAN	Option	N	CW	50		EX	50	Y
Financial Reporting for Management	BAM6008	✔	6	20	STAN	Option	N	CW	30		EX	70	Y

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Academic and Professional Skills	BAM4001	C	DTA	DTA	DTA	DTA	D	D	DTA	DTA	DTA	DTA	DTA	D	D	D
Marketing Principles	BAM4002	C		DTA		DTA	DTA		D					DTA	D	DT
Business Economics	BAM4003	C		DTA	D	DTA		DTA			D			DTA	DTA	DT
Business Law	BAM4004	C		DTA	D	DTA		D			D			D		DTA
Finance for Business	BAM4005	C		DTA	DTA	DTA		DTA			D			D	D	D
Managing People	BAM4006	C		DTA	D	DTA		D		DTA	DTA	DTA	DTA	DTA	DTA	DTA
Employability Skills	BAM5001	C		DTA	D	DTA	DT		DTA	DTA	DTA	DTA	DTA	DTA	D	D
Organisational Behaviour	BAM5002	C	DTA	DTA	DTA	D	DA				DTA	DTA				DTA
Operations Management	BAM5003	C		DTA		DA	D	DTA	D			D		DTA	DT	DT
Consumer Behaviour	BAM5004			DTA		D		D	D			DTA		D	DTA	DT
Entrepreneurship	BAM5005			DTA	D	D	D	DTA	DTA	DTA	DA	DTA	D	D	DTA	DTA
Research	BAM5006			DTA		D	DA	DA	D	DA		D				DTA

Module	Code															
Methods																
Dissertation	BAM6001		DTA	DTA		DTA	DTA	DTA	DTA	DTA	DA	D	D		D	DA
Strategic Management	BAM6002			DTA	D	D						DA		DA		DA
Global Marketing	BAM6003			DTA	D	D		D	D			DA		DTA	D	D
International Human Resource Management	BAM6004			DTA	DTA	D		DA	D	DA		DA	D	DTA	DA	DTA
Information Systems for Business Strategy	BAM6005			DTA		D	D	DA	D	DA		DA		DA	DTA	DT
Supply Chain Management	BAM6006			DTA	DTA	D	D	DA	D			DA	D	DA	DTA	DT
Work and the Employment Relationship	BAM6007			DTA	D	D			D			DA		D	D	DT
Financial Reporting for Management	BAM6008			DTA		D	DTA	DTA	D			DA				