

## Course Specification

<b>Published Date:</b>	21-Sep-2020
<b>Produced By:</b>	Laura Clode
<b>Status:</b>	Validated

## Core Information

<b>Awarding Body / Institution:</b>	University of Wolverhampton		
<b>School / Institute:</b>	Wolverhampton Business School		
<b>Course Code(s):</b>	BU028H06UD	Full time Distance Learning	3 Years
	BU028H35UD	Part-time Distance Learning	6 Years
<b>Course Title:</b>	BA (Hons) Business Management by Distance Learning		
<b>Hierarchy of Awards:</b>	Bachelor of Arts with Honours Business Management Bachelor of Arts Business Management Diploma of Higher Education Business Management Certificate of Higher Education Business University Statement of Credit University Statement of Credit		
<b>Language of Study:</b>	English		
<b>Date of DAG approval:</b>	19/May/2017		
<b>Last Review:</b>	2016/7		
<b>Course Specification valid from:</b>	2009/0		
<b>Course Specification valid to:</b>	2022/3		

## Academic Staff

<b>Course Leader:</b>	Janet Cash
<b>Head of Department:</b>	Mr Andrew Groves

# Course Information

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<b>Location of Delivery:</b>	University of Wolverhampton
<b>Category of Partnership:</b>	Not delivered in partnership
<b>Teaching Institution:</b>	University of Wolverhampton
<b>Open / Closed Course:</b>	This course is open to all suitably qualified candidates.

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## Entry Requirements:

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Entry requirements are subject to regular review. The entry requirements applicable to a particular academic year will be published on the University website (and externally as appropriate e.g. UCAS)

### Entry onto level 4:

Applicants will apply through UCAS and will be required to meet the standard-entry requirements for degrees within UWBS:

- 'A' Levels at grade BBC - CCC
- BTEC QCF Extended Diploma grade MMM, BTEC QCF Diploma grade DD
- Access to HE Diploma full award (Pass of 60 credits - of which a minimum of 45 credits must be at level 3 including 18 at Merit or Distinction).
- AAT Level 3 Accounting
- For other qualifications or relevant experience, please contact The Gateway for further advice before applying.

Part-time students must apply directly to the University's centralised admissions unit.

In the case of international students competency in English Language with a minimum of IELTS 6 or equivalent where first language is not English.

Students must have studied a minimum of two years post GCSE level. However, it is expected that some applicants will be mature students with work experience, who wish to further their career development. These applicants will be processed through standard procedures, which may involve an interview as part of the process.

All applicants will be processed through the university's centralised admissions units, with any UK non-standard applicants being referred to the Faculty Student Office.

Students may apply for RPL and receive credit, subject to the guidelines set out in the University of Wolverhampton RPL guidelines.

### Entry onto level 6:

Applicants holding an existing HND or equivalent diploma in Business or Management may enter directly onto level 6 of the BABM award.

### IT Skills Required for Online Distance Learning Mode of Study:

Prior to starting study, students must ensure that they are familiar with using a computer. It will be assumed that students are able to understand the basic terms and descriptions used in computing so that they can follow instructions about how to use their computer to study and communicate at the outset of their studies.

## Distinctive Features of the Course:

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- The course places a strong emphasis on employability skills by building skills and confidence employers require e.g. IT skills, project management skills.
- Flexibility – students are able to work remotely with full support.

## Educational Aims of the Course:

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The course is designed for students who want to embark on an in-depth study of Business and Management to develop analysis and evaluation skills that can be applied to international real-world situations. The course prepares students for a professional career in business and management by developing knowledge and

understanding of the various functional areas of business, including management, marketing, human resources, finance, and operations and management systems. In addition, students are equipped with independent personal development skills and background knowledge needed for a wide variety of business areas. The course aims to supply future managers and professionals to various business and management sectors as well as to provide key knowledge and skills that are vital to modern organisations. Potential graduate careers include accountancy and finance, personnel and human resource management, marketing and market research, business strategy, small business management and start-up, economics, e-business and information management.

The BA (Hons) Business Management course recognises that entrepreneurship is a key force for successful economic growth and thus the course emphasises the development of knowledge and understanding of a range of management and business practices and the ability to apply them effectively in an entrepreneurial and innovative manner.

