

Business Studies

This programme is no longer recruiting at UEL. Please refer to the updated specification for [BA \(Hons\) Business Management](#).

Final award	BA (Hons)
Intermediate awards available	Cert HE Business Studies, Dip HE Business Studies
UCAS code	N100
Details of professional body accreditation	None
Relevant QAA Benchmark statements	General business and management
Date specification last up-dated	May 2010

Profile

The summary - UCAS programme profile

BANNER BOX:

Do you want a broad range of career options?

ENTRY REQUIREMENTS

- A typical offer will be 180-220 UCAS tariff points at Advanced GCE/AVCE double award or equivalent plus GCSE grade C English and Maths (or equivalent).
- Equivalent international qualifications are welcome, as are applications from mature students with alternative qualifications and/or work experience.
- Applicants possessing higher education qualifications, certain professional qualifications or substantial relevant work experience may qualify for admission with credit

ABOUT THE PROGRAMME

What is Business Studies?

Concepts and techniques covered in the programme are relevant to four areas vital to any business. They are

- the ability to produce output, either as a product or service,
- the reasons why consumers buy the product or service,
- the management of business resources
- the impact of the external environment on the business

Business Studies is therefore multi-disciplinary in nature and can lead to many possible careers, although it is an ideal preparation for a career in any area of business and also in many other careers in the public and voluntary sectors.

Business Studies at UEL

The Business degree at UEL has three distinctive attributes:

The first is that the programme contains a lot of flexibility. The programme structure allows you to switch to another Business degree programme at any time up to half way through the degree, and you can also switch between full-time, part-time and distance learning modes of study.

The second is that at each stage of the degree you will receive support in developing a personal development plan. This will consolidate learning, provide evidence of development to potential employers and also help you plan your future after graduating.

The third is that within the Business Studies degree scheme we have an optional year of work placement between years 2 and 3 as well as the option of studying a semester at a partner institution in Europe. If you choose the work placement option you can gain several advantages which should help your career development:

- you can put into effect what you learnt in Years 1 and 2
- you can gain valuable work experience in, and a wider understanding of, your chosen career route
- you can develop a network of contacts in your chosen career route, thus enhancing again your employability profile

Programme structure

Business Studies can be studied as a single subject Honours degree in full-time, sandwich part-time or distance learning modes. The degree is normally studied over three years in the full-time mode and four to five in the part-time or distance learning mode. Sandwich students take a work placement in their third year and normally complete in four years.

It is possible to switch between modes, subject only to timetabling constraints, although only a restricted range of modules are available in the evenings and by distance learning, (although sufficient to meet the requirements of the degree).

The Business programme shares a number of modules with other Business degree programmes at UEL that allow you to specialise (e.g. in Marketing) and this facilitates transfer at any point up to half way through the programme. It is also offered as part of a Combined Honours programme (as a 'major', joint or minor component).

Completing level 1 successfully qualifies the student for the award of the Certificate in Higher Education Business Studies, Completing level 1 and 2 qualifies for the award of Diploma in Higher Education in Business Studies.

Single Honours Programme: B.A.(Hons) Business Studies

Level 1

Level 2

Level 3

Business Environment	Accounting and its Regulatory Framework	Operations Management	Business Research Methods	Project Planning and Personal Development	Project
Managing the Enterprise	People, Organisations and Management	Option (Choose from a range of Business Studies modules)	Technology and Knowledge Management	Option (Choose from a range of Business Studies modules)	Option (Choose from a range of Business Studies modules)
Studying for Business	Governing Business Development	Option (Choose from a range of Business Studies modules)	Option (Choose from a range of Business Studies modules)	Option (Choose from a range of Business Studies modules)	Corporate Strategy

Learning environment

Whilst studying with us you will use our Network facilities and we will teach you how to maximise the benefit you can develop from this powerful resource.

Additionally you will develop proficiency in information researching using our extensive, subject specific, online databases and CD-ROM facilities.

We will encourage you to use presentation techniques such as Powerpoint or videos.

By using these Information Technology resources you will enhance your learning and increase your Information Technology skills. Therefore when you enter employment you will have a very wide range of skills which will enable you to effectively demonstrate and apply what you have studied on your degree.

Work experience/placement opportunities

Consider the two alternatives shown below, they could help you find a job and develop a career.

