**A. Programme Specification for BA (Hons) Business**

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| **1. Programme title** | BA Business Top-up |
| **2. Awarding institution** | Middlesex University |
| **3. Teaching institution** | Middlesex University |
| **4. Programme accredited by** | N/A |
| **5. Final qualification** | Bachelor of Arts |
| **6. Academic year** | 2011/12 |
| **7. Language of study** | English |
| **8. Mode of study** | FT/PT |

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| **9. Criteria for admission to the programme** |
| Within the UK, applicants should have successfully completed a business-related foundation degree, HND with a Merit profile or two years of degree level study in a business-related degree. Candidates must have achieved 240 credits in a Business related programme, of which a minimum must be 90 credits at level two. Students would normally be expected to have studied a minimum of 15-20 credits in the following areas, human resources, management, quantitative business methods, financial aspects of business, and marketing.  Standard university English language qualifications apply. Students whose first language is not English will also need to achieve a minimum of 6.0 IELTS (with a minimum of 5.5 in each component) or equivalent recognised by Middlesex University.  The equivalence of qualifications from outside the UK will be determined according to NARIC guidance**.** |

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| **10. Aims of the programme** |
| This programme aims to enable students to, develop effective study skills, realise the interrelationship of business functions, build essential practitioner skills, and be proficient in addressing current business issues and situations. Students build on their approaches and develop and apply Business and Management theory and skills. |

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| **11. Programme outcomes** | |
| **A. Knowledge and understanding**  On completion of this programme the successful student will have knowledge and understanding of :   1. Stakeholders: their expectations and behaviour 2. The environment of business and its impact on strategy 3. Products: design, production and distribution 4. Business resources: acquisition, application and control 5. Business processes: planning, improvement and control 6. Organisations: their functions, structure and management 7. The effective management of businesses | **Teaching/learning methods**  Students gain knowledge and understanding through guided reading of textbooks, journals and course notes; on-line and in-class exercises; lectures, workshops and seminars.  **Assessment Method**  Students’ knowledge and understanding is assessed by in-class and on-line objective tests, examinations, written assignments and oral presentations as specified in module handbooks.  . |
| **B. Cognitive (thinking) skills**  On completion of this programme the successful student will be able to:   1. define, explain and evaluate a range of phenomena, concepts, models, theories, principles and practices relevant to business; 2. apply concepts, models and theories to analyse situations; 3. identity, evaluate and construct sound arguments; 4. demonstrate self awareness and sensitivity to others; 5. take and defend a decision or position on a given issue, considering commercial, ethical and other factors; 6. create and evaluate solutions to given problems. | **Teaching/learning methods**  Students learn cognitive skills through individual and group exercises and case studies; interactive lectures; tutor-led seminars and class discussions. Feedback on assessments.  **Assessment Method**  Students’ cognitive skills are assessed by essays, oral presentations and written examinations, sometimes based on case analysis. |

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| **C. Practical skills**  On completion of the programme the successful student will be able to:   1. locate, categorise, prioritise and synthesise information necessary for business purposes; 2. interpret business reports and evaluate performance; 3. select and apply appropriate business monitoring and control techniques; 4. set objectives for business changeand plan implementation; 5. identify and demonstrate interpersonal skills appropriate to a given business situation. | **Teaching/learning methods**  Students learn practical skills through workshops, simulations, role-plays, individual and group case analysis and problem solving.  They receive seminar and tutorial guidance on research and planning of coursework and develop their transferable skills through seminars.  **Assessment Method**  Students’ practical skills are assessed by individual and group exercises, individual assignments, oral presentations and examinations. |
| **D. Graduate Skills**  On completion of this programme the successful student will be able to:   1. clarify career objectives & develop plans to achieve them; 2. learn flexibly and effectively from diverse opportunities; 3. communicate persuasively using a range of media; 4. contribute positively to team performance; 5. use ICT to improve personal productivity; 6. collect, analyse and critically interpret numerical data. | **Teaching/learning methods**  Students acquire graduate skills through on-line exercises and embedded class activities embedded in level one modules. Subsequently, tutorial guidance and feedback on assessment is deployed.  Assessment method  Students’ graduate skills are assessed by highlighting graduate skills within assessments for relevant modules. Career plans are developed as part of an on-line PDP, but given their idiosyncratic nature are not subject to summative assessment. |

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| **12. Programme structure** | | |
| **12. 1 Overall structure of the programme** | | |
| MGT3115  Contemporary Issues in Business  MGT3193  Business Start-Up  **Option**  HRM3117  Developing Effective Management and Leadership  **Options:**  HRM3120: Managing individual and organisational change  MBS3012: Consulting to organisations MBS3200: Learning and self development in the context of part time work  MGT3160: Service management MGT3125: Project management | | |
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| **12.2 Levels and modules**  Starting in academic year 2010/11 the University is changing the way it references modules to state the level of study in which these are delivered. This is to comply with the national Framework for Higher Education Qualifications. This implementation will be a gradual process whilst records are updated. Therefore the old coding is bracketed below. | | |
| Level 6 (3) | | |
| COMPULSORY | OPTIONAL | PROGRESSION REQUIREMENTS |
| Students must take all of the following:  HRM3117  MGT3115  MGT3193 | Students must also choose 1 from the following:  HRM3120  MBS3012  MBS3200  MGT3125  MGT3160 |  |

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| **12.3 Non-compensatable modules** | |
| **Module level** | **Module code** |
| *N/A* |  |

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| **13. Curriculum map** |
| See Curriculum Map attached. |

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| **14. Information about assessment regulations** |
| Middlesex University Assessment Regulations apply to this programme. |

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| **15. Placement opportunities, requirements and support (if applicable)** |
| As this is a final year top-up no full time year placement is available. Students have the opportunity to take a 30 credit Consulting to Organisation module. |

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| **16. Future careers (if applicable)** |
| The University provides a Careers Service, and this programme includes scheduled career planning sessions. Graduates from Business programmes enter a wide range of general business positions; some go on to study post-graduate programmes.  The BA (Honours) Business programme provides the skills required for the world of work, and more particularly in business and management areas. |
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| **17. Particular support for learning (if applicable)** |
| In addition to Middlesex University’s campus student advisers, learning resources staff and counsellors, there are some forms of support particularly relevant to this programme: programme induction; English language and numeracy support; exam technique classes; programme web-site and on-line discussion board.  Middlesex University is committed to breaking down any barriers which might prevent a disabled person from actively participating in the academic life. This extends to the provision of learning support and support in relation to assessment for people with disabilities. |

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| **18. JACS code (or other relevant coding system)** | N100 |
| **19. Relevant QAA subject benchmark group(s)** | General Business & Management |

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| **20. Reference points** |
| QAA Guidelines for Programme Specifications  Middlesex University Regulations  Middlesex University Learning Framework – Programme Design Guidance,  Middlesex University Learning & Quality Enhancement Handbook  Middlesex University Teaching, Learning & Assessment Strategy |

Please note programme specifications provide a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if s/he takes full advantage of the learning opportunities that are provided. More detailed information about the programme can be found in the student programme handbook and the University Regulations.