



HNC/D Business
BA Business and Management
Course Information
(English)

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Business

Awards Available

Bachelor of Arts in Business and Management	3 Year Course
Higher National Diploma in Business	2 Year Course
Higher National Certificate in Business	1 Year Course

Structure of Awards

Higher National Certificate is a qualification in its own right and can also count as the first year of a degree programme. Students are normally expected to achieve 15 HN credits = 60 ECTS = 120 Scotcat credits during the academic year. The academic year is divided into two semesters (See college calendar).

Higher National Diploma is a qualification in its own right and can also count as the second year of a degree programme. Students are normally expected to achieve 15 HN credits = 60 ECTS = 120 Scotcat credits during the academic year. The academic year is divided into two semesters (See college calendar).

Bachelor of Arts in Business and Management Year 3

is the third year of the degree programme. Students are expected to achieve 120 Scotcat credits = 60 ECTS in the course of the academic year. The course consists of a total of 8 subjects of equal value. Three are core subjects. In addition students choose five options from the list of Year 3 subjects on the following pages. Each subject carries a value of 7.5 ECTS = 15 Scotcat credits.

Teaching Methods

Classes consist of lectures and tutorials. Occasionally lectures may be delivered by videoconferencing.

Assessment Procedures

Higher National Certificate

The course is assessed using continuous assessment for each subject + one integrated exam or case study for the whole course.

Higher National Diploma

The course is assessed using continuous assessment for each subject + one integrated exam or case study for the whole course.

Bachelor of Arts Degree Year 3

Subjects are assessed according to the following pattern:

50% course work + 50% final exam.

Exams take place in December and May

Recommended Reading

For information regarding background reading and other course information please contact:

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Coordinators

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Course Information - Business

Programme of Study

Most ERASMUS students choose an individually selected programme from within our offerings listed below. These units tend to be assessed using continuous assessment and coursework although there are also in some cases small examinations.

Entry to some subjects may be dependant upon prior study/experience and this can be agreed prior to the learning agreement being finalised.

Please note that some subjects are available subject to:

- (a) student choice
- (b) sufficient student numbers to form a class
- (c) places available in the class

Some subjects may be available through open learning material and a few will be delivered via video-conferencing.

Scheduling of subjects can be subject to slight change on some occasions.

Available Subjects – Levels 1 and 2

Title	Likely Availability
Business Accounting*	Semester 1 and 2
Economic Issues: An Introduction*	Semester 1 and 2
Marketing: An Introduction*	Semester 1 and 2
Managing People and Organisations*	Semester 1 and 2
Using Software Applications Packages*	Semester 1
Information Technology: Applications Software 1*	Semester 2
Analysing and Presenting Complex Communication*	Semester 1 or 2
Business: Graded Unit 1*	Semester 2
Business Culture and Strategy	Semester 1 and 2
Business Law: An Introduction	Semester 2
Economics 1: Micro & Macro Theory and Application	Semester 1 and 2
Economics 2: The World Economy	Semester 1 and 2
Preparing Financial Forecasts	Semester 1 and 2
Behavioural Skills for Business	Semester 1 and 2
Statistics for Business	Semester 1 and 2
Business Contractual Relationships	Semester 1 and 2
Recording Financial Transactions	Semester 1
Using Financial Accounting Software	Semester 2
Human Resource Management: Introduction	Semester 2
Workplace Experience	Semester 1 or 2
Developing Skills for Personal Effectiveness	Semester 1 and 2
Developing the Individual within a Team	Semester 1 and 2
IT in Business – Word Proc and Presentation Apps	Semester 1 and 2
IT in Business – Spreadsheets	Semester 1 and 2
IT in Business – Databases	Semester 1 and 2
Office Administration	Semester 1 and 2
Office Technologies	Semester 1 and 2
IT in Business - Advanced Word Processing	Semester 1 and 2
IT in Business - Advanced Spreadsheets	Semester 1 and 2
IT in Business - Advanced Databases	Semester 1 and 2
Office Management	Semester 1 and 2
Business Information Management	Semester 1 and 2
Presentation Skills	Semester 1 and 2
Payroll	Semester 2

