

| Undergraduate Foundation Programme | | International Foundation Programme |

Business, Economics, Finance and Management



Modules

Modules vary by **ONCAMPUS** centre as shown in the table below and may change depending on progression degree. Students will have English incorporated into their study plan if required.

| Centre | English | Economics and Finance | Business Behaviours | Pure Mathematics | Skills for Business | Mathematics for Economics and Finance | Advanced Mathematics for Business and Finance | French for Beginners |
|-----------------------------------|---------|-----------------------|---------------------|------------------|---------------------|---------------------------------------|---|----------------------|
| ONCAMPUS AMSTERDAM | ✓ | ✓ | ✓ | | | ✓ | | |
| ONCAMPUS ASTON | ✓ | ✓ | ✓ * | ✓ * | ✓ | | | |
| ONCAMPUS HULL | ✓ | ✓ | ✓ | | ✓ | | | |
| ONCAMPUS LONDON | ✓ | ✓ | ✓ * | ✓ * | ✓ | | | |
| ONCAMPUS LONDON SOUTH BANK | ✓ | ✓ | ✓ | | ✓ | | | |
| ONCAMPUS LOUGHBOROUGH | ✓ | ✓ | ✓ * | | ✓ | | ✓ * | |
| ONCAMPUS PARIS | ✓ | ✓ | ✓ | | ✓ | | | ✓ |
| ONCAMPUS READING | ✓ | ✓ | | ✓ | ✓ | | | |
| ONCAMPUS SOUTHAMPTON | ✓ | ✓ | | | ✓ | | ✓ | |
| ONCAMPUS SUNDERLAND | ✓ | ✓ | ✓ | | ✓ | | | |
| ONCAMPUS UK NORTH | ✓ | ✓ ** | ✓ | ✓ *** | ✓ | | | |

* Students may study one of the two modules indicated dependant on progression degree requirements.

** Globalisation and International Relations may be offered as an alternative module dependent on progression degree requirements and availability. Full Globalisation and International Relations module details can be found in the **ONCAMPUS** Humanities & Social Sciences UFP Programme Guide.

*** The Pure Maths module at **ONCAMPUS UK North** may be studied by some students dependant on progression degree. This module may replace any one of the modules taught at **ONCAMPUS UK North**.

Economics and Finance Module

The aim of the module is to introduce you to the areas of Economics and Accounting and Finance.

The Economics element of the module investigates how society uses its limited resources and how a country deals with the production and consumption of goods and services. The microeconomics element focuses on how individual consumers and firms make decisions, from the choices made by economic agents to the dynamics of supply and demand. The macroeconomics studies the economy on both a national and international level. Topics in macroeconomics include government fiscal and monetary policy, unemployment rates, the level of inflation and the balance of payments.

The Finance element of the module covers the primary financial accounting documents produced by a business. You will practice recording double entry book-keeping transactions and transferring balances to a trial balance. You will use income statements and balance sheets to calculate and comment on financial ratios to help analyse a firm's profitability, liquidity, and financial stability.



Learning Outcomes and Assessment Criteria

01

Recognise the Basic Economic Problem, the function of an economy and the influence of economic agents

1. Explain the basic economic problem, scarcity, and choice
2. Distinguish between free, market and command economies, needs and wants, renewable and non-renewable resources
3. Describe the Sectors of the Economy
4. Discuss the impact of Specialisation and Division of Labour and its importance in modern society

02

Explore the principles of Demand and Supply and how a government may intervene in a mixed or free market economy to address market failure

1. Draw and interpret the demand and supply curves
2. Explain the various factors that cause shifts in the demand curve and the supply curve
3. Explore the main types of market failure, assessing ways governments intervene

03

Recognise measurements of national economic performance and examine how government policy may impact the economic cycle

1. Recognise national economic performance indicators
2. Analyse causes of economic growth and their implications
3. Analyse causes and impacts of unemployment, including how governments can reduce unemployment in the economy
4. Explore the causes and impacts of inflation and balance of payments (BOP) on economic agents
5. Assess the effectiveness of policies and how they are used to impact the economic cycle

04

Recognise the nature and purpose of accounting and how financial documents are used by business stakeholders

1. Distinguish between financial accounting and management accounting
2. Explain the five steps of the accounting process
3. Discuss how accounts are useful to stakeholders of the business

05

Explore the key areas of financial documents and demonstrate the process undertaken to produce financial accounts

1. Examine the key areas of an income statement and a balance sheet
2. Create a double entry for assets, liabilities and capital transactions
3. Prepare a basic trial balance from T-Accounts
4. Produce extracts of an income statement and balance sheet from the trial balance

06

Calculate and interpret the financial performance of the business using ratio analysis techniques

1. Explain the use of accounting ratios as a means of assessing the financial position of an organisation
2. Calculate profitability, liquidity and efficiency ratios
3. Discuss the usefulness and limitations of ratio analysis when assessing business performance

Business Behaviours Module

The module investigates the purpose and nature of business and its primary business objectives. The content includes the role of managers, leaders and stakeholders and the impact of external influences on the business. The module also explores the functional decisions made by a business including; the importance of the marketing strategy adopted by the business, how human resources can impact business performance, plus the importance of operational performance and financial analysis.



