



# **BA (Hons) Business Management (Top up) Programme Handbook**



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## Introduction to the Programme

Welcome to the BA (Hons) Business Management (Top up) programme. This handbook provides you with information about the structure of your programme and a description of each of the modules that you will study.

The programme is made up of the modules listed in the table below. Each 20-credit module is equivalent to 200 hours of self-guided learning.

This programme aims to equip students with a knowledge and understanding of the key business functions and how these interrelate. They will also be given the opportunity to develop a range of generic and specialist skills applicable to the contemporary business environment.

To achieve these overarching aims, students will:

- Analyse and interpret management, business and other relevant business data.
- Develop and evaluate effective solutions and plans to respond to business challenges and problems.
- Develop a range of general business skills.
- Develop a critical understanding of the contemporary business environment.
- Comprehend the role and purpose of organisations in the wider environment.
- Explore the ethical and social responsibilities required in business practice.
- Evaluate the importance of technology, change management and innovation in contemporary business practice.

Programme accredited by:

### **CMI**

This course is accredited by the Chartered Management Institute (CMI). The Institute aims to boost career development across the management sector and connect you with like-minded professionals across diverse sectors.

As the CMI possesses a Royal Charter, they are the only organisation in the UK that can award Chartered Manager status to their members – the gold standard in management. They are also active in business policy making across the globe and ensure that their more than 140,000 members are represented in policy decision making.

As an Arden student, you'll have free CMI Membership throughout your studies, giving you access to a range of additional resources including a mentoring service and invitations to networking events both online and offline.

Upon completion of your course, you will be eligible to gain a CMI qualification, which is offered at 3 different levels: an Award, Certificate or a Diploma. The final award you receive upon completion of your degree will depend on your level and length of study, whether you entered your course with Recognition for Prior Learning (RPL) or if you accept any compensation on your modules.

### **The Institute of Enterprise and Entrepreneurs (IOEE)**

This course awards the IOEE Professional Diploma in Enterprise and Entrepreneurship

The Institute of Enterprise and Entrepreneurs (IOEE) is the first learning institute dedicated to developing and recognising enterprise and entrepreneurial skills. Arden University has been recognised as an IOEE Academy and our courses are accredited. This demonstrates our commitment to enterprise and equipping students with the skills needed to set up and run their own business, work in a small enterprise, or bring entrepreneurial skills to a larger organisation.

As an Arden student, you'll receive free membership to the IOEE for a year after your graduation, giving you access to over a thousand comprehensive learning resources, including webinars, videos, leadership assessment tools, a dedicated e-learning tool, careers advice, and networking opportunities.

### **The Institute of Leadership and Management (ILM)**

This course is accredited by the Institute of Leadership and Management (ILM). You'll graduate with an ILM Diploma in Leadership and Management.

The ILM is a professional membership body for leaders and managers, with a mission of inspiring great leadership through qualifications, training, and cutting-edge research. The institute is a globally recognised mark of quality for its members and provides valuable insights through its vast industry links and publications.

As an Arden student, you'll receive free membership to the ILM for a year after your graduation, giving you access to over a thousand comprehensive learning resources, including webinars, videos, leadership assessment tools, a dedicated e-learning tool, careers advice, and networking opportunities.

## BA (Hons) Business Management (Top up) Modules

Level 6

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Module Type (Core/Optional)</b>
BUS6010	Business Transformation	20	C
BUS6011	Entrepreneurship and Innovation	20	C
BUS6012	Governance, Law & Ethics	20	C
BUS6017	Independent Study	20	C
BUS6018	Project Management	20	C
BUS6009	International Business Management	20	C

Please note that modules may not be delivered in this order, please refer to the module delivery schedule on ilearn.

