

## DEFINITIVE COURSE RECORD

Course Title	<b>FdA Business Management</b>
Awarding Bodies	<b>University of Suffolk</b>
Level of Award <sup>1</sup>	<b>FHEQ Level 5</b>
Professional, Statutory and Regulatory Bodies Recognition	<b>None</b>
Credit Structure <sup>2</sup>	<b>240 Credits Level 4: 120 Credits Level 5: 120 Credits</b>
Mode of Attendance	<b>Full-time and part-time</b>
Standard Length of Course <sup>3</sup>	<b>2 years full-time</b>
Intended Award	<b>FdA Business Management</b>
Named Exit Awards	<b>None</b>
Entry Requirements <sup>4</sup>	<b>Typical offer: 80 UCAS tariff points (or above), BB (A-Level), DM (BTEC)</b>
Delivering Institution	<b>University of Suffolk at East Coast College (Great Yarmouth)</b>
UCAS Code	<b>N101</b>

This definitive record sets out the essential features and characteristics of the FdA Business Management course. The information provided is accurate for students entering level 4 in the 2018-19 academic year.<sup>5</sup>

### Course Summary

Of those students on Higher Education courses in the UK, more study Business, Management or related subjects than any other discipline. The growth of these subjects has been due to the increasing demand by organisations for both generic and specific management skills. It is our aim to equip you with a level of knowledge and managerial skills that will enable you find suitable and rewarding employment upon graduation, and facilitate further personal and career development in the future.

Our FdA Business Management is designed to give a broad coverage of the key functions of management and the context in which organisations operate. This programme has been developed in conjunction with colleagues at the University of Suffolk at West Suffolk College, with whom the team at Great Yarmouth will be working closely and will share Assessment Boards and an External Examiner. It is hoped that as the course develops, some mutual educational experiences can be shared between the students at the two centres.

<sup>1</sup> For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

<sup>2</sup> All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

<sup>3</sup> Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](#).

<sup>4</sup> Details of standard entry requirements can be found in the [Admissions Policy](#)

<sup>5</sup> The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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As a student on the programme you will be involved in identifying and applying the main business processes and personal skills essential to effective management. You will also use these in specific situations such as developing marketing, human resource or corporate strategies for organisations. The overall aim of the programme is to provide an inspiring, challenging course of study that will equip you with the knowledge and skills necessary to enable you to contribute effectively to the management of organisations within a changing business environment.

### **Course Aims**

- To provide you with a systematic understanding of key aspects of business management through a coherent and integrated programme of study
- To develop conceptual understanding that enables you to devise and sustain arguments, use established techniques of analysis to solve problems, and describe and comment on current research in business management
- To prepare you for a career in business and/or management by developing personal and professional skills that will support communication, group interaction, information finding, analysis and problem-solving during your period of study and future career development
- To provide you with a valuable and positive learning experience in your academic studies

### **Course Learning Outcomes**

The following statements define what students graduating from the FdA Business Management course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 5 awards as set out by the UK Quality Assurance Agency (QAA).<sup>6</sup>

### **Knowledge and Understanding**

1. Demonstrate knowledge and critical understanding of well-established principles of business management

### **Mental or cognitive skills**

2. Demonstrate a development of the knowledge gained at level 4, with greater evaluation of the applications of management theory
3. Effectively communicate information, arguments and analysis in a variety of forms, to specialist and non-specialist audiences
4. Develop existing skills and acquire new competencies
5. Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied
6. Use a range of techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis

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<sup>6</sup> As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

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### Subject Specific and Practical Skills

7. Demonstrate effective and accurate use of appropriate subject terminology
8. Demonstrate an understanding of the main practical skills required of a manager
9. Demonstrate subject specific skills and transferable skills necessary for employment
10. Demonstrate the development of problem solving techniques used in management
11. Understand the principal functions of management
12. Demonstrate an ability to select and apply appropriate methodologies in a practical setting
13. Demonstrate the development of problem solving techniques including the ability to accurately collect, collate and analyse information and data
14. Identify and develop themes and interrelationships

### Key Skills

15. Demonstrate the development of employability skills, as mapped for individual modules, appropriate for level 5

### Course Design

The design of this course has been guided by the following QAA Benchmark:

- Business and Management (2007)

### Course Structure

The FdA Business Management comprises modules at levels 4 and 5.

Module Specifications for each of these modules are included within the course handbook, available to students on-line at the beginning of each academic year.

	Module	Credits	Module Type <sup>7</sup>
Level 4			
	Principles and Functions of Management	20	R
	Finance and Data Analysis	20	R
	Management and Academic Skills	20	R
	Entrepreneurship	20	R
	Marketing Fundamentals	20	R
	Work-based Learning 1	20	M

<sup>7</sup> Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the [Framework and Regulations for Undergraduate Awards](#)

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Level 5			
	Management and Organisational Behaviour	20	R
	Principles of Management	20	R
	Work-based Learning 2	20	M
	Managing for Innovation and Creativity	20	R
	Research Methods	20	M
	Accounting for Managers	20	R

### Awards

On successful completion of the course, students will be awarded an FdA Business Management.

### Course Delivery

The course is delivered at the University of Suffolk at East Coast College (Great Yarmouth Campus). Students studying full-time on the FdA Business Management are likely to have approximately 300 contact hours for level 4 and 300 contact hours for level 5. The contact hours will be a mix of lecture, seminar, group activity and discussion and students will also be required to participate work based learning experiences through existing employment, through a temporary work placement, or, in some cases, through an independent project. Students will be expected to find their own placement, supported by East Coast College staff. Students will normally be expected to undertake 25 hours of independent study in an average week, but should be prepared for this to vary based on assignment deadlines and class exercises.

### Course Assessment

A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be approximately 60% coursework (including essays, reports, group work, reflective learning journals and research projects) 20% examinations and 20% presentations.

### Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute.

### Course Costs

Students undertaking FdA Business Management will be charged tuition fees as detailed below:

Student Group	Tuition Fees
Full-time UK/EU	£8,220 per year
Part-time UK/EU	£1,370 per 20 credit module
Full-time International	£11,500 per year
Part-time International	£1,915 per 20 credit module

Payment of tuition fees is due at the time of enrolment and is managed in accordance with the Tuition Fee Policy.

Students will be required to pay additional costs for trips amounting to a maximum of £500 payable at a later date.

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**Academic Framework and Regulations**

This course is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the [website](#).