University of Hertfordshire UH

Hertfordshire Business School

Title of Programme: BA (Honours) Business Administration (Supported Distance Learning)

Programme Code: BSWSLHBA and BSWSLOBA (Home and Overseas - all levels)

Mode of Study: Supported Distance Learning

[Offered in partnership with CTS Trinidad, SITAL Trinidad, TMUC Pakistan, Raffles Indonesia, North Herts College UK]

Programme Specification

This programme specification is relevant to students entering:
01 September 2019

Associate Dean of School (Academic Quality Assurance) International:
Joel Carlton

Signature

Joel Carlton.

A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

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Summary of amendments to the programme:

Section	Amendment
D. Table 1a	Replace 'Analysing Financial Information' module to 'Analysing Financial Statements'
D. Table 1a	Replace 'People Resourcing' with 'People and Organisations'
E. Support	Introduction of Academic Skills Enhancement Module (0WBS0001)
D. Table 1a	Replace 'Accounting for Business' module to 'Accounting for Managers'
D. Table 1a	Replace 'Global Perspectives in Business' with 'Global Business Environment'

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification BA (Hons) Business Administration (Supported Distance Learning)

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended 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. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	Online
Programme accredited by	N/A
Final Qualification	BA Hons
All Final Award titles	Business Administration
(Qualification and Subject)	
FHEQ level of award	6
UCAS code(s)	N/A
Language of Delivery	English

A. Programme Rationale

This supported distance learning programme is designed to recruit students who wish to study Business Administration in an online, flexible mode, studied off campus but with UH Online support as well as local face to face support and expertise (through carefully identified partner institutions – see Section 2).

In common with the campus- based BA (Honours) Business Administration, it aims to promote the employability of its graduates in order that they can thrive in an increasingly competitive environment. It achieves this through a blend of academic study, intercultural awareness and employability /enterprise skills development.

Graduates of this business programme are equipped for the demands of a career in general management.

Distinctive features of this programme include:

- 3 start dates per academic year - students can begin any semester. Some partner colleges may not offer all entry points;
- Typically, students will complete the full degree within three to five years and the 'Top-Up' degree within one year of their start date;
- Welcoming online community of students including those working full-time and with family commitments;
- No formal examinations – Assessment is 100% coursework;
- All materials are delivered through online 'Distance Learning', off campus;
- Students will normally study 8 modules, over 3 semesters, per academic year;
- Students receive UH Online support throughout but also have access to a local tutor in their location to provide face to face support;
- Students are normally supported through e-books and e-materials, as appropriate;

Note: students are responsible for their own computing facility and internet provision.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in UPR TL03.

Additionally this programme aims to:

- prepare students for a career in business and management;
- provide students with a thorough understanding of business and management practices at local, national and international levels;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills within a global context.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for General Business and Management (2015) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
A1 - Examine the intricacies of organisations; A2 - Analyse the complexity of the local, national and international external environments in which organisations operate; A3 - Research the wide range of processes, procedures and practices of effective management; A4 - Explore the basic principles and ethical considerations of business and organisations; A5 - Study one or more functional areas of business;	Acquisition of knowledge and understanding is through a combination of written materials, on-line discussion, guided reading among specialist textbooks and journals, formative assessment and coursework. Online distance mode guidance will be by through initial Programme Induction, individual module inductions, Online materials, Online discussion groups, and may be augmented by individual student/tutor communication. A2 is particularly explored in Global Business Environment; A4 is developed in Exploring Business Ethics; and all knowledge and understanding is developed throughout the programme. Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.	Knowledge and understanding are assessed through coursework (100%). Assessment, which is both formative and summative, can take many forms, e.g. essay assignments, project reports, portfolios, presentations and business scenario activities.

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Intellectual skills	Teaching and learning methods	Assessment strategy
B1- Analyse and evaluate business information for decision-making purposes; B2- Utilise cognitive skills of critical thinking, analysis and synthesis. B3- Analyse and solve business problems using appropriate techniques; B4- Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations.	Intellectual skills specific to business and management are developed throughout the programme by the methods and strategies outlined in section A above; Cognitive skills are developed particularly at levels 5 and 6; Throughout, the learner is encouraged to develop intellectual skills further by independent study.	Intellectual skills are assessed through coursework; Assessment, which is both formative and summative, can take many forms, e.g. essay assignments, project reports, portfolios, presentations and business scenario activities.