## **Arden University Assessment Regulations**

Students will be assessed in accordance with the standard Arden University assessment regulations which can be found on the Arden University website <http://arden.ac.uk/>

## Programme Specification

<b>1. Programme Code</b>	TBC					
<b>2. Programme Title</b>	BA Business Management (General Business) (Top-up)					
<b>3. Target Award Title</b>	BA Business Management					
<b>4. Exit Award Title(s)</b>	Diploma in Higher Education Certificate in Higher Education					
<b>5. Subject area</b>	Business					
<b>6. School</b>	School of Business Management and Creativity					
<b>7. Programme Team Leader(s)</b>	Terfot Ngwana and Blessing Otabor-Olubor					
<b>8. Programme Type</b>	Specialist					
<b>9. Delivery Model</b>	DL F/T	X	BL F/T	X	Apprenticeship	
	DL P/T	X	BL P/T	X	Other	X
<b>Where delivery model identified as 'Other' please provide details</b>	Standalone module study					
<b>10. Location of delivery</b>	All BL centres, DL					
<b>11. Proposed Start date</b>	November 2021					
<b>12. Reference points</b>	QAA benchmark statements, business and management (2019) UK Quality Code (2018) FHEQ level 4, 5 & 6 descriptors (2014) FHEQ classification level 6 descriptor (2019)					
<b>13. Professional, Statutory &amp; Regulatory Bodies (PSRB)</b>	Chartered Management Institute (CMI) The Institute of Enterprise and Entrepreneurs (IOEE) The Institute of Leadership and Management (ILM)					

### 14. Programme aims

This programme aims to equip students with a knowledge and understanding of the key business functions and how these interrelate. They will also be given the opportunity to develop a range of generic and specialist skills applicable to the contemporary business environment.

To achieve these overarching aims, students will:

- Analyse and interpret management, business and other relevant business data.
- Develop and evaluate effective solutions and plans to respond to business challenges and problems.
- Develop a range of general business skills.
- Develop a critical understanding of the contemporary business environment.
- Comprehend the role and purpose of organisations in the wider environment.

- Explore the ethical and social responsibilities required in business practice.
- Evaluate the importance of technology, change management and innovation in contemporary business practice.

### 15. Programme Entry Requirements

To be eligible for our BA (Hons) Business Management (top-up) applicants must have either:

- A HND in Business or equivalent, provided that your prior learning is consistent with Level 5 of the functional areas of business (Finance, Marketing, HRM and Operations Management)
- IELTS 6.0 (no less than 5.5 in any element); or TOEFL iBT 80; or equivalent

Arden will consider an application from applicants if they can demonstrate appropriate work experience.

### 16. Graduate Attributes:

The concept of the Arden University Graduate based upon the definition of “graduate attribute” by Bowden et al (2000) has been developed around 6 attributes:

- 01 Discipline Expertise
- 02 Effective Communication
- 03 Responsible Global Citizenship
- 04 Professional Skills
- 05 Reflective Practitioner
- 06 Lifelong Learning

#### The Means by which Graduate Attributes are Achieved and Demonstrated

1 - Discipline Expertise: achieved through and demonstrated through:

- Gathering, sharing, and consolidating relevant theory via self-study, peer to peer exchanges and discussions, tutor feedback, case study analyses, independent study, and practical applications
- Drafting, constructing, and commenting upon business documents and applications
- Adopting a research informed approach to learning, assessments, and individual and collaborative exercises

2 - Effective Communication: achieved and demonstrated through:

- Participation in team-based activities and tasks
- Online collaborative exercises, discussions, and presentations
- Peer to peer exchanges and feedback
- Tutor feedback discussions
- Collaborative case study analyses

3 Responsible Global Citizen: achieved and demonstrated through:

- Identifying regulatory and ethical issues applicable to accounting and finance
- Reflecting upon “best practice” approaches and strategies
- Evaluating accepted business practice, codes of conduct and protocols

- Exploring international case studies

4 Professional Skills: achieved and demonstrated through:

- Drafting, constructing, and commenting upon business “work products,” systems and policies
- Participating in “mock” business practices and situations including role plays and business simulations
- Critiquing own outputs and assessments
- Diagnosing business problems

5 – Reflective Practitioner: achieved and demonstrated through:

- Reflecting upon exercises and tasks
- Reflecting upon case studies and business simulations
- Formulating PDPs and personal SWOT analyses

6 – Lifelong Learning: achieved and demonstrated through:

- Developing a foundational knowledge of developments in business and management
- Developing a personal development plan (PDP) and career strategy

### 17. Learning, teaching and assessment methods and strategies

The programme draws upon an eclectic mix of teaching methods and assessment strategies. Teaching strategies and assessments methods are based around blended and online interventions.

#### Learning and Teaching

In line with Arden University’s “digital first” teaching focus, interventions are enriched and enhanced by the deployment of a range of digital assets including: specialist software, simulations, discussion fora, social media channels, collaborative tools, webinars and e-presentation software.

