

## **BA (Hons) Business Management (HRM) with Foundation Year**

### Programme Specification



<b>1. Programme title</b>	BA (Hons) Business Management (HRM)
<b>2. Awarding institution</b>	Middlesex University
<b>3. Teaching institution</b>	Middlesex University
<b>4. Details of accreditation by professional/statutory/regulatory body</b>	
<b>5. Final qualification</b>	Bachelor of Arts (Honours)
<b>6. Year of validation</b>	2017/18
<b>Year of amendment</b>	
<b>7. Language of study</b>	English
<b>8. Mode of study</b>	Full Time / Thick Sandwich / Thin Sandwich

#### **9. Criteria for admission to the programme**

For foundation year admission, Middlesex University general entry requirements apply, including GCSE's (grade A to C / score 9 to 4) (or equivalent) in mathematics and English language. Applicants whose first language is not English are required to achieve a minimum score of 6.0 in IELTS overall (with a minimum of 5.5 in each component) or an equivalent qualification recognised by Middlesex University.

Specific programme entry requirements are 48 UCAS points or equivalent. We accredit prior experiential learning and welcome mature applicants with suitable life skills and work experience.

The equivalence of qualifications from outside the UK will be determined according to NARIC guidelines.

## 10. Aims of the programme

The programme aims to:

- provide students with knowledge and understanding of organisations, their management and the business environment;
- develop critical and analytical problem-solving skills and apply these in a business context;
- prepare students for a career in business and management or further study;
- develop a wide range of general transferable skills and attributes which equip students to become effective and responsible global citizens;
- provide students with essential knowledge, skills and techniques of human resource management.

## 11. Programme outcomes\*

### A. Knowledge and understanding

On completion of this programme the successful student will have knowledge and understanding of:

1. characteristics, functions and structures of organisations and their integration;
2. theories, processes and models of HR, accounting & finance, marketing, and operations and their role in effective management of a business;
3. global business environment and its impact on strategy, behaviour and management of organisations;
4. tools and techniques for business decision making;
5. the management and applications of information systems and digital technologies and their impact on organisations and business models;
6. social responsibility, ethical behaviour, sustainability and innovation in contemporary business decisions and activities;
7. human resource management theory and applications.

### Teaching/learning methods

Students gain knowledge and understanding through lectures, workshops and seminars, guided reading of textbooks, academic journals, and case studies, and on-line and in-class exercises.

### Assessment methods

Students' knowledge and understanding is assessed by in-class and on-line tests, examinations, presentations and written assignments.

### B. Skills

On completion of this programme the successful student will be able to:

1. critically evaluate theories, issues, models, arguments and evidence in the field of business and

### Teaching/learning methods

Students learn cognitive skills through individual and group lecture and seminar exercises and tutor led class discussions, problem solving, workshops, use of technology, as well as feedback on

<p>management;</p> <ol style="list-style-type: none"> <li>2. use technology to acquire, analyse and communicate information;</li> <li>3. critically analyse facts and circumstances to determine the cause of a problem and identify, develop and select appropriate solutions;</li> <li>4. communicate effectively through a variety of medium in a form appropriate to the intended audience;</li> <li>5. locate, extract, analyse and synthesise information from multiple sources, and generate and develop ideas;</li> <li>6. apply management concepts, models, theories and techniques in a business context;</li> <li>7. work effectively both independently and within a team;</li> <li>8. apply human resource management tools and techniques.</li> </ol>	<p>assessments.</p> <p><b>Assessment methods</b> Students' cognitive skills are assessed by practice based individual and group coursework assignments, oral presentations, in-class and on-line tests and examinations.</p>
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## 12. Programme structure (levels, modules, credits and progression requirements)

### 12.1 Overall structure of the programme

The programme is studied over four years full time, four years with two flexible placements (thin sandwich) or five years if the option of a 12 months placement is taken in the fourth year (thick sandwich).

The programme is divided into study units called modules and modules are either 15 or 30 credits. The academic provision of the University is based on credit accumulation. Students will accumulate credit points by passing modules in order to gain the award of the University. To gain a BA (Hons) degree title a student must gain 480 credit points (600 if on thick or thin sandwich) of which 120 must be at level six, i.e. year 3. Students will study modules totalling 120 credits each year.