Practical skills	Teaching and learning methods	Assessment strategy
C1- Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems; C2- Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources; C3- Apply and utilise relevant IT tools in the analysis and communication of business information.	Practical skills are developed throughout the programme by the methods and strategies outlined in sections A and B above C2 is developed through module, coursework assignments and project work, with particular reliance upon The Business Professional, Enhancing Employability, Enterprise, Business Strategy, Leadership and Organisations and Contemporary Issues in Business and Management modules; C3 is developed throughout the modules.	Practical skills are assessed through coursework assignments, case study reports, presentations and business scenario activities.

Transferable skills	Teaching and learning methods	Assessment strategy
D1- Communicate effectively, both orally and in writing; D2- Use commonly available IT tools for business effectively; D3- Manage time and resources effectively; D4- Work effectively within a team;	Transferable skills are developed throughout the programme by the methods and strategies outlined in sections A, B and C above. Skill D1 is developed through feedback on coursework reports, oral presentations and project reports. Skill D2 is introduced specifically through the level 4 module Quantitative Methods for Business and Management	Transferable skills are assessed through a variety of means. Skill D1 is assessed though coursework, oral presentations and reports. Skill D2 and D9 are developed throughout the programme and assessed via in-course assessment. Skill D4 is assessed by group-based coursework assessment.

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D5- Manipulate, sort and present data;	developed in preparing in-course assessments.	Skills D5 and D6 are assessed via assignments and reports.

D6- Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques;

Skill D3 is developed throughout the programme

Skills D5 and D6 are assessed via assignments and reports.

Skill D8 is assessed via assignments.

Skill D4 is developed through tutorials and group-based coursework assessment.

Note: Skills D3 and D7 are not directly assessed.

D7- Learn to study effectively in preparation for life-long learning;

Skills D5 and D8 are developed through assignment work.

D8- Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments;

Skill D6 is developed through assignment work.

Skill D7 is developed and promoted throughout the programme.

D9- Operate in the dynamic global arena and appreciate contemporary and cross cultural difference.

Skill D9 is developed and promoted throughout the programme, particularly in Global Business Environment, Exploring Business Ethics and Contemporary Issues in Business and Management modules.

Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in a *Supported Distance Learning* mode to students with relevant entry qualifications (see section G) and leads to an award of a BA Degree with Honours in Business Administration. Students will be able to start at Level 4, 5 or 6 (the latter is offered through credit transfer or top-up mode).

Entry at Level 4 is normally with suitable A-level (or equivalent qualifications) and/or Level 5 or 6 with suitable qualifications, such as an HND Business, Foundation degree in Business/Business Management (or equivalent qualifications).

Students will normally study this programme over 3 semesters, or, exceptionally, at a slower rate, and may begin in either semester A (September), B (January) or C (May).

Some Partner Colleges may not offer all levels/entry points.

Professional and Statutory Regulatory Bodies
N/A

Work-Based Learning, including Sandwich Programmes
N/A

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Erasmus Exchange programme
N/A

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study: Part-Time
Entry point: Semester A, B or C

- **LEVEL 4**

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
The Business Professional (Part 1)	4WBS0029	15	English	0	70	30	A
The Business Professional (Part 2)	4WBS0030	15	English	0	80	20	A
Accounting for Managers	4WBS0041	15	English	0	100	0	A
Principles of Marketing	4WBS0027	15	English	0	70	30	B
Quantitative Methods for Business and Management	4WBS0028	15	English	0	100	0	C
Global Business Environment	4WBS0039	15	English	0	70	30	B
Economics for Business	4WBS0024	15	English	0	100	0	B
People and Organisations	4WBS0035	15	English	0	100	0	C

* Progression to Level 5 on the honours route requires 90 credit points with 120 credit points to have been studied at Level 4; for students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