Students studying on the on-line distance learning (OLDL) mode will experience a range of materials and activities that have been designed specifically to allow them to attain the necessary learning outcomes to succeed. Under this mode of study, learners are able to manage the pace of their studies to fit in with work and other commitments. The approach to learning and teaching on the OLDL BABM is one of learning through undertaking the learning activities, which accompany the key concepts and theories. Students will be part of a supportive learning community engaged in active learning. The use of collaborative learning activities throughout the course is designed to enable learning to take place through taking the fundamental understanding from materials and text based resources (for example: guided reading, use of electronic journal articles, structured e-book reading, access to external web based resources) and then applying them (for example: on-line interactive tasks, forum and blog discussions, problem solving activities, on-line formative tests, skype tutorials, wiki development etc). The activities are contributed to, steered, enriched and where necessary, corrected through the regular and supportive interventions by tutors. This is to encourage dialogue and participation, as well as to guide and inform about the substance of the activities. Tutor and peer support underpins the course through activities such as group work, wikis, blogs, module cafes, video enhanced communication etc.

#### Intakes:

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September  
January

#### Major Source of Funding:

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Office for Students (OFS)

#### Tuition Fees:

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Tuition fees are reviewed on an annual basis. The fees applicable to a particular academic year will be published on the University website.

Year	Status	Mode	Amount
2020/1	H	Full time distance learning	£9250.00
2020/1	Overseas	Full time distance learning	£9250.00
2020/1	H	Part Time	£3050.00
2020/1	Overseas	Part Time	£6125.00

#### PSRB:

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None

## Course Structure:

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### January (Full time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

#### Year 1

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
4IB004	Business in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core
4MK007	Principles of Marketing	20	SEM2	Core

### January (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

#### Year 1

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
4IB004	Business in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core
4MK007	Principles of Marketing	20	SEM2	Core
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4HR018	Organisational Structures for Effective Management	20	SEM1	Core
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4HR018	Organisational Structures for Effective Management	20	SEM1	Core

### January (Full time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

## Year 2

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
5MK006	Marketing Planning	20	SEM2	Core
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5BU012	Operations and Supply Management	20	SEM2	Core

## January (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

## Year 2

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
5MK006	Marketing Planning	20	SEM2	Core
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5IB002	Managerial Systems and Operations	20	SEM2	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5BU010	Digital Business & Innovation	20	SEM1	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5BU010	Digital Business & Innovation	20	SEM1	Core

## January (Full time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

## Year 3

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
6BU011	Business Research Methods	20	SEM2	Core
6BE003	Strategic Management	20	SEM2	Core
6BU006	Managing Your Career	20	SEM2	Core

## January (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

### Year 3

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
6BU006	Managing Your Career	20	SEM2	Core
6BE003	Strategic Management	20	SEM2	Core
6BU011	Business Research Methods	20	SEM2	Core
6HR005	Social Responsibility	20	SEM1	Core
6BU013	Independent Project	20	SEM1	Core

For this option group you must choose a minimum of 20 credits and a maximum of 20 credits

6HR003	Strategies for People Management	20	SEM1	
6BU019	Project Management & Digital Transformation	20	SEM1	

6HR005	Social Responsibility	20	SEM1	Core
6BU013	Independent Project	20	SEM1	Core

For this option group you must choose a minimum of 20 credits and a maximum of 20 credits

6HR003	Strategies for People Management	20	SEM1	
6BU013	Independent Project	20	SEM1	

## September (Full time Distance Learning)

### Year 1

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4HR018	Organisational Structures for Effective Management	20	SEM1	Core
4IB004	Business in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core
4MK007	Principles of Marketing	20	SEM2	Core

## September (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

### Year 1

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4IB004	Business in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core

## September (Full time Distance Learning)

### Year 2

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5BU010	Digital Business & Innovation	20	SEM1	Core
5MK006	Marketing Planning	20	SEM2	Core
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5BU012	Operations and Supply Management	20	SEM2	Core

## September (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

## Year 2

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
4HR018	Organisational Structures for Effective Management	20	SEM1	Core
4MK007	Principles of Marketing	20	SEM2	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5MK011	Customer Acquisition and Retention	20	SEM2	Core

## September (Full time Distance Learning)

### Year 3

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
6HR005	Social Responsibility	20	SEM1	Core
6BU011	Business Research Methods	20	SEM1	Core
6BU013	Independent Project	20	SEM2	Core
6BE003	Strategic Management	20	SEM2	Core
6BU006	Managing Your Career	20	SEM2	Core

**For this option group you must choose a minimum of 20 credits and a maximum of 20 credits**

6HR003	Strategies for People Management	20	SEM1	
6BU019	Project Management & Digital Transformation	20	SEM1	

## September (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

### Year 3

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.