The first is

During your second year, in semester B, you can study in Europe, but be taught in English if you wish. We have links, with the benefits of additional funding direct to you from the EU Socrates Programme, with Universities in

- France,
- Italy,
- Germany,
- the Netherlands and
- Finland

where you will study programmes which we have previously agreed, and the grades for which will count towards your degree classification.

The second is

Between your second and final year you can gain valuable work experience by working full time in an organisation. You should note that

- we assist you in finding a placement with a suitable organisation
- the placement is normally paid, thus reducing the financial burden of degree study.

There are several other major advantages of this placement.

- it enables you to practice the ideas you have previously learnt.
- when you return for the final year you will be able to critically analyse your study in the final year in the light of your own practical experience

Assessment

- Assessment is by a combination of many different types of coursework and examination.
- There are no formal examinations at Level 1 but there are some short time constrained tests.
- In the second and third years examinations generally, although not always, account for around 50% of the assessment.
- Your marks in level two and three modules will determine your final degree classification, level one marks are not used for this purpose.

Project work

- You will undertake a project at level three on a topic of your choosing. You will receive specific guidance on its preparation in modules taught in the preceding semester, and at level two, so you will be well prepared!
- You will also find that mini projects or group work exercises feature in some of the modules taught in the degree, throughout each of the three years.

Added value

Studying for a degree is not just about acquiring knowledge but is also about developing a range of skills and confidence which are valued by employers. The programme is designed to help you develop knowledge, skills and experience. We will help you to reflect upon this and recognise how you have developed and what the evidence for this is. This will help you to present yourself in the best possible light to employers.

IS THIS THE PROGRAMME FOR ME?

If you are interested in...

- How do manufacturers make sure they get goods to customers on time?

- Is there one right way to manage people, and if so what is it?
- What are the costs and benefits of the globalisation of business?

If you enjoy...

- Listening to, and working with others
- Finding solutions to problems
- The challenge of reading about and thinking about, many different subjects from Law to Business Economics, from Marketing to Corporate Strategy, from Accounting and Finance to Organisational Behaviour
- The challenge of understanding the links which may exist between many different subjects
- Thinking about how globalisation affects you
- Working with others from different cultures
- If you can answer yes to some or all of these then you will probably enjoy studying for a Business Studies degree

If you want...

For details on possible combinations see the Combined Honours web pages at <http://www.uel.ac.uk/combined/programmes/index.htm>

Studying Business Studies with another subject may increase the range of career choices open to you.

Talk to your careers adviser, they should be able to give you further advice or come and see us on an Open Day, the details of which you can find on our web page.

Your future career

The range of potential careers is probably limitless, there are so many that they cannot be listed here.

As well as going on to run their own business our Logistics and Supply Chain Management graduates have the potential of working in many different organisations. To give you an idea of the organisations which employ our graduates, from a range of Business Studies degrees, we show below some of the employers of our most recent graduates:

Please click on the organisations name to be taken to their web-site.

Abbey National plc <http://www.abbeynational.co.uk/>

Cancer Research Fund <http://science.cancerresearchuk.org/>

Clarins (UK) Ltd. <http://uk.clarins.com/>

College of Law

Credit Suisse First Boston Bank <http://www.csfb.com/>

Department for Education and Skills <http://www.dfes-uk.co.uk/>
Direct Computer Training Ltd
Hamleys of London Ltd <http://www.hamleys.com/>
HM Customs and Excise <http://hmce.gov.uk/>
HSBC Bank plc. <http://hsbc.co.uk/>
Intec Telecom Systems Plc <http://www.intec-systems.com/>
Lloyds TSB Group <http://lloydstsb.com/>
London Borough of Redbridge <http://www.redbridge.gov.uk/>
London Borough of Waltham Forest. <http://www.lbwf.gov.uk/>
London School of Economics and Political Science <http://www.lse.ac.uk/>
Marks & Spencer plc. <http://www.marksandspencer.com/>
Merrill Lynch Inc. <http://www.ml.com/>
J.Sainsbury plc <http://sainsburys.co.uk/>
The Financial Services Authority <http://www.fsa.gov.uk/>
The Home Office <http://www.homeoffice.gov.uk/>
The National Health Service <http://www.doh.gov.uk/nhs.htm>
United Dairies plc

Graduates have also progressed to study Masters Degrees in either specialised subjects or the Master of Business Administration. Additionally graduates can also proceed to take Professional qualifications in their chosen fields.