Mode of study: Part-Time
Entry point: Semester A, B or C

- **LEVEL 5**

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Principles of Operations Management	5WBS0030	15	English	0	100	0	A
Enterprise	5WBS0038	15	English	0	70	30	C
Enhancing Employability	5WBS0040	15	English	0	70	30	B
Exploring Business Ethics	5WBS0028	15	English	0	100	0	A, C
Project Planning and Control	5WBS0031	15	English	0	70	30	B
Cross Cultural Management	5WBS0025	15	English	0	100	0	B
Analysing Financial Statements	5WBS0036	15	English	0	100	0	A, C
Marketing Planning	5WBS0029	15	English	0	100	0	A

* Progression to Level 6 on the honours route requires 210 credit points at Levels 4 and 5, of which at least 120 credit points must be at Level 5; and 240 credits must have been studied at Levels 4 and 5. For students with less than 240 credit points at Levels 4 and 5, progression will be determined by the Programme Examination Board

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Mode of study: Part-Time
Entry point: Semester A, B or C

- **LEVEL 6**

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Business Strategy	6WBS0009	15	English	0	100	0	A
Business and Commercial Awareness	6WBS0021	15	English	0	70	30	A
Global Marketing, Ethics and Culture	6WBS0032	15	English	0	100	0	A
International Human Resource Management	6WBS0015	15	English	0	100	0	B
Leadership and Organisations	6WBS0017	15	English	0	100	0	B
Issues in the Global Economy	6WBS0034	15	English	0	100	0	B
Digital Economy	6WBS0036	15	English	0	100	0	C
Contemporary Issues in Business and Management	6WBS0011	15	English	0	90	10	C

The award of an honours degree requires 360 credit points, with at least 240 credit points at Level 5 or above, of which at least 120 credit points must be at Level 6. An unclassified degree requires 300 credit points, with at least 180 credit points at Level 5 or above, of which at least 60 credit points must be at Level 6. To be awarded an honours award students must have studied with the university a minimum of 90 UH credits at Level 6. To be awarded a Bachelors' degree without honours students must have studied with the university a minimum of 75 credits.

Honours classification
The University has approved structure and assessment regulations common to all programmes. Full details are provided in UPR AS14, Section D.

Table 1b Final and interim awards available
The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
BA (Hons)	Business Administration	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Diploma of Higher Education		240 credit points including at least 120 at level 5	5, 6	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
BA	Business Administration	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6	A1, A2, A3, A4, A5, B1, B2, B3, B4, C1, C2, D1, D3, D7, D9

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Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, UPR AS11, UPR AS12/UPR AS13 and UPR AS14) with the exception of those listed below, which have been approved by the University:

Further points of clarification and interpretation relevant to this specific programme are given below:

- Students who fail a module will be provided with support sessions to help them improve their knowledge and understanding and the referral assessments will take place at the end of the following semester.
- Module examination boards will receive first sit modules and refer/defer modules.
- There will be both module and awards boards at the end of each semester as specified in the academic calendar.

E. Management of Programme & Support for student learning.

Management
The programme is managed and administered through:
- The Hertfordshire Business School Deputy Dean
- The HBS Programme Leader who is responsible for the day to day management of the programme
- The local Partner Manager based on location at the Supported Distance Learning Centre of Study
- The HBS Collaborative Partnership Leader who is responsible for supporting the links with the partners
- HBS Module Leaders who are responsible for the delivery of individual modules
- Locally based tutors and administrators to support the student learning experience
- Management is conducted through the Programme Committee, to which students contribute via the online programme forum, and which is managed by the HBS Collaborative Partnership Leader
- An HBS Central Programme Committee, the membership of which includes student representatives and key members of UH staff

Support
Students are supported by:
- The HBS Programme Leader to help students understand the programme structure
- HBS Module Tutors for each module to guide students through the course material week by week and be a point of contact for questions and advise. The module tutor will also liaise with local support tutors and direct the structure of weekly face to face tutorial sessions.
- An online student programme handbook to explain the programme and provide a calendar of events for an academic year
- An on-line module site for each module being studied
- Locally based tutors and administrators to support the student learning experience
- University of Hertfordshire Online (UHO) providing;
  ✓ Online induction material to assist in starting the programme and settling into it
  ✓ Technical support
  ✓ A designated UHO programme administrator
- StudyNet, a versatile online interactive learning environment, with many built-in features to support accessibility for both able and disabled students.
- Access to extensive digital collections of information resources
- Student representation in the procedures for management and delivery of the programme, through the online programme forum, the University's managed learning environment and the student feedback mechanism
- Access to a substantial Student Centre that provides advice on issues such as finance, University regulations, legal matters, international student support available online etc.
- Office of the Dean of Students, incorporating Chaplaincy, Counselling etc.
- A University-based Disabled Student Co-ordinator

