UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1.	**Awarding Institution / Body**	**University of Central Lancashire**
2.	**Teaching Institution and Location of Delivery**	**University of Central Lancashire** **Wigan and Leigh College** **Hugh Baird College**
3.	**University School/Centre**	**Lancashire School of Business and Enterprise**
4.	**External Accreditation**	**None**
5.	**Title of Final Award**	**BA(Hons) Business Administration top up**
6.	**Modes of Attendance offered**	**1 year full-time / 2 years part-time*** ***Available study option at Hugh Baird College only.**
7.	**UCAS Code**	**C30 CLANC N202 BA/BA** **N101**
8.	**Relevant Subject Benchmarking Group(s)**	**Business and Management (BM)**
9.	**Other external influences**	**None**
10.	**Date of production/revision of this form**	**March 2017**

11. Aims of the Programme

To develop an understanding of different domains of knowledge and the different perspectives brought to bear in the study and practice of business
To enhance critical thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and organisations
To enhance the learner's intellectual and transferable skills through an academically rigorous programme of study
To encourage engagement in business/management research in general
To encourage the learner to contextualise learning in practice

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding
On successful completion of this programme a student will be able to: A1. Evaluate the complexity and pace of change within the internal and external environments A2. Evaluate and critique the meaning, process and practice of business and organisations A3. Evaluate, respond to and communicate with relevant stakeholders and markets A4. Demonstrate the ability to apply the principles of resource management within the process of organisational development A5. Critically appraise strategy and policy development within a range of dynamic and changing organisations

Teaching and Learning Methods
Acquisition of core knowledge and understanding (A1-A5) is mainly through lectures and seminars or workshops. Group activities, projects and case study analysis are used to encourage independent and active learning and interaction. Additional support and resources are available using the VLE platform – Blackboard. Particular emphasis is placed on active learning with students undertaking a one year full-time placement and/or participating in live project work.

Assessment methods
For outcomes A1-A5, a range of assessment methods are used including academic essays, business reports, reflective pieces, case study analysis, group-work and group-based assessments, discussions, presentations and examinations. Some of these methods involve virtual / online elements to develop digital skills.

B. Subject-specific skills
An ability to B1. Critically evaluate the main activities of business B2. Critically evaluate internal and external factors for business B3. Critically evaluate the nature and role of operational and strategic techniques within business and other organisations B4. Critically analyse business in relation to the changeable and dynamic international environment B5. Conduct research into both real and simulated business and management issues, either individually or within a group B6. Develop effective networking skills (for academic and employability purposes), within a business and management context.

Teaching and Learning Methods
For the teaching of organisational functions and their subject-specific theories, models and methodologies, students will learn through modules that focus specifically on an organisational activity e.g. Finance or Marketing. Modules have also been designed to analyse the interdependency of organisational functions. This approach will offer the learner the opportunity to apply the principles, techniques from the lectures to subsequent seminar work or workshops, whilst gaining a greater understanding of organisations as complex systems. Some of the sessions (seminars/workshops) take place in dedicated computer rooms to facilitate information technology practice and enhance digital skills. Students can also participate in business and management research, either via a real or simulated project to produce independent and or practical research. For the placement year, students keep a reflective learning log and with support from visiting tutors, evaluate the content of this log during the placement period. Students will learn through the formal placement, observations, advice, research and practice. There is an expectation that as active learners, students will bring their own experiences into the classroom. These experiences may be as consumers of goods and services, from part-time work experience, from summer internships or from a 12-month placement. Work experience is actively encouraged throughout the degree.

Assessment methods
For outcomes B1 – B6 a variety of assessments are used in either an individual or group context, which include: case study analysis, production of professional development plans, portfolios,

presentations, academic essays, company reports, projects, reflective accounts, examinations and, for some students, dissertations.

C. Thinking Skills
An ability to: C1. Select, collate, analyse and synthesise information from a range of sources C2. Interpret and critically review theoretical, research and experiential data C3. Critically relate relevant conceptual material to evidence from practical applications and developments C4. Evaluate problem-solving tools and techniques specific to the process of management C5.Plan and conduct research projects and effectively communicate the outcomes using a range of media.
Teaching and Learning Methods
For learning outcomes C1 – C5, critical perspectives and case study problem examples will be used in lectures. This will be supported by seminars/workshops in which students have the opportunity to apply perspectives to case material. Facilitated seminars/workshops at all levels, allow the students to discuss, actively solve problems and apply theoretical principles to case studies, simulations and their own research projects and experiential learning. The placement allows the students to actively engage in solving problems, applying theoretical principles and data to their own research projects.
Assessment methods
Critical essays, business reports, dissertation and research projects provide students with a means to apply thinking skills C1- C5 both on a theoretical and applied basis. Students may choose the dissertation's application of research tools to a theoretical hypothesis, or a business report detailing a practical solution to a complex client problem.