<i>Title</i>	<i>Likely Availability</i>
Business: Graded Unit 2	Semester 2
Business: Graded Unit 3	Semester 2
Preparing and Presenting a Business Plan	Semester 1 and 2
Managing Change	Semester 1 or 2
International Marketing: An Introduction	Semester 2
Personal Development Planning	Semester 1 and 2
Research Project	Semester 2
Business Strategy	Semester 2
International and Export Marketing	Semester 1
Strategic Management Information Systems	Semester 1
Entrepreneurship	Semester 1
Contemporary Management Issues	Semester 1
Ethical Issues in Management	Semester 2

However for those wishing to leave Moray College with a recognised national award ie the Scottish Vocational Qualification of Higher National Certificate in Business the following units **must** be studied. For guidance these are the units marked * above.

This is open to students who stay for one academic year. Students who stay for one semester only are unable to achieve this award and should make individual unit selections.

Subject Description

Business Accounting **DE39 34 2 HN credits/8 ECTS credits/16 Scotcat credits**
 This unit is designed to provide candidates with an understanding of the use of accounting information within a business organisation. This is achieved in the first instance, by providing candidates with the skills required to prepare basic financial and management accounting reports. In addition, the Unit will also provide candidates with the skills, knowledge and understanding to enable them to interpret and use financial information for decision making.

Economic Issues: An Introduction **DE3A 34 1 HN credit/4 ECTS credits/8 Scotcat credits**
 This unit introduces candidates to some basic issues in economics with a particular emphasis on the business environment. It introduces candidates to the basic economic problem (i.e. the allocation of resources) and how the consumer and other economic agents address this problem. It also looks at how markets operate and what can be done when the operation of these markets fail. National Income is also considered.

Marketing: An Introduction **DE3C 34 1 HN credit/4 ECTS credits/8 Scotcat credits**
 This Unit is designed to provide candidates with a basic knowledge and understanding of marketing and the operations of a marketing department within an organisation. It also introduces the candidate to the concept of marketing research and explains the importance of research to the marketing process.

Managing People and Organisations **DE3D 34 2 HN credits/8 ECTS credits/16 Scotcat credits**
 Unit purpose: This Unit is designed to enable the candidate to gain an understanding of the different approaches to managing an organisation in today's dynamic and complex business environment. It will introduce the candidate ? whether intending to or working in an administrative, commercial or management role ? to current management theories to enable him/her to use these to evaluate organisational effectiveness.

Using Software Applications Packages **D85F 34 1 HN credit/4 ECTS credits/8 Scotcat credits**
 This unit is designed to enable candidates to use an IT system and software applications packages effectively and responsibly to process a range of types of data. Activities will be centred on applying a range of skills using more than one software applications package. Candidates will learn how to integrate different types of data from more than one application and how to carry out searches in order to extract and present relevant information from electronic data sources.

Information Technology: Applications Software 1 D75X 34 1 HN credit/4 ECTS credits/8 Scotcat credits

This Unit is designed to enable students to use Information Technology (IT)

Systems and applications independently to support a range of information processing activities. It allows students to develop a broad knowledge of the theoretical concepts, principles, boundaries and scope of IT applications. These activities will be centred on using software applications packages to meet complex information requirements while paying attention to security and the needs of other users.

Analysing and Presenting Complex Communication DE3N 34 1 HN credit/4 ECTS credits/8 Scotcat credits

This unit is about responding to and presenting complex business communication in different forms. Due to level of accuracy and proficiency required for the written English elements of this unit it may not be considered suitable for most ERASMUS students.

Business: Graded Unit 1

DE3T 34 1 HN credits/4 ECTS credits/8 Scotcat credits

This unit integrates Business subjects ie Marketing, Managing People, Accounting and Economics to allow students to demonstrate the breadth of their ability.