There are four compulsory modules in foundation year (year zero - level 3) covering academic writing, maths and business skills.

There are five compulsory modules in year one (level 4). These modules are designed to give a solid grounding in business and management and bring all students to a standard level of competence to pursue further study in the subject.

In year two (level 5) students will study six compulsory modules designed to enhance and broaden their understanding of the core aspects of business and management.

At the end of year two, students may opt to take a year's placement before returning to complete the final year of study.

In the final year (year 3 – level 6) students will study two compulsory modules designed to advance skills and knowledge appropriate to graduate level in topics fundamental to managerial decision making and human resource management. Students will also choose one optional module.

The structures of the different modes are as follows:

**Full time without placement – 4-year programme (480 credits):**

Year 0	MBS0005 Academic Writing and Research Skills for Business (30)	
	MSO0205 Fundamentals of Business Mathematics (30)	
	MGT0005 Introduction to Business (30)	
	MGT0305 Management Foundation Project (30)	

Year 1	FIN1212 Financial Concepts of Business (30)	
	MKT1122 Marketing Theory and Practice (30)	
	MSO1740 Quantitative Methods for Business (30)	
	<b>Term 1</b>	<b>Term 2</b>
	MGT1302 Management Concepts (15)	HRM1302 People Management (15)

Year 2	MGT2222 Operations Management (30)	
	HRM2118 Human Resource Management in Practice	
	<b>Term 1</b>	<b>Term 2</b>
	MGT2312 Business Environment (15)	MGT2322 Principles of Innovation and Entrepreneurship (15)
	BIS2018 Management Information Systems (15)	HRM2018 Organisational Behaviour (15)

Year 3	MGT3324 Strategic Management (30)
	HRM3006 Leadership and Management Development (30)
	HRM3011 Contemporary Issues in HRM (30)
	Option (30)

**Full time with placement year (Thick Sandwich) – 5-year programme (600 credits):**

Year 0	MBS0005 Academic Writing and Research Skills for Business (30)
	MSO0205 Fundamentals of Business Mathematics (30)
	MGT0005 Introduction to Business (30)
	MGT0305 Management Foundation Project (30)

Year 1	FIN1212 Financial Concepts of Business (30)	
	MKT1122 Marketing Theory and Practice (30)	
	MSO1740 Quantitative Methods for Business (30)	
	<b>Term 1</b>	<b>Term 2</b>
	MGT1302 Management Concepts (15)	HRM1302 People Management (15)

Year 2	MGT2222 Operations Management (30)	
	HRM2118 Human Resource Management in Practice	
	<b>Term 1</b>	<b>Term 2</b>
	MGT2312 Business Environment (15)	MGT2322 Principles of Innovation and Entrepreneurship (15)
	BIS2018 Management Information Systems (15)	HRM2018 Organisational Behaviour (15)

MBS3331/MBS3332 Work Placement (120)
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Year 3	MGT3324 Strategic Management (30)
	HRM3006 Leadership and Management Development (30)
	HRM3011 Contemporary Issues in HRM (30)
	Option (30)

**Full time with two summer placements (Thin Sandwich) – 4-year programme (600 credits):**

Year 0	MBS0005 Academic Writing and Research Skills for Business (30)
	MSO0205 Fundamentals of Business Mathematics (30)
	MGT0005 Introduction to Business (30)
	MGT0305 Management Foundation Project (30)

Year 1	FIN1212 Financial Concepts of Business (30)	
	MKT1122 Marketing Theory and Practice (30)	
	MSO1740 Quantitative Methods for Business (30)	
	<b>Term 1</b>	<b>Term 2</b>
	MGT1302 Management Concepts (15)	HRM1302 People Management (15)

MBS2333 Developing Employability through Work Placement (60)
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Year 2	MGT2222 Operations Management (30)	
	HRM2118 Human Resource Management in Practice	
	<b>Term 1</b>	<b>Term 2</b>
	MGT2312 Business Environment (15)	MGT2322 Principles of Innovation and Entrepreneurship (15)
	BIS2018 Management Information Systems (15)	HRM2018 Organisational Behaviour (15)

