



STUDY WORLD

*Global College Malta*

# Study World Global College Malta

Award in Foundation in Business and Management

<b>Type of Course</b>	Qualification
<b>Mode of Delivery</b>	Fully Face-to-Face Learning
<b>Title of the Qualification/ Award</b>	<b>Award in Foundation in Business and Management</b>
<b>Proposed MQF Level</b>	MQF Level 4
<b>Hours of Total Learning</b>	Total Contact Hours: 300 Self Study Hours: 1065 Assessment Hours: 135

<b>Total Learning Hours</b>	1,500 Hours
<b>Total Number of ECTS for Programme Completion</b>	60 ECTS
<b>Mode of Attendance</b>	Full Time
<b>Programme Duration</b>	40 weeks
<b>Target Audience</b>	Age 19- 65
<b>Language/s of Instruction of Programmes</b>	English
<b>Target Group</b>	Aspiring organisational managers

<p><b>Relationship to Occupation/s</b></p>	<p>Global College Malta’s foundation award in Business and Management offers aspiring managers the opportunity to gain valuable knowledge, practical skills and understanding of global Business and Management that can help them further develop their individual careers and make a positive difference for current and future employers.</p>
<p><b>Entry Requirements</b></p>	<p>The entry criteria for the College’s foundation award in Business and Management are designed to offer a number of entry routes, so that each applicant’s previously certificated academic qualifications, prior learning experience and experiential skills can be taken fully into account when determining whether an offer of a place to study can be made.</p> <p>Prior to entering the foundation award in Business and Management with the College, applicants should have a minimum of at least two GCSE O-Level grades at C-Level or better (or equivalent qualifications), including Maths and English. This is typically IELTS 6.0 or above. The College considers a number of international qualifications other than Maltese qualifications. In doing so, the College is guided by the Malta Qualifications Recognition Information Centre (MQRIC) (<a href="https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx">https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx</a>) in terms of the equivalence awarded to international qualifications.</p> <p>All applications for the College’s foundation award in Business and Management are handled by the College Admissions Team. Where admission decisions cannot be made until a cohort of applications has been received, applicants receive a letter from the Admissions Team, explaining the process to them, indicating the likely period for decision making.</p> <p>Any applicants who do not meet stated entry criteria are approached and required to demonstrate how they are qualified to undertake their proposed course of study. Applicants wishing to apply for credit exemption have to demonstrate prior achievement of the learning outcomes, or their module and level equivalent. The College’s procedures for the accreditation of prior</p>
	<p>learning, be that certificated or experiential learning, are set out in its <i>Quality and Standards Assurance Manual</i> and accompanying <i>Student Guide on the Accreditation of Prior Learning</i>.</p> <p>The College’s admissions policy and decision-making in respect of individual applications is carefully and routinely overseen by the College’s Academic Management Group so as to ensure consistency, equity of practice and maintenance of standards.</p>

**Overall Programme Description**

The College's foundation award in Business and Management is aimed at individuals who want to develop and broaden their Business and Management skills, thereby enabling them to successfully progress their chosen careers.

Individuals from a variety of backgrounds will opt to study on the College's foundation award in Business and Management. Prospective students may want to develop further their Business and Management skills. Prospective students may have been out of education for a while and are seeking a transition. It may be that the subjects a prospective student has taken at school or college are not appropriate for a degree that they would like to study. Or a prospective student may not have gained the sufficient number of academic credits at an appropriate level to enter directly onto a Bachelor's degree programme. Whatever their reasons for taking the course are, the Foundation Programme will help them in their individual learning journeys.

The Programme helps aspiring managers who have the ambition to learn more about what makes organisations successful in the modern world, the principles of effective leadership, and how to further develop their own skills and confidence to become effective managers.

The College prides itself on being student-focused and offering a highly supportive learning environment for all students undertaking the foundation award in Business and Management.

In addition to equipping students on the programme with important skills in Business and Management, the College's foundation award in Business and Management also offers a transition entry point into the College's various Bachelor's degree programmes.

If a student decides to go on and study on one of the College's Bachelor's degrees then they can progress in confidence knowing that the College's foundation award in Business and Management is designed with their next level of study in mind. The College has developed its Foundation curriculum to ensure that there is alignment with the modules and topics that a student will study after completing their Foundation Programme. Our teaching, learning and assessment methods also reflect those that a student will experience throughout their degree.

