

**DEFINITIVE COURSE RECORD**

Course Title	<b>PgC Business Administration</b>
Awarding Bodies	<b>University of Suffolk</b>
Level of Award <sup>1</sup>	<b>FHEQ Level 7</b>
Professional, Statutory and Regulatory Bodies Recognition	<b>N/A</b>
Credit Structure <sup>2</sup>	<b>60 Credits at level 7</b>
Mode of Attendance	<b>Full-time and Part-time</b>
Standard Length of Course <sup>3</sup>	<b>Up to 1 year full time Up to 1.5 years part-time</b>
Intended Award	<b>Postgraduate Certificate in Business Administration</b>
Named Exit Awards	<b>N/A</b>
Entry Requirements <sup>4</sup>	<p><b>Students will be required to have at least three years relevant work experience before starting.</b></p> <p><b>Preferably students will hold a degree with a 2:2 minimum classification, but experience will also be considered.</b></p> <p><b>Will be required to supply two references. Preferably one academic and one from recent or current employment.</b></p> <p><b>Applicants will be asked to attend an interview</b></p>
Delivering Institution	<b>University of Suffolk</b>

This definitive record sets out the essential features and characteristics of the Postgraduate Certificate in Business Administration course. The information provided is accurate for students entering level 7 in the 2021-22 academic year<sup>5</sup>.

**Course Summary**

This PgC Business Administration will allow you to engage in part of the Suffolk Executive MBA (SEMBA) whilst also allow organisations to engage as a more cost effective CPD offering. Undertaking this qualification demonstrates determination to succeed in your chosen career and achieve your potential. With its distinctive nature the course aims to develop analytical and strategic management skills using concepts derived from a wide range of academic disciplines. With its flexible and practical nature, the PgC Business Administration is designed to fit in with existing career commitments, offering flexibility for managers and senior leaders across several different industries and sectors who are wanting to boost their career prospects whilst continuing to work.

<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 Taught Postgraduate Awards](#).

<sup>4</sup> Details of standard entry requirements can be found in the [Admissions Policy](#) and further details about Disclosure and Barring Checks (DBS) can be found on the [University's DBS webpage](#).

<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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By offering an initial 60-credit option it allows students / organisations an opportunity to explore certain specific disciplines within the Suffolk Executive MBA. Whilst not being confined to which modules studied (which make up 60 credits, but some examples are provided) students are able to obtain their **PgC Business Administration**.

Students will be involved in live management issues through various projects and assessments, developing leadership and management skills, and undertaking both group-based and individual work. The blended approach to the PgC Business Administration teaching combines a multitude of different traditional classroom learning supported by additional forms of online learning and a Postgraduate Workshop Series. The Postgraduate Workshop Series aims to address a wide range of current management issues and offers an opportunity to discuss these themes with academics and practitioners.

At the University of Suffolk, we actively encourage students to fundamentally question generally accepted management and leadership understanding by drawing upon the full range of social scientific knowledge. Not only does this develop a greater awareness of the complex nature of organisations and their functions, but it develops the transferable skills of evaluation and analysis required of senior management. This enables students to respond creatively and effectively to the challenges presented by a global business environment, and to broaden the range of management responsibilities they undertake.

### Course Aims

The overall aim of the overarching PgC Business Administration is to start to develop the analytical and strategic management skills of the students using some of concepts derived from a collection of academic disciplines. This will start to enable them to respond creatively and effectively to the challenges of the local and global business environment.

This overall aim embraces several distinct and individual aims.

- To provide a coherent and integrated programme of study that will satisfy the needs of students and organisations operating within increasingly complex, dynamic and diverse external environments.
- To develop students' intellectual ability; based on analysis, synthesis and reflection, to analyse complex and changing environments.
- To enable students, in terms of personal efficacy, to plan, develop and implement responses to changing environments, using an interdisciplinary approach to management.
- To enable students to identify sources of sustainable strategic advantage for an organisation, but also to be more self-confident in managing and dealing with strategic level issues.
- To provide an opportunity for experienced specialists to broaden the range of management responsibilities they can undertake with confidence.

### Course Learning Outcomes

These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 7 awards as set out by the UK Quality Assurance Agency (QAA)<sup>6</sup>.

By the end of the Postgraduate Certificate in Business Administration course participants are expected to demonstrate the following:

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

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1. A systematic, critically informed understanding of organisations and how they are managed.
2. An understanding of appropriate techniques to allow thorough investigation of relevant business and management issues.
3. A practical understanding of how both established and evolving techniques of research and enquiry are used to generate relevant knowledge as well as an understanding of how that knowledge may be applied creatively.

### Course Design

The design of this course has been guided by the following QAA Benchmark: Business and Management (2015), the updated (2019) version and QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014).

### Course Structure

Students will pick 60 credits (after discussion with course leader) from the Suffolk Executive MBA, comprising modules at level 7.

Module Specifications for each of these modules is 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 7			
7	Strategic Decision Making Through Finance	20	O
7	Managing in a Changing Environment	20	O
7	Research Methods for Business	20	O
7	Data and Analytics Literacy in Business	20	O
7	Leadership & Organisational Behaviour	30	O
7	Marketing, Branding and Strategy	30	O

### Awards

On successful completion of 60 credits, students will be awarded a Postgraduate Certificate in Business Administration.

### Course Delivery

The course is delivered at Ipswich. Students studying full time will have 3.5 contact hours per week and 1 Saturday (6hr) (block delivery) per 20 credit module equalling 20hrs of face to face teaching. There will three modules studied each semester. Students studying part time are likely to pick and choose modules as they see fit, but with the recommendation of them aiming to complete 2 modules a semester. Blended Delivery is a mode of study which encompasses both online and face to face learning. Students receive access to online learning materials and a module leader for each class studied. Students primarily attend campus for the face to face element, whilst also accessing online material to act as a signpost / guide you towards more in-depth exploration of the subject. Contact hours will be a mix of lectures,

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

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seminars, and practical activities. Full-time students will normally be expected to undertake 24 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 assessing each module's intended learning outcomes. Assessment on the course overall will be 100% coursework (depending on module choice could include live projects, essays, reports, a vlog recording, a viva, group work, and research projects).

### 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 the Postgraduate Certificate in Business Administration will be charged tuition fees as detailed below.

Student Group	Tuition Fees
Full-time UK	£11,790 per year
Part-time UK	£1,530 (per 20 credit module)
Full-time EU/International	£16,380 per year
Part-time EU/International	£1,820 (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 are likely to incur other costs for books and other learning materials amounting to approximately £200 per year.

### Academic Framework and Regulations

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