Teaching is designed to engage and inspire students via a range of innovative activities and retains a “real world” focus using interventions such as contemporary case studies and industry data sets. Teaching is largely student led; learners are expected to take ownership of their own learning journeys, reflect upon the teaching interventions, datasets, case and study materials and act upon tutor feedback as they develop their knowledge of and skills in business management.

Teaching activities may require students to work both collaboratively and individually, analyse case studies, participate in simulation exercises, devise solutions to “real world” problems by producing “work products”, exchange peer to peer feedback and reflect upon their own work experiences (where applicable). Teaching is enriched by a programme of industry guest lectures.

#### Assessment

The assessment strategy similarly centres on a strong alignment with real world organisational and business practice and embraces a range of assessment methods including work related products, presentations, report writing and group assignments. Students are expected to apply knowledge and theory explored in the modules

and produce assessments that simultaneously focus on real business situations and indicate the requisite levels of academic rigour required at level 6.

The programme culminates in the submission of the independent study assessment that builds upon content examined and skills developed in the taught modules.

18. Intended programme learning outcomes and the means by which they are achieved and demonstrated		
Learning outcomes	The means by which these outcomes are achieved	The means by which these outcomes are assessed
At the end of this course you, the student, will be able to:		
1. Identify the key skills, technologies and competencies required to lead and manage in the contemporary organisational environment.	<p>Through an integrated learning and teaching pedagogy that includes both asynchronous and synchronous activities drawing upon a range of academic and professional body source materials; students thus have multiple opportunities to gather knowledge of core concepts. (LOs 1, 2,3, 4, 5, 6 &amp; 8) (GA1)</p> <p>Throughout the programme, the student is encouraged to develop intellectual skills further by undertaking further independent study and research, i.e., in addition to “directed study” and learning. (LOs 1, 2, 3, 4, 5, 6 &amp; 8) (GA5 &amp; 6)</p>	<p><b>Formative Feedback – informal</b> Students will have multiple informal opportunities to receive formative feedback as they navigate the programme. The Arden virtual learning environment (VLE) is highly interactive and features embedded tools to facilitate peer to peer and student to tutor discussion opportunities, examples include discussion fora, interactive exercises and activities, self-assessment tools and reflective activities. (LOs 1-8) (GAs 1 – 5)</p> <p><b>Formative opportunities – formal</b> As well as the plentiful opportunities for informal feedback, formative occasions will also be scheduled:  Students will be given opportunities</p>
2. Analyse external organisational environments and influences.	<p>Analysis of real-world cases; using diagnostic skills to evaluate business and organisational performance and effectiveness. (LOs 2, 3, 4, 5, 6 &amp; 8) (GA4,6)</p>	
3. Identify and evaluate the contributions of the key business functions.	<p>Independent and directed student study, supported throughout by comprehensive classroom based and online multi-media teaching materials, activities, simulations, and resources. (LOs 1, 2, 3, 5 6 &amp; 8) (GA1)</p>	
4. Develop a critical understanding of the role and purpose of organisations and how they relate and interact	<p>Discussion in class and online forums where students discuss and critically engage</p>	

