

Module specification

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

Module code	ENG426
Module title	Business & Management Techniques
Level	4
Credit value	20
Faculty	FAST
Module Leader	Mr David Sprake
HECoS Code	100089
Cost Code	GAME

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
HNC Electrical & Electronic Technology	Core
HNC Mechanical Technology	Core

Pre-requisites

L3 Business Operations in Engineering (or similar).

Breakdown of module hours

Learning and teaching hours	60 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total active learning and teaching hours	60 hrs
Placement / work based learning	0 hrs
Guided independent study	140 hrs
Module duration (total hours)	200 hrs

For office use only	
Initial approval date	August 2016
With effect from date	September 2021

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Date and details of revision	6 July 2021, revalidated
Version number	Version 2

Module aims

To develop knowledge and understanding of the importance of management and organisational theory to company effectiveness. To understand the basic economic concepts relevant to a company. To appreciate the value of sound capital and commercial planning. To appreciate the importance of valuing human resources. To become more effective in both formal and informal communications.

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

1	Explain the importance of management theory and its development in terms of theory & practice
2	Explain the basic economic concepts relevant to a company
3	Describe the techniques used to evaluate a project
4	Explain the importance of managing human resources
5	Explain the function of the personnel system
6	Appraise methods of communication

Assessment

Indicative Assessment Tasks:

Assessment is 100% in-course.

Assessment One: Outcomes 1, 4, 5 and 6 would be assessed using a coursework covering the management structure of student's place of employment. Example would be the application of relevant legislation to their workplace (word count 2000 words).

Assessment Two: Outcomes 2 and 3 would be assessed using an in-class test based on a case study relevant to a company (duration 1hr 30 min).

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 4, 5, 6	Coursework	50%
2	2, 3	In-class test	50%

Derogations

None.

Learning and Teaching Strategies

The module will be presented to students through a specified series of lectures assisted by notes via VLE platform. Lectures will deliver key concepts, ideas, theories and examples. Case studies & tutorials will assist to achieve learning outcomes. Relevant videos will also be used to aid the learning process.

Students will explore the theoretical aspects of the topics and compare them with practice in the workplace, observing management and procedures.

Indicative Syllabus Outline

- Supervisory Theory & Practice:** Employment law – key legislation: equal opportunities, equal pay, race relations. The nature and responsibility of management including styles of management, company policy and management by objectives, the nature of authority, delegation and decision making.
- Company economics & finance:** Examines principles of supply and demand, indifference curves, examines fixed costs, variable costs, revenue, profit maximisation, marginal revenue, resource availability, opportunity costs.
- Commercial project decisions:** cash flow across company boundaries, time value of money, rates of return on investments, tendering.
- The management of HR, Communications:** effects of personality, perception, motivation and intelligence in a work situation. Styles of management, the importance of manager's personality, networking, man management, learning curves, impact of change, effects of morale, effort fatigue, working environment on worker performance.

Indicative Bibliography:

Please note the essential reads and other indicative reading are subject to annual review and update.

Essential Reads

Freeman-Bell, G., Balkwill, R. (2002) Management in Engineering. 3rd ed. Prentice Hall.

Other indicative reading

Gupta A.K. (2014) Engineering Management. Revised ed. S. Chand.

Employability skills – the Glyndwr Graduate

Each module and programme is designed to cover core Glyndwr Graduate Attributes with the aim that each Graduate will leave Glyndwr having achieved key employability skills as part of

their study. The following attributes will be covered within this module either through the content or as part of the assessment. The programme is designed to cover all attributes and each module may cover different areas. [Click here to read more about the Glyndwr Graduate attributes](#)

Core Attributes

Engaged
Enterprising
Creative
Ethical

Key Attitudes

Commitment
Confidence
Adaptability

Practical Skillsets

Digital Fluency
Leadership and Team working
Critical Thinking
Communication