An additional 2 HN credits/8 ECTS credits/15 Scotcat credits will require to be undertaken by students who wish to gain the Higher National certificate in Business award. Guidance will be provided to students but they will be selected from those units listed below.

Other Available Subjects - Levels 1 and 2

Business Culture and Strategy DE3X 35 2 HN credits/8 ECTS credits/16 Scotcat credits

This Unit is designed to enhance the candidates' understanding of business strategy and how it can be developed and managed within the culture of an organisation. It highlights the dynamic nature of the business environment and the role that business strategy and organisational culture can play in improving the long-term performance of an organisation.

Business Law: An Introduction DE3E 34 1 HN credit/4 ECTS credits/8 Scotcat credits

This Unit is designed to introduce the candidate to the framework of law as it applies within the business environment. It examines the sources of Scottish law; the contractual relationships between individuals; the contractual relationships between individuals and businesses; and the distinction between types of business relationships. It is primarily intended for candidates who will require to have a knowledge of legal matters as it applies in the workplace.

Economics 1: Micro & Macro Theory & Application DE3G 35 1 HN credit/4 ECTS credits/8 Scotcat credits

This Unit is designed to build on a candidate's introduction to economics and expose them to microeconomic and macroeconomic applications of theory. The Unit allows the introduction of current issues in economics and provides an opportunity for candidates to analyse and evaluate them.

Economics 2: The World Economy DE3H 35 1 HN credit/4 ECTS credits/8 Scotcat credits

This Unit introduces the world economy, the main focus is the key features of the global economic environment. It advances economic concepts and allows candidates to develop their research and analytical skills. The core economic issues that are focused on in this Unit are trade, international payments, exchange rates and economies undergoing change.

Preparing Financial Forecasts DE3J 35 1 HN credit/4 ECTS credits/8 Scotcat credits

This Unit is designed to provide candidates with an understanding of the use of Management Accounting Information within a business organisation. This is achieved in the first instance, by providing candidates with the skills required to prepare basic management accounting reports. In addition, the Unit will also enable candidates to learn the financial techniques used for making decisions in relation to costing and budgeting, pricing and investments.

Behavioural Skills for Business DE3L 35 1 HN credit/4 ECTS credits/8 Scotcat credits

This unit is designed to enable candidates to explain what managerial behaviour in organisations involves and to analyse the behavioural skills which managers need in order to manage their own behaviour and to deal with others. It enables candidates to recognise the skills which managers need in order to behave effectively in situations which arise within a dynamic business environment.

Statistics for Business DE3M 35 1 HN credit/4 ECTS credits/8 Scotcat credits

This unit introduces candidates to the basic concepts of the methods of descriptive statistics found in business. The Unit will provide the underpinning knowledge and skills required to use basic statistical and graphical techniques to address business problems using appropriate IT software.

Business Contractual Relationships DN97 34 1 HN credit/4 ECTS credits/8 Scotcat credits

This unit is designed to expand the candidates' knowledge of the law as it applies within the business environment. This specialist Unit will examine consumer legislation, the law in employment and the law of obligations as it relates to the contractual relationships between the business, their customers and their employees.

Recording Financial Transactions DP9F 33 1 HN credit/4 ECTS credits/8 Scotcat credits

This unit is designed to enable candidates to develop their manual book-keeping skills. It is intended for candidates who expect to take up a career in accounting and/or financial administration. It is also relevant to those with appropriate work experience and who wish to formalise their manual book-keeping skills.

Using Financial Accounting Software **DE59 34** **1 HN credit/4 ECTS credits/8 Scotcat credits**

This unit is designed to enable candidates to use commercially produced accounting software packages efficiently, to record a range of accounting transactions and prepare accounting reports for a sole trader. It is intended for candidates who expect to take up a career in accounting and/or financial administration. It is also relevant to those who wish to formalise their existing skills in using accounting software to extend their manual book-keeping skills to those of a computerised system.