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- An Equal Opportunities Officer
- The Students' Union
- Guided student-centred learning through the use of StudyNet
- An online Careers Service for all current students and graduates
- Extensive guidance for overseas students about studying in the English language, provided online at http://www.uefap.co.uk

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- Definitive Module Documents
- Module Guides
- Student Handbook
- University of Hertfordshire Course website:
  http://www.herts.ac.uk/courses/
- QAA Benchmark Statement website:
- http://www.qaa.ac.uk/quality-code/subject-benchmark-statements
- Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)
  www.qaa.ac.uk//en/quality-code/qualifications-and-credit-frameworks
- SEEC Credit Level Descriptors for Further and Higher Education (2016):
  http://www.seec.org.uk/wp-content/uploads/2016/07/SEEC-descriptors-2016.pdf
- External Quality Review report website:
  http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.VCFXlha_hSU
- UNISTATS website:
  http://www.unistats.com/
- University of Hertfordshire Academic Quality website:
  (StudyNet → Staff → Department Lists → Academic Quality Office)
- Structure & Assessment Regulations - Undergraduate & Taught Postgraduate Programmes, UPR AS14:
  http://sitem.herts.ac.uk/secreg/upr/AS14.htm
- Learning and Teaching Policy and Graduate Attributes, UPR TL03:
  http://sitem.herts.ac.uk/secreg/upr/TL03.htm
- Admissions - Undergraduate & Taught Postgraduate Students, UPR SA03:
  http://sitem.herts.ac.uk/secreg/upr/SA03.htm
- Academic Quality, UPR AS17:
  http://sitem.herts.ac.uk/secreg/upr/AS17.htm
- Index of UPRs for students:
  http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm
- Information on Programme and Module External Examiners
  http://www.studynet1.herts.ac.uk/ptl/common/studentcentre.nsf/Teaching+Documents/184A221E5EECA6B780257A5C00250BA9?OpenDocument

The Ask Herts website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: http://www.herts.ac.uk/secreg/upr/. In particular, UPR SA07 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student

Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF panel's report and conclusions can be accessed at: https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147

G. Entry requirements

The normal entry requirements for the programme are:

- GCSE English Language and Mathematics at Grade C or above, or qualifications recognised as equivalent by the University at http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements

- For applicants whose first language is not English, a minimum IELTS score of 6.0* **OR** alternative qualifications recognised as equivalent by the University at https://www.herts.ac.uk/international/new-international-students/applying-to-the-university-of-hertfordshire/international-entry-requirements will be accepted as alternative to GCSE English Language Grade 4.

    [*IELTS at no lower than 5.5 in every band]

PLUS EITHER

- 72 UCAS points from a minimum of two GCE A levels or one GCE Double award, a BTEC Extended Diploma, a BTEC Diploma or two BTEC Subsidiary Diplomas

OR

- Equivalent qualifications to be assessed by the Admissions Tutor

Direct entry requirements into Level 6 (Top-Up)
- Foundation Degree in a Business-related subject, with an average of 55% at Level 5 **OR**
- HND in Business with a Merit grade and a maximum of two passes at level 5   **OR**
- ABE Level 6 or Level 6 Extended Diploma with a B/Merit profile   **OR**
- Equivalent qualifications/experience to be assessed by the Admissions Tutor

Plus a minimum IELTS score of 6.0 (no less than 5.5 in each band), or equivalent, is required for those for whom English is not their first language

Non-standard entry to the programmes
The Hertfordshire Business School Undergraduate Admissions Team makes all admissions decisions regarding non-standard applications, including those from elsewhere in the EU and those for direct entry above Level 4.

Applicants with prior relevant undergraduate study are eligible to be considered for entry to the programme at Level 5 or Level 6. They should have 120 credit points at Level 4 or equivalent to join at Level 5 and are normally required to meet the published English Language and Mathematics requirements. Those joining at level 6 need a further 120 credit points at level 5 or equivalent but are exempted the published Mathematics requirements.

