



BA (Hons) Business Management (Accounting and Finance) (Top up) Programme Handbook

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Introduction to the Programme

Welcome to the BA (Hons) Business Management (Accounting and Finance) (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 an appreciation and understanding of the key business and accounting functions required in successful organisations. In the top-up year students will develop a specialisation finance and risk management.

To achieve these aims students will:

- Analyse and interpret management, financial and other relevant business data
- Develop and evaluate effective solutions and plans to respond to business and accounting problems
- Develop a range of general business and finance skills
- Develop a critical understanding of the contemporary business and financial environment
- Comprehend the role and purpose of organisations in the wider environment
- Explore the various ways by which a business may be financed
- Apply a range of accounting frameworks and principles

Programme accredited by:

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.

BA (Hons) Business Management (Accounting and Finance) (Top up) Modules

Level 6

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS6010	Business Transformation	20	C
BUS6011	Entrepreneurship and Innovation	20	C
BUS6012	Governance, Law & Ethics	20	C
BUS6017	Independent Study	20	C
BUS6016	Financial Management	20	C
BUS6022	Business Risk 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

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

14. Programme aims
This programme aims to equip students with an appreciation and understanding of the key business and accounting functions required in successful organisations. In the top-up year students will develop a specialisation finance and risk management. To achieve these aims students will: - Analyse and interpret management, financial and other relevant business data - Develop and evaluate effective solutions and plans to respond to business and accounting problems - Develop a range of general business and finance skills - Develop a critical understanding of the contemporary business and financial environment

- Comprehend the role and purpose of organisations in the wider environment
- Explore the various ways by which a business may be financed
- Apply a range of accounting frameworks and principles

15. Programme Entry Requirements

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

- A pass or above in GSCE mathematics (or equivalent)
- 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 financial data sets. Teaching is largely student led; learners are expected to take ownership of their own learning journeys, reflect upon the teaching interventions, datasets, financial protocols, 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, portfolios and case

studies. 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:		
Learning Outcomes		
1. Appreciate and understand the key skills, technologies and competencies required to lead and manage in the contemporary organisational and financial environment.	Acquisition of knowledge and understanding 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 and gain understandings of core concepts. (LOs 1, 2,3, 4, 5, 6, 8, 9, 10) (GA1) Throughout the programme, the learner 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, 8, 10) (GA5,6) Analysis of real-world cases; using diagnostic skills to evaluate business and organisational performance and effectiveness. (LOs 2, 3, 4, 5, 6, 8, 10) (GA4,6) Independent and directed student study, supported throughout	Formative Feedback – informal 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 1-10) (GAs 1 – 5) Formative opportunities – formal As well as the plentiful opportunities for informal feedback, formative occasions will also be scheduled:
2. Analyse external organisational environments and influences.		
3. Identify and evaluate the interrelated contributions of the key business functions.		
4. Analyse business and marketing data (qualitative and quantitative).		
5. Identify and articulate relevant and robust business and financial solutions to meet the challenges presented by the		

contemporary business environment.	by comprehensive classroom based and online multi-media teaching materials, activities, simulations, and resources. (LOs 1, 2, 3, 5 6, 8, 9) (GA1)	Students will be given opportunities 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 (LOs 1-10) (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
6. Apply and evaluate academic theories and principles to a range of business and financial contexts, challenges, and situations.	Discussion in class and online forums where students discuss and critically engage 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)	
7. Develop a set of generic “life” skills including, self-awareness and management, research, argumentation, numeracy, critical thinking, and analytical ability.	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, 9, 10) (GA1, 4, 5)	
8. Appreciate and evaluate the importance of corporate social responsibility, global citizenship, and risk management in contemporary business and financial management.	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,	
9. Apply a range of accounting and financial techniques and frameworks to real world business situations.		
10. Evaluate the various ways that business may be financed.		

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 listening, negotiating, persuading and presentation. Be flexible and adaptable to changes within the professional environment.	drafting business and financial documentation, engaging in simulation exercises and informal peer assessment (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, 9) (GA1, 2, 4) 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)	but also to ensure they comment on posts uploaded by their peers. (LOs 1-10) (GAs 2, 5) Students will have access to academic staff in all the modules 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- 10; 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.
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GA5 Reflective Practitioner Undertake critical analysis and reach reasoned and evidenced decisions, contribute problem-solving skills to find and innovate in solutions. GA6 Lifelong Learning Manage employability, utilising the skills of personal development and planning in different contexts to contribute to society and the workplace.		(LOs 2-6, 8, 9, 10) (GAs 1 – 4) Other summative assessments used on the programme include: Reflections and development plans (GA6) Producing “work type products” (LOs 1,2,5, 9) (GAs 1-4) Case study analyses (LOs 1 -5, 10) (GAs 3,4) Individual presentations (LOs 1, 2, 5) (GAs 2,4) Reflections (LOs 2,3,4, 7,8) Portfolios (LO1 – 10) (GA4 & 5)
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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	LO 9	LO 10	GA1	GA2	GA3	GA4	GA5	GA6
L6																			
	Business Transformation	C	P	X	X	X	X	X	X					X					
	Entrepreneurship & Innovation	C	P	X	X	X	X	X	X	X					X				
	Governance, Law & Ethics	C		X			X	X		X	X					X			
	Independent Study	C		X	X	X	X	X	X	X	X	X	X					X	X
	Financial Management	C		X	X	X	X	X			X	X	X				X		
	Business Risk Management	C		X	X	X	X	X			X	X	X				X		