



Al-Maktoum College
of Higher Education

HND IN BUSINESS

PROGRAMME HANDBOOK

Academic Year 2023-2024



Programme Code GT05 16

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1. WELCOME

Welcome to the HNC Business. The HNC and HND Business have been designed to equip students with the knowledge, understanding and skills across a range of disciplines to provide a sound basis for success in the business environment, both in employment, progression in employment or to higher level Business degree or professional qualifications. The HNC introduces the key functions in a business organisation e.g., management, economics, marketing, accounting, communication, and the ability to manage change driven by emerging technologies and changes in the internal and external environments. The HNC also develops human cognitive and transferable skills that are key for success in the business environment.

As a student of Al-Maktoum College of Higher Education you will benefit from an extensive programme taking place at our campus within Dundee, delivered by our dedicated team and other professional colleagues who are subject specialists. We aim to provide a cohort-based experience for all our students through facilitating access to events which run throughout the academic year to share insights and knowledge from across our academic subjects.

Please engage with our virtual and in-person events which we have coordinated to aid with your student journey, creating a sense of community and support. Please contact us if you have any questions, suggestions, or concerns.

I welcome you all into our community and wish you the very best for your studies.

Warm wishes

Michelle Young

Academic Registrar and Programme Lead

2. STAFF

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3. AIMS AND OUTCOMES

The HNC and HND Business are particularly suitable for learners who wish to develop a broad understanding of business, are interested in starting their own business, seeking employment, seeking progression in existing employment, planning to progress their studies without committing to a specialist area and who wish to articulate to a degree or professional qualification.

The key aims of the HNC and HND Business Awards are to develop knowledge and skills for progression to higher level study in Business disciplines or related employment in entry level business officer or management roles. The overall aims have been established in their current form and have been refreshed and updated moderately in line with consultation, evolving developments in technological change, a desire for more integrated learning about business organisations, the meta-skills/human skills agenda and greater emphasis on enterprise and self-employment.

General aims of the qualifications

The general aims for these awards are to:

1. Develop transferable core skills and opportunities to develop meta-skills to support personal development and the needs of employers.
2. Enable articulation routes to higher level Business education programmes.
3. Develop knowledge and skills in a range of specialist disciplines to support career and further study options in those areas, e.g., Marketing, Accounting or Economics
4. Develop knowledge, independent study, and research skills for academic study.

Aims specific to the HND:

An HND in Business will provide a breadth of competences. The HND will extend the range of competences covered in the HNC. The specific aims of HND Business are to:

1. Enable candidates to consider and revisit core business issues and develop a depth of understanding from a managerial perspective.
2. Further develop organisational and investigative skills
3. Promote the development of transferable skills in planning, organisational and evaluation and enable the candidate to investigate business issues and problems in depth.
4. Provide an advanced entry point to an organisation.
5. Facilitate speed of progression within an organisation
6. Promote advanced level of entry to further academic or professional qualification.
7. Develop the underpinning knowledge which supports SVQs.

4. LEARNING HOURS

Classes are made up of lectures, seminars and tutorials. You will be expected to undertake equal hours per week for independent study including reading, homework or exercises which will be assigned by your lecturers. Therefore, for each semester there will be approximately 16-20 hours per week for teaching and for independent study tasks.

5. UNIT INFORMATION

Unit code	Title	SCQF level	Credits
J1BY 34	Manage Operational Resources	7	2
J577 35	Preparing Financial Forecasts	8	1
J2FH 34	Human Resource Management: Introduction	7	1
J45X 34	Statistics for Business	7	1
J56G 35	Economics: Micro & Macro Theory and Application	8	1
J56D 35	Managing Business Culture & Strategy	8	2
H2MK 34	Individual Employment Relations: Law	7	1
HH83 34	IT in Business: Spreadsheets	7	1
H1F2 34	Management: Leadership at Work	7	1
J576 35	Economics: The World Economy	8	1
H7V6 34	Developing Entrepreneurial Skills	7	1
J56E 35	Project Management: Strategy, Decision-making and Risk	8	2
HH85 35	Presentation Skills	8	1
J5CT 35	Business Graded Unit 2	8	2

Manage Operational Resources

This unit is designed to develop the skills required for learners to analyse the management of operational resources in an organisation. It enables learners to recognise the key role of the transformation process and how all aspects of operational management are built around it. The unit focuses on key areas of operations management within service and product organisations like: quality; ethics and environmental considerations; the impact of technology; health and safety; and budgetary control. It is aimed at learners who have current experience of working in a position with management responsibilities or who are returning to management after a break. It is also suitable for those who do not presently have current management experience but have aspirations of taking up a management role in the future. Successful completion of this unit will provide a foundation for further management units at more advanced SCQF levels.

