

## Programme Specification

### Programme Title: FdSc Business Management (Full Time and Part Time)

<b>Awarding Institution:</b>	University of Bolton		
<b>Teaching Institution:</b>	University of Bolton		
<b>Division and/or Faculty/Institute:</b>	On Campus Division		
<b>Professional accreditation</b>	Professional body	Professional body URL	Status of graduates
	None		
<b>Final award(s):</b>	FdSc		
<b>Interim award(s)</b>	Certificate in Higher Education in Business Management		
<b>Exit or Fallback award(s)</b>	None		
<b>Programme title(s)</b>	Business Management		
<b>UCAS Code</b>	N100 BA/BM		
<b>JACS Code</b>	N100		
<b>University Course Code(s)</b>			
<b>QAA Benchmark Statement(s)</b>	Business and Management 2007		
<b>Other internal and external reference points</b>	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p>		
<b>Language of study</b>	English		
<b>Mode of study and normal period of study</b>	Full Time and Part Time		
<b>Admissions criteria</b>	<p>Applicants will usually have 160 UCAS points from at least two but preferably three, A2-levels (or equivalent) in any subjects. In addition 5 GCSEs at Grade C or above including English</p>		

will usually be required.

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.

A letter of reference on headed paper from the current/most recent employer or college tutor should also be provided.

#### **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, and/or for further study on a bachelor's degree programme. You will develop underpinning business and management knowledge, as well as transferable skills.

Specifically the programme seeks to develop:

- knowledge of organisations, their management and the contexts in which they operate
- intellectual capabilities of discussion, appraisal and analysis
- 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 so as to be able 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; and preparation for and development of a career in business and management.

#### **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. markets and customers; the development and operation of markets for resources, goods and service; expectations of customers and equivalent stakeholders
3. the financial issues in different business enterprises
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 resources and operations.
7. the development, management and exploitation of information systems and their impact upon organisations
8. the comprehension and use of relevant communication and information technologies for application in business and management
9.. pervasive issues in sustainability, globalisation, corporate social responsibility, diversity, business innovation, creativity, and enterprise development
<b>C. Cognitive, intellectual or thinking skills</b> On completion of the programme successful students will be able to demonstrate the ability to:
1. Use cognitive skills of analysis and evaluation. 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. Create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations
<b>P. Practical, professional or subject-specific skills</b> 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. utilise numerical and quantitative skills including the interpretation of financial data, use of models of business situations; qualitative research skills
3. use numerical and quantitative skills of data analysis, interpretation and extrapolation
4. effectively use communication and information technology for business applications
<b>T. Transferable, key or personal skills</b> 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 environment
3. listen, negotiate, persuade and present effectively
4. conduct research into business and management issues both individually and as part of a team
5. self reflect and consider sensitive issues in relation to diversity in terms of people, culture, business and management
6. Develop a learn to learn approach and appetite for reflective, adaptive and collaborative learning

#### Programme structure

Module Code	Core/ Option/ Elective (C/O/E)	Length (1, 2 or 3)	Title	Credits
BAM4101	C	1	Academic and Professional Skills	20
BAM4102	C	1	Law for Business	20
BAM4103	C	1	Application of Business	20

			Economics	
BAM4104	C	1	Understanding Marketing Principles	20
BAM4105	C	1	Using Finance for Business	20
BAM4106	C	1	Managing People in Organisations	20
BAM5101	C	1	Skills for Employment	20
BAM5102	C	1	Organisational Behaviour in Practice	20
BAM5103	C	1	Operations Management in a Business Context	20
BAM5104	C	1	Fundamentals of Consumer Behaviour	20
BAM5105	C	1	Business Enterprise	20
BAM5106	C	1	Applied Research Methods	20

### 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.

It is important to realise that the time spent with a tutor during formally scheduled activities is only a small part of the learning time identified for a module. In addition, a significant amount of time is spent in guided independent study, which is spent, for example, engaging in general background reading, preparing for seminar activities and working on assignments.

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. The learning and teaching strategy for each individual module is detailed in the module guides that you will receive at the beginning of each trimester

### Learning activities (KIS entry)

	Course Year	
	1	2
Scheduled learning and teaching activities	28.6%	26%
Guided independent study	71.4%	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 and that each method is only used once per trimester. 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. Each module will normally require two different assessment methods to be adopted in each module.

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
Written exams	8.3%	16.7%
Coursework	58.4%	50%
Practical exams	33.3%	33.3%

## Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes.

## Grade bands and classifications

In order to satisfy the requirements for the award of the Foundation Degree students must obtain a minimum of 240 credits, including at least 100 at level HE4 and at least

120 at Level HE5.

Students will normally be required to pass all modules defining their Diploma Stage before being allowed to proceed to any Degree Stage of their programme, if appropriate to their qualification aim. In certain circumstances and at the discretion of an Assessment Board, a student who has not completed the Diploma Stage may be permitted to progress to the Degree Stage and to study additional modules within the overall maxima defined in 2.6.2 above in order to fulfil progression and award requirements. A student must however normally pass any pre-requisite module(s) before proceeding to study the related module(s) in their intended Degree Stage.