Module	Title	Credits	Period	Type
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5BU010	Digital Business & Innovation	20	SEM1	Core
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5BU012	Operations and Supply Management	20	SEM2	Core

## September (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

### Year 4

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
6HR005	Social Responsibility	20	SEM1	Core
6BE003	Strategic Management	20	SEM2	Core
6BU006	Managing Your Career	20	SEM2	Core
6BU011	Business Research Methods	20	SEM1	Core

## September (Part-time Distance Learning)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

### Year 5

Full time and Sandwich Undergraduate Honours students normally study 120 credits per academic year; 60 credits semester 1 and 60 credits semester 2.

Module	Title	Credits	Period	Type
6BU013	Independent Project	20	SEM1	Core

**For this option group you must choose a minimum of 20 credits and a maximum of 20 credits**

6HR003	Strategies for People Management	20	SEM1	
6BU019	Project Management & Digital Transformation	20	SEM1	

Please note: Optional modules might not run every year, the course team will decide on an annual basis which options will be running, based on student demand and academic factors, to create the best learning experience.

# Learning, Teaching and Assessment

## Academic Regulations Exemption:

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None

## Reference Points:

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QAA Subject Benchmark General Business and Management February 2015

CMI Professional Standards

Disability Act 2010

## Learning Outcomes:

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CertHE Course Learning Outcome 1 (CHECLO1)

Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study

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CertHE Course Learning Outcome 2 (CHECLO2)

Demonstrate an ability to present and interpret information, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study

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DipHE Course Learning Outcome 1 (DHECLO1)

Demonstrate knowledge and critical understanding of the well-established principles of your area(s) of study, and of the way in which those principles have developed with an understanding of the limits of your knowledge, and how this influences analyses and interpretations based on that knowledge.

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DipHE Course Learning Outcome 2 (DHECLO2)

Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context

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DipHE Course Learning Outcome 3 (DHECLO3)

Use a range of established techniques to initiate and undertake analysis of information, and to propose solutions to problems arising from that analysis

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DipHE Course Learning Outcome 4 (DHECLO4)

Effectively communicate information, arguments and analysis in a variety of forms.

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Ordinary Degree Course Learning Outcome 1 (ORDCLO1)

Develop and apply research, writing, numerical, digital and personal skills within a business context

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Ordinary Degree Course Learning Outcome 2 (ORDCLO2)

Apply relevant transferable skills to a career in business and management (for example, managing projects, communication, working in teams, research and appropriate technologies and critically reflect on the effectiveness of their own skills and knowledge in such application.

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Ordinary Degree Course Learning Outcome 3 (ORDCLO3)

Examine contemporary and strategic issues through the application of relevant analytical concepts, models and theories.

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Ordinary Degree Course Learning Outcome 4 (ORDCLO4)

Evaluate and demonstrate an informed understanding of ethical responsibilities contributing to their professional values and their role in organisations and society in the 21st century.

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Ordinary Degree Course Learning Outcome 5 (ORDCLO5)

Critically appraise relevant knowledge and understanding of organisations, the external environment in which they operate and management theory when assessing and solving problems in different business scenarios.

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Honours Degree Course Learning Outcome 1 (DEGCLO1)

Develop and apply research, writing, numerical, digital and personal skills within a business context

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Honours Degree Course Learning Outcome 2 (DEGCLO2)

Develop skills of independent learning, analysis, synthesis and critical thinking through the application of business and management concepts and principles and the related underpinning theories appropriate to a wide range of business organisations and situations.

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Honours Degree Course Learning Outcome 3 (DEGCLO3)

Apply relevant transferable skills to a career in business and management (for example, managing projects, communication, working in teams, research and appropriate technologies and critically reflect on the effectiveness of their own skills and knowledge in such application.