The main objectives of the College's foundation programme in Business and Management are:

	<ul style="list-style-type: none"> <li>i. to provide students with a sound knowledge base in the areas of Business and Management studied, namely management and leadership skills, how organisations use information to develop themselves and for success, how organisations ensure they remain relevant, and how organisations try and ensure that they are successful;</li> <li>ii. to develop in students the methodological and learning skills which are specifically relevant to successful study those subject areas at (i) above;</li> <li>iii. to encourage in students a spirit of enquiry and learning in the student;</li> <li>iv. to develop work discipline, commitment, independent learning and time management in the student;</li> <li>v. to help develop students as autonomous learners and acquire the study skills needed to succeed in further studies, progress to employment and engagement in lifelong learning; and</li> <li>vi. through the use of a variety of innovative and engaging teaching methods, to equip students with the academic skills which are particularly suited to subsequent study on a MFHEA accredited undergraduate degree.</li> </ul>
<p><b>Learning Outcomes for Knowledge obtained at the end of the programme</b></p>	<p>Detailed information on the expected learning outcomes achieved from the successful completion of the modules which form part of the College’s foundation award in Business and Management are presented in the individual module descriptors which accompany this Programme Specification. Having regard to the expectations of study at MQF Level 4, at a programme level in terms of knowledge and understanding, successful students on the programme will be able to demonstrate knowledge and understanding:</p> <ul style="list-style-type: none"> <li>• in the key areas of each module syllabus;</li> <li>• of the relevant concepts and principles covered by the programme syllabus;</li> <li>• subject specific methodology and reasoning; and,</li> <li>• where relevant, the relationship between different areas of study covered in the programme.</li> </ul>
<p><b>Learning Outcomes for Skills obtained at the end of the programme</b></p>	<p>Detailed information on the expected learning outcomes achieved from the successful completion of the modules which form part of the College’s foundation award in Business and Management are presented in the individual module descriptors which accompany this Programme Specification. Having regard to the expectations of study at MQF Level 4, at a programme level in terms of skills and other attributes, successful students on the programme will be able to:</p> <ul style="list-style-type: none"> <li>• interpret and analyse different types of information;</li> <li>• explain and apply the syllabus material;</li> <li>• evaluate arguments and points of criticism;</li> <li>• identify and solve problems;</li> <li>• present material in a well-planned sequence; and,</li> <li>• use appropriate terminology confidently and accurately.</li> </ul> <p>Having regard to the expectations of study at MQF Level 4, at a programme level in terms of practical skills, successful students on the programme will be able to:</p> <ul style="list-style-type: none"> <li>• accurately collect and collate data;</li> <li>• relate theory to practice; and,</li> <li>• use data to produce, as necessary, well presented and ordered commentaries.</li> </ul>

	<p>Having regard to the expectations of study at MQF Level 4, at a programme level in terms of transferable skills, successful students on the programme will be able to:</p> <ul style="list-style-type: none"> <li>• communicate effectively by written and oral means;</li> <li>• demonstrate numerical and problem solving skills appropriate to the subject matter of the modules;</li> <li>• demonstrate competent use of information, including Information Technology;</li> <li>• work as part of a team;</li> <li>• work independently; and</li> <li>• demonstrate effective time management.</li> </ul>
<p><b>General Pedagogical methods used for this programme</b></p>	<p>The Global College Malta award in Foundation in Business and Management uses a range of teaching methods to suit different learning styles. Typically, the programme of study is delivered through a combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the College’s award in Foundation in Business and Management has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p> <p>To assist with independent directed self-study and group work the College provides access to a large number of physical and electronic learning resources. The rich learning materials made available by the College may include lecture presentations and supporting learning notes, topic discussion chat opportunities, links to videos and web pages, and much more. The use of modern delivery tools has enabled highly effective and creative delivery and discussion opportunities, which learners welcome. The ability of the student learner to be able to access certain learning content at a time and in a location that suits them has proved to be a highly effective learning mechanism, enabling robust reflection and skills embedding in a social context that suits changing lifestyles. The modern learning techniques used by the College enables our student learners to develop a range of life skills alongside their academic business skills.</p>

The Programme Structure:

Module/Unit Title	Compulsory or Elective	ECTS	MQF Level of each module	Mode of Teaching	Mode of Assessment
GCM-FCME01 Effective Management and Leadership skills	Compulsory	13	4	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-FCME02 Ensuring organisational success	Compulsory	13	4	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-FCME03 Business Information	Compulsory	13	4	An interactive mixture of lectures, workshops, case studies,	A range of modern assessment methods appropriate to the subject

				individual and group work	material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-FCME04 Maintaining organisational relevance	Compulsory	13	4	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-FCME05 Enhancing your Communication and Academic Skills	Compulsory	8	4	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
<b>Total ECTS Requesting Accreditation</b>		<b>60 ECTS</b>			



