Course Specification

BA (Hons) Business Studies

Course Code: BUSST

2020/21

leedsbeckett.ac.uk
BA (Hons) Business Studies

Material Information Summary for 2020/21 Entrants

Confirmed at 7/8/19

General Information

Award
BA (Hons) Business Studies

Contained awards
- BA Business Studies
- Diploma of Higher Education Business Studies
- Certificate of Higher Education Business Studies

Awarding Body
Leeds Beckett University

Level of Qualification & Credits
Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total)

Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 3 years (full time, campus based)
  Starts September 2020/ Ends June 2023

- 4 years (full time, campus based with a one year work placement)
  Starts September 2020/ Ends June 2024

- 6 years (part time, campus based)
  Starts September 2020/ Ends June 2026

Part Time Study
PT delivery is usually at half the intensity of the FT equivalent course, although there may be flexibility to increase your pace of study to shorten the overall course duration. Some modules may be delivered in a different sequence to that advertised within this Course Specification but the modules offered within each level are as advertised. Please note that the work placement option is not available to PT students.

Location(s) of Delivery
City Campus, Leeds
Entry Requirements

Admissions criteria are confirmed in your offer letter. Details of how the University recognises prior learning and supports credit transfer are located here: [http://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/](http://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/)

Course Fees

Course fees and additional course costs are confirmed in your offer letter

Timetable Information

Timetables will be made available to students during induction week via:

- i) The Student Outlook Calendar
- ii) The Student Portal
- iii) The Leeds Beckett app

Any difficulties relating to timetabled sessions can be discussed with your Course Administrator.

Policies, Standards and Regulations

[http://www.leedsbeckett.ac.uk/public-information/](http://www.leedsbeckett.ac.uk/public-information/)

There are no additional or non-standard regulations which relate to your course

Key Contacts

- **Your Course Director** Gerard Choo
- **Your Academic Advisor(s)** Jayne-Louise Watkins and Ted Sarmiento
- **Your Course Administrator** Sarah Petty

Placement Information

**Summary**

Placements are recognised and valued by employers and enhance your employability and preparedness for life after graduation. If you chose to undertake a placement, our Placements Teams will work with you to identify an appropriate opportunity either in the UK or overseas. Contact Placement Team representatives at either City Site or Headingley for further information. Please note that the costs associated with work placements are not funded by the university (eg travel/accommodation).
Length: Students have the option to undertake a full placement year between L5 and L6, for 48 weeks, and an optional module at H6, Work Placement, may be taken to report on the placement year.

Location: None specified

Professional Accreditation or Recognition Associated with the Course: N/A

Course Overview

Aims

The aims of the programme are to enable students to:

- Through the development of Process Skills be able to use the appropriate tools for business problem solving, produce solutions, make recommendations with full appreciation of and incorporation of elements of uncertainty and ambiguity.
- Understand, appreciate and incorporate where applicable elements of ethics, governance and corporate social responsibility in business problem solving.
- Understand and model the dynamics of 'environmental' change at local, national and global levels into business decision-making.
- Develop Lead qualities in Path Breaking Skills, Process Facilitation and Professional Relationships.

Course Learning Outcomes

At the end of the course, students will be able to:

1. Work collaboratively in making responsible business decisions, taking into account the needs of a range of internal and external stakeholders, behaving sustainably and making effective use of a range of appropriate technologies.

2. Critically reflect, analyse and synthesise complex problems and through informed problem solving derive realistic solutions.

3. Critically reflect on theory of practice via synthesis and application as part of the educationally transformational process into an intelligent practitioner.

4. Deliver outcomes in a professional manner taking into account the values, cultures and behaviours of self and others.

Teaching and Learning Activities

Summary

A variety of teaching techniques are used, ranging from traditional lectures, to workshop based computer software employed for problem solving; supervision and mentorship of group-based projects and dissertations; tutor directed case studies; experimental work in Project and Risk Management to simulate decision-making in situations of uncertainty; testing of alternative theories by acquiring and analysing data; the use of feed-forward as a means of teaching and learning e.g. by allowing students to consider past submissions, suitably conditioned for student use; MyBeckett-based diagnostic tests for skills in Literacy,
Numeracy and IT; use of Podcasts and other apps in Digital Marketing and the use of Project Management software packages in Project and Risk Management.