MBS3431/MBS3432 Work Placement Project (60)
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Year 3	MGT3324 Strategic Management (30)
	HRM3006 Leadership and Management Development (30)
	HRM3011 Contemporary Issues in HRM (30)
	Option (30)

**Options chosen from:**Year 3 (30 credits)

HRM3120 Leading Change

HRM3017 Equality, Diversity and Inclusion

MGT3998 Research Project

MBS3013 Consulting to Organisations

MBS3001 Work Internship

12.2 Levels and modules		
Level 3		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS
Students must take all of the following: MBS0005 MSO0205 MGT0005 MGT0305	None	Students must pass 120 credits to progress to level 4
Level 4		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS
Students must take all of the following: FIN1212 MKT1122 MSO1740 MGT1302 HRM1302	None	Students must pass 210 credits to progress to level 5
Level 5		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS

Students must take all of the following: MGT2222 MGT2312 BIS2018 MGT2322 HRM2018 HRM2118	None	Students must pass 300 credits to progress to level 6
Placement Opportunities		
Either: MBS2333 and MBS3431/2 Optional Placement 60 Credits each (one between year 1 and year 2; and one between year 2 and year 3) Or: MBS3331/2 Optional Placement 120 Credits		
Level 6		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS
Students must take all of the following: MGT3324 HRM3006 HRM3011	Students must also choose one from the following: HRM3120 HRM3017 MGT3998 MBS3013 MBS3001	

**12.3 Non-compensatable modules** (note statement in 12.2 regarding FHEQ levels)

Module level	Module code
	None

**13. Curriculum map**

See page 11-12

**14. Information about assessment regulations**

Middlesex University Assessment Regulations apply to this programme:

[http://www.mdx.ac.uk/\\_data/assets/pdf\\_file/0019/444610/Regulations-2017-18-Final-2.pdf](http://www.mdx.ac.uk/_data/assets/pdf_file/0019/444610/Regulations-2017-18-Final-2.pdf)**15. Placement opportunities, requirements and support**

A 12-month placement is offered at the end of year two (Thick Sandwich mode).



Alternatively, students can opt for two smaller placements between their years of study (one between year 1 and year 2; and one between year 2 and year 3) (Thin Sandwich Mode).

A dedicated Employability Advisor helps in the search for an employer who will provide the student with an appropriate placement. The advisor will also provide students with guidance and support in preparation for, as well as during and after the placement.

The placement forms the basis for an assessed report.

At the start of the placement students are allocated an individual supervisor who provides support and advice for the duration of the project.

### 16. Future careers (if applicable)

Business management is a broad degree that allows the students to develop a wide range of business related knowledge and transferable skills. This offers the graduates a wide range of career opportunities in different roles, sectors and industries in public, private and not-for-profit organisations. The graduates typically work as business, HR, finance, marketing, PR and sales professionals and entrepreneurs.

The University Employability Centre will be able to give further guidance:

<http://unihub.mdx.ac.uk/your-employment>

Additionally, graduates may wish to further enhance their career opportunities and undertake post-graduate study.

### 17. Particular support for learning (if applicable)

- Learning Enhancement Team (LET)
- Learning Resources
- Programme Handbook and Module Handbooks
- Access to Progression and Support Advisors
- MyLearning

<b>18. JACS code (or other relevant coding system)</b>	N200, N600
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<b>19. Relevant QAA subject benchmark group(s)</b>	Business and Management
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### 20. Reference points

- QAA Subject Benchmark in Business and Management 2015
- QAA Guidelines for programme specifications 2006
- QAA Qualifications Framework 2014

- Middlesex University Regulations
- Graduate Attribute Framework

## **21. Other information**

Indicators of quality:

- Progression statistics and good awards
- Student feedback
- External examiners' reports
- Student employability

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 rest of your programme handbook and the university regulations.