<b>Total ECTS for Programme Completion</b>	60 ECTS
<b>Exit Awards/Qualifications</b>	<p>Upon successful completion of the programme of study a successful candidate will have achieved 60 ECTS at MQF Level 4 and be awarded a Global College Malta award in Foundation in Business and Management.</p> <p>In addition, each of the four 13 Level 4 ECTS modules (GCM-FCME01 through to GCM-FCME04) are available as free-standing Continuing and Professional Development modules, as is the 8 ECTS module GCM-FCME01. Successful completion of each one of the modules allows the learner to be awarded a GCM Certificate of Successful Completion and either 13 or 8 ECTS credits at MQF Level 4, as appropriate. The exit awards are as follows:</p> <ul style="list-style-type: none"> <li>• Award in Effective Management and Leadership Skills (13 ECTS)</li> <li>• Award in Ensuring Organisational Success (Business and Management) (13 ECTS)</li> <li>• Award in Business Information (13 ECTS)</li> <li>• Award in Maintaining Organisational Relevance (Business and Management) (13 ECTS)</li> <li>• Award in Enhancing Communication and Academic Skills (Business and Management) (8 ECTS)</li> </ul> <p>If a student subsequently decides to embark on the full College award in Foundation in Business and Management then these specific credits may be presented by the student in their enrollment application seeking the Accreditation of Prior Certificated Learning.</p>
<b>Structure of Programme</b>	<p>The College's award in Foundation in Business and Management is taught over a period of 40 weeks. Typically, GCM-FCME01 and GCM-FCME02 are taught in Semester 1 and GCM-FCME03 and GCM-FCME04 in Semester 2. GCM-FCME05 is taught across both Semester 1 and Semester 2.</p>

<b>Title of the Module</b>	GCM-FCME01 –Effective Management and Leadership skills
<b>Module Description</b>	The module introduces learners to the principles of good management and leadership in successful business organisations.
<b>Learning Outcomes</b>	<b>Competences:</b>

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the responsibility and autonomy to:

- demonstrate an understanding of alternative leadership behaviours in different business circumstances;
- demonstrate an appropriate level of initiative and independence in the course of simulated business tasks and situations;
- have an understanding of their own and others' roles and responsibilities when carrying out management tasks;
- understand and apply the skills and aptitudes needed to work successfully with others in a team context in order to achieve specific business objectives; and,
- demonstrate understanding of ethical codes and cultural issues during business tasks and situations.

**Knowledge:**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have been exposed to the following:

- the nature of leadership and different leadership models;
- the principles of leading and implementing change: the change management process;
- the preparation and delivery of an effective business presentation;
- the formulation of successful business ideas;
- the range of communication strategies that can be used by effective manager sand leaders to convey information, effect change and garner organisational 'buy-in'.
- the fundamental importance of effective teamwork to achieve business goals.

**Skills:**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the following skills:

- an ability to demonstrate an appropriate understanding of management and leadership in organisations, skills and effective behaviours in a range of different operational contexts;
- an ability to demonstrate an awareness of the role of effective management and leadership in a successful organisation;
- an understanding of what leadership interventions may be appropriate in different settings;
- an ability to understand how to apply appropriate leadership skills in a work setting with staff and colleagues;
- an ability to participate effectively as member of a team to complete a specific simulated task;

- an ability to reflect on and evaluate their own and a team's performance during managerial tasks and situations;
- an ability to appraise the effectiveness of presentation and delivery skills in achieving business objectives;
- an ability to compare and contrast the advantages and disadvantages of different approaches to team building and team working;
- an ability to analyse the rationale and impact of visual materials to support business plans and presentations;
- an ability to evaluate the influence of goal setting in meeting individual and business objectives;
- an ability to understand various management and leadership models; and,
- have an appreciation of the appropriate time and manner in which to intervene in circumstances where management and leadership appears to be lacking in a team.

#### ***Module-Specific Learner Skills***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- select appropriate methods to communicate with colleagues and customers in selected situations and for specific purposes;
- understand how to select and use information technology applications and management tools to process and present data;
- have the confidence and skills to prepare and present business ideas and information to a range of audiences;
- take responsibility for planning and managing their own learning;
- reflect self critically on their learning and progress and agree strategies to ensure success in meeting course standards and deadlines for the module;
- demonstrate the motivation and confidence needed to implement an action plan for success;
- identify remedial strategies to overcome any barriers they may have to effective learning and seek guidance and support as and when required;
- effectively transfer knowledge and skills from their previous learning and life experiences and apply them successfully to their current and lifelong learning;
- work autonomously to progress and achieve individual success; and,
- work effectively as member of a team and contribute to meeting team goals.