As you can see, our graduates work in many different sectors of the economy, so there is a very wide choice of careers.

We hope you will use your degree at UEL to identify what you wish to do and preparing for that career.

You should start achieving your goal upon graduation.

How we support you

(A) Introducing you to degree level study

- we have designed the assessment and teaching processes throughout the first year so that you are progressively introduced to degree study
- we have developed a specific programme in the first year that gives you the techniques needed for degree level study

(B) Academic and administrative support

- our Undergraduate Student Centre which will be able to answer the queries you may have about the operation of the Business Studies degrees
- a personal tutor will be allocated to you for each year of study who can advise on academic matters and personal development planning
- the year tutor for your programme and/or programme leader can help if you have programme related issues you wish to raise

Outcomes

Programme aims and learning outcomes

What is this programme designed to achieve?

This programme is designed to give you the opportunity to:

- develop a clear understanding of future career options and demonstrate progress towards achieving them as either an employee or an owner manager or entrepreneur in either business or the non-profit sector or within further study within the academic community
- develop academically so that you have a detailed knowledge of business and management practices, can critically evaluate that knowledge and finally apply it in complex situations which may be characterised by contested and contradictory information
- developed relevant transferable and practical skills so that you can manage their own learning and are confident in applying these transferable and practical skills

What will you learn?

Knowledge and understanding

- You will be able to explain and comment critically upon the concepts and technique in the multi-disciplinary business subjects
- You will identify the problem situation for which the relevant business concepts and techniques were developed
- You will be able to apply the relevant business concepts and techniques to resolve multi-faceted business problems or issues.

'Thinking' skills

- You will have developed an understanding of the theoretical basis of the concepts or techniques drawn from a wide range of business disciplines.
- You will be able to critically assess these concepts or techniques.
- You will have developed ability in incorporating the full range of multi-disciplinary approaches, as appropriate to the problem or issue being discussed.

Subject-Based Practical skills

- You will be able to prepare and present solutions to business based problems or issues.
- You will be able to undertake a major self-managed activity, the project, which will address a topic of your choice which will be relevant to your future career
- On completion you will have demonstrated competence in using a broad range of Information Technology resources to enhance both your learning and its application to problem resolution

Skills for life and work

- You will be able to work effectively both as a team player and as an individual meeting strict deadlines and targets
- You will have confidence in explaining, defending and summarising your views to your peers on complex multidisciplinary issues and problems

- You will have developed high level skills in identifying problem parameters and selecting and implementing solution(s)
- You will have realised that your Business Studies degree from UEL is just the beginning of your life long learning.

Structure

The programme structure

Introduction

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

- 0 - equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 - equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 - equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 - equivalent in standard to the third year of a full-time undergraduate degree programme
- M - equivalent in standard to a Masters degree

Credit rating

The overall credit-rating of this programme is 360 credits.

Typical duration

The typical duration of this programme is three years full-time or five years part-time. It is possible to move from full-time to part-time study and vice-versa to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period.

How the teaching year is divided

The normal teaching year begins in September and ends in June, although some modules are available to distance learning students over the summer period. A typical full-time student will study the equivalent of 120 credits over the year. A typical part-time student will attend for one half day and one evening per week or two evenings and will complete 60-80 credits.

What you will study when

This programme is part of a modular degree scheme. A typical full-time student will take six 20 credit modules per year. An honours degree student will complete six modules at level one, six at level 2 and six at level 3.

It is possible to bring together modules from one subject with modules from another to produce a combined programme. The University offers subjects in a variety of combinations:

Single 120 credits at levels one two and three with minimum of 40 credits drawn from University Wide Options

Major 80 credits at levels one, two and three with a minimum of 20 credits drawn from University Wide Options

Joint 60 credits at levels one, two and three with a minimum of 20 credits drawn from University Wide Options

Minor 40 credits at levels one, two and three.