Our choice of learning and teaching activities is then governed by the degree to which they allow students to achieve the module learning outcomes, and thus the course learning outcomes. Learning and teaching activities become more complex with the Levels, developing skills typical of the Levels consistent with the University Taxonomy, as follows:

H4: Knowledge and Understanding

H5: Analysis, application and reflection

H6: Critical reflection and prescriptive solutions

These are mirrored in the Level Skills Specification of the Graduate Attributes.

At the same time, the context within which students develop these skills differs with the Levels: at Level 4 the context of learning is typically simple and tutor controlled; at Level 5 more complex but still largely tutor controlled; at Level 6 complex/dynamic, open ended and involving considerable student discretion.

Teaching and learning processes will be strategically employed to ensure that Graduate Attributes are developed effectively. For example, in the Data Analytics and Management example above, Excel as a means of presentation and analysis and as a statistical aid to business decision-making is an aspect of digital literacy that is further developed in the Operations and Supply Chain Management module.

To ensure that students see progression between levels and identify with the course and the staff team throughout their degree, we have sought to ensure that the PDP processes act as a vehicle for unifying the student experience firmly in the context of Business Studies, and to further consolidate course identity by staffing key elements of the course from within the Business Studies team.

VLE tools will be employed to support learning and teaching activities in seminars – document and web links to guide reading/preparation, discussion boards to stimulate debate/allow peer assessment before and after the seminar. The Panopto system or similar software will be employed to record lectures and seminars.

Your Modules

(Correct for students progressing through the programme within standard timescales. Students who are required to undertake repeat study may be taught alternate modules which meet the overall course learning outcomes. Details of module delivery will be provided in your timetable).

Level 4 Core Modules (2020/21 for FT students and 2020/21 and 2021/22 for standard PT students)

Business Venture Creation

Data Analytics and Management

Global Economic Awareness

Accounting and Finance for Managers

Managing Organisations and People
Understanding Markets and Customers

**Level 5 Core Modules (2021/22 for FT students and 2022/23 and 2023/24 for standard PT students)**

- Operations and Supply Chain Management
- Responsible Management
- Managing and Growing a Small Business
- Entrepreneurial Marketing
- Management of Human Resources
- Corporate Finance and Law

**Level 6 Core Modules (2022/23 for FT students, 2023/24 for sandwich placement students and 2024/25 and 2025/26 for standard PT students)**

- Consultancy Project
- Project and Risk Management
- Leading Innovation and Change
- Business Strategy

**Level 6 Option Modules (delivery years as per Level 6 core modules above)**

_The following option modules are indicative of a typical year. There may be some variance in the availability of option modules_

- Dissertation
- Business Start-up Incubator
- Reward Management
- Contemporary Brand Management
- Procurement and Supplier Management
- Work Placement (*Sandwich students only*)
- Strategic Human Resource Management for Leaders
- Digital Marketing
Entrepreneurship in a Challenging Global Economy

Assessment Balance and Scheduled Learning and Teaching Activities by Level

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years spent out of the University are not be included in the calculation unless they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

L4 is assessed predominantly by coursework with some examination assessments.

L5 is assessed predominantly by coursework with some examination assessments.

L6 is assessed predominantly by coursework with some examination assessments.

<table>
<thead>
<tr>
<th>Overall Workload</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching, Learning and Assessment</td>
<td>266 hours</td>
<td>251 hours</td>
<td>286 hours</td>
</tr>
<tr>
<td>Independent Study</td>
<td>934 hours</td>
<td>949 hours</td>
<td>914 hours</td>
</tr>
<tr>
<td>Placement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Learning Support

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators works closely with academic staff and can make referrals to teaching staff or to specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students’ Union Advice team for additional support with course-related questions.

If you have any questions about life at our University in general, call into or contact the Student Hub on either campus to speak to our Student Experience Team. This team, consisting of recent graduates and permanent staff, are available to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one in Campus Central at Headingley. You can also find the team in the Gateway in the Leslie Silver Building at City Campus. The telephone number is 0113 812 3000, and the e-mail address is StudentHub@leedsbeckett.ac.uk.

Within MyBeckett you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students’ Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration.

The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV,
prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.