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Honours Degree Course Learning Outcome 4 (DEGCLO4)

Examine contemporary and strategic issues through the application of relevant analytical concepts, models and theories.

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Honours Degree Course Learning Outcome 5 (DEGCLO5)

Evaluate and demonstrate an informed understanding of ethical responsibilities contributing to their professional values and their role in organisations and society in the 21st century.

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Honours Degree Course Learning Outcome 6 (DEGCLO6)

Critically appraise relevant knowledge and understanding of organisations, the external environment in which they operate and management theory when assessing and solving problems in different business scenarios.

Overview of Assessment:

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<b>Module</b>	<b>Title</b>	<b>Course Learning Outcomes</b>
4AC013	Financial Management	CHECLO1, CHECLO2
4BU006	Learning for Business Success	CHECLO1, CHECLO2
4HR002	Introduction to People at Work	CHECLO1, CHECLO2
4HR018	Organisational Structures for Effective Management	CHECLO1, CHECLO2
4IB004	Business in a Global Context	CHECLO1, CHECLO2
4MK007	Principles of Marketing	CHECLO1, CHECLO2
5BE001	Entrepreneurial Creativity and Innovation	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5BU005	Supervised Work Experience	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5BU010	Digital Business & Innovation	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5BU012	Operations and Supply Management	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR002	Leading and Managing in Organisations	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5IB004	Economics of Managerial Decision-making	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5MK006	Marketing Planning	DHECLO1, DHECLO2, DHECLO3, DHECLO4
6BE003	Strategic Management	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4
6BU006	Managing Your Career	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5
6BU011	Business Research Methods	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4
6BU013	Independent Project	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4
6BU019	Project Management & Digital Transformation	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4
6HR003	Strategies for People Management	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5
6HR005	Social Responsibility	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5

### Teaching, Learning and Assessment:

The course draws on a number of theoretical approaches in the design of the learning activities. The learner is viewed as a unique individual with unique needs and backgrounds. Therefore learning activities that allow students to pursue learning activities that fulfil their intrinsic motivations will be encouraged.

#### Knowledge and Understanding

- Reading – both core and supplementary reading from books, journals and electronic sources and keeping abreast of current affairs and business news.
- Case Study Analysis – looking at the application of theory and practice, to identify problems and recommend solutions.
- Online Discussions – on identified themes to draw out and share personal experiences and learning amongst the wider group through various digitised forums.

- Problem-based learning approaches to enhance students' knowledge in an enterprising way.
- Online lecture materials, activities and formative tests.
- Online Tutorials.

#### Subject-specific

- Undertaking research for projects/dissertation and individual exercises
- Case study analysis
- Assessment preparation and feedback
- Online discussion

#### Assessment Methods

The principal aim of an assessment method is to select the most effective way of assessing the module learning outcomes. The choice of assessment methods have also been aligned with the overall aims of the course and thus include, demonstrating an understanding of organisations, their management and the changing external environment in which they operate, application of skills relevant to a career in business and management, demonstrating a flexible and enquiring intellectual stance that contributes to lifelong learning and personal development and the ability to use a range of advanced technologies in a global context. The assessment strategy for Level 4 is primarily concerned with mainly developing knowledge and thus the assessment at this level focuses on describing the main concepts. Level 5 study is more concerned with comprehension & application based on knowledge. While Level 6 focuses on higher level skills in analysis, evaluation and critique. The assessment at this level will focus on ability to synthesize and critique business and management concepts.

The course assessment strategy is designed offer variety of assessment methods; indicative forms of assessment include report writing, portfolios, essays, and dissertation.

The underpinning pedagogic approach to learning and teaching Online Distance Learning is one of learning through doing, and thus through the learning activities which accompany the key concepts, theories or ideas. This approach sees that the development of a supportive learning community, whereby learners and tutors work together and share understanding and ideas, is a key way of enabling active learning. Communities develop themselves through sharing experiences, dialogue, working together, supporting one another, and pursuing a similar goal. The OLDL BABM uses communicative dialogue, between tutors and learners, and between the learners themselves as a key activity. The course provides full knowledge and text based resources to further understanding of the many issues to be considered. The OLDL BABM pedagogy adopts the perspective that such sources in themselves are not sufficient for the deep learning to which our learners should aspire. The regular use of collaborative learning activities throughout the course are designed to enable learning to take place through taking the fundamental understandings from such sources and doing something with them. On-line distance learning students will experience a variety of learning activities such as guided reading, use of electronic journal articles, structured e-book reading, access to external web based resources, on-line interactive tasks (with tutor support), forum and blog discussions, problem solving activities, on-line formative tests, skype tutorials, and wiki development.

