Aston University

PROGRAMME SPECIFICATION 2013-2014

Programme Title	Business and Education Management
UCAS/JACS Code	UCAS = N/A, JACS = N224
School/Subject Area	Aston Business School in collaboration with Birmingham Metropolitan College, School of Professional and Management Studies
Final Award	Foundation Degree
Interim Award(s)	120 credits Cert HE
Mode(s) of Study	Direct two days per month supplemented by work based study for students in employment and online learning
Normal Length of Programme	Three years part time
Total Credits	240
Programme Accredited By	
Dates Programme Specification Written and Revised	May 2007, September 2008, September 2009, September 2010, September 2011, September 2012, 31st July 2013

Educational Aims of the Programme	• To provide students with the opportunity to realise their academic potential through a range of learning experiences • To provide a thorough grounding in the principles and practice of Business and Education Management. • To provide students with an appropriately structured curriculum and practical skills training • To provide an up-to-date and employer-focussed curriculum • To equip students with the necessary skills for careers in Business and Education Management. • To produce capable multi-skilled graduates who are highly valued by employers and to prepare students to progress to the final year of the BSc (Hons) Business and Professional Studies degree programme if they wish

Relevant Subject Benchmark Statements and other External and Internal Strategies, Policies or Research used to inform programme outcomes	• QAA, Benchmarking statement for Foundation degrees (2004) • QAA, Benchmarking statement for Distance Learning, including e-learning (2004) • QAA, Benchmarking statement for Business and Management • UK Quality Code Part A.1 (2011) • National Occupational Standards for Leadership and Management • AUA Code of Professional Standards

STAGE 1

Programme Structures and Requirements: Levels, Modules and Credits

Module Title	Credits	Level	Module Code	Core/Option	Condoneable Y/N	Pre-requisite(s) Y/N
Organisational Behaviour	10	4	BD1H1H	Core	Y	N
Quantitative Techniques	10	4	BD1N1N	Core	Y	N
Financial Accounting	10	4	BD1F1F	Core	Y	N
IT for Business	10	4	BD1N12	Core	Y	N
Developing Knowledge and Experience in the Workplace (Reflective Practice 1)	30	4	BD1F11	Core	Y	N
Managing Quality	10	4	BD1R1R	Core	Y	N
TOTAL	80					

STAGE 2

Programme Structures and Requirements: Levels, Modules and Credits

Module Title	Credits	Level	Module Code	Core/Option	Condoneable Y/N	Pre-requisite(s) Y/N
The Impact of Law and Policy in the Workplace	20	4	BD1F21	Core	Y	N
Interpersonal Skills and Customer Service in the Workplace	20	4	BD1F22	Core	Y	N
Operations Management	10	5	BD2N2N	Core	Y	N
Marketing	10	5	BD2M2M	Core	Y	N
Economics	10	4	BD1S2S	Core	Y	N
Developing Knowledge and Experience in the Workplace (Reflective practice 2)	10	5	BD2F23	Core	Y	Y
TOTAL	80					

STAGE F						
Programme Structures and Requirements: Levels, Modules and Credits						
Module Title	Credits	Level	Module Code	Core/Option	Condoneable Y/N	Pre-requisite(s) Y/N
Management Accounting	10	5	BD2F3F	Core	Y	Y
Business Policy	10	5	BS2S3S	Core	Y	Y
Information and Data Systems used in Education and Training	20	5	BD2F31	Core	Y	Y
Managing People	10	5	BD2F32	Core	Y	Y
Research Proposal (relevant to the workplace)	20	5	BD2F33	Core	Y	Y
Developing Knowledge, Skills and Experience in the Workplace (Reflective Practice 3)	10	5	BD2F34	Core	Y	Y
TOTAL	80					

Programme Outcomes, Learning and Teaching and Assessment Strategies			
A. Knowledge and Understanding			
	On successful completion of their programme, students are expected to have knowledge and understanding of:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	The relation of theory to practice in Business and HE/FE management related issues	One day per month contact hours including lectures, seminars, workshops. Supplemented by online lectures, quizzes, reading, discussion boards etc on WebCT	A range of methods, mostly designed round work-based assignments, but also including reflective accounts and presentations
2	The theory and practice of managing and working with people including in an HE/FE context		

B. Intellectual Skills			
	On successful completion of their programme, students are expected to be able to:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	Analyse business and related situations providing suitable strategies for management, particularly in an HE/FE context	One day per month contact hours including lectures, seminars, workshops. Supplemented by online lectures, quizzes, reading, discussion boards etc on WebCT	A range of methods, mostly designed round work-based assignments, but also including reflective accounts and presentations
2	Analyse the performance of people involved as individuals and in teams		

	C. **Professional Skills**		
	On successful completion of their programme, students are expected to be able to:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	Analyse business and associated situations using a variety of strategies and techniques, particularly in an HE/FE context	One day per month contact hours including lectures, seminars, workshops. Supplemented by online lectures, quizzes, reading, discussion boards etc on WebCT	A range of methods, mostly designed round work-based assignments, but also including reflective accounts and presentations

	D. **Transferable Skills**		
	On successful completion of their programme, students are expected to show:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	Skills in using IT, including word processing, spreadsheet and presentation software, website design, data analysis, researching and gathering online information	One day per month contact hours including lectures, seminars, workshops. Supplemented by online lectures, quizzes, reading, discussion boards etc on WebCT	A range of methods, mostly designed round work-based assignments, but also including reflective accounts and presentations
2	Written and oral communication skills		
3	Analytical and reflection skills		
4	Problem solving skills including the ability to evaluate evidence and synthesise solutions from reasoned conclusions		
5	The ability to relate theory to practice		

Entry Requirements	For admission to the programme students are expected to demonstrate: • achievement in numeracy and literacy equivalent to GCSE grade C in Mathematics and English Language • academic or professional achievement equivalent to A level Grade B • that they are in full-time or part-time employment in an institution of Further or Higher Education or educational establishment. Students may submit materials for assessment of prior learning (experiential, accredited or both) to demonstrate appropriate professional and academic achievement. Assessment of prior experiential learning and of prior accredited learning will be carried out as specified in an AP(E)L procedures handbook approved for the programme. Students with considerable professional experience or relevant higher level certificated learning (eg HNC) may be considered for module-specific exemption from up to 80 credits.

Programme Regulations	**Attendance requirements** Students are required to attend one day per month as specified by the Programme Director in their annual programme of study. If a student is absent for two consecutive months without the agreement of the Programme Director they may be required to withdraw from the programme. **Specific assessment requirements for modules** (if any, e.g. modules which may not be condoned) None **Industrial/Professional Training** Students will normally be in full time or part time paid employment in an administrative or clerical role at an institution of Higher or Further Education. The agreement is required of their employer or manager for them to undertake work-based assessment.
General Regulations (http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/general-regulations/) and the Regulations for the programme (above) take precedence over other information sources such as student handbooks if there is a conflict. If there is a conflict between General Regulations and Programme Regulations then General Regulations take precedence unless an exemption has been approved.	

Further Information	Recommended progression routes at Aston University associated with this programme include: BSc Business and Professional Studies

This specification provides a concise summary of the main features of the programme and the threshold learning outcomes that a student might normally be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. **The individual modules included in the programme may differ from those included in this programme specification as our programmes are subject to continuous review.** Information on admissions requirements and career opportunities is available in the relevant prospectus. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the appropriate module guides and programme handbook(s) which are available to students on enrolment.