

Module specification

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Module code	ONL405
Module title	Introduction to Management and Business
Level	4
Credit value	20
Faculty	Social and Life Sciences
Module Leader	Gaenor Roberts
HECoS Code	100078
Cost Code	GABP

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
BA (Hons) Business and Management	Core
BA (Hons) Management, Accounting and Finance	Core
BBA (Hons) Business Administration	Core

Pre-requisites

Students must study this module first.

Breakdown of module hours

Type of module hours	Amount
Learning and teaching hours	20 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	180 hrs
Placement / work based learning	0 hrs
Guided independent study	0 hrs
Module duration (total hours)	200 hrs

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Initial approval date	12/08/2020
With effect from date	04/01/2021
Date and details of revision	
Version number	1

Module aims

This module will introduce students to some of the fundamentals of business, including organisational structure and the nature of the modern business practices. It will also provide opportunities for the student to acquire a broad understanding of 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:

1	Describe and appreciate the key elements of business.
2	Explain the concept of organisational structure.
3	Demonstrate an understanding of management processes and functions.
4	Reflect upon the skills and characteristics of an effective manager.
5	Define the difference between management and leadership.

Assessment

Indicative Assessment Tasks:

This section outlines the type of assessment task the student will be expected to complete as part of the module. More details will be made available in the relevant academic year module handbook.

Indicative assessment 1: A case study report on a chosen business discussing key elements of the business or its organisational structure (500 max)

Indicative assessment 2: A case study report on a chosen business management issue. (500 max)

Indicative assessment 3: A portfolio containing a reflection/analysis on personal skills, and a short essay offering a solution to a people management issue. (1000 max)

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1,2	Written Assignment	25%
2	3	Written Assignment	25%
3	4,5	Portfolio	50%

Derogations

None

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, to support a blended approach, requiring the students to log-in and engage on a regular basis throughout the eight-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. There will be business examples used as case studies to facilitate the learning so that students can apply the knowledge to the assessments. The use of a range of 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 a help-line for additional support and chat facilities through Canvas for messaging and responding.

Indicative Syllabus Outline

Within this module, learners can expect to study:

- An introduction to business
- Business and organisational structure
- Work motivation and engagement
- Management's role in organisations
- What makes a good manager?
- The difference between a manager and a leader
- Mastering effective people management techniques

Indicative Bibliography:

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

Essential Reads

Boddy, D., 2016. *'Management: An Introduction'*. (7th Edn) Pearson Education

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

Other indicative reading

Textbooks

Hagan,P; 2018, '*Higher Business Management*', (2nd Edn), Hodder Gibson

Combe, C. 2014, '*Introduction to Management*', OUP Oxford

Burns, J & Needle, D. 2019 '*Business in Context: An Introduction to Business and its Environment*', (7th Edn) Cengage Learning EMEA

Mullins, L. 2016 '*Management and Organisational Behaviour*' (11th Edn), Pearson

Clegg, S. Kornberger, M., Pitsis, T. 2019 'Managing and Organizations Paperback with Interactive eBook: An Introduction to Theory and Practice' (5th Edn) SAGE Publications Ltd

Websites

www.cipd.co.uk

www.managers.org.uk

Employability skills – the Glyndŵr Graduate

Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave Glyndŵr 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
Creative
Enterprising
Ethical

Key Attitudes

Commitment
Curiosity
Confidence

Practical Skillsets

Digital Fluency
Organisation
Critical Thinking
Communication