Modules are defined as:

Core Must be taken

Option Select from a range of identified modules within the field

University Wide Option Select from a wide range of modules across the University

The following are the core and optional requirements for the programme those items marked with an asterisk are NOT available in the Part-Time evening only and distance learning modes of study, but are offered to students studying in the full-time and part-time day/evening modes

The following are the core and optional requirements for the single and major routes for this programme

LEVEL	TITLE	CREDITS	STATUS SINGLE SUBJECT DEGREE	STATUS MAJOR	STATUS JOINT	STATUS MINOR
1	Business Environment	20	Core	Core	Core	Core
1	Accounting and its Regulatory Framework	20	Core	N/A	N/A	N/A
1	Managing the Enterprise	20	Core	Core	Core	Core
1	People, Organisations and Management	20	Core	N/A	N/A	N/A
1	Studying for Business	20	Core	Core	Option	N/A
1	Governing Business Development	20	Core	Core	Option	N/A
2	Operations Management	20	Core	Core	Core	Core
2	Business Research Methods	20	Core	N/A	N/A	N/A
2	Technology and Knowledge Management	20	Core	Core	Core	Core
2	Fundamentals of Supply Chain*	20	Option	N/A	N/A	N/A

2	Purchasing and Supply Management*	20	Option	N/A	N/A	N/A
2	Fundamentals of Managing People	20	Option	N/A	N/A	N/A
2	Valuing and Developing People in Organisations*	20	Option	N/A	N/A	N/A
2	Small and Medium Enterprise Marketing*	20	Option	N/A	N/A	N/A
2	Fundamentals of Marketing	20	Option	N/A	N/A	N/A
2	Fundamentals of Managerial Finance	20	Option	N/A	N/A	N/A
2	Business Sustainable Development and Society*	20	Option	N/A	N/A	N/A
2	International Business Environment*	20	Option	N/A	N/A	N/A
3	Project Planning and Personal Development	20	Core	N/A	N/A	N/A
3	Project	20	Core	N/A	N/A	N/A
3	Corporate Strategy	20	Core	Core	N/A	N/A
3	Corporate Financial Management	20	Option	Option	Option	N/A
3	Management Accounting	20	Option	Option	Option	N/A

LEVEL	TITLE	CREDITS	STATUS	STATUS	STATUS	STATUS
			SINGLE SUBJECT DEGREE	MAJOR	JOINT	MINOR
3	Strategic and Operational Management of Logistics*	20	Option	Option	Option	N/A
3	International Transport Logistics Air, Sea, Land*	20	Option	Option	Option	N/A
3	International Trade and Development*	20	Option	Option	Option	N/A
3	Contested Globalisation and Governance*	20	Option	Option	Option	Core
3	Employee Relations	20	Option	Option	Option	N/A
3	Critical Issues in Human Resource Management	20	Option	Option	Option	N/A
3	Corporate Responsibility, Strategy and Regulation	20	Option	Option	Option	N/A
3	Global Environmental Management*	20	Option	Option	Option	N/A
3	Marketing Management	20	Option	Option	Option	N/A

3	Consumer Behaviour and Research	20	Option	Option	Option	N/A
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* These modules are NOT available in the Part-Time evening only and distance learning modes of study, but are offered to students studying in the full-time and part-time day/evening modes

Requirements for gaining an award

In order to gain an honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 120 credits at level three or higher

In order to gain an ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 60 credits at level three or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level one or higher and 120 credits at level two or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level one or higher.

Degree Classification

Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

$$\frac{\text{The arithmetic mean of the best 100 credits at level 3}}{\times 2/3} + \frac{\text{The arithmetic mean of the next best 100 credits at levels 2 and/or 3}}{\times 1/3}$$

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

- 70% - 100% First Class Honours
- 60% - 69% Second Class Honours, First Division
- 50% - 59% Second Class Honours, Second Division
- 40% - 49% Third Class Honours
- 0% - 39% Not passed

Assessment

Teaching, learning and assessment

Teaching and learning

Knowledge and understanding is developed through

- Directed and general reading in the Field
- Participation in lectures, tutorials, seminars, workshops
- Primary research using interviewing, surveys or case study approaches and the use of information technology to undertake secondary research

'Thinking' skills are developed through

- preparing tasks set for tutorials, seminars and workshops
- satisfactorily completing the continuous assessment process including essays, presentations, multiple choice assessment
- Preparation for examinations or major assignments such as the Project

Practical skills are developed through

- The use of Information Technology
- The preparation of presentations on selected topics
- The completion of group based or individual assignments

General skills are developed through

- Managing time so that assignment deadlines are met, whether working in groups or individually.
- Presenting ideas or arguments in a clearly structured manner
- Being able to produce clearly argued solutions when problem solving

Assessment

As outlined above the Business Studies (Logistics and Supply Chain Management) degree is multi-disciplinary. Therefore it is appropriate that we use many different assessment techniques as different disciplines use different forms of assessment.