OLDL learners also have access to online speakers, online conferences etc. with inputs recorded or accessible in real time, as appropriate.

#### Assessment Methods:

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At the University of Wolverhampton, a variety of modes of assessment will be used to support and test your learning and progress and to help you develop capabilities that are valued beyond your University studies and into your working life. Your course may include a variety of assessment activities:

Written examinations (including online examinations, open and closed book examinations and quizzes)  
 Coursework (for example, essays, reports, portfolios, project proposals and briefs, CVs, poster presentation)  
 Practical (for example, oral and video presentations, laboratory work, performances, practical skills assessment)

In the final year of your undergraduate degree, and at the end of your postgraduate degree, you are likely to be expected to write an extended piece of work or research, such as a dissertation or a practice-based piece of

research.

## Student Support:

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There are number of levels of support available for learning.

In providing flexible and interactive e-learning opportunities to meet student needs, e-learning components will be designed to form an integral feature of the learning, teaching and support. The VLE will be the primary focus of the online supported learning dimension of all modules. Additionally, students have access to the online databases and other software resources available through the learning centre.

Flexible and interactive e-learning opportunities will also be offered to on-line distance learning students. A platform will be provided for learning materials and activities to support online learning across all modules. A cohesive package of e-learning components has been designed to compensate for a lack of traditional classroom contact by presenting an integrated package of learning, teaching and support. All e-learners will be supported by online tutors. In addition e-learners will make use of the online databases and other software resources available through LIS, including learning skills support.

A personal tutor is allocated to every student. Personal tutors maintain regular virtual communication with each of their designated tutees. Follow-up meetings are arranged with students who are not making satisfactory progress or who are at risk of withdrawal. Personal tutors assist students in their personal and academic development, planning and progression. As well as offering students advice and guidance to help them to liaise with other staff and support facilities in their school and the University, including study skills support.

The course leader will monitor the academic and experiential quality of the course through Award Boards, focus groups and other channels. The course leader also supports and directs students proactively on the course, both collectively and individually, and responds to inquiries and requests from students with regard to the academic programme of study.

The Faculty Enabling Tutor liaises with the Student Enabling Centre (SEC) regarding provision for specific disabled students & disseminates information from the SEC on the needs of specific disabled students. The Faculty Enabling Tutors also monitor requests for, and provision of, specific examination and assessment arrangements, publicise 'surgery' arrangements and make available time to meet with individual disabled students to enable them to discuss their own school-specific disability issues where necessary. The tutor takes a pro-active role in monitoring the welfare and academic progress of disabled students within the school.

The module tutor will, where appropriate, ensure that any arrangements made for students requiring special consideration will be checked by the University Student Enabling Centre to ensure fairness and equality, and that the provisions of the University Equal Opportunities policy are met. These arrangements will apply to those students who have identified special learning requirements.

Members of the Learning Centres are invited to advise online students about accessing printed and electronic resources and provide support for research. LIS also provide a number of electronic resources including podcasts, which can support distance learners in these areas. The 'skills for learning' skills support facility can be accessed electronically via [www.wlv.ac.uk/lib/skills](http://www.wlv.ac.uk/lib/skills)

## Employability in the Curriculum:

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On completing the course the students will be equipped with the background for a wide variety of positions in business within an increasingly global context. The students will have developed skills and background knowledge needed for a wide variety of business areas, including marketing, finance, HR, sales, project management and management, having had the opportunity to work on real projects and access lectures and workshops by senior managers in the workplace. A career in business is varied and there is an increasing need for business management skills in government, international commerce, health care, and non-profit organisations. Careers as entry-level manager, Human Resources specialist, Assistant Product Manager, Business Analyst, Market Researcher are some of the possibilities.

Students may decide to continue their studies at Master's level. The University offers a number of different Master's courses in a variety of relevant disciplines.



THE UNIVERSITY OF OPPORTUNITY