

Study with us

## About your course

### Course(s) covered

Code	Title
BSWBA	<b>BA (Hons) Business Administration (Online)</b> <i>including entry to the full programme and Top-Up on Level 6</i>
BSWBABRG	<b>BA (Hons) Business Administration (Online) - Bridging Programme</b>

You can find full details of your course, module information and entry requirements in the *Programme Specification*.

### Key facts

#### Start dates:

#### **Full programme (Levels 4, 5 and 6)**

Semester A entry: 21 September 2020

#### **Top-up year (Level 6)**

Semester A entry: 21 September 2020 – 22 January 2021

Semester B entry: 25 January 2021 – 21 May 2021

Semester C entry: 24 May 2021 – 17 September 2021

#### Credits:

Level 4: 120 credits (over year 1 and 2)

Level 5: 120 credits (over year 3 and 4)

Level 6: 120 credits (over year 5)

#### How long it takes:

**Full programme:** 4 to 6 years part-time

**Top-up year:** 1 year part-time (over 3 semesters)

### Important points

Applicants are required to apply directly to the University by completing the online application form for the relevant course via <http://www.herts.ac.uk/courses/online>

This programme is designed to cater to working adults who wish to add to their qualification, those who are returning to work or looking to change their careers. The fully supported, online, part-time mode, using our e-learning platform 'StudyNet', will be an advantage when juggling students' commitments and other responsibilities.

In common with the campus-based BA (Honours) Business Administration degree, it aims to promote the employability of its graduates in order that they can thrive in an increasingly competitive environment. It achieves this through a blend of academic study, intercultural awareness and employability /entrepreneurial skills development.

Graduates of this business education are equipped for the demands of a career in general management.

#### The programme aims to:

- prepare students for a career in business and management;
- provide students with a thorough understanding of business and management practices at local, national and international levels;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills within a global context.

## IT Skills required:

Basic IT skills are a requirement for anyone wishing to study online. For example, you will need to be confident using an internet browser, communicating via email and using Microsoft Office tools (e.g. Word, Excel) or equivalent. An ability to learn and adapt to new technologies is also important, for example, you may be asked to participate in a virtual classroom session, prepare a recorded presentation, contribute to a discussion forum or complete an online assessment/test.

## Outline Programme Structure

	<b>Semester A (September to January)</b>	<b>Semester B (January to May)</b>	<b>Semester C (May to September)</b>
<b>Level 4 (Year 1 Year 2)</b>	<ul style="list-style-type: none"><li>• The Business Professional (Part 1)</li><li>• Accounting for Managers</li><li>• The Business Professional (Part 2)</li><li>• Economics for Business</li></ul>	<ul style="list-style-type: none"><li>• Principles of Marketing</li><li>• Quantitative Methods for Business</li><li>• People and Organisations</li><li>• Global Business Environment</li></ul>	Study Break
<b>Level 5 (Year 3 Year 4)</b>	<ul style="list-style-type: none"><li>• Analysing Financial Statements</li><li>• Principles of Operations Management</li><li>• Marketing Planning</li><li>• Enterprise</li></ul>	<ul style="list-style-type: none"><li>• Exploring Business Ethics</li><li>• Project Planning and Control</li><li>• Cross Cultural Management</li><li>• Enhancing Employability</li></ul>	Study Break for Year 3  Option to study Level 6 in May of Year 4
<b>Level 6 (Year 5 or Year 5 and Year 6)</b>	<ul style="list-style-type: none"><li>• Business Strategy</li><li>• Business and Commercial Awareness</li><li>• Global Marketing, Ethics and Culture</li></ul>	<ul style="list-style-type: none"><li>• International Human Resource Management</li><li>• Leadership and Organisations</li><li>• Issues in the Global Economy</li></ul>	<ul style="list-style-type: none"><li>• Digital Economy</li><li>• Contemporary Issues in Business and Management</li></ul>

*NB: all modules are worth 15-credits*

## Bridging programme

Students with GCSE English Grade C but no further formal academic qualifications, including Maths, may, at the discretion of the Programme Tutor, apply initially to take three modules over four consecutive semesters as an alternative, preliminary admissions route. These modules must include 'Quantitative Methods for Business (Online)' and 'The Business Professional 1 (Online)' and one further module selected by the Programme Tutor in liaison with the applicant. If these modules are all passed within the four-semester period, at first attempt, the student can then register to study on BA Business Administration (Online). This is a programme-specific regulation.

## Course delivery

This course is delivered 100% online via the University's virtual learning environment StudyNet. It can be studied flexibly, which allows you to fit your studies around your work and life commitments. However, there will be specific deadlines to submit or take assessments.

***You will find full details on your assessment schedule in the relevant Module Information, which will be published online at the start of the module.***

Number of study hours will vary depending on your prior knowledge and experience with the subject. The expectation for a 15-credit module is to study 8-12 hours per week over 12 weeks.

## Method of assessment

Modules are assessed by combination of coursework and online tests. The dates of assignment submission and online tests are fixed. The online tests are available for a fixed period of time, usually up to 24-hours, to ensure all students can find a convenient opportunity to complete them within that period.

If you cannot meet the assignment deadlines, you must inform the Module Leader in advance of the deadlines to get appropriate advice.

## Additional expenses

You can find full details of your course tuition fees in the *Fees and Finance Policy*.

Courses materials (i.e. e-books, software or support materials) are usually included in your tuition fees, unless specified otherwise.

### System requirements:

To study Online, you will need access to a suitable computer and a good reliable Internet connection. Most modern PCs and Macs (less than five years old) should be fine. As a guide, you need a minimum of:

Description	Mandatory/ Optional	Estimated cost (UK prices 2020)
Desktop or laptop computer	Mandatory	Starts at £250
Display (screen resolution 1024x768 <b>minimum</b> )	Mandatory	Starts at £50
Headset with microphone (built in if using laptop)	Mandatory	Starts at £15
Webcam (built in if using laptop)	Mandatory	£10-£50
Broadband Internet Connection (2mbps <b>minimum</b> )	Mandatory	Starts at £10/month
Microsoft Office 365 account for the duration of your studies. The package will give you: <ul style="list-style-type: none"><li>• Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher, and OneNote on up to 5 PCs or Macs.</li><li>• Office on tablets and phones for the Office experience on up to 5 tablets and 5 phones.</li><li>• Online versions of Office including Word, Excel, and PowerPoint.</li><li>• File storage and sharing with 1 TB storage.</li></ul>	Mandatory	Provided by the University at no cost to students / FREE

Full system requirements details can be found on the UH Online website <https://www.herts.ac.uk/study/online-distance-learning/how-online-study-works/system-requirements-for-study>

### Attendance to the UK Award Ceremony:

On completion of your programme of studies, you will have the opportunity to attend our UK Award Ceremony. When registering for the Ceremony you will receive 1 free graduate ticket for yourself.

Attendance to the UK Award Ceremony may incur additional costs i.e. guest tickets, travel and accommodation. The exact value of these costs will depend on when you will graduate and where you are travelling from.

Details regarding attendance to the Award Ceremony can be found on the website <http://www.herts.ac.uk/ceremonies>