Those who have completed their previous undergraduate studies in the UK are also exempted the published English Language requirements. The modules making up the previous 120 credit points of study must normally be passed at the first attempt and should contribute to an overall grade average of at least 50%.

Programme-specific alternative entry options
Students with GCSE English Grade 4 but no further formal academic qualifications, including Maths, may, at the discretion of the Programme Tutor, apply initially to take three modules over four consecutive semesters

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as an alternative, preliminary admissions route. If these modules are all passed within the four-semester period, at first attempt, then the student can register to study on BA Business Administration (Online).

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in UPR SA03), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

University policies relevant to the Programme

The University undertakes to use all reasonable endeavours to deliver, assess and administer this programme in accordance with this Programme Specification. At the same time, it is recognised that it is in the nature of academic developments that changes, for example to the structure, curriculum, and assessment of a programme may be necessary in order to ensure that the programme remains up to date, in response to issues raised as a result of on-going monitoring and evaluation, and/or in order to conform to new regulatory requirements imposed by this institution, by professional or statutory bodies, or by national or governmental bodies.

The programme operates within the guidelines and policies relating to equal opportunities and environmental issues which may be agreed from time to time by the Board of Governors and/or the Academic Board of the University.

Where the programme is offered in collaboration with another institution these policies and guidelines will normally be those of the partner institution.

The programme operates in accordance with the University's Regulations Governing Studies Involving the Use of Human Subjects (UPR RE01) agreed from time to time by the Academic Board of the University. **However, where the programme is offered in collaboration with another institution (for example through a franchise arrangement for all or part of the programme) then specific approval must be obtained from the University for the operation of the programme within ethical guidelines prepared by the partner institution. The partner institution will be responsible for all insurance liability in connection with the observance of ethical guidelines.**

If you would like this information in an alternative format please contact: Leonor Silva de Mattos (L.Silva-de-Mattos@herts.ac.uk)

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

	Module Title	Module Code	A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	D1	D2	D3	D4	D5	D6	D7	D8	D9
Level 4	Accounting for Managers	4WBS0041			×		×	×		×		×				×	×			×	×		
	Principles of Marketing	4WBS0027	×	×	×	×	×	×	×		×	×	×		×		×	×		×	×	×	
	The Business Professional (Part 1)	4WBS0029	×		×		×	×	×	×		×	×	×	×	×	×		×		×	×	
	People and Organisations	4WBS0035	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×		×	×	×	
	Economics for Business	4WBS0024		×				×	×	×	×	×	×	×	×		×			×	×		
	The Business Professional (Part 2)	4WBS0030	×	×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	
	Quantitative Methods for Business & Management	4WBS0028			×		×	×	×	×		×	×	×	×	×	×			×	×	×	
	Global Business Environment	4WBS0039	×	×		×			×		×			×	×		×	×	×		×		×
Level 5	Analysing Financial Statements	5WBS0036	×	×	×	×	×	×	×	×		×		×	×	×	×			×	×	×	
	Marketing Planning	5WBS0029		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
	Enhancing Employability	5WBS0040		×		×			×			×	×	×	×	×	×	×	×		×	×	×
	Enterprise	5WBS0038	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×
	Project Planning and Control	5WBS0031	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×	×	×	×
	Cross Cultural Management	5WBS0025	×	×	×	×	×		×		×		×	×	×		×	×			×	×	×
	Exploring Business Ethics	5WBS0028	×	×		×	×		×		×		×		×		×			×	×		×
	Principles of Operations Management	5WBS0030	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×		×
Level 6	Business Strategy	6WBS0009	×	×	×	×	×	×	×	×	×	×	×		×	×	×			×	×		×
	Business and Commercial Awareness	6WBS0021	×	×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
	Global Marketing, Ethics and Culture	6WBS0032	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×
	International Human Resource Management	6WBS0015	×	×	×	×	×	×	×	×	×	×	×		×		×	×		×	×	×	×
	Leadership and Organisations	6WBS0017	×	×	×	×	×	×	×	×	×	×	×		×	×	×			×	×	×	×
	Issues in the Global Economy	6WBS0034						×	×	×	×	×	×		×	×	×				×		×
	Digital Economy	6WBS0036	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×
	Contemporary Issues in Business and Management	6WBS0011		×		×	×	×	×	×	×	×	×		×	×	×		×	×	×	×	×