#### ***Module-Specific Digital Skills and Competences***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

	<ul style="list-style-type: none"> <li>• identify, test and make use of appropriate digital information sources; and,</li> <li>• develop their skills in the identification, interpretation and use of digital techniques.</li> </ul>
<b>Hours of Total Learning for this Module</b>	Total Contact Hours: 65 Self-Study Hours: 230 Assessment Hours: 30
<b>Total Learning Hours of this Module</b>	325 Hours
<b>Mode of Delivery</b>	Fully Face-to-Face Learning
<b>Total Number of ECTS of this Module</b>	13. ECTS
<b>Explain how this module will be taught</b>	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage</p>

	<p>students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<p><b>Explain how this particular module will be assessed</b></p>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 4.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. This will be provided during the semester in which the module is taken and in time to be useful in the completion of summative work on the module. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p> <ul style="list-style-type: none"> <li>- Written examination: this will typically account for some 40% of the final grade and takes the form of a written examination under controlled conditions.</li> <li>- Individual Essay(s): this will typically account for some 40% of the final grade and takes the form of a specialised essay. Students will be required to explore an emerging trend or topic within the theory and practice of the module discipline. This will require an extensive search of the relevant academic and practitioner-based literature and students will need to make reference to both academic and industrial/practitioner sources in their written work.</li> <li>- Group work: this will typically account for some 20% of the final grade and takes the form of a report. A selection of the groups will be invited to present or pitch at the end of the module to a panel.</li> </ul> <p>To successfully complete the module an overall pass mark of 40% must be achieved.</p> <p>All assessments will be submitted via the internationally recognised plagiarism software Turnitin.</p>

	In this module students will be expected to read both academic works and contemporary professional and trade publications and the quality financial press. Reading will be further supplemented through the recommendation of papers published in appropriate academic journals, together with relevant articles published in papers and periodicals such as <i>Harvard Business Review</i> , <i>The Financial Times</i> , <i>The Economist</i> , <i>Straits Times</i> , <i>Wall Street Journal</i> , and similar international papers.
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<b>Title of the Module</b>	GCM-FCME02 – Ensuring Organisational Success
<b>Module Description</b>	The module will introduce the learner to the ways in which organisations operate and how behaviours and attitudes can shape and influence the dynamics of an organisation, for positive and less positive effect.
<b>Learning Outcomes</b>	<p><b>Competences:</b></p> <p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the responsibility and autonomy to:</p> <ul style="list-style-type: none"> <li>• communicate effectively their understanding of a range of topics in respect of organisational behaviour, in both oral and written forms;</li> <li>• be aware of, recognise and demonstrate an understanding of the need to be culturally and ethically aware in the process of organisational management; and,</li> <li>• demonstrate an understanding of basic human psychology in the management of organisations.</li> </ul> <p><b>Knowledge:</b></p> <p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have been exposed to the following:</p> <ul style="list-style-type: none"> <li>• the importance of having an informed awareness of the field of organisational behaviour in order to become an effective manager;</li> <li>• the principal topics in respect of modern organisational behaviour;</li> <li>• the ways in which organisational behaviour theory can be used in effective organisational management; and,</li> <li>• the positive and less positive impacts that individuals and groups can have on behaviours within an organisation.</li> </ul> <p><b>Skills:</b></p>

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the following skills:

- an ability to understand the history of organisational behaviour theory and practice;
- an ability to define different types of organisational behaviours;
- an ability to recognise the ways in which theories of organisational behaviour can be applied to organisational management practice;
- an ability to understand how and when to apply appropriate theories of organisational behaviour in managing organisations;
- an ability to appreciate the ways in which organisational behaviours can be influenced by the social and cultural milieu.
- an ability to compare various situational and contextual outcomes based on extant theories of organisational behaviour;
- an ability to understand how to make informed management decisions based on organisational behaviour theory and practice; and,
- an ability to apply informed logical thinking to management decisions made based on organisational behaviour theory and experience.

