Module Descriptor

Title	Business Processes		
Session	2025/26	**Status**	Active
Code		**SCQF Level**	10
Credit Points	20	**ECTS (European Credit Transfer Scheme)**	10
School	**Business and Creative Industries**		
Module Co-ordinator	Isuru Koswatte		

Summary of Module

This module will provide you, the student, with an understanding and working knowledge of the key functions of business by examining the crucial range of processes that exist in modern business practice and will introduce you to the importance of business processes and the strategy behind these crucial processes. These themes will be developed further as you advance through the programme.

This module has a multi-disciplinary focus in terms of theme within this module. Each business function, or theme, will introduce you to important elements that build on your knowledge and understanding from year 1 and enhance your overall grasp of how businesses operate. These elements will include topics such as business markets, customers, supply chains, operations, communications, business policy, innovation, strategy, risk management, people management, business intelligence and others.

The module will use a case study approach to help you gain a realistic and real life understanding of how the business operates, the problems that it faces, the methods it uses to overcome these problems, and will link the theories that you have previously encountered to these real-life scenarios.

This long-thin module will be delivered over the two-terms with an opportunity for you to engage in a series of workshops.

Module Delivery Method	On-Campus[1] ☒	Hybrid[2] ☐	Online[3] ☐	Work -Based Learning[4] ☐
Campuses for Module Delivery	☐ Ayr ☐ Dumfries	☐ Lanarkshire ☐ London ☒ Paisley	☐ Online / Distance Learning ☐ Other (specify)	

Terms for Module Delivery	Term 1	☐	Term 2	☐	Term 3	☐
Long-thin Delivery over more than one Term	Term 1 – Term 2	☒	Term 2 – Term 3	☐	Term 3 – Term 1	☐

Learning Outcomes	
L1	Explain the nature of key business processes
L2	Demonstrate an understanding of how internal and external business processes formulate
L3	Demonstrate a detailed understanding of the interactions of key business processes
L4	Apply the key business processes in a given scenario
L5	

Employability Skills and Personal Development Planning (PDP) Skills	
SCQF Headings	**During completion of this module, there will be an opportunity to achieve core skills in:**
Knowledge and Understanding (K and U)	**SCQF 8** SCQF Level 8. - Demonstrate and/or work with a knowledge of the scope, defining features, and main areas of business processes. - Understand a defined range of core theories, concepts, principles and terminology. - Awareness and understanding of business processes
Practice: Applied Knowledge and Understanding	**SCQF 8** Apply knowledge, skills and understanding in using a range of skills, techniques, practices and/or materials

[1] Where contact hours are synchronous/ live and take place fully on campus. Campus-based learning is focused on providing an interactive learning experience supported by a range of digitally-enabled asynchronous learning opportunities including learning materials, resources, and opportunities provided via the virtual learning environment. On-campus contact hours will be clearly articulated to students.

[2] The module includes a combination of synchronous/ live on-campus and online learning events. These will be supported by a range of digitally-enabled asynchronous learning opportunities including learning materials, resources, and opportunities provided via the virtual learning environment. On-campus and online contact hours will be clearly articulated to students.

[3] Where all learning is solely delivered by web-based or internet-based technologies and the participants can engage in all learning activities through these means. All required contact hours will be clearly articulated to students.

[4] Learning activities where the main location for the learning experience is in the workplace. All required contact hours, whether online or on campus, will be clearly articulated to students

	associated with the business processes
Generic Cognitive skills	**SCQF 8** - Undertake analysis, evaluation and/or synthesis of ideas, concepts, information and issues that are within the common understandings of business processes. - Use a range of approaches to formulate and evaluate evidence-based solutions/responses to defined and/or routine problems and issues relating to business processes.
Communication, ICT and Numeracy Skills	**SCQF 8** Use a wide range of routine skills and some advanced and specialised skills associated with business processes, for example: - Convey complex information to a range of audiences and for a range of purposes. - Use a range of standard ICT applications to process and obtain data.
Autonomy, Accountability and Working with Others	**SCQF 8** - Exercise autonomy and initiative in some activities relating to business processes. - Manage resources within defined areas of work

Prerequisites	**Module Code**	**Module Title**
	Other	
Co-requisites	**Module Code**	**Module Title**