Learning Outcomes and Assessment Criteria

01

Recognise the purpose and key characteristics of business

1. Describe different types of business activity and purpose
2. Analyse the different forms and legal structures of businesses
3. Discuss the effectiveness of different styles of management and leadership
4. Recognise the role and importance of stakeholders on the operations of a business

03

Examine the use of marketing research and the marketing mix

1. Explain the different types of market research
2. Recognise the elements and purpose of the marketing mix
3. Describe pricing strategies, promotional and distribution strategies used by businesses
4. Explore the use of market research for business decision making including Boston Matrix and Product Life cycle

05

Recognise the importance of monitoring the financial performance of a business

1. Construct and interpret budgets, break-even charts, and cash flow forecasts
2. Discuss relevant sources of finance to support business financial performance
3. Analyse the methods used by businesses to improve cash flow and profits

02

Explore the impact of the external environment on business decision making

1. Identify the key factors influencing demand for a product or service
2. Analyse the effect of external factors on business as part of a SWOT analysis

04

Recognise the importance of effective operations management

1. Explain the purpose of setting and managing operational objectives
2. Demonstrate understanding of the methods used to measure operational performance
3. Explore key strategies used for improving business performance

06

Discuss the importance to a business of effective organisational design and employee motivation

1. Explain organisational structure and influences on organisational design
2. Describe different motivation theories
3. Analyse the range of financial and non-financial methods used to motivate employees

Pure Mathematics Module

The aim of the module is to enable you to develop your understanding of mathematics using a variety of techniques and methods to solve given problems. It gives you the opportunity to apply your knowledge to real life contexts and prepares you for future undergraduate studies across multiple disciplines.



Learning Outcomes and Assessment Criteria

01

Recall and use mathematical notation, rules, and definitions

1. Use mathematical language and notation accurately
2. Recall and use rules and formulae
3. Understand that mathematical expressions can often be written in more than one form

02

Know a range of mathematical methods and be able to communicate solutions effectively

1. Demonstrate a sound understanding of mathematical methods outlined in the module content
2. Use logical reasoning and precise statements to create and present mathematical arguments
3. Use appropriate diagrams and sketches to create and present mathematical arguments
4. Present steps of the method clearly within answers

03

Select and apply the correct technique(s) to solve any given problem, drawing conclusions and explaining reasoning

1. Interpret mathematical language to understand problem requirements
2. Demonstrate the use of judgement for appropriate tools and techniques to solve any given problem
3. Show understanding of coherence and progression in maths by connecting methods from different topics within the problem solution
4. Assess the validity of answers and reject solutions based on constraints
5. Offer explanations for, or interpretations of, solutions

04

Apply knowledge and understanding to solve problems involving subject contexts

1. Convert problems written in contexts into mathematical processes
2. Offer explanations for, or interpretations of, solutions in the context of the original problem

Topics list

1. Algebraic techniques
2. Quadratic functions
3. Complex numbers
4. Simultaneous equations
5. Inequalities
6. Sketching curves
7. Graph transformations
8. Linear equations
9. Coordinate geometry
10. Differentiation
11. Integration
12. Binomial expansion
13. Trigonometry
14. Trigonometrical identities
15. Trapezium Rule
16. Exponentials and Logarithms

Skills for Business Module

This module aims to equip you with the skills and strategies required for successful completion of your ONCAMPUS programme and prepare you for future studies.

Topics will develop your ability to become an independent learner, including critical evaluation and reflective skills. You will learn how to conduct research, write in an academic style, provide references for your work and present information effectively to an audience.



Learning Outcomes and Assessment Criteria

01

Collect, analyse, and present relevant research and data to support a chosen project

1. Evidence relevant primary and secondary research carried out to support one's own work
2. Produce a well-structured research paper with clear findings to support a chosen project
3. Interpret and present the data using appropriate methods to inform others and support one's own ideas
4. Demonstrate proficient use of Harvard-style referencing

02

Present information effectively to meet audience needs

1. Produce an effective and informative PowerPoint presentation
2. Demonstrate the necessary skills to deliver a professional presentation to an audience
3. Engage with the audience to explore subject matter in more detail

03

Demonstrate ability to reflect on one's own work and process undertaken

1. Recognise strengths and weaknesses and ways of improving one's own study skills
2. Reflect on one's journey through the development of study skills
3. Analyse one's experience and make recommendations for future learning