with the wider environment.	with themes emerging from the materials they learn from; this might include business problems, case studies, simulations, datasets, and industry reports. (LOs 1, 2,3, 4, 5, 6 & 8) (GA2 &4)	to share draft sections of assessments with tutors and (in some modules) peers to garner feedback and guidance. This feedback can then be incorporated in submissions for the summative assessments. Students may also be able to draft plans and outlines for assessment items and receive tutor and peer feedback in a similar manner
5. Identify and assess relevant and robust business solutions to meet the challenges presented by the contemporary business environments.	Problem solving and diagnostic skills are developed throughout the programme by formative assessment tasks including problem analyses, drafting business documents and reports, analysing case studies, ethical dilemma exercises, data analyses and self-assessments. (LOs 2, 5, 6 & 8) (GA1, 4, 7 & 5)	to share draft sections of assessments with tutors and (in some modules) peers to garner feedback and guidance. This feedback can then be incorporated in submissions for the summative assessments. Students may also be able to draft plans and outlines for assessment items and receive tutor and peer feedback in a similar manner
6. Apply and evaluate academic theories to a range of business contexts, challenges, and situations.	Engaging in reflection on study activities such as: feedback (peer and tutor), cases, academic texts and articles, activities, and simulations. Practical business skills are further developed and integrated through a series of in-class and online activities intended to test practical ability, these can include group forums and activities, drafting business documentation, engaging in simulation exercises and informal peer assessment	(LOs 1-6) (GAs 2 & 5)  The virtual learning environment (VLE) enables students to engage in targeted online discussions relating to specific aspects of the programme modules, for example, examining ethical considerations, business risks and social responsibility. Students are encouraged to not just post discussion items in the relevant fora but also to ensure they comment on posts uploaded by their peers.
7. Develop a set of generic “life” skills including, self-awareness and management, research, argumentation, numeracy, critical thinking, and analytical ability.	(LOs 4, 7 & 8) (GA5)  Group discussions and exercises in class and on the online forum promoting argumentation, listening, leadership and team working skills. (LOs 5 & 7) (GA1, 2, 4)	The virtual learning environment (VLE) enables students to engage in targeted online discussions relating to specific aspects of the programme modules, for example, examining ethical considerations, business risks and social responsibility. Students are encouraged to not just post discussion items in the relevant fora but also to ensure they comment on posts uploaded by their peers.
8. Understand and evaluate the importance of corporate social responsibility, global citizenship, and risk management in contemporary business management.	Considering employability and career development options, strategies, and challenges by conducting self-audits, personal SWOT analyses and developing personal development plans. (LOs 1, 7 & 8) (GA3, 5 & 6)	(LOs 1-6) (GAs 2 & 5)  Students will have access to academic staff in all the modules

**GA1 Discipline Expertise**  
 Knowledge and understanding of chosen field. Possess a range of skills to operate within this sector, have a keen awareness of current developments in working practice being well positioned to respond to change

**GA2 Effective Communication**  
 Effectively communicate both, verbally and in writing, using a range of media widely used in relevant professional context. Be IT, digitally and information literate.

**GA3 Responsible Global Citizenship**  
 Understand global issues and their place in a globalised economy, ethical decision-making, and accountability. Adopt self-awareness, openness, and sensitivity to diversity in culture

**GA4 Professional Skills**  
 Perform effectively within the professional environment. Work within a team, demonstrating interpersonal skills such as effective

they study. These staff include subject matter experts (lecturers) and study support tutors. Students are invited to attend synchronous learning activities relating to both these areas (academic content and study support) including online lectures, guest lectures, webinars, and other activities. They will also have opportunities to arrange one to one meeting, normally conducted via video conferencing software, where they can discuss specific areas of concern with the tutor(s) (LO1- 9; GA2 & 3).

Where the summative assessment diet includes time constrained assessments (TCAs), students will have opportunities to practice “mock” style TCA questions and receive tutor feedback before the summative events.  
 (LOs 2-6 & 8) (GAs 1 – 4)

Other summative assessments used on the programme include:

Reflections and development plans (GA6)

<p>listening, negotiating, persuading and presentation. Be flexible and adaptable to changes within the professional environment.</p> <p>GA5 Reflective Practitioner Undertake critical analysis and reach reasoned and evidenced decisions, contribute problem-solving skills to find and innovate in solutions.</p> <p>GA6 Lifelong Learning Manage employability, utilising the skills of personal development and planning in different contexts to contribute to society and the workplace.</p>		<p>Producing “work type products” (LOs 1, 2 &amp; 5) (GAs 1-4)</p> <p>Case studies (LO1 – 5) (GA3 – 4)</p> <p>Portfolios (LOS1-8) (GA4 &amp; 5)</p> <p>Individual presentations (LOs 1, 2 &amp; 5) (GAs 2,4)</p> <p>Reflections (LOs 2,3,4, 7 &amp; 8)</p>
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### 19. Summary of modules and mapped programme learning outcomes

Level	Module title	Module type <i>Compulsory (C) or Optional (O)</i>	Identified pinned modules	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	GA1	GA2	GA3	GA4	GA5	GA6
<b>L6</b>																	
	Business Transformation	<b>C</b>	<b>P</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>						<b>X</b>		
	Entrepreneurship & Innovation	<b>C</b>	<b>P</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>				
	Governance, Law & Ethics	<b>C</b>					<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>			
	Independent Study	<b>C</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>					<b>X</b>	<b>X</b>
	Project Management	<b>C</b>		<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>					
	International Business Management	<b>C</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>					