#### ***Module-Specific Learner Skills***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- have the confidence to be able to offer advice to managers and others of the importance of understanding organisational behaviour theory and practice;
- report with confidence to various audiences on the main topics in respect organisational behaviour;
- report to management on the actions that could be taken in respect of certain scenarios based on what organisational behaviours they have witnessed together with the possible effects of any recommended actions;
- make informed decisions based on organisational behaviour thinking;
- take responsibility for planning and managing their own learning;
- reflect self critically on their learning and progress and agree strategies to ensure success in meeting course standards and deadlines for the module;
- demonstrate the motivation and confidence needed to implement an action plan for success;
- identify remedial strategies to overcome any barriers they may have to effective learning and seek guidance and support as and when required;
- effectively transfer knowledge and skills from their previous learning and life experiences and apply them successfully to their current and lifelong learning;
- work autonomously to progress and achieve individual success; and,

	<ul style="list-style-type: none"> <li>work effectively as member of a team and contribute to meeting team goals.</li> </ul>
	<p><b>Module-Specific Digital Skills and Competences</b></p> <p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:</p> <ul style="list-style-type: none"> <li>identify, test and make use of appropriate digital information sources; and,</li> <li>develop their skills in the identification, interpretation and use of digital techniques.</li> </ul>
<b>Hours of Total Learning for this Module</b>	<p>Total Contact Hours: 65</p> <p>Self Study Hours: 230</p> <p>Assessment Hours: 30</p>
<b>Total Learning Hours of this Module</b>	325 Hours
<b>Mode of Delivery</b>	Fully Face to Face Learning
<b>Total Number of ECTS of this Module</b>	13 ECTS
<b>Explain how this module will be taught</b>	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p>



	<p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<p><b>Explain how this particular module will be assessed</b></p>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 4.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. This will be provided during the semester in which the module is taken and in time to be useful in the completion of summative work on the module. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p> <ul style="list-style-type: none"> <li>- Written examination: this will typically account for some 40% of the final grade and takes the form of a written examination under controlled conditions.</li> <li>- Individual Essay(s): this will typically account for some 40% of the final grade and takes the form of a specialised essay. Students will be required to explore an emerging trend or topic within the theory and practice of the module discipline. This will require an extensive search of the relevant academic and practitioner-based literature and students will need to make reference to both academic and industrial/practitioner sources in their written work.</li> </ul>

	<ul style="list-style-type: none"> <li>- Group work: this will typically account for some 20% of the final grade and takes the form of a report. A selection of the groups will be invited to present or pitch at the end of the module to a panel.</li> </ul> <p>To successfully complete the module an overall pass mark of 40% must be achieved.</p> <p>All assessments will be submitted via the internationally recognised plagiarism software Turnitin.</p>
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<b>Title of the Module</b>	GCM-FCME03 –Business Information
<b>Module Description</b>	This module is designed to support students in understanding how data collection and interpretation can help support their role in managing organisations.
<b>Learning Outcomes</b>	<b>Competences:</b>
<b>Autonomy and Responsibility</b>	<p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the responsibility and autonomy to:</p> <ul style="list-style-type: none"> <li>• have an understanding of the quantitative and qualitative information that organisational managers have to deal with in order to better understand the organisational dynamic and determine response strategies;</li> <li>• demonstrate an appropriate competence in the use of a range of quantitative and qualitative data sources; and,</li> <li>• have the confidence to manage projects of an appropriate complexity if commissioned to do so by their organisation.</li> </ul>
	<b>Knowledge:</b>
	<p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have been exposed to the following:</p> <ul style="list-style-type: none"> <li>• the possible sources of information, both qualitative and quantitative, used to help inform business operations;</li> <li>• how organisations use statistics in a business and finance context;</li> <li>• the various quantitative and qualitative information techniques that are frequently used in business;</li> <li>• the application of information collection techniques in a business situation; and,</li> <li>• the assumptions that may be made regarding information sources and the reliability of data that my subsequently be produced.</li> </ul>
	<b>Skills:</b>

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the following skills:

- an ability to identify appropriate data collection methods for a business project;
- an ability to understand how to design the collection and accessing of data for a business project;
- an ability to understand whether either a quantitative or qualitative data collection is appropriate to a specific project;
- an awareness of available large scale data sets and their value for business purposes;
- an ability to be able to interpret more casual information received in respect of business operations;
- an ability to visualize, articulate, and solve problems and research concepts using qualitative and quantitative information;
- an ability to make informed decisions based on available information; and,
- an ability to apply logical thinking to the collection and analysis of information.

#### ***Module-Specific Learner Skills***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- understand how various qualitative and quantitative information collection techniques can provide helpful information to organisational managers;
- have the ability to write a report on a piece of quantitative research for a non-specialist readership;
- present some relevant and appropriate research data information to a peer group using the most appropriate and relevant methods;
- have the confidence and skills to present research information in an engaging manner using, by means of example, pictures, graphs, charts, statistics, and formulae.
- study and understand business research reports with confidence and understanding;
- be able to explain research outcomes to colleagues and peers; and,
- be able to assist colleagues in their use of research approaches within a business context.