Topics list

1. Academic English: sentence structure, language for comparing and contrasting, language to express cause and effect, paraphrasing
2. Study skills: independent learning, time management, note-taking, group work, discussions, revision and exam preparation
3. Research: sources of information, primary, secondary, qualitative, and quantitative case studies
4. Reflective writing: learning journal, Gibbs cycle and Bains models
5. Essay writing: academic writing, proof reading, referencing, paragraph structure, plagiarism, Turnitin
6. Presenting information: using Powerpoint, presentation skills, critical evaluation

Advanced Mathematics for Business and Finance Module

The aim of this module is to provide you with a strong foundation of mathematical skills and modelling, with specific relation to the fields of Business and Finance. You will cover pre-calculus, calculus and descriptive statistics and probabilities, using a variety of techniques and methods to solve given problems. It gives you the opportunity to apply your knowledge to real life contexts and prepares you for future undergraduate studies across multiple disciplines.



Learning Outcomes and Assessment Criteria

01

Recall and use mathematical notation, rules, and definitions

1. Use mathematical language and notation accurately
2. Recall and use rules and formulae
3. Understand that mathematical expressions can often be written in more than one form

02

Know a range of mathematical methods and be able to communicate solutions effectively

1. Demonstrate a sound understanding of mathematical methods outlined in the module content
2. Use logical reasoning and precise statements to create and present mathematical arguments
3. Use appropriate diagrams and sketches to create and present mathematical arguments
4. Present steps of the method clearly within answers

03

Select and apply the correct technique(s) to solve any given problem, drawing conclusions and explaining reasoning

1. Interpret mathematical language to understand problem requirements
2. Demonstrate the use of judgement for appropriate tools and techniques to solve any given problem
3. Show understanding of coherence and progression in maths by connecting methods from different topics within the problem solution
4. Assess the validity of answers and reject solutions based on constraints
5. Offer explanations for, or interpretations of, solutions

04

Apply knowledge and understanding to solve problems involving subject contexts

1. Convert problems written in contexts into mathematical processes
2. Offer explanations for, or interpretations of, solutions in the context of the original problem

Topics list

Core Mathematics:

1. Algebra
2. Functions and graphs
3. Lines, parabolas, and systems
4. Exponentials and Logarithmic functions
5. Limits and continuity
6. Differentiation
7. Curve sketching
8. Integration

Statistics:

9. Descriptive statistics
10. Introduction to probabilities and statistics
11. Continuous random variables

Mathematics for Economics and Finance Module

The aim of the module is to enable you to develop a strong foundation of mathematical skills and modelling, with specific relation to the fields of Economics and Finance. You will study pre-calculus, calculus and descriptive statistics and probabilities, using a variety of techniques and methods to solve given problems. This module gives you the opportunity to apply your knowledge to real life contexts and prepares you for your future undergraduate studies across multiple disciplines.



Learning Outcomes and Assessment Criteria

01

Recall and use mathematical notation, rules, and definitions

1. Use mathematical language and notation accurately
2. Recall and use rules and formulae
3. Understand that mathematical expressions can often be written in more than one form

02

Know a range of mathematical methods and be able to communicate solutions effectively

1. Demonstrate a sound understanding of mathematical methods outlined in the module content
2. Use logical reasoning and precise statements to create and present mathematical arguments
3. Use appropriate diagrams and sketches to create and present mathematical arguments
4. Present steps of the method clearly within answers

03

Select and apply the correct technique(s) to solve any given problem, drawing conclusions and explaining reasoning

1. Interpret mathematical language to understand problem requirements
2. Demonstrate the use of judgement for appropriate tools and techniques to solve any given problem
3. Show understanding of coherence and progression in maths by connecting methods from different topics within the problem solution
4. Assess the validity of answers and reject solutions based on constraints
5. Offer explanations for, or interpretations of, solutions

04

Apply knowledge and understanding to solve problems involving subject contexts

1. Convert problems written in contexts into mathematical processes
2. Offer explanations for, or interpretations of, solutions in the context of the original problem

Topics list

Core Mathematics:

1. Algebra and its applications
2. Functions and graphs
3. Lines, parabolas, and systems
4. Exponentials and Logarithmic functions
5. Limits and continuity
6. Differentiation
7. Integration
8. Curve sketching

Statistics:

9. Descriptive statistics
10. Probabilities
11. Discrete random variables

French for Beginners

The aim of the module is to develop students' grammar, vocabulary and skills in listening, reading, writing and speaking to elementary level. The module addresses the varied role of French language skills in students' programme of study, and gives balanced attention to exam preparation, cultural attenuation and language for academic environments and social situations. Students are expected to achieve a level equivalent to