Human Resource Management: Introduction **DN78 34** **1 HN credit/4 ECTS credits/8 Scotcat credits**

This introductory unit is intended for candidates who are preparing to study Human Resource Management, or are considering a career in this discipline. It is also for others who may wish to gain a holistic overview of how Human Resource Management can add value to an organisation. It is designed to develop knowledge of the role of Human Resource Management as a key function within organisations and also to develop understanding of the background to the development of the discipline of Human Resource Management. It introduces candidates to the activities that make up human resource management and how these activities contribute to the success of an organisation.

Workplace Experience **A6T1 34** **2 HN credits/8 ECTS credits/16 Scotcat credits**

Acceptable performance in this unit will be the satisfactory planning, undertaking and evaluating a work placement undertaken by a student that has been agreed with an organisation. This organisation may well be Moray College itself.

Developing Skills for Personal Effectiveness **DF4D 33** **1 HN credits/4 ECTS credits/8 Scotcat credits**

This unit is designed to enable candidates to develop the knowledge, skills and attributes which underpin personal effectiveness. It will provide them with the underpinning knowledge to audit their own personal effectiveness; equip them with the skills to create an action plan to develop their own personal effectiveness – based on the audit of their existing strengths and development needs; provide them with a framework to implement the action plan: and, require them to evaluate their plan, its implementation and its contribution to developing their personal effectiveness. Candidates will be able to apply the Unit to personal effectiveness in personal and/or vocational contexts.

The unit is available at three levels and the key aspects that differentiate candidate performance at each level are the:

- level of support required by the candidate
- detail of the action plan produced
- analytical approach applied to self-assessment techniques.

Developing the Individual within a Team **DF45 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**

This unit is designed to enable the candidate to demonstrate that he/she can be competent in developing personal and social skills to facilitate the achievement of team objectives. This unit would be suitable for anyone wishing to develop the skills required for effective team membership and participation.

The unit is available at two levels (SCQF Level 7 [DF45 34] and SCQF Level 8 [DF46 35]). Key aspects that differentiate candidate performance at each level are:

- level of support required by the candidate
- detail of the action plan produced
- analytical approach applied to self assessment techniques.

IT in Business - Word Processing and Presentation Apps

DE1L 34 **1 HN credits/4 ECTS credits/8 Scotcat credits**

This unit is designed to develop the skills and knowledge of word processing and presentation packages to aid business communication. This Unit will be relevant to candidates who envisage a career in administration with a particular focus in document production and presentation.

IT in Business – Spreadsheets

DE1M 34 **1 HN credits/4 ECTS credits/8 Scotcat credits**

This unit introduces features and functions of a spreadsheet for practical and effective use in an office environment. It would be relevant to candidates wishing to develop their knowledge of spreadsheets.

- IT in Business – Databases** **DE1N 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This Unit is designed to develop an understanding of database management software and application of databases to business decision-making. It would be relevant to candidates moving into positions with a focus on information management.
- Office Administration** **DE1P 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This Unit sets in context the role of the Administrator/Office Supervisor in meeting the requirements of the administrative function of an organisation. This Unit will be suitable for candidates wishing to pursue a career in administration.
- Office Technologies** **DE1R 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit sets in context the effective use of modern office technologies for administration purposes. This Unit will be relevant for candidates wishing to enhance their knowledge and skills in ICT.
- IT in Business - Advanced Word Processing** **DE2G 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit is designed to develop and apply advanced word processing skills to assist in the production of business related documents. The candidate will be required to problem solve and make decisions relevant to a working environment. This Unit would be suitable for candidates wishing to gain advanced skills in document management and processing.
- IT in Business - Advanced Spreadsheets** **DE1V 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit is about developing spreadsheet skills to be able to manage, analyse and forecast data. It would be suitable for candidates wishing to be proficient in advanced spreadsheet features and techniques within a numeric working environment.
- IT in Business - Advanced Databases** **DE1W 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit is designed to develop an understanding of complex database design. It is primarily intended for candidates moving into managerial positions where the storage and analysis of information is becoming increasingly important.
- Office Management** **DE1X 35** **2 HN credits/8 ECTS credits/16 Scotcat credits**
 This unit introduces the essential skills required to effectively manage and organise an administrative environment. It would be suitable for candidates wishing to progress to a supervisory/managerial career within an organisation.
- Business Information Management** **DE1Y 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit is designed to enable candidates to recognise the importance of information in business for gaining competitive advantage. It examines the technologies involved in supporting the effective provision, management and communication of business information. The Unit is relevant for candidates who envisage a career in business, with a particular focus on information management
- Presentation Skills** **DE20 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This unit is about applying advanced uses of a presentation package, using a range of multi-media and developing the skills to deliver effective presentations. It would be suitable for candidates involved in preparing/delivering presentations.
- Payroll** **DE61 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This Unit is designed to introduce candidates to the basic operations involved in payroll procedures both manually and on a commercially produced payroll software package. It is intended for candidates who expect to take up a career in financial administration and accounting. It is also relevant to those with appropriate work experience and who wish to formalise their skills in payroll operations.
- Business: Graded Unit 2** **DE3V 34** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This is a more demanding integrated unit that encourages the student to demonstrate an in depth Business expertise across different component subject areas.
- Business: Graded Unit 3** **DE3W 35** **1 HN credits/4 ECTS credits/8 Scotcat credits**
 This is a more demanding integrated unit that encourages the student to demonstrate an in depth Business expertise across different component subject areas.

