



## BUSINESS- LEVEL 4 COURSES

(Mandatory for level 5 Business Management and Finance & Accounting streams)

### **BUS 51108N (unit 1) BUSINESS & THE BUSINESS ENVIRONMENT**

Provides background knowledge and understanding of business, the functions of an organization, and of the wider business environments in which organizations operate. It examines the different types of organizations (including for-profit and not-for-profit), their size and scope (for instance micro, SME, transnational, and global), and how they operate. Explores the relationships that organizations have with their stakeholders and how the wider external environments influence and shape business decision-making.

*Pre-requisites: ENG 111 and skills courses (if applicable)*

*This course was also listed as BUS 110.*

*3 credits*

### **BUS 51109N (unit 2) MARKETING PROCESS & PLANNING**

Introduction to the key principles of marketing, enables to develop a marketing plan and to employ elements of the marketing mix to achieve results. Studies the underpinning theories and frameworks of marketing while relating them to real-world examples, includes products/services encountered in daily life. The knowledge, understanding, and skill sets gained will enhance career opportunities, whether this is setting up one's own business or employment in an organization.

*Pre-requisites: ENG 111 and skills courses (if applicable)*

*3 credits*

### **BUS 51110N (unit 3) HUMAN RESOURCE MANAGEMENT**

Enables the understanding and application of effective HRM principles to enhance sustainable organizational performance and contribute to organizational success, holding business outcomes and people outcomes in equal balance. Applies HR practices in a work-related context, utilizing knowledge and practicing skills and behaviors in relevant professional areas, including resourcing, talent planning and recruitment, learning and development, and employee engagement.

*Pre-requisites: ENG 111 and skills courses (if applicable)*

*This course was previously listed as BUS 130.*

*3 credits*

### **BUS 51111N (unit 4) LEADERSHIP & MANAGEMENT**



Provides an understanding of the difference between the function of a manager and the role of a leader. Considers the characteristics, behaviors, and traits that support effective management and leadership. Covers the theories that have shaped the understanding of leadership and management and how these have provided a guide to action for managers and leaders who want to secure success for their businesses. It looks at leadership styles, how and why they are used and the extent to which they are effective. It also gives an understanding of motivational strategies and the development of motivational strategies covering intrinsic and extrinsic aspects of motivation. Finally, it evaluates the importance of managing performance in achieving continuous improvement.

***Pre-requisites: ENG 111 and skills courses (if applicable)***

***3 credits***

### **BUS 51112N (unit 5) ACCOUNTING PRINCIPLES**

Introduces the fundamental accounting principles that underpin financial operations and support good and sustainable decision-making in any organization. Develops a theoretical and practical understanding of a range of financial and management accounting techniques. It explores wider aspects of accountancy, especially ethics, transparency, and sustainability, and provides fundamental knowledge and skills that enable progress to a higher level of study.

***Pre-requisites: ECO 221, MAT 231, ENG 111, and skills courses (if applicable)***

***3 credits***

### **BUS 51113N (unit 6) MANAGING A SUCCESSFUL BUSINESS PROJECT**

A Pearson-set unit. The project brief will be based on a theme provided by Pearson (this changes annually). It explores and examines relevant and current topical aspects of business in the context of the business environment. The skills of project management are highly sought after by employers in all areas of business, as the ability to plan, procure and execute a business project efficiently requires a range of specific skills in leadership, time management, problem-solving, budgeting, and communication. It requires undertaking independent research, investigating and examining relevant business concepts in a work-related context, determining appropriate outcomes, decisions, or solutions, and presenting evidence to various stakeholders.

***Pre-requisites: ENG 111 and skills courses (if applicable), Unit 1 and Unit 3***

***This course is also listed as BUS 220.***

***3 credits***

**BUS 22001L (unit 7) BUSINESS LAW**

Identifies legal solutions available to business owners and assesses their suitability. Provides a better understanding of the different areas of law that apply. Illustrates the impact of the law on normal business operations and when registering a company and inviting shareholders to invest in it. Gives an understanding of the law in relation to market abuse and director responsibilities. Recognizes the application of employment law while providing a practical understanding of the skills and experiences undertaken by those practicing in a business law context.

***Pre-requisites: ENG 111 and skills courses (if applicable)***

***3 credits***

**PDC 20347L (unit 17) PROFESSIONAL IDENTITY & PRACTICE**

Goes through the process of self-assessment of skills and competencies, personal career planning, and the application of different learning and development approaches in a work environment. Provides direction on how to prepare for job applications and interviews in a formalized way, with the aim of improving career prospects. Includes undertaking practical job interviews at a relevant company.

***Pre-requisites: ENG 111 and skills courses (if applicable)***

***3 credits***

**BUS 51122N (unit 18) WORK EXPERIENCE**

Enables the development of personal and professional skills by engaging in practical tasks and activities in a relevant workplace. Designed to facilitate supervised learning in a workplace that can fit around full-time or part-time student commitments, supporting students through a goal-orientated process. The minimum work experience required for completion is 160 hours. Offers the opportunity to identify and plan own skills development in line with a chosen career path or direction. Includes negotiating and agreeing on the work experience in an appropriate work context, approved by both the employer and academic supervisor. Allows the evaluation of the process and any shortcomings in development, monitoring, and recording evidence from the tasks and activities undertaken.

***Pre-requisites: ENG 111 and skills courses (if applicable), Unit 17***

***This course is also listed as BUS 150.***

***3 credits***