D. Other skills relevant to employability and personal development
An ability to: D1. Use verbal and non-verbal communication skills effectively D2. Collate, evaluate and transfer information using a range of media D3. Work independently and as a member of a team D4. Manage own personal development and growth D5. Manage self in terms of time, planning, motivation and individual initiative
Teaching and Learning Methods
Full time students have the opportunity of a placement year which is supported by pre and post placement modules to assist students in maximising the value of the placement opportunity. For all students, learner-centred activities that focus on employability and personal development such as skills audits, role plays and presentations, together with encouraging both peer self-analysis and evaluation will enable continuous personal and professional development.
Assessment methods
This may take the form of skills audits, reflective portfolios, case studies and learning contracts. Group-based problem solving activities are assessed from both a process and output perspective. Presentations and group reflective reports and individual learning journals, in addition to developing functional plans will assist in the assessment of transferable skills.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6		The following three modules are compulsory.		**Bachelor Honours Degree BA (Hons) Business Administration (Top up)** requires 120 credits at level six
	BU3033	Personal and Professional Development for Business	20	
	BU3016	Contemporary Issues in Business	20	BA Business Administration (Top up) requires 80 credits at level 6
	BU3413	Business Strategy	20	
		Optional modules:		
	AC3410	Financial Mgmt for Business	20	
	MG3013	Logistics and Supply Chain Management	20	
	MD3000	*Enterprise Project	20	* Please note that these modules are compulsory at Hugh Baird College only
	HR3026	Learning and Development	20	
	HR3406	*Coaching and Mentoring	20	
	MK3106	Contemporary Retail Marketing	20	
	MK3111	*International Marketing	20	

15. Personal Development Planning

Personal Development Planning exists as a compulsory module on the programme in which the learners ability to reflect upon his/her skills base and plan for future personal development is developed, practiced, monitored and assessed. Within the module there will be a strong focus on developing the individual employability and lifelong learning skills. The personal tutor system additionally provides each student with an individual whom they can consult on a wide variety of issues over the term of their study.

16. Admissions criteria

Full-Time Students Entering at Level 6.

The University's minimum standard entry requirements for degree level study on a top up programme is completion of study up to a level that is equivalent to the first two years of a university degree programme in that topic.

e.g.
HND Business
FDA Business studies
Diploma of Higher Education (following two years of advanced study)
Or Equivalent UK or Overseas award.

Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from this degree-level programme are welcome and these applicants will be interviewed. If applicants have not studied recently they may need to undertake an Access programme first.

17. Key sources of information about the programme

- **Course Leader email: PMMarshall-Kalina@uclan.ac.uk**
- **Course Handbook available online www.uclan.ac.uk**
- **Information about The Lancashire School of Business and Enterprise: http://www.uclan.ac.uk/faculties/business-law-applied-social-studies.php**

• **Information about the university www.uclan.ac.uk**
• **Open days and campus tours**
• **University Admissions Team:**
• **Information about the city of Preston: http://www.uclan.ac.uk/visit/about_preston.php**

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (Comp), or Option (O)	Knowledge and understanding					Subject-specific Skills						Thinking Skills					Other skills relevant to employability and personal development				
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5
Level 6	BU3413	Business Strategy	COMP	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X		X
	BU3016	Contemporary Issues in Business	COMP	X	X				X	X		X			X	X	X	X		X	X	X		X
	BU3033	Personal and Professional Development for Business	COMP			X									X	X				X	X	X	X	X
	MD3000	*Enterprise Project	COMP		X			X	X		X			X	X	X	X		X		X			X
	HR3406	*Coaching and Mentoring	COMP			X	X									X		X	X	X	X	X	X	X
	MK3111	*International Marketing	COMP		X	X		X		X	X	X				X	X		X		X			X

* Please note that these modules are compulsory at Hugh Baird College only

Note: *Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks*

19.   LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of: BA Business Administration (level 6)

1.   A broad and comparative knowledge of the general scope of Business, its different functions and disciplines, and its interactions with related subjects.
2.   A detailed knowledge of a defined business function or discipline through specialised study that is informed by current developments in the subject.
3.   A critical understanding of the essential theories, principles and concepts of Business.
4.   Well-developed skills for the gathering, evaluation, analysis and presentation of information, ideas, concepts and quantitative and/or qualitative data, drawing on a wide range of current sources.