

Course Specification

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Produced By:	Laura Clode
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	Wolverhampton Business School		
Course Code(s):	BU050P36UV	Part-time	1 Years
Course Title:	Postgraduate Certificate Management Studies		
Hierarchy of Awards:	Postgraduate Certificate Management Studies University Statement of Credit University Statement of Credit		
Language of Study:	English		
Date of DAG approval:	30/May/2017		
Last Review:	2016/7		
Course Specification valid from:	2010/1		
Course Specification valid to:	2022/3		

Academic Staff

Course Leader:	Mr Kevin Croker
Head of Department:	Mrs Sarah Williams

Course Information

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

Entry Requirements:

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)

The entry requirements for the Certificate are:

- A first or second class undergraduate honours degree from a UK university or overseas equivalent, or a professional qualification and/or experience considered to be equivalent to the above;
- A reference from a tutor who has supervised the applicant's undergraduate studies and/or employer;
- Students may apply for recognition of prior learning (RPL) subject to the guidelines set out in the RPL Handbook. RPL includes accreditation of prior certificated learning and /or accreditation of prior experiential learning.
- Please check our minimum language entry requirements/before submitting your application;

We offer a range programmes in English as a Foreign Language if you don't meet these requirements.

Applications are also welcome from individuals who do not possess the above qualifications but who have significant management experience and are able to demonstrate previous non-certificated learning equivalent to the above. In such cases, admission to the programme will be based on an evaluation of the applicant's ability to continue to benefit from and achieve the award.

Distinctive Features of the Course:

The course has high quality blended learning support and has access to excellent learning facilities. Students will be able to use prior experience and certificated learning to gain credits against the programme. It also provides a good foundation for further study on a range of business and management courses, such as Diploma in Management Studies and MBA

Educational Aims of the Course:

The Postgraduate Certificate in Management Studies offers you the opportunity to gain an understanding of contemporary business and practical day to day management issues facing organisations both nationally and internationally.

This course is designed to develop your knowledge of key business functions and their relationship with the wider strategic and international environment.

Intakes:

September
January

Major Source of Funding:

Office for Students (OFS)

Tuition Fees:

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	Part Time	£3550.00

PSRB:

None

Course Structure:

January (Part-time Block Release)

Year 1

Module	Title	Credits	Period	Type
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Linked Option Group Rule: Select a minimum of 20 credits and a maximum of 60 credits from the linked (*) groups.

***For this option group you must choose a minimum of 0 credits and a maximum of 60 credits**

7AC006	Managing Financial Performance	20	IN YR	
7HR024	Leadership and Human Resource Practice in Organisation	20	IN YR	
7BE002	Strategic Management	20	IN YR	
7MK002	Marketing Management	20	IN YR	
7BU003	Operations and Project Management	20	IN YR	

***For this option group you must choose a minimum of 0 credits and a maximum of 60 credits**

7AC006	Managing Financial Performance	20	IN YR	
7HR024	Leadership and Human Resource Practice in Organisation	20	IN YR	
7MG004	Sustainability and Business	20	IN YR	
7BE002	Strategic Management	20	IN YR	
7MK002	Marketing Management	20	IN YR	
7BU003	Operations and Project Management	20	IN YR	

September (Part-time Block Release)

Year 1

Module	Title	Credits	Period	Type
Linked Option Group Rule: Select a minimum of 60 credits and a maximum of 60 credits from the linked (*) groups.				
* For this option group you must choose a minimum of 20 credits and a maximum of 60 credits				
Choose 60 credits from either Option Group				
7AC006	Managing Financial Performance	20	IN	YR
7BE002	Strategic Management	20	IN	YR
7MK002	Marketing Management	20	IN	YR
7BU003	Operations and Project Management	20	IN	YR
7HR024	Leadership and Human Resource Practice in Organisation	20	IN	YR

*** For this option group you must choose a minimum of 0 credits and a maximum of 60 credits**

Choose 60 credits from either Option Group

7AC006	Managing Financial Performance	20	IN	YR
7MG004	Sustainability and Business	20	IN	YR
7BE002	Strategic Management	20	IN	YR
7MK002	Marketing Management	20	IN	YR
7BU003	Operations and Project Management	20	IN	YR
7HR024	Leadership and Human Resource Practice in Organisation	20	IN	YR

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:

None.

Reference Points:

- Quality Assurance Agency for Higher Education (2015) Masters Awards in Business and Management: programme framework (benchmark)
- FHEQ (2016) Framework for Higher Education Qualifications
- CMI (2015) Level 7 Qualifications in Strategic Management and Leadership
- Equality Act (2010).

Learning Outcomes:

PGCert Course Learning Outcome 1 (PGCCL01)

Demonstrate a systematic understanding of knowledge and critical awareness of current problems and/or new insights in the business environment and be able to use this to formulate solutions to complex problems.

PGCert Course Learning Outcome 2 (PGCCL02)

"Ability to deal with complex business issues both systematically and creatively, make sound judgements in the absence of complete data and communicate your conclusions clearly to specialist and non-specialist audiences."

Overview of Assessment:

Module	Title	Course Learning Outcomes
7AC006	Managing Financial Performance	PGCCL01, PGCCL02
7BE002	Strategic Management	PGCCL01, PGCCL02
7BU003	Operations and Project Management	PGCCL01, PGCCL02
7HR024	Leadership and Human Resource Practice in Organisation	PGCCL01, PGCCL02
7MG004	Sustainability and Business	PGCCL01, PGCCL02
7MK002	Marketing Management	PGCCL01, PGCCL02

Teaching, Learning and Assessment:

A variety of interactive learning activities will support the achievement of the course learning outcomes. Learning will involve both classroom engagement and out of classroom activities including the use of blended learning environments. Flexible and interactive e-learning opportunities will be a feature of learning. Personal reflection and collaborative learning will be vital components of this course.

Students will encounter a number of learning activities during a variety of formal lectures, seminars and tutorials. The course will make use of techniques such as case studies, problem solving activities, discussions (both structured and unstructured), action learning sets, evaluation of online and documentary resources and guest speaker inputs.

Students will be expected, and directed, to read from a range of sources, including academic journals. Students will work autonomously as well as interactively within group exercises.

Both formative and summative assessment tasks will enhance opportunities for learning.

Where appropriate visiting speakers, external visits and real-time (as opposed to text book) case based activities will add a practical dimension to the learning process. Recognising the rich potential learning from the workplace, opportunities to work with organisations will be maximised.

Assessment Methods:

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:

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 University VLE provides a platform for doing this and will be the primary focus of the online supported learning dimension of the module. In addition to making use of the online databases and other software resources available through LIS and ITS.

A Personal Tutor is allocated to every student. Personal Tutors maintain regular communication (virtual and/or face-to-face) 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 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 (FET) 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 FET also monitors requests for, and provision of, specific examination and assessment arrangements, publicise FET '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 FET takes a pro-active role in monitoring the welfare and academic progress of disabled students within the school.

Employability in the Curriculum:

The Certificate in Management Studies will enhance your career prospects in a number of managerial and operational roles across a wide range of international business sectors. The Certificate in Management Studies may provide the basis for further study in a range of professional subject areas such as accounting, marketing and human resources as well as further academic study such as a DMS or MBA.