#### ***Module-Specific Digital Skills and Competences***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- identify, test and make use of appropriate digital information sources;

	and, develop their skills in the identification, interpretation and use of digital techniques.
<b>Hours of Total Learning for this Module</b>	Total Contact Hours: 65 Self-Study Hours: 230 Assessment Hours: 30
<b>Total Learning Hours of this Module</b>	325 Hours
<b>Mode of Delivery</b>	Fully Face to Face Learning
<b>Total Number of ECTS of this Module</b>	13 ECTS
<b>Explain how this module will be taught</b>	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage</p>

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<sup>4</sup> In the case of online learning, synchronous and asynchronous learning activities under the direction and control of an instructor are considered as contact hours.

	<p>students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<p><b>Explain how this particular module will be assessed</b></p>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 4.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. This will be provided during the semester in which the module is taken and in time to be useful in the completion of summative work on the module. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p> <ul style="list-style-type: none"> <li>- Written examination: this will typically account for some 40% of the final grade and takes the form of a written examination under controlled conditions.</li> <li>- Individual Essay(s): this will typically account for some 40% of the final grade and takes the form of a specialised essay. Students will be required to explore an emerging trend or topic within the theory and practice of the module discipline. This will require an extensive search of the relevant academic and practitioner-based literature and students will need to make reference to both academic and industrial/practitioner sources in their written work.</li> <li>- Group work: this will typically account for some 20% of the final grade and takes the form of a report. A selection of the groups will be invited to present or pitch at the end of the module to a panel.</li> </ul> <p>To successfully complete the module an overall pass mark of 40% must be achieved.</p> <p>All assessments will be submitted via the internationally recognised plagiarism software Turnitin.</p>

<b>Title of the Module</b>	GCM-FCME04 –Maintaining organisational relevance
<b>Module Description</b>	This module explores how, in a constantly changing World, organisations need to constantly look at ways in which they can develop and innovate. The module will explore how people who aspire to become entrepreneurs, creators and leaders of business ventures have a ‘can do’ entrepreneurial mind-set. The module will also expose learners to the skills needed to lead innovation whilst being embedded in core business management fundamentals.
<b>Learning Outcomes</b>	<b>Competences:</b>
	<p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the responsibility and autonomy to:</p> <ul style="list-style-type: none"> <li>• identify and explore the development of entrepreneurial mindsets;</li> <li>• identify entrepreneurial strengths and examine the potential of the individual to develop entrepreneurial skills and abilities;</li> <li>• explore entrepreneurial processes to develop a business idea into a viable opportunity, including the basic elements of modelling a business opportunity;</li> <li>• understand how to analyse the success of business ideas and a business plan;</li> <li>• have the confidence to justify their own business ideas and a simple business plan;</li> <li>• implement and integrate appropriate management skills and knowledge whilst participating in a hypothetical simulated business game.</li> </ul>
	<b>Knowledge:</b>
	<p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have been exposed to the following:</p> <ul style="list-style-type: none"> <li>• the nature of enterprise, entrepreneurship and business innovation;</li> <li>• how, when, where and how business ideas can be generated;</li> <li>• how to develop rudimental business ideas;</li> <li>• how to translate business ideas into a business plan;</li> <li>• the structure and purpose of a business plan;</li> <li>• the possible sources of funding to be able to initiate a business idea;</li> </ul>
	<ul style="list-style-type: none"> <li>• the basic elements of market research and marketing; and,</li> <li>• the theory and models of business growth and innovation.</li> </ul>
	<b>Skills:</b>

**Applying Knowledge and Understanding**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the following skills:

- an ability and confidence to discuss entrepreneurship in business and the ways in which entrepreneurship and innovation can occur;
- an ability to demonstrate a knowledge of the ways in which a business might be developed, including possible sources of finance;
- an ability to examine alternative business models and appreciate how to establish performance targets so that progression towards success can be effectively measured;
- an ability to have an appreciation that establishing and running a new small business may not be suited to everyone and the skills sets needed to make an innovative venture a success;
- an ability to have an understanding of entrepreneurship and how it comes about;
- an ability to understand the extent to which specific skills and attitudes may characterise the development of successful new businesses;
- an ability to evaluate the viability of a business idea and an initial business plan;
- an ability to appraise the relevance of their market research and initial marketing plan;
- an ability to evaluate critical factors in an environmental scanning exercise;
- an ability to assess if starting a small business could be a viable proposition and how to establish possible performance goals; and,
- an ability to have an understanding as to why businesses may fail and the performance indicators that might be used to assess performance.

