Course Specification

Course Summary Information		
1	**Course Title**	BA (Hons) Business Administration (Top-Up)
2	**BCU Course Code**	**UCAS Code**	US0726
3	**Awarding Institution**	Birmingham City University
4	**Teaching Institution(s)** (if different from point 3)	
5	**Professional Statutory or Regulatory Body (PSRB) accreditation** (if applicable)	

6	**Course Description**
	Want to top up your business degree? Our BA (Hons) Business Administration (Top-Up) course allows you learn administration skills from industry experienced lecturers.

This flexible and wide-ranging course allows you to tailor your studies to your interests, from eBusiness, to Continuous Innovation. With a number of options to choose from, you'll be able to follow a path that will lead to your future career, with previous students progressing into roles with high-profile businesses such as N Power and Zurich. The international focus of the course is derived through a variety of means including the student body, the teaching team and the use of international teaching materials.

Our Business Administration (Top up) course gives you the chance to broaden your knowledge of general business administration within the global business environment. We'll teach you to apply your knowledge to real business scenarios, helping you to progress into employment, having already dealt with many situations you find in the working world.

What's covered in the course?
This course covers a whole range of areas of business administration and management, with at least 5 modules for you to choose. You'll study full-time for a year to suit your needs, and you'll also be given attentive student support.

Working with other students from across Birmingham City Business School, you'll develop and demonstrate your ability to collaborate, while other projects will require you to work alone and develop your independent learning skills. You'll be put into a range of exciting and innovative scenarios, strengthening your expertise and learning from different cultures and experiences.

You'll work on a range of innovative and practical projects, including business reports, case studies, presentations and projects, all of which will help you to apply your knowledge to real businesses and real situations.

Our staff will help to support and tailor your learning with expert industry knowledge and experience. They're researchers, authors and titans of industry who'll share their own practical and academic experience and expertise. |

7	Course Awards		
7a	**Name of Final Award**	**Level**	**Credits Awarded**
	Bachelor of Arts with Honours Business Administration	6	120

8	Derogation from the University Regulations
	None

9	Delivery Patterns		
Mode(s) of Study	**Location**	**Duration of Study**	**Code**
Full Time	City Centre	1 Year	US0726

10	Entry Requirements

The admission requirements for this course are stated on the course page of the BCU website at https://www.bcu.ac.uk/ or may be found by searching for the course entry profile located on the UCAS website.

11a	Course Level Outcomes
	This degree course will progress you through level learning outcomes detailed below to ensure that you meet the benchmarks set out in the latest Quality Assurance Agency for Higher Education (QAA) subject benchmark for Business and Management standards as well as the overall course learning outcomes detailed.
	Level 6 (final year) – Strategic Focus
1	Utilise business and management knowledge, understanding and skills to critically evaluate and formulate evidence-based arguments and identify solutions to both defined and uncertain business and management related problems.
2	Compose and construct effective methods of communicating business and management concepts and other relevant work, accurately and reliably using a range of specialist techniques and practices.
3	Apply professional skills in contexts where the scope of the task and the criteria for decisions are generally well defined, but where some personal responsibility and initiative is required.
4	Utilise and apply professional and academic skills to create and justify compelling business solutions.

11b	Course Learning Outcomes
	Knowledge and Understanding: On successful completion of the BA (Hons) Business Administration (Top Up) course you will be able to:
K1	Demonstrate a critical knowledge and understanding of the business environment in which business professionals operate.
K2	Apply business and management concepts to specialist aspects of business.
K3	Synthesise appropriate innovative solutions to complex business and management problems.
K4	Evaluate the effectiveness of business activity.
K5	Analyse operational situations and devise approaches that may improve performance of the business management aspects of an organisation.
K6	Identify accurately those issues which require research, and apply appropriate methodologies using a variety of sources.
K7	Act independently in constructing own-learning models, plan and undertake tasks, and accept accountability for your own learning decisions.
K8	Compose and construct effective methods of communicating business concepts and other relevant work, accurately and reliably using a range of techniques and practices.

Skills and Other Attributes:

On successful completion of the BA (Hons) Business Administration (Top UP) course, you will have acquired skills in the following areas, with the ability to:

T1	Effectively communicate and present information, arguments and analysis in a variety of forms, including written and oral communication.
T2	Compose and construct effective methods of communicating business and management concepts and other relevant work, accurately and reliably using a range of specialist techniques and practices.
T3	Apply appropriate professional skills in a variety of business and management scenarios.
T4	Utilise and apply appropriate professional skills to create and justify compelling innovative business solutions.
T5	Employ critical thinking skills to explain and solve business and management related issues.
T6	Use creative thinking to design innovative solutions in a given business context.

12	Course Requirements

12a	Level 6:

In order to complete this course a student must successfully complete all the following CORE modules (totalling 60 credits):

Module Code	Module Name	Credit Value
BUS6XXX	Business Process and Systems	20
MAN6XXX	Continuous Innovation	20
BUS6XXX	E-Business	20

In order to complete this course a student must successfully complete at least 60 credits from the following list of OPTIONAL modules.

Module Code	Module Name	Credit Value
MKT6XXX	One Planet Business	20
MKT6XXX	Cross-Cultural Consumer Behaviour	20
MAN6XXX	Growing the Enterprise	20
MAN6XXX	Strategic Supply Chain Management	20
MKT6XXX	Digital Enterprise	20

12b   Structure Diagram

Please note list of optional modules is indicative only. Students' choice will not be guaranteed for optional modules but a fair and transparent process will be adopted and shared with students.

Full Time Course Structure:

Level 6

Level 6		Level 6 Transition Programme - 2 weeks		
	S1	BUS6XXX: Continuous Innovation (20 credits)	BUS6XXX: Business Process and Systems (20 credits)	BUS6XXX: e-Business (20 credits)
	S2	OPTION (20 credits)	OPTION (20 credits)	OPTION (20 credits)

Options

Module Code	Module Name	Credit Value
MKT6XXX	One Planet Business	20
MKT6XXX	Cross-Cultural Consumer Behaviour	20
MAN6XXX	Growing the Enterprise	20
MAN6XXX	Strategic Supply Chain Management	20
MKT6XXX	Digital Enterprise	20

13 Overall Student Workload and Balance of Assessment

Overall student *workload* consists of class contact hours, independent learning and assessment activity, with each credit taken equating to a total study time of around 10 hours. While actual contact hours may depend on the optional modules selected, the following information gives an indication of how much time students will need to allocate to different activities at each level of the course.

- *Scheduled Learning* includes lectures, practical classes and workshops, contact time specified in timetable
- *Directed Learning* includes placements, work-based learning, external visits, on-line activity, Graduate+, peer learning
- *Private Study* includes preparation for exams

The *balance of assessment* by mode of assessment (e.g. coursework, exam and in-person) depends to some extent on the optional modules chosen by students. The approximate percentage of the course assessed by coursework, exam and in-person is shown below.

Level 6
Workload

% time spent in timetabled teaching and learning activity

Activity	Number of Hours
Scheduled Learning	216
Directed Learning	360
Private Study	624
Total Hours	1200

Balance of Assessment

Assessment Mode	Percentage
Coursework	84%
Exam	0
In-Person	16%

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