

**BA Management and Business Administration
For students entering Part 1 in 2008/9**

UCAS code: N100

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Business and Management
Faculty:	Henley Business School at Univ of Reading
Programme length:	3 years
Date of specification:	01/Oct/2010
Programme Director:	Dr Lucy Newton
Programme Advisor:	
Board of Studies:	Management UG courses
Accreditation:	Chartered Institute of Marketing

Summary of programme aims

The programme aims to provide a thorough degree-level education in Management and Business Administration. It is distinctive in giving a strong emphasis on international business themes relevant for the emerging challenges facing business in a global context. At the same time it provides a good understanding of a range of key functional aspects of business.

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.

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; in Part 1 they can be drawn from anywhere in the University subject to any restriction which may be applied to particular module choices. Not all optional modules will necessarily be available in any year. Admission to optional modules will be at the discretion of the Programme Director.

Part 1 (three terms)

Compulsory modules

EC104	Economics For Managers	20	C
EC1F5	Introductory Quantitative Techniques	20	C
MM1F2	Introductory Financial Accounting	20	C
MM1F4	Introduction to Management	20	C
MM1F9	Development of Academic and Professional Skills	20	C

Optional modules (to bring the total to 120 credits)

Either:

MM1F10	Student Enterprise	20	C
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Or:

LW1A05	General Introduction to Law	10	C
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and

LW1A06	Introduction to Business Law	10	C
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Part 2 (three terms)

Compulsory modules

MM271	Finance for Managers	20	5
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* may be substituted by MM204 on the approval of the Director of Studies.

MM217	Introduction to International Business & Management	20	5
MM256	Management Skills (including CMS)	20	5

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

Students must choose THREE (two if MM1F2 is taken) option modules to the value of 60 credits. 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 option modules may also be added.

Part 3 (three terms)

Compulsory modules

MM330	Comparative International Management	20	H
MM332A	Strategic Management & Business Policy	20	H

Optional modules available in Part 3 to bring the total to 120 credits

Students must choose FOUR option modules to the value of 80 credits. 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 option 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 including MM1F4 Introductory Management and EC1F5 Quantitative Techniques, and normally also including EC104 Economics for Managers and MM1F2 Introductory Financial Accounting;
- iii) achieve a PASS in MM1F9 Development of Academic and Professional Skills where taken, and if not taken obtain 40% in a further 20 credits;
- (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) obtain at least 40% in MM217 Introduction to International Business and Management, MM256 Management Skills and a further 60 credits;
- iii) achieve not less than 35 in the remaining 20 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 by coursework, while others may be assessed solely by examination. Details are given in the relevant module descriptions. The conventions for classifications 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: 320 points from 3 A Levels or 340 points from 3 A Levels and 1 AS Level (including C in AS Level Mathematics)

International Baccalaureate: 34 points

Irish Leaving Certificate: AABBB (including Mathematics)

Admissions Tutor: Dr Ismael Al-Amoudi

Support for students and their learning

University support for students and their learning falls into two categories. Learning support includes IT Services, which has several hundred computers, and the University Library, which across its three sites holds over a million volumes, subscribes to around 4,000 current periodicals, has a range of electronic sources of information and houses 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 the Student Services Directorate. The Student Services Directorate is housed in the Carrington Building and includes the Careers Advisory Service, the Disability Advisory Service, Accommodation Advisory Team, Student Financial Support, Counselling and Study Advisors. Student Services has a Helpdesk available for enquiries made in person or online (www.risisweb.reading.ac.uk), or by calling the central enquiry number on (0118) 378 5555. 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 on everything from accommodation to finance. The Carrington Building is open between 8:30 and 17:30 Monday to Thursday (17:00 Friday and during vacation periods). Further information can be found in the Student website (www.reading.ac.uk/student).

The School of Business 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 Department of Management has a resource room with reference books and computers for student use.

Career prospects

In recent years graduates from this programme have entered a variety of careers in both the private and public sectors. Examples include jobs in banking and finance, accountancy, sales and marketing, consultancies, retailing and other service industries, the Civil Service and universities.

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

The School of Management permits students to voluntarily suspend their studies at the end of Part 2 in order to complete a work placement for one session. Students who wish to take advantage of this opportunity need to ensure that they have obtained authorisation from the Director of Studies by the June Board of Study meeting in the second year of study. The placement is not assessed as part of the finals classification. The placement is seen as an opportunity for students to gain valuable work experience as part of their personal development. This may be especially useful for those who have not had any previous part-time or full-time jobs.

Students more frequently decide to take up a shorter work placement during the summer vacation at the end of the second year of study. In either of the above cases it is for the student to seek out an appropriate placement.

Help may be provided by the Job Shop, located in the Student Advisory Service. The Employer requests are also put up on the departmental noticeboard.

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.
- 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.

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.
- 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

Teaching/learning methods and strategies

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

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.

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.