Learning and Teaching
In line with current learning and teaching principles, a 20-credit module includes 200 learning hours, normally including a minimum of 36 contact hours and maximum of 48 contact hours. The teaching strategy for this module is built around the principle of workshops. Students will attend workshops as outlined in the module handbook and will be expected to take part in continuous module activity, with summative assessment at the end of each term of study. The module is to be delivered over two terms on a long-thin basis and learning and teaching will be structured to allow end term assessment in term 1 to assess knowledge and understanding, and in term 2 to assess comprehension, synthesis of ideas and concepts, and analysis of information with provision of solutions

Learning Activities During completion of this module, the learning activities undertaken to achieve the module learning outcomes are stated below:	**Student Learning Hours** (Note: Learning hours include both contact hours and hours spent on other learning activities)
Laboratory / Practical Demonstration / Workshop	36
Asynchronous Class Activity	
Independent Study	164
Please select	
Please select	
Please select	
TOTAL	200 HRS in total

Indicative Resources
The following materials form essential underpinning for the module content and ultimately for the learning outcomes: The following materials form essential underpinning for the module content and ultimately for the learning outcomes: Operations Management, 2022, 10th edition, Prof Nigel Slack, Prof Alistair Brandon-Jones and Nicola Burgess Organisational Behaviour in the Workplace, 2020, 12th edition, Laurie J. Mullins Please ensure the list is kept short and current. Essential resources should be included, broader resources should be kept for module handbooks / Aula VLE. Resources should be listed in Right Harvard referencing style or agreed professional body deviation and in alphabetical order.
(N.B. Although reading lists should include current publications, students are advised (particularly for material marked with an asterisk*) to wait until the start of session for confirmation of the most up-to-date material)

Attendance and Engagement Requirements
In line with the Student Attendance and Engagement Procedure, Students are academically engaged if they are regularly attending and participating in timetabled on-campus and online teaching sessions, asynchronous online learning activities, course-related learning resources, and complete assessments and submit these on time. **For the purposes of this module, academic engagement equates to the following:** Module attendance Submission of assessments Assigned reading/tasks

Classroom participation

Equality and Diversity
The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: UWS Equality, Diversity and Human Rights Code.
(N.B. Every effort will be made by the University to accommodate any equality and diversity issues brought to the attention of the School)

Supplemental Information

Divisional Programme Board	**Management, Organisations People**
Overall Assessment Results	☐ **Pass / Fail** ☒ **Graded**
Module Eligible for Compensation	☐ **Yes** ☒ **No** **If this module is eligible for compensation, there may be cases where compensation is not permitted due to programme accreditation requirements. Please check the associated programme specification for details.**
School Assessment Board	SBCI
Moderator	Dr Zoe Chroni
External Examiner	David Moore
Accreditation Details	
Module Appears in CPD catalogue	☐ **Yes** ☒ **No**
Changes / Version Number	1.02

Assessment (also refer to Assessment Outcomes Grids below)
Assessment 1
Assessment 1 is weighted at 40%. In this individual assignment students will develop two videos describing the key business processees for the chosen organization with examples and in the second video idenifying both the internal and external business processes and how they are being carried out.
Assessment 2
Assesment 2 is weighted at 60%. It is a critical reflective essay. The main aim of the essay is to use the learning from the two terms of business processes and demonstrate a comprehensive understanding of the different interactions of the processes of an orgnization of choice. the expectation of the essay is to demonstrate a clear application of the identified processes with examples and whether the orgnization is meeting the expected performance outcomes or not. The maximum wordcount for the essay is 2000 words excluding rereferences.
Assessment 3
(N.B. (i) Assessment Outcomes Grids for the module (one for each component) can be found below which clearly demonstrate how the learning outcomes of the module will be assessed.

(ii) An indicative schedule listing approximate times within the academic calendar when assessment is likely to feature will be provided within the Student Module Handbook.)

Component 1							
Assessment Type	**LO1**	**LO2**	**LO3**	**LO4**	**LO5**	**Weighting of Assessment Element (%)**	**Timetabled Contact Hours**
Individual Reflection	☒	☒	☐	☐	☐		

Component 2							
Assessment Type	**LO1**	**LO2**	**LO3**	**LO4**	**LO5**	**Weighting of Assessment Element (%)**	**Timetabled Contact Hours**
Group Project	☐	☐	☒	☒	☐		0

Component 3							
Assessment Type	**LO1**	**LO2**	**LO3**	**LO4**	**LO5**	**Weighting of Assessment Element (%)**	**Timetabled Contact Hours**
	☐	☐	☐	☐	☐		
Combined total for all components						100%	hours

Change Control

What	**When**	**Who**