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Refer to guidance notes for completion of each section of the specification.

Module Code:	BUS476
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Module Title:	Introduction to Business Management
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Level:	4	Credit Value:	10
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Cost Centre(s):	GDZB	JACS3 code:	N100
		HECoS code:	100078

Faculty	SLS	Module Leader:	Gaenor Roberts
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Scheduled learning and teaching hours	12 hrs
Placement tutor support	0 hrs
Supervised learning eg practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total contact hours	12 hrs
Placement / work based learning	0 hrs
Guided independent study	88 hrs
Module duration (total hours)	100 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone module Affiliated to BA(Hons) Business for QAA purposes	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-requisites
None.

Office use only	
Initial approval: 03/08/2020	Version no: 1
With effect from: 03/08/2020	
Date and details of revision:	Version no:

Module Aims

This module will introduce students to some of the fundamentals of business management by exploring the skills and characteristics of effective managers and leaders, and techniques to successfully manage a team.

Module Learning Outcomes - at the end of this module, students will be able to

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|---|--|
| 1 | Demonstrate an understanding of management processes and functions. |
| 2 | Reflect upon the skills and characteristics of an effective manager. |
| 3 | Identify potential techniques for successful people management. |
| 4 | Describe the difference between management and leadership. |

Employability Skills The Wrexham Glyndŵr Graduate	I = included in module content A = included in module assessment N/A = not applicable
<i>Guidance: complete the matrix to indicate which of the following are included in the module content and/or assessment in alignment with the matrix provided in the programme specification.</i>	
CORE ATTRIBUTES	
Engaged	
Creative	
Enterprising	
Ethical	
KEY ATTITUDES	
Commitment	
Curiosity	
Resilient	
Confidence	
Adaptability	
PRACTICAL SKILLSETS	
Digital fluency	
Organisation	
Leadership and team working	
Critical thinking	
Emotional intelligence	
Communication	

Derogations

None.

Assessment:

Indicative Assessment Tasks:

Guidance: please ensure you add indicative word count and durations within the narrative body of this section

Students will be required to complete an online discussion forum on each weekly topic. The forums will enable students to reflect and demonstrate their learning. The expectation for the total word count is 1,000 words.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1 to 4	Learning logs/journals	100

Learning and Teaching Strategies:

The overall learning and teaching strategy is one of guided independent study, in the form of distance learning requiring ongoing student engagement. On-line material will provide the foundation of the learning resources, requiring the students to log-in and engage on a regular basis throughout the four-week period of the module.

There will be a mix of recorded lectures and supporting notes/slides, containing embedded digital content and self-checks for students to complete as they work through the material and undertake the assessment tasks. The use of a range digital tools via the virtual learning environment together with additional sources of reading will also be utilised to accommodate learning styles. There is access to additional support via email, and the chat facilities through Moodle for messaging and responding. The assessment for this module requires a contribution to an online discussion forum for each weekly topic, and feedback will be given to students on the progress of this assessment, via comments on the forum on a weekly basis.

Syllabus outline:

Indicative topics for this module's syllabus include:

- An introduction to business management
- What makes a good manager?
- The difference between a manager and a leader
- Mastering effective people management techniques

Indicative Bibliography:

Essential reading

Books

Boddy, D., 2010. *Management*. Pearson Education (available as an e-book on Resourcefinder).

Students will also be provided with a list of relevant online articles and resources via Resourcefinder for each task which forms part of the assessment.

Other indicative reading

Websites

www.cipd.co.uk

www.managers.org.uk