

**BA Management and Business (3 year)  
For students entering Part 1 in 2010/1**

**UCAS code: NN21**

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Management and Business
Faculty:	Henley Business School at University of Reading
Programme length:	3 years
Date of specification:	18/May/2012
Programme Director:	Dr Peter Cook
Programme Advisor:	
Board of Studies:	Henley Business School Board of Studies for
Undergraduate Programmes	
Accreditation:	Chartered Institute of Marketing

**Summary of programme aims**

This programme aims to provide an academic grounding in key management and business issues. This encompasses the internal' environment of the firm- such as human resources, organisational behaviour, organisational culture, utilising financial and accounting information, ethical management, IT management, entrepreneurship - and the external' environment - such as markets, marketing, strategy, corporate finance, corporate social responsibility, the cultural context in which firms operate and entrepreneurial direction. The programme aims to teach students in order to prepare them for responsible professional leadership and managerial roles in the commercial or public sector. It is distinctive in placing a strong emphasis on international business themes relevant for the emerging challenges facing business in a global context. Graduates will be well qualified to develop as professional career in the management.

**Transferable skills**

During the course of their studies at Reading, all students will be expected to enhance their academic and personal transferable skills in line with the University's Strategy for Learning and Teaching. In following this programme, students will have had the opportunity to develop such skills, in particular relating to career management, communications (both written and oral), information handling, numeracy, problem-solving, team working and use of information technology and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

The University's Strategy for Teaching and Learning has identified a number of generic transferable skills which all students are expected to have developed by the end of their degree programme. In following this programme, students will have had the opportunity to enhance their skills relating to career management, communications (both written and oral), information handling, numeric ability, problem-solving, team working, self-management, and use of information technology.

**Programme content**

The following profile lists the compulsory modules, together with their credit size, for each Part. Students are required to take a total of 120 credits in each Part. Where the compulsory modules in a Part total less than 120 credits, students are required to select options containing sufficient credits to make up the shortfall. Any such options selected must be drawn from the options listed in the School Handbook. Not all optional modules will necessarily be available in any year. Admission to optional modules will be at the discretion of the Programme Director. The third year is spent on an approved placement.

**Part 1 (three terms)**

*Compulsory modules*

MM1F2	Introductory Financial Accounting	20	4
MM1F9	Development of Academic and Professional Skills	20	4
MM1F11	Managing People and Organisations	20	4
MM1F12	Markets, Marketing and Strategy	20	4
MM1F13	Business Statistics	20	4

Optional modules (to bring the total to 120 credits)

**Either:**

MM1F10	Student Enterprise	20	4
<b>Or:</b>			
LW1A05	General Introduction to Law	10	4
<b>and</b>			
LW1A06	Introduction to Business Law	10	4
<b>Or:</b>			
EC104	Economics for Managers	20	4

## **Part 2 (three terms)**

### *Compulsory modules*

MM256	Management Skills	20	5
MM271	Finance for Managers	20	5

Students must choose at least 40 credits from:

MM254	Organisational Behaviour	20	5
MM255	Marketing Management	20	5
MM272	International Business Strategy	20	5

### *Optional modules available in Part 2 to bring the total credits to 120*

Students must choose up to TWO optional modules to the value of 40 credits (only one of which may be at level 4). A complete list of options is available from the Programme Director, and a list of current options can be found in the relevant School Handbook. There is no guarantee that in any one year all modules will be available. New optional modules may also be added.

### *Optional modules (no compulsory modules) (to bring the total to 120 credits)*

Students must choose SIX optional modules to the value of 120 credits (only one of which may be at level 5). A complete list of options is available from the Programme Director, and a list of current options can be found in the relevant School Handbook. There is no guarantee that in any one year all modules will be available. New optional modules may also be added.

## **Progression requirements**

To progress to Part 2 a student must:

- i) obtain an average mark of 40% across all Part 1 modules;
- ii) obtain at least 40% in 80 credits
- iii) achieve a PASS in MM1F9
- iv) achieve not less than 35% in the remaining 20 credits

To progress from Part 2 to Part 3 a student must:

- (i) obtain an average mark of 40% across all Part 2 modules;
- (ii) achieve not less than 30% in individual modules amounting to 100 credits.

The conventions for classification are included in the Programme Handbook. The weighting between part 2 and part 3 for classification purposes is 33% and 67% respectively

## **Summary of Teaching and Assessment**

Teaching is organised in modules. The delivery of material varies among modules, especially in the proportions of time allocated to lectures, and to classes and seminars. Most modules are assessed by a mixture of coursework, which takes a variety of forms, and formal examination, with modules varying the relative weighting of these two types of assessment. However, some modules may be assessed only as coursework, while others may be assessed solely by examination. Details are given in the relevant module descriptions. The conventions for classification are included in the Programme Handbook but you should note that the weighting between Part 2 and Part 3 for classification purposes is 33% and 67% respectively.

### **Admission requirements**

Entrants to this programme are normally required to have obtained:

Grade B or better in English and Maths in GCSE; and achieved:

UCAS Tariff: AAB (340 points) from 3 A Levels or 360 points from 3 A Levels and 1 AS Level

International Baccalaureate: 34 points

Irish Leaving Certificate: AAABB (including Mathematics)

IELTS Band 6.5 (or equivalent) is required for those whose education has not been undertaken in English.