## Curriculum map for BA (Hons) Business Management (HRM) with Foundation Year

This section shows the highest level at which programme outcomes are to be achieved by all graduates, and maps programme learning outcomes against the modules in which they are assessed.

### Programme learning outcomes

Knowledge and understanding	
A1	characteristics, functions and structures of organisations and their integration
A2	theories, processes and models of HR, accounting & finance, marketing, and operations and their role in effective management of a business
A3	global business environment and its impact on strategy, behaviour and management of organisations
A4	tools and techniques for business decision making
A5	the management and applications of information systems and digital technologies and their impact on organisations and business models
A6	social responsibility, ethical behaviour, sustainability and innovation in contemporary business decisions and activities
A7	human resource management theory and applications
Skills	
B1	critically evaluate theories, issues, models, arguments and evidence in the field of business and management
B2	use technology to acquire, analyse and communicate information
B3	critically analyse facts and circumstances to determine the cause of a problem and identify, develop and select appropriate solutions
B4	communicate effectively through a variety of medium in a form appropriate to the intended audience
B5	locate, extract, analyse and synthesise information from multiple sources, and generate and develop ideas
B6	apply management concepts, models, theories and techniques in a business context
B7	work effectively both independently and within a team
B8	apply human resource management tools and techniques

Programme outcomes															
A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	B7	B8	
Highest level achieved by all graduates															
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	

Module Title	Module Code by Level	Programme outcomes															
		A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	B7	B8	
<b>Level 4</b>																	
Financial Concepts of Business	FIN1212		✓		✓	✓				✓		✓	✓	✓			
Marketing Theory and Practice	MKT1122		✓		✓		✓				✓		✓	✓	✓		
Quantitative Methods for Business	MSO1740				✓	✓			✓	✓	✓						
Management Concepts	MGT1302	✓	✓	✓			✓					✓		✓			
People Management	HRM1302	✓	✓		✓			✓				✓		✓	✓	✓	
<b>Level 5</b>																	
Operations Management	MGT2222		✓		✓	✓				✓	✓			✓	✓	✓	
Business Environment	MGT2312	✓		✓	✓		✓				✓	✓	✓	✓			
Management Information Systems	BIS2018					✓				✓			✓				
Principles of Innovation and Entrepreneurship	MGT2322	✓					✓		✓				✓	✓			
Organisational Behaviour	HRM2018	✓	✓	✓					✓					✓			
Human Resource Management in Practice	HRM2118		✓				✓	✓			✓			✓		✓	
<b>Level 6</b>																	
Strategic Management	MGT3324	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		
Leadership and Management Development	HRM3006		✓					✓				✓	✓		✓	✓	
Contemporary Issues in HRM	HRM3011		✓	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	

**Summative Assessment Schedule (core modules only)**

Core Module	Week																								Coursework Deadline	Exam period	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
<b>Level 3</b>																											
MBS0005								GP 20						C 40												C 40	
MSO0205								C 25					C 25					C 25						C 25			
MGT0005							GC 10			T 20	GC 10					GC 10				T 20	GC 10			GP 20			
MGT0305*									GC 5												GP 30					C 50	
<b>Level 4</b>																											
FIN1212						O 20						O 20					O 20							O 20	GC 20		
MKT1122							C 30																GC 30			O 40	
MSO1740								T 30							T 30											T 40	
MGT1302								C 60				T 40															
HRM1302																					GP 25	C 15				T 60	
<b>Level 5</b>																											
MGT2222							C 10						T 30	C 10						C 10						T 30	C 10
HRM2118*																											E 40
MGT2312								GC 40					T 60														
BIS2018*												GP 25	GC 50														
MGT2322																		C 30								C 70	
HRM2018																											C 100

Level 6																					
MGT3324*																			GC 30	E 40	
HRM3006								GP 20										GP 20			C 60
HRM3011								GP 20										C 30			E 50

C = Coursework/Portfolio, E = Exam, P = Presentation, T = In-Class Test, O = Online Test, GC = Group Coursework, GP = Group Presentation

\* = Continuous assessment (15%) in MGT0305, (25%) in BIS2018, (60%) in HRM2118 and (30%) in MGT3324