Outcomes:

On successful completion of the unit the learner will be able to:

1. Analyse the management of operations.
2. Utilise financial data in operations management.

Preparing Financial Forecasts

This unit is designed to enable learners to develop an understanding of the use of management accounting information within a business organisation. It provides learners with the skills required to prepare basic management accounting reports. In addition, the unit will also enable learners to learn the financial techniques used for making decisions in relation to budgeting, control and investment decision making.

Outcomes:

On completion of the Unit the candidate should be able to:

1. Prepare and analyse budget statements for decision-making and cash management.
2. Analyse the impact of price and costs on break-even analysis for decision-making.
3. Assess the viability of a project using investment and project appraisal techniques.

Human Resource Management: An Introduction

This introductory unit is intended for learners who plan to pursue an extended course of study in Human Resource Management (HRM), or who are considering a career in this discipline. It is also suitable for those learners who may wish to gain a holistic overview of how human resource management can add value to an organisation. It is designed to develop knowledge of the role of human resource management as a key function within organisations and to develop an understanding of the factors of change that have shaped and continue to influence the discipline of human resource management.

It introduces learners to the activities that make up human resource management and how these activities contribute to the success of individuals, teams and organisations. It also allows learners to focus on a contemporary human resource management issue of particular interest to themselves. The research and presentation methods demanded of this unit should develop skills which are transferrable into the workplace. These elements alongside the research aspect of Outcome 1 should help prepare learners who plan to continue to further levels of study.

Outcomes:

On successful completion of the unit the learner will be able to:

1. Contextualise and explain the factors that are currently shaping human resource management policy and practice.
2. Explain the main activities of an effective human resource function.
3. Analyse the benefits of, and barriers to, achieving an effective human resource management function.

Statistics for Business

This unit introduces learners to statistical concepts including descriptive and inferential statistics used in business. The unit will provide learners with the underpinning knowledge and skills required to apply statistical techniques to address business problems using appropriate IT software.

Outcomes:

On successful completion of the unit the learner will be able to:

1. Explain statistical techniques for collecting data.
2. Use statistical techniques to analyse data, interpret data and produce forecasts.
3. Perform hypothesis testing.

Economics: Micro and Macro Theory and Application

This unit is designed to build on learners' knowledge of the microeconomic and macroeconomic environment. The unit exposes them to microeconomic and macroeconomic applications of theory. The unit allows the introduction of current issues in economics, including mainstream and non-mainstream theories, and their application. The unit provides an opportunity for learners to assess and evaluate macroeconomic issues and related policy.

Outcomes:

On completion of the Unit the candidate should be able to:

1. Explain the costs of the firm and the market structures within which firms operate.
2. Assess the impact of macroeconomic issues and evaluate related government macroeconomic policy.

Business Culture & Strategy

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

Outcomes:

On completion of the Unit the candidate should be able to:

1. Assess the relationship between organisational culture and organisational behaviour.
2. Explain the influence of business strategy on organisational behaviour.
3. Explain how to manage a changing business strategy effectively.
4. Analyse the behavioural skills and techniques required to manage a business strategy.

Individual Employment Relations: Law

This Unit is designed to provide candidates with knowledge and understanding of the main principles of employment law. It is intended to provide underpinning legal knowledge which can be applied in the workplace. This Unit would be relevant to those working or intending to work in a range of contexts such as HR, in-house and specialist legal teams, and voluntary organisations such as Citizens Advice.

Outcomes:

On completion of the Unit the candidate should be able to:

1. Apply common law and statutory rules relating to the contract of employment.
2. Apply common law and statutory rules in relation to equality.
3. Apply common law and statutory rules in relation to employment protection.
4. Apply common law and statutory rules in relation to dismissal.

IT in Business: Spreadsheets

This unit is designed to allow learners to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use in a business environment. Learners will develop knowledge and skills to allow them to create customised solutions to common business problems and scenarios. The unit is relevant to learners wishing to develop their competence in the use of spreadsheets in the workplace, or who wish to develop knowledge in skills in the application of spreadsheets more generally.