### **Admissions Tutor:**

### **Support for students and their learning**

University support for students and their learning falls into two categories. Learning support is provided by a wide array of services across the University, including: the University Library, the Student Employment, Experience and Careers Centre (SEEC), In-sessional English Support Programme, the Study Advice and Mathematics Support Centre teams, IT Services and the Student Access to Independent Learning (S@il) computer-based teaching and learning facilities. There are language laboratory facilities both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme. Student guidance and welfare support is provided by Personal Tutors, School Senior Tutors, the Students' Union, the Medical Practice and advisers in the Student Services Centre. The Student Services Centre is housed in the Carrington Building and offers advice on accommodation, careers, disability, finance, and wellbeing. Students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student Services also offer drop-in sessions and runs workshops and seminars on a range of topics. For more information see [www.reading.ac.uk/student](http://www.reading.ac.uk/student)

The School of Management provides handbooks that outline programme and module content. In addition to lecture and class time, each module lecturer has appointed office hours during which they may be consulted without prior appointment. The School of Management has a resource room with reference books and computers for student use.

### **Career prospects**

Graduates from this programme would be expected to enter a variety of careers, in both the private and public sectors, such as jobs in banking and finance, accountancy, sales and marketing, consultancies, retailing and other service industries, the Civil Service and universities. The inclusion of a work-placement year in this degree will enhance the employment prospects of students graduating with this qualification as they will be able to combine those attributes employers are seeking, namely academic achievement and business/management experience.

Graduates on this programme may apply for exemptions from relevant professional examinations of the Chartered Institute of Marketing, the Chartered Institute of Management Accountants and the Institute of Chartered Accountants of England and Wales. Students on this programme may become student members of the Institute of Management.

### **Opportunities for study abroad or for placements**

Students on the 3 year BA in Management and Business may decide to take up work placements during the summer vacation at the end of the first or second year of study. Help in seeking an appropriate placement is provided by the Job Shop, located in the Careers Advisory Service, and also from the Placement Officer within Henley Business School. Employer requests are also put up on the departmental notice board and circulated via email.

### **Programme Outcomes**

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas

#### **Knowledge and Understanding**

##### **A. Knowledge and understanding of:**

- a. The theoretical basis of management and key functional areas of business.
- b. Current developments in the practice and theory of business management.

##### **Teaching/learning methods and strategies**

- a-e Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning.
- b. Guest lecturers from industry and directed self-study.

- c. Fundamental concepts of business management relevant to the student becoming a manager in a UK business.
- d. The environmental and ethical context of business management in the UK.
- e. An understanding of the importance of international business and the drivers of change in business in this country and abroad, including management practice and business cultures in other countries.

d-e Case studies

*Assessment*

Coursework; written unseen examinations, seminar presentations: to provide a basic knowledge of methods and principles used in business management literature and cases and to promote the ability to appraise it critically.

**Skills and other attributes**

**B. Intellectual skills - able to:**

- a. Apply the skills needed for academic study and enquiry.
- b. Evaluate research and a variety of types of information and evidence critically.
- c. Synthesise information from a number of sources in order to gain a coherent understanding of theory and practice.
- d. Apply strategies for appropriate selection of relevant information from a wide source and large body of knowledge.
- e. Utilise problem-solving skills.
- f. Analyse, evaluate and interpret the assumptions and principles underpinning business management.

**Teaching/learning methods and strategies**

- a-f. Lectures; tutor-led tutorials; student and tutor-led seminars; self-directed learning; research-based teaching materials and methods; problem-based learning scenarios.
- b,e,f. Case studies
- c-d. Independent research and self study

*Assessment*

Written exam papers; practical assessments; coursework (essay); case study analysis; project.

**C. Practical skills - able to:**

- a. Understand the economic basis of the firm in its wider economic, political and social environment.
- b. Recognise and understand basic financial and management accounting features of a firm.
- c. Evaluate the behaviour, culture and strategy of firms.
- d. Effectively apply key professional skills learnt in optional classes to the business world.

**Teaching/learning methods and strategies**

- a-d. Practical projects; placements; seminars; lectures; problem-based scenarios.
- b. Lectures and workshops
- c-d Case studies, practical projects

*Assessment*

Written examinations; business presentations; project work

**D. Transferable skills - able to:**

- a. Communicate effectively with a wide range of individuals using a variety of means.
- b. Evaluate his/her own academic professional performance.
- c. Utilise problem-solving skills in a variety of theoretical and practical situations.
- d. Manage change effectively and respond to changing demands.
- e. Take responsibility for personal and professional learning and development (Personal Development Planning).
- f. Manage time, prioritise workloads and manage personal emotions and stress.
- g. Understand career opportunities and begin to plan a career path.
- h. Information management skills, e.g. IT skills.

**Teaching/learning methods and strategies**

- a-h. Lectures, group work, group presentations and project based methods.
- b-c. Group projects, self assessment exercises.

*Assessment*

Assessments include a wide variety of methods such as tutor feedback, critiques of presentations, interactive discussion in groups. Group feedback and peer assessment.

**Please note - This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the module description and in the programme handbook. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance process or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.**