Higher National Diplomas and Foundation Degrees shall be accorded an overall grade based on the average mark for all modules at Level HE5, using the following scheme:

Grade Mark

Distinction 70%+

Merit 60-69%

Pass 40-59%

### **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](http://data.bolton.ac.uk/academicaffairs/view_modulelist.asp))

Moodle

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

**Document control**

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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
Professional and Academic Skills	BAM4101	C							D		DTA		D		DTA	DTA	DTA		DTA	DTA	DTA	DTA	DTA	DTA	DTA
Law for Business	BAM4102	C	DTA	DTA	DTA			DTA							DTA	DTA	DTA	DTA	D		D	DTA	DTA	DTA	D
Application of Business Economics	BAM4103	C	DTA	D	DTA						D	DTA	DTA		DTA	DTA	DTA	DTA	DA	DTA	D		DTA		
Understanding Marketing Principles	BAM4104	C	DTA	DTA								DTA			DTA	DTA			D		D		DTA		
Using Finance in Business	BAM4105	C	DTA			DTA			DTA		D	DTA	TD		DTA	DTA	DTA	DTA	DTA		DTA	DTA	DTA	D	D
Managing People in Organisations	BAM4106	C	DTA				DTA			DTA		DTA	D		DTA		DTA	DTA	D	DTA	DTA	DTA	DTA	DTA	DTA
Skills for Employment	BAM5101	C	D		DT	D	D		D	D	DT	DTA	DTA			DTA	DTA			DT	DT	DTA		DA	DTA
Organisational Behaviour in Practice	BAM5102	C	D					DTA	D	D	DT	DTA	DTA	D	D		DTA			DA	DTA	DTA	DTA	DTA	DTA
Operations Management in a Business Context	BAM5103	C	DA	DA	DA	DA	DA	DA	DTA	DA				D	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA
Fundamentals of Consumer Behaviour	BAM5104	C	D	DTA									DTA	D	DTA	D	D		D	D		D	DA		



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Business Enterprise	BAM5105	C	DTA	DT										D	DTA	DA	DTA	D	DTA	DTA	D	DT	DTA	DA	
Applied Research Methods	BAM5106	C									DTA			D	D		D	DA	DA	D	D	D	DA	DTA	D

**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
Professional and Academic Skills	BAM4101	✓	4	20	STAN	Core	N	PRA	50		CW	50	Y
Law for Business	BAM4102	✓	4	20	STAN	Core	N	CW	50		CW	50	y
Application of Business Economics	BAM4103	✓	4	20	STAN	Core	N	PRA	50		EX	50	Y
Understanding Marketing Principles	BAM4104	✓	4	20	STAN	Core	N	CW	50		EX	50	Y
Using Finance in Business	BAM4105	✓	4	20	STAN	Core	N	CW	50		PRA	50	Y
Managing People in Organisations	BAM4106	✓	4	20	STAN	Core	N	PRA	50		CW	50	y
Skills for	BAM5101	✓	5	20	STAN	Core	N	PRA	50		CW	50	Y

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Employment													
Organisational Behaviour in Practice	BAM5102	✓	5	20	STAN	Core	N	PRA	50		CW	50	Y
Operations Management in a Business Context	BAM5103	✓	5	20	STAN	Core	N	CW	50		EX	50	Y
Fundamentals of Consumer Behaviour	BAM5104	✓	5	20	STAN	Core	N	CW	50		EX	50	Y
Business Enterprise	BAM5105	✓	5	20	STAN	Core	N	CW	50		CW	50	Y
Applied Research Methods	BAM5106	✓	5	20	STAN	Core	N	PRA	25		PRA	75	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
Professional and Academic Skills	BAM4101	C	DTA	DTA	DTA	DTA	D	D	DTA	DTA	DTA	DTA	DTA	D	D	D
Law for Business	BAM4102	C		DTA		DTA	DTA		D					DTA	D	DT
Application of Business Economics	BAM4103	C		DTA	D	DTA		DTA			D			DTA	DTA	DT
Understanding Marketing Principles	BAM4104	C		DTA	D	DTA		D			D			D		DTA
Using Finance in Business	BAM4105	C		DTA	DTA	DTA		DTA			D			D	D	D
Managing People in Organisations	BAM4106	C		DTA	D	DTA		D		DTA	DTA	DTA	DTA	DTA	DTA	DTA
Skills for Employment	BAM5101	C		DTA	D	DTA	DT		DTA	DTA	DTA	DTA	DTA	DTA	D	D
Organisational Behaviour in Practice	BAM5102	C	DTA	DTA	DTA	D	DA				DTA	DTA				DTA
Operations Management in a Business Context	BAM5103	C	DTA	DTA		D		DTA	D	DTA				D	DTA	DT
Fundamentals of	BAM5104	C		DTA		D		D	D			DTA		D	DTA	DT

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Consumer Behaviour																
Business Enterprise	BAM5105	C		DTA	D	D	D	DTA	DTA	DTA	DA	DTA	D	D	DTA	DTA
Applied Research Methods	BAM5106			DTA		D	DA	DA	D	DA		D				DTA