***Module-Specific Learner Skills***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- have presentational and technological skills appropriate to the level of study to be able to create persuasive presentations, using relevant information to support the case being made;
- present a clear and coherent business proposal to a potential funder in a time limited 'elevator pitch';
- create a written report on how to establish a business and promote growth and innovation, including marketing for small business, raising finance for start-ups, and e-business;

	<ul style="list-style-type: none"> <li>• take responsibility for planning and managing their own learning;</li> <li>• reflect self critically on their learning and progress and agree strategies to ensure success in meeting course standards and deadlines for the module;</li> <li>• demonstrate the motivation and confidence needed to implement an action plan for success;</li> <li>• identify remedial strategies to overcome any barriers they may have to effective learning and seek guidance and support as and when required;</li> <li>• effectively transfer knowledge and skills from their previous learning and life experiences and apply them successfully to their current and lifelong learning;</li> <li>• work autonomously to progress and achieve individual success; and,</li> <li>• work effectively as member of a team and contribute to meeting team goals.</li> </ul>
	<p><b><i>Module-Specific Digital Skills and Competences</i></b></p> <p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:</p> <ul style="list-style-type: none"> <li>• identify, test and make use of appropriate digital information sources; and,</li> <li>• develop their skills in the identification, interpretation and use of digital techniques.</li> </ul>
<p><b>Hours of Total Learning for this Module</b></p>	<p>Total Contact Hours: 65</p> <p>Self Study Hours: 230</p> <p>Assessment Hours: 30</p>
<p><b>Total Learning Hours of this Module</b></p>	<p>325 Hours</p>
<p><b>Mode of Delivery</b></p>	<p>Fully Face-to-Face Learning</p>

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<b>Total Number of ECTS of this Module</b>	<p style="text-align: center;">13 ECTS</p>
<b>Explain how this module will be taught</b>	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<b>Explain how this particular module will be assessed</b>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 4.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. This will be provided during the semester in which the module is taken and in time to be useful in the completion of summative work on the module. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p>

	<p>Students following the module will normally have the following assessment regime:</p> <ul style="list-style-type: none"> <li>- Written examination: this will typically account for some 40% of the final grade and takes the form of a written examination under controlled conditions.</li> <li>- Individual Essay(s): this will typically account for some 40% of the final grade and takes the form of a specialised essay. Students will be required to explore an emerging trend or topic within the theory and practice of the module discipline. This will require an extensive search of the relevant academic and practitioner-based literature and students will need to make reference to both academic and industrial/practitioner sources in their written work.</li> <li>- Group work: this will typically account for some 20% of the final grade and takes the form of a report. A selection of the groups will be invited to present or pitch at the end of the module to a panel.</li> </ul> <p>To successfully complete the module an overall pass mark of 40% must be achieved.</p> <p>All assessments will be submitted via the internationally recognised plagiarism software Turnitin.</p>
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<b>Title of the Module</b>	GCM-FCME05 – Enhancing your Communication and Academic Skills
<b>Module Description</b>	<p>This key module on the College’s Foundation programme in Business and Management is designed to support students in their journey towards being successful independent and lifelong learners. The module focuses on developing students’ critical thinking, research, analysis, evaluation and writing skills within the context of a programme of study and their personal, pedagogic progression. Students will engage in formative assessment of their skills during the module and develop and present information and academic arguments using a range of communication techniques and information technology formats.</p> <p>The module develops students’ understanding of the variety of resources available, how to find them, critically evaluate them and present referenced summaries of their content. Students develop their communication and academic writing skills and apply a variety of techniques for producing supported academic arguments. Students’ digital literacy and ability to handle, manipulate and present data will be developed and skills on how to present information through a range of written, oral and visual techniques will be discussed and practiced.</p> <p>The skills learnt on the module will be directly transferable to the students’ workplace environment or, if they chose to continue with their studies on successful completion of the Foundation programme, as undergraduate degree students.</p>
<b>Learning Outcomes</b>	<b>Competences:</b>

**Autonomy and Responsibility**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the responsibility and autonomy to:

- produce clear and comprehensible written work which is well-organised, relevant and makes use of appropriate terminology and academic style;
- demonstrate good communication skills in written and/or oral form;
- identify problems, apply their knowledge and skills in finding solutions and evaluate these solutions;
- interpret and analyse a range of information beyond mere description;
- make effective use of current information technology as required (by means of example, Word, Powerpoint, email and the internet);
- work as a member of a team by cooperating with others, negotiating, listening to others in the group, sharing responsibilities/tasks and meeting deadlines;
- use a variety of resources for the purpose of independent study; and,
- use their time effectively, meet deadlines, reflect on their progress and set individual targets.