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KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding

A1. The intricacies of organisations

A2. The complexity of the local, national and international external environments in which organisations operate

A3. The wide range of processes, procedures and practices of effective business management

A4. The basic principles and ethical considerations of business and organisations

A5. One or more functional areas of business

Practical Skills

C1. Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems

C2. Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources

C3. Apply and utilise relevant IT tools in the analysis and communication of business information

Intellectual Skills

B1. Analyse and evaluate business information for decision-making purposes

B2. Utilise cognitive skills of critical thinking, analysis and synthesis

B3. Analyse and solve business problems using appropriate techniques

B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations

Transferable Skills

D1. Communicate effectively, both orally and in writing

D2. Use commonly available IT tools for business effectively

D3. Manage time and resources effectively

D4. Work effectively within a team

D5. Manipulate, sort and present data

D6. Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques

D7. Learn to study effectively in preparation for life-long learning

D8. Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments

D9. Operate in the dynamic global arena and appreciate contemporary and cross cultural difference

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Section 2

Relevant QAA subject benchmarking statements   General Business and Management (2015)
Type of programme   Undergraduate
Date of validation/last periodic review   08 November 18
Date of production/ last revision of PS   June 2019
Relevant to level/cohort   Level 4, Level 5 or Level 6 entering Sep 2019
Administrative School   Hertfordshire Business School

Table 3 Course structure

Course details					
Course code	**Course description**			**JACS**	
BSWSLHBA	BA (Hons) Business Administration (Supported Distance Learning - Home)				
Course Instances					
Instances code	Intake	Stream	Instances Year	Location:	Mode of study
BASLTNHA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Dist Lrn in North Herts College	Distance (Part Time)
BASLTNHA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Dist Lrn in North Herts College	Distance (Part Time)

Course details					
Course code	**Course description**			**JACS**	
BSWSLOBA	BA (Hons) Business Administration (Supported Distance Learning - Overseas)				
Course Instances					
Instances code	Intake	Stream	Instances Year	Location:	Mode of study
BASLTCTSA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)
BASLTCTSA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)
BASLTCTSB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)
BASLTCTSB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)

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BASLTCTSC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)
BASLTCTSC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at CTS, Trinidad & Tobago	DISTANCE (P/T)
BASLTRAJA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTRAJA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTRAJB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTRAJB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTRAJC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTRAJC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at Raffles College, Jakarta Barat, Indonesia	DISTANCE (P/T)
BASLTTMIA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMIA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMIB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMIB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMIC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMIC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Islamabad, Pakistan	DISTANCE (P/T)
BASLTTMLA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)
BASLTTMLA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)
BASLTTMLB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)
BASLTTMLB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)
BASLTTMLC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)
BASLTTMLC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Lahore, Pakistan	DISTANCE (P/T)

BASLTTMRA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTTMRA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTTMRB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTTMRB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTTMRC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTTMRC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Rawalpindi, Pakistan	DISTANCE (P/T)
BASLTSITA1DP-1	A	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITA1DP-2	A	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITB1DP-1	B	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITB1DP-2	B	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC1DP-1	C	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC1DP-2	C	BA (Hons) Business Administration (top-up):	1	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITA2DP-1	A	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITA2DP-2	A	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITB2DP-1	B	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITB2DP-2	B	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC2DP-1	C	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC2DP-2	C	BA (Hons) Business Administration (top-up):	2	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)

BASLTSITB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
BASLTSITC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at SITAL, Trinidad & Tobago	DISTANCE (P/T)
Coming up					
BASLTTMKA3DP-1	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)
BASLTTMKA3DP-2	A	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)
BASLTTMKB3DP-1	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)
BASLTTMKB3DP-2	B	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)
BASLTTMKC3DP-1	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)
BASLTTMKC3DP-2	C	BA (Hons) Business Administration (top-up):	3	Supported Distance Learning at TMUC, Karachi, Pakistan	DISTANCE (P/T)