

Study with us

About your course

Courses covered

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

You can find full details of your course in the *Programme Specification*.

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 'Canvas', 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 /enterprise 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.

Academic Year

Academic Year 2023 – 2024

- *Semester A runs from Monday 25 September 2023 to Friday 19 January 2024*
- *Semester B runs from Monday 22 January 2024 to Friday 10 May 2024*
- *Semester C runs from Monday 13 May 2024 to Friday 6 September 2024*

Start dates:

- Full programme (Levels 4, 5 and 6)
 - Semester A entry: 25th Sept. 2023
- Top-up year (Level 6)
 - Semester A entry: 25th Sept. 2023
 - Semester B entry: 22nd Jan. 2024
 - Semester C entry: 13th May 2024

Credits:

- Level 4: 120 credits (overall year 1)
- Level 5: 120 credits (over year 2)
- Level 6: 120 credits (over year 3)

How long it takes:

- Full programme: 3-5 years part time.
- Top-up year: 1 year part-time (over 3 semesters)

Outline Programme Structure

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

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.

Expected workload

In the UK, a full-time student is expected to spend 1200 hours on their studies each year. Please find below an estimate of how your time will be spent on this course during each year of study.

	Directed independent Study (Lectures, seminars, tutorials)	Independent study	Placement
Year 1	0%	100%	0%
Year 2	0%	100%	0%
Year 3	0%	100%	0%

Method of assessment

	Test	Written Exam	Coursework	Practical
Year 1	0%	0%	100%	0%
Year 2	0%	0%	100%	0%
Year 3	0%	0%	100%	0%

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 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 2016)
Desktop or laptop computer	Mandatory	Starts at £250
Display (screen resolution 1024x768 minimum)	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 minimum)	Mandatory	Starts at £10/month
<p>Microsoft Office 365 account for the duration of your studies. The package will give you:</p> <ul style="list-style-type: none"> • Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher, and OneNote on up to 5 PCs or Macs. • Office on tablets and phones for the Office experience on up to 5 tablets and 5 phones. • Online versions of Office including Word, Excel, and PowerPoint. • File storage and sharing with 1 TB storage. 	Mandatory	Provided by the University at no cost to students / FREE

Attendance at 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>