

## Study Abroad Programme

The module description below is from the 2019/20 academic year and is subject to change, and for the use of study abroad students only.

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### MODULE SPECIFICATION

#### KEY FACTS

Module name	Management Lab and Business Skills
Module code	BM1202
School	Cass Business School
Department or equivalent	Undergraduate Programme
UK credits	15
ECTS	7.5
Level	4

#### MODULE SUMMARY

##### Module outline and aims

The aim of this module is to

- Build connections between management theory and practice by exploring how theory can be applied in addressing a series of challenges
- Develop practical skills based on deep understanding of what should be expected of students at an undergraduate level, and of employers' requirements.

You will be expected to take part in active teamwork throughout the module, where you reflect on each member's contribution to the team effort. You will be encouraged to go beyond the content covered in lectures and to explore relevant subjects that interest you.

##### Content outline

1. Introduction to problem solving, data collection, and action research
2. Dealing with ill-structured problems

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3. Practical business skills: persuasive presentations and effective negotiation
4. Dealing with a complex organisation, using a series of decisions relating to a fictional business
5. Understanding key business functions and their role in the contemporary and future business environment
6. Synthesis and integration of the topics covered in the module.

To enhance your learning experience modules are designed to reflect contemporary issues in the business and financial world. As such, a degree of flexibility is expected in the exact content in terms of scope and coverage to ensure relevance to current circumstances.

### Pre-requisites

Participants will be expected to sign up with SAM (Skills Assessment Manager) and to demonstrate a level of competence in using Microsoft Office software

No other modules, although you will be actively encouraged to draw on other modules that you have taken and reflect on their connection with this module

### **WHAT WILL I BE EXPECTED TO ACHIEVE?**

*Learning outcomes should capture what the student is expected to know or be able to demonstrate by the end of the module and should:*

- *be written at threshold level and at the credit level to be studied*
- *be styled so as to complete the sentence below*
- *be matched to specific content and/or assessment tasks*

**On successful completion of this module, you will be expected to be able to:**

#### Knowledge and understanding:

- Identify the evolution of management theory and the contribution of a range of management thinkers over the years to the overall picture

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- Review the implications for management practice of a VUCA (volatility, uncertainty, complexity and ambiguity) environment
- Recognise concepts underpinning the practical skills expected of a manager in a contemporary organisation

### Skills:

- Apply management concepts that you learn in this and other modules to a series of practical scenarios
- Systematically address defined management problems and determine what approaches will facilitate your understanding of them
- Address wicked problems for which there is no one right answer
- Communicate effectively with colleagues in a range of activities including negotiation and presentation
- Deal with ill-structured problems

### Values and attitudes:

- Recognise 'multiple framing', that there can be a variety of viewpoints on an issue, and respect and listen to opinions that differ from yours
- Appreciate the complexity of organisations and the extent to which your actions can have effects beyond those immediately apparent
- Understand the ethical context within which management decisions are made and the ethical concerns which must be addressed in gathering information and in understanding problems
- Demonstrate an appreciation of ethical issues as they relate to both the subject matter and the wider business world.

### **HOW WILL I LEARN?**

A variety of learning and teaching methods will be used in this course.

This module is activity-based and its core is a series of related activities that students need to undertake through the term.

Practical classes and workshops provide the basis for these activities.

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Guided independent study includes carrying out the activities. Participation is compulsory and will be necessary to complete the coursework.

Lectures are used to provide instructions on the activities, and to review them. A number of lectures will also be used to introduce you to a set of key concepts with which you are expected to be familiar by the end of the module. You will also have the opportunity to participate in class discussions and work through examples and exercises with the support of the lecturer. It is strongly recommended that you attend ALL lectures.

Key learning and teaching resources will be put on the module website on Moodle. You will also be expected to contribute to Moodle discussions. The lesson facility in Moodle will be used to guide you through content and other features of Moodle will also be included. Active engagement with the Moodle page is essential for participation in the module. Moodle will also be used to include a measure of personalisation so that in places you will be able to choose material that is appropriate for you, within the standard overall structure of the module.

In the independent study time you are encouraged to read widely and in depth around particular topics in preparation for lectures and activities. You are encouraged to seek out and discover relevant knowledge beyond what is covered within the module. You may also spend time working through sample exercises and questions. In addition you will be preparing and undertaking your coursework assignments and preparing for your final examination.

*Teaching pattern:*

Teaching component	Teaching type	Contact hours (scheduled)	Self-directed study hours (independent)	Placement hours	Total student learning hours
Lecture	Lecture	10	55		65
Practical classes and workshops	Practical classes and workshops	10	55		65
Guided independent study	Guided independent study	4	16		20

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Totals		24	126		150
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### WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?

#### Assessments

This module is assessed by Coursework and Examination.

Coursework will be in the form of a series of components throughout the module. There will be both team and individual elements to the coursework. An indicative outline of the coursework includes some or all of the following:

1. A team report on an assignment where you are asked to address a specific and clearly defined problem
2. A team presentation based on participation in a *dérive* (a walk around an area of London as an exercise in addressing ill-structured problems)
3. Individual essays based on participation in the business simulation: note that you will be working in teams on the simulation but will be expected to produce an individual piece of work
4. An individual card based on your analysis of a management theorist or practitioner
5. Practical engagement with material to facilitate searching for employment

At the end of the module you will sit one final 135 minute exam during the University exam period.

#### *Assessment pattern:*

Assessment component	Assessment type	Weighting	Minimum qualifying mark	Pass/Fail?
Coursework	Practical skills assessment	10%	0	N/A

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Coursework	Written assignment, including essay	40%	0	N/A
Final Exam	Written exam	50%	0	N/A

### Assessment criteria

Assessment criteria are descriptions of the skills, knowledge or attributes you need to demonstrate in order to complete an assessment successfully and Grade-Related Criteria are descriptions of the skills, knowledge or attributes you need to demonstrate to achieve a certain grade or mark in an assessment. Assessment Criteria and Grade-Related Criteria for module assessments will be made available to you prior to an assessment taking place. More information will be available in the UG Assessment Handbook and from the module leader.

### Feedback on assessment

Following an assessment, you will be given your marks and feedback in line with the University's Assessment Regulations and Policy. More information on the timing and type of feedback that will be provided for each assessment will be available from the module leader.

### Assessment Regulations

The Pass mark for the module is 40%. Any minimum qualifying marks for specific assessments are listed in the table above. The weighting of the different components can also be found above. The Programme Specification contains information on what happens if you fail an assessment component or the module.

### **INDICATIVE READING LIST**

Boddy D (2017): *Management: an introduction*. 7th edition. Harlow, Pearson

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Clegg S, Kornberger M and Pitsis T (2016): *Managing and organizations: an introduction to theory and practice*. 4th edition. London, Sage.

Daellenbach H G, McNickle D C and Dye S (2012): *Management science: decision making through systems thinking*. 2nd edition. Basingstoke: Palgrave Macmillan.

Gallagher K (2013): *Skills development for business and management students: study and employability 2nd edition*. Oxford: OUP.

Stanton N (2009): *Mastering communication*. 5th edition. Basingstoke: Palgrave Macmillan.

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