Outcomes:

On completion of this unit, the candidate will be able to:

1. Design and create a spreadsheet to meet the needs of a business.
2. Apply statistical functions and present information in an appropriate format.
3. Present spreadsheet data in graphical format and evaluates information.

Management: Leadership at Work

The purpose of this Unit is to enable candidates to analyse approaches to leadership and apply them to leading a team within a functional area or department of an organisation. It emphasises the need to ensure that the leadership approach can motivate, support and direct people to achieve the vision and objectives for a team in each work area. The Unit is aimed at candidates who have current experience of working in a position with management responsibilities or who are returning to management after a break. It is also suitable for those who do not presently have current management experience but have realistic aspirations of taking up a management role in the future. Successful completion of this Unit will provide a foundation for further management Units at more advanced SCQF levels.

Outcomes:

On completion of the Unit the candidate should be able to:

1. Analyse approaches to leadership.
2. Analyse team leadership.

Economics: The World Economy

This unit is designed to build further on learners' knowledge of the microeconomic and macroeconomic environment by introducing them to the world economy. The unit introduces learners to key features of the global economic environment, including consideration of the basic elements of international trade theory, international payments, institutions of the world economy, economies undergoing change and multinational enterprises. The unit provides an opportunity for learners to analyse and evaluate these issues and concepts while utilising their research skills.

Outcomes:

On completion of this Unit, the candidate should be able to:

1. Explain international trade and the role of trade organisations.
2. Analyse the operations of the international monetary system.
3. Analyse issues facing developing countries.
4. Assess the importance of multinational enterprises (MNEs) in the world economy.

Developing Entrepreneurial Skills

This Unit is designed to introduce learners to the skills and attributes required to be a successful entrepreneur. Becoming an entrepreneur and launching a new business can be a daunting step, balancing the risks of starting-up and self-employment with the unique rewards that enterprise can bring. Learners will explore entrepreneurship, carry out an audit of their own entrepreneurial skills and devise an action plan to develop their skills. Learners will have the opportunity to implement their plan and apply their skills by promoting themselves and their idea and ultimately deciding if entrepreneurship is right for them.

Outcomes:

On completion of the Unit the candidate should be able to:

1. Develop self against skills and attributes required for entrepreneurship.
2. Prepare for enterprise by promoting self and idea.

Project Management: Strategy, Decision-making and Risk

This unit is designed to develop learners' understanding of the process of project management in the workplace. It aims to develop a theoretical understanding with a practical underpinning. Learners will be required to consider the importance of information to make strategic decisions while assessing risks and their relevant impact. Learners will interpret data, apply project management theories, and demonstrate a level of competency with project management software. Learners are also required to create their own project plan.

Outcomes:

On completion of the unit the learner will be able to:

1. Evaluate the role of business information in decision-making.
2. Assess the potential strategic risks posed to an organisation in a specific context.
3. Develop a plan to manage identified risk.
4. Plan a project using project management software.

Presentation Skills

This unit is designed to develop the skills required for the advanced use of presentation software, including a range of multi-media, and to apply these skills to deliver effective presentations. It would be suitable for learners involved in preparing and delivering presentations for business, vocational or social purposes.

Outcomes:

On successful complete of the unit the learner will be able to:

1. Plan and explain the key components of making a successful presentation.
2. Prepare a screen-based presentation on an agreed topic.
3. Deliver and evaluate a screen-based presentation.

Business Graded Unit 2

Graded Unit purpose:

This Graded Unit is designed to provide evidence that the learner has achieved the following principal aims of the HND Business (GT05 16):

1. Develop greater range and depth of knowledge of core and specialist business functions from a managerial and strategic perspective.
2. Further develop research, critical thinking, management, and organisational skills.
3. Develop skills in analysis and evaluation of business issues and the ability to interpret and express them in an integrated and holistic manner.
4. Develop knowledge and application of business law at an introductory level.
5. Enable progression to intermediate/advanced level commercial, supervisory, or managerial positions in business organisations.
6. Develop knowledge of business and economic issues in an international context.

6 ASSESSMENT

Individual units:

Assessments are both formative and summative, including essays, presentations and exams.

All assessments aim to enhance your communication and IT skills, develop your problem solving and critical analysis as well as working to deadlines.

For example, the group presentation is a chance for you to develop your presentation and communication skills which are important for employability. Formative assessments are used to provide you with an opportunity to develop your subject knowledge and skills, prior to using them in summative assessments.