There are also a number of units available at level 3.

Available Subjects - Level 3

Some ERASMUS students select units at level 3. These subjects are more difficult than those at levels 1 and 2 and with the exception of Research Project will be assessed using a 50/50 split between coursework and a final exam.

Research Project

7.5 ECTS credits/15 Scotcat credits

This furnishes the student with an opportunity to extend and develop the knowledge and skills acquired in other units to addressing a real life business situation with a sponsoring organisation. Moray College will provide assistance in finding a sponsor. The project report will be approximately 7500 words (+ or – 10%).

Business Strategy

7.5 ECTS credits/15 Scotcat credits

This unit will provide students with an understanding of the complexity of managing and developing strategy within a modern organisation by critically evaluating established techniques of strategic analysis, strategic options and the implications of their choice.

International and Export Marketing

7.5 ECTS credits/15 Scotcat credits

The main aim of this unit is to enable students to develop a thorough understanding of international marketing theory and practice through the changing nature of international trade, the major factors in the global/local debate, the challenges of marketing research, the routes of international growth and the international marketing mix.

Strategic Management Information Systems

7.5 ECTS credits/15 Scotcat credits

The rationale and aim of this unit is to provide students with the ability to critically evaluate and analyse the role of information technology and information systems in business strategy and the wider issues surrounding information technology in a strategic management context.

Entrepreneurship

7.5 ECTS credits/15 Scotcat credits

Students will be able to demonstrate an understanding of entrepreneurship with particular emphasis on the management of finance, marketing, and information within small to medium sized companies. This allows the student to demonstrate a greater understanding of the operating environment of such businesses.

Contemporary Management Issues

7.5 ECTS credits/15 Scotcat credits

This unit provides a framework for analysis for the application of different management techniques.

Ethical Issues in Management

7.5 ECTS credits/15 Scotcat credits

This unit will enable students to identify ethical issues and dilemmas and understand the moral, social, cultural, legal and economic circumstances in which they can occur. Students examine and discuss the ethical concepts and their application while developing analytical and reasoning skills.

Name of student:

Sending institution: Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT
(to be filled in ONLY if appropriate)

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted Course Unit	Added Course Unit	Number of ECTS credits
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Student's Signature Date:

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental co-ordinator's signature:

Institutional co-ordinator's signature:

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Date:

Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved

Departmental co-ordinator's signature:

Institutional co-ordinator's signature:

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Date:

Date:

(1) Course unit code:

Refer to the ECTS information Package

(2) Duration of course unit:

Y = 1 full academic year

1S = 1 semester 2S = 2 semesters

1T = 1 term/trimester 2T = 2 terms/trimesters

(3) Description of the institutional grading system:

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(4) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)
A	10	
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

(5) ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits