University of the West of Scotland

Module Descriptor

Title of Module: Business Processes

Code: BUSN08063	SCQF Level: 8 (Scottish Credit and Qualifications Framework)	Credit Points: 20	ECTS: 10 (European Credit Transfer Scheme)
School:	School of Business & 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

Face-To-Face	Blended	Fully Online	HybridC	HybridO	Work-based Learning
		✔	✔		

Face-To-Face
Term used to describe the traditional classroom environment where the students and the lecturer meet synchronously in the same room for the whole provision.

Blended
A mode of delivery of a module or a programme that involves online and face-to-face delivery of learning, teaching and assessment activities, student support and feedback. A programme may be considered "blended" if it includes a combination of face-to-face, online and blended modules. If an online programme has any compulsory face-to-face and campus elements it must be described as blended with clearly articulated delivery information to manage student expectations

Fully Online
Instruction that is solely delivered by web-based or internet-based technologies. This term is used to describe the previously used terms distance learning and e learning.

HybridC
Online with mandatory face-to-face learning on Campus

HybridO
Online with optional face-to-face learning on Campus

Work-based Learning
Learning activities where the main location for the learning experience is in the workplace.

Campus(es) for Module Delivery

The module will **normally** be offered on the following campuses / or by Distance/Online Learning: (Provided viable student numbers permit)

Paisley:	Ayr:	Dumfries:	Lanarkshire:	London:	Distance/Online Learning:	Other:
✔			✔		✔	

Term(s) for Module Delivery

(Provided viable student numbers permit).

Term 1	✔	Term 2	✔	Term 3	

Learning Outcomes: (maximum of 5 statements)

On successful completion of this module the student will be able to:

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

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 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 Level 8. - Apply knowledge, skills and understanding in using a range of skills, techniques, practices and/or materials associated with the business processes.
Generic Cognitive skills	SCQF Level 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 Level 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	SCQF Level 8. - Exercise autonomy and initiative in some activities relating to business processes.

Working with others	- Manage resources within defined areas of work.

Pre-requisites:	Before undertaking this module the student should have undertaken the following:	
	Module Code:	**Module Title:**
	Other:	
Co-requisites	**Module Code:**	**Module Title:**

* Indicates that module descriptor is not published.

Learning and Teaching	
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** (Normally totalling 200 hours): (Note: Learning hours include both contact hours and hours spent on other learning activities)
Laboratory/Practical Demonstration/Workshop	36
Independent Study	164
	200 Hours Total

**Indicative Resources: (eg. Core text, journals, internet access)
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

Details of further resources, including textbooks, journals and online resources will be identified at the beginning of each delivery in the module handbook, and made available via VLE.

(**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)

Engagement Requirements

In line with the Academic Engagement Procedure, Students are defined as academically engaged if they are regularly engaged with timetabled teaching sessions, course-related learning resources including those in the Library and on the relevant learning platform, and complete assessments and submit these on time. Please refer to the Academic Engagement Procedure at the following link: Academic engagement procedure

Supplemental Information

Programme Board	Management, Organisations & People
Assessment Results (Pass/Fail)	No
Subject Panel	Management, Organisations and People
Moderator	Muzammal Khan
External Examiner	David Moore
Accreditation Details	
Changes/Version Number	1.01 Amended core text, removed graduate attributes statement, duplication of attendance records statement removed, and core content updated. Added new assessments and changed weightage. Presentation 40% and Reflection portfolio 60%. Added name of moderator and external examiner, updated name of MC, added core text information. 11/04/2023

Assessment: (also refer to Assessment Outcomes Grids below)

Presentation - 40%
Reflection Portfolio - 60%

(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 Handbook.)

Assessment Outcome Grids (Footnote A.)

Component 1

Assessment Type (Footnote B.)	Learning Outcome (1)	Learning Outcome (2)	Learning Outcome (3)	Learning Outcome (4)	Weighting (%) of Assessment Element	Timetabled Contact Hours
Presentation	✔	✔			40	0

Component 2

Assessment Type (Footnote B.)	Learning Outcome (1)	Learning Outcome (2)	Learning Outcome (3)	Learning Outcome (4)	Weighting (%) of Assessment Element	Timetabled Contact Hours
Portfolio of written work			✔	✔	60	0
Combined Total For All Components					100%	0 hours

Footnotes
A. Referred to within Assessment Section above
B. Identified in the Learning Outcome Section above

Note(s):
1. More than one assessment method can be used to assess individual learning outcomes.
2. Schools are responsible for determining student contact hours. Please refer to University Policy on contact hours (extract contained within section 10 of the Module Descriptor guidance note).
   This will normally be variable across Schools, dependent on Programmes &/or Professional requirements.

Equality and Diversity

UWS Equality and Diversity Policy
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(N.B. Every effort will be made by the University to accommodate any equality and diversity issues brought to the attention of the School)