Business: Graded Unit 2 (J5CT 35) is a project investigation to be completed on an open-book basis over a period. This Unit covers the integration of a range of knowledge and skills achieved throughout Units of the HND. In addition to the integration of knowledge and skills needed to complete the project investigation, candidates will develop their skills in planning, negotiation, research, analysis, time management and problem solving. The Core Skill of Problem Solving at SCQF level 6 is embedded and therefore automatically certificated on successful completion of the Unit.

The Planning stage of the project is worth 24% of the overall mark, the developing stage 54%, and the evaluation stage 22%.

A pass mark of 50% for each stage is required to achieve the overall Unit. The Business: Graded Unit 2 will also assess your ability to integrate knowledge and skills gained across the breadth of the qualification.

Business: Graded Unit 2 is a two-credit Unit which takes the form of a project investigation into a real or simulated business problem or issue.

This graded unit will be assessed using a project-based investigation. The project should provide the learner with the opportunity to produce evidence that demonstrates they have met the aims of this graded unit.

The project undertaken by the learner must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be unfamiliar to the learner

The project must require the learner to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this graded unit has been designed to cover

The project must involve the investigation of a business issue and the assessment of its implications for a business or a number of businesses. The term 'businesses refer to any organisation operating in the private, public or third sector of the economy. The learner will choose the issue to be investigated in consultation with their tutor, but it should be one which can be directly related to topics, concepts or models studied as

part of the mandatory section of the HND Business. The issue investigated must have an impact or potential impact upon internal and/or external customers.

'Customers' refers to any internal or external customer of the organisation or to several such customers. Learners will carry out the investigation individually and should not produce joint evidence. Each learner must provide her or his individual responses to each of the three stages of the investigation and tutors must be satisfied that the work has been completed by the individual learner.

You will be required to pass the three stages of the project with a mark of at least 50% for each stage:

1. Planning
2. Development
3. Evaluation

On successful completion of each Graded Unit, you will be awarded a grade of A, B or C according to the mark attained. This grading applies only to the relevant Graded Unit and not the overall HNC or HND award. Grading is based on the marks attained as follows:

- Grade A: 70–100%
- Grade B: 60–69%
- Grade C: 50–59%

6.1 EXTENSIONS

Student Administration will be responsible for recording any extensions which have been approved. Students must complete the Extension Request form which is available within the Student Resources section of the website www.almcollege.ac.uk/assessment/

The College aims to ensure fair and equal treatment in the assessment of all students and that no student is unjustly denied or unfairly granted the benefits of continuous assessment. Please consult the Summative Assessment Policy for more details. <https://www.almcollege.ac.uk/policies-documents/>

The College is aware that its aim of securing fair and equal treatment in the assessment of all students is ultimately inextricable from disability-related issues and is, therefore, anxious to ensure that proper provision/reasonable adjustment is always made. You can help the College to achieve this aim by communicating any relevant information to Student Administration studentadmin@almcollege.ac.uk

6.2 GRADING CRITERIA

Each unit will be assessed individually. You must meet all the minimum evidence requirements as defined in the learning outcomes. Successful achievements, approved by the Academic Standards Committee, will count in determining progression and contribute to the award.

Under no circumstances shall any candidate be permitted to submit themselves for assessment in any element more than twice. In the case of a candidate failing to complete a prescribed element of assessment on time, permission for a second assessment will only be granted if the failure is on account of illness or other good cause. The result of that assessment will contribute towards progression and award. Each unit has a marking criteria and pass rates are based upon information provided by the SQA.

The marks achieved by the learner in the graded unit should be aggregated to arrive at an overall mark for their projects in the Business Graded Unit 2. Assessors will then assign an overall grade to the learner for this graded unit based on the following grade boundaries:

- A = 70%–100%
- B = 60%–69%
- C = 50%–59%

These grade boundaries are fixed.

7 READING LISTS

Lecturers will provide the reading lists for their specific units.

8 MEMBERSHIP

Chartered Management Institute (CMI):

Graduates are eligible for Associate Grade membership. For more information see <https://www.managers.org.uk/individuals/become-a-member> Chartered Banker Institute (CBI).

HNC graduates are eligible for entry into the Institute's Professional Banker Diploma and HND graduates are eligible for entry into the Institute's Chartered Banker Diploma (ACBD). For more information see <https://www.charteredbanker.com/>