**Knowledge:**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have been exposed to the following:

- how to apply academic reading, writing, listening and speaking skills sufficiently to be able to deal effectively with the demands of a programme of higher education learning;
- how to apply critical and analytical skills to all areas of study, as appropriate;
- how to utilise improved listening and note-taking skills and their ability to interpret information through lectures and seminars;
- how to demonstrate increased fluency, confidence and appropriateness in English language skills, with a particular emphasis on English for general and specific academic purposes;
- how to speak more confidently in public and lead seminars;

- how to comply with methods of assessment, deadlines, homework, seminars, workshops, and tutorials, as appropriate, and practise the key skills of time management and organisation;
- how to access support services for independent study; and,
- how to use the available literature without plagiarising.

**Skills:**

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will have acquired the following skills:

- an ability to present information/arguments in an appropriate format;
- an ability to organise information effectively;
- an ability to use appropriate academic conventions and style;
- an ability to write with clarity and reasonable accuracy;
- an ability to select relevant information;
- an ability to avoid plagiarism;
- an ability to make useful contributions in seminars and tutorials;
- an ability to give oral presentations;
- an ability to communicate with peers and tutors in an appropriate manner;
- an ability to identify problems/issues;
- an ability to analyse information both individually and as a group member;
- an ability to apply knowledge and skills to find solutions;
- an ability to evaluate solutions and draw conclusions;
- an ability to work as a member of a team by cooperating with others;
- an ability to share responsibilities and tasks; and,
- an ability to meet deadlines.

***Module-Specific Learner Skills***

Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:

- demonstrate enhanced language skills, whether native or non-native speakers of English;
- utilise a broader range of formal grammatical structures, organisational structures and academic vocabulary through focus on academic registers both at a macro and a micro level;
- form, develop, support and conclude written and spoken argument in a logical way, and in a format which is appropriate to internationally recognised higher education academic conventions and culture;

	<ul style="list-style-type: none"> <li>• select relevant information from a range of textual formats (for example, quantitative, tabular and graphic data, reports, textbooks and articles) and reformulate it in written and spoken form;</li> <li>• develop own arguments and integrate these appropriately with source material in written and spoken form;</li> <li>• analyse, evaluate and interpret academic source materials;</li> <li>• demonstrate enhanced academic and linguistic skills related to presentations, seminar discussion, workshops, reading, note-taking, research, essay writing and referencing, as appropriate to the MQF level of the Foundation programme; and,</li> <li>• adopt an independent approach to studying.</li> </ul>
	<p><b><i>Module-Specific Digital Skills and Competences</i></b></p> <p>Having regard to the expectations of study at MQF Level 4, at the end of the module the successful learner will be able to:</p> <ul style="list-style-type: none"> <li>• identify, test and make use of appropriate digital information sources; and,</li> <li>• develop their skills in the identification, interpretation and use of digital techniques.</li> </ul>
<p><b>Hours of Total Learning for this Module</b></p>	<p>Total Contact Hours – 40</p> <p>Self-Study Hours – 145</p> <p>Assessment Hours - 15</p>
<p><b>Total Learning Hours of this Module</b></p>	<p>200 Hours</p>
<p><b>Mode of Delivery</b></p>	<p>Fully Face-to-Face Learning</p>

<b>Total Number of ECTS of this Module</b>	<p style="text-align: center;">8 ECTS</p>
<b>Explain how this module will be taught</b>	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<b>Explain how this particular module will be assessed</b>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 4.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. This will be provided during the semester in which the module is taken and in time to be useful in the completion of summative work on the module. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p>

- Written examination: this will typically account for some 40% of the final grade and takes the form of a written examination under controlled conditions.
- Individual Essay(s): this will typically account for some 40% of the final grade and takes the form of a specialised essay. Students will be required to explore an emerging trend or topic within the theory and practice of the module discipline. This will require an extensive search of the relevant academic and practitioner-based literature and students will need to make reference to both academic and industrial/practitioner sources in their written work.
- Group work: this will typically account for some 20% of the final grade and takes the form of a report. A selection of the groups will be invited to present or pitch at the end of the module to a panel.

To successfully complete the module an overall pass mark of 40% must be achieved.

All assessments will be submitted via the internationally recognised plagiarism software Turnitin.