Therefore during your studies and dependant upon the Module you choose, you will be assessed by many different techniques which may include, either conducted either individually or in groups

- essays
- reports
- presentations, (using Powerpoint or a short video)
- preparation of a case study
- analysis of an existing case study
- modelling using Excel, Access presented using Powerpoint and Publisher

- time constrained tests
- open book tests
- data base searches
- critical self assessment analysis
- role play
- preparation of a portfolio
- preparation of a seminar paper
- multiple choice tests
- projects
- a final year dissertation of 10,000 words
- closed book examinations
- examinations based upon previously distributed case studies

As appropriate knowledge, thinking skills, practical skills and skills for life and work will be assessed as follows:

Knowledge and understanding is assessed by

- evidence of comprehensive reading in the Module being assessed
- ability to explain, identify, describe, discuss, draw upon (as appropriate) the ideas in the Module in the context of the piece of assessment for the Module

'Thinking' skills are assessed by

- the ability to compare, examine, contrast, question, debate, distinguish between (as appropriate) the ideas in the Module and how they are relevant to the piece of assessment for the Module.
- the ability to develop, elaborate, redefine, propose alternatives, re-conceptualise, integrate, establish new connections between, (as appropriate) the ideas in the Module in response to the assessment for the Module
- the ability to assess, judge, appraise, criticise (as appropriate) the ideas in the Module in addressing the Module's assessment.

Practical skills are assessed by

- the ability to prepare an assignment using appropriate resources, including Information Technology, to address the issue or question in the assessment
- evidence of logical planning and management of time in preparing the assessment.

General skills are assessed by

- evidence of team or group working
- the ability to work in time constrained environments
- the use of appropriate problem solving skills.

Quality

How we assure the quality of this programme

Before this programme started

Before this programme starts, we check that:

Before this programme started the University checked that:

- there would be enough qualified staff to teach the programme;
- adequate resources would be in place;
- the overall aims and objectives were appropriate;
- the content of the programme met national benchmark requirements;
- the programme met any professional/statutory body requirements;
- the proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- external examiner reports (considering quality and standards);
- statistical information (considering issues such as the pass rate);
- student feedback.

Drawing on this and other information programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the University's Quality Standing Committee.

Once every six years the University undertakes an in-depth review of the whole field. This is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the University's quality assurance procedures.

The role of external examiners

Five External Examiners monitor the standard of this programme. They have two primary responsibilities:

- To ensure the standard of the programme
- To ensure that justice is done to individual students

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments
- Attending assessment boards
- Reviewing samples of student work and moderating marks
- Ensuring that regulations are followed
- Providing feedback to the University through an annual report that enables us to make improvements for the future

Listening to the views of students

The following methods for gaining student feedback are used on this programme:

- Module evaluations
- Student representation on programme committees (meeting each semester)

Students are notified of the action taken through:

- circulating the minutes of the programme committee
- providing details on the programme noticeboard

Listening to the views of others

The following methods are used for gaining the views of other interested parties:

- Placements Officer
- As appropriate, being informed by relevant Professional bodies.

Further Information

Alternative locations for studying this programme

Location	Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
HELP Institute, Malaysia	Entire Programme	No	Yes	Full-time

Where you can find further information

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The student handbook for Business Studies
- Module study guides
- UEL Manual of Regulations and Policies <http://www.uel.ac.uk/qa/>

- UEL Quality Manual <http://www.uel.ac.uk/qa/>
- Regulations for the Academic Framework <http://www.uel.ac.uk/academicframework/>
- UEL Guide to Single and Combined Honours Programmes
http://www.uel.ac.uk/combined/combined_hons.htm
- School web pages <http://www.uel.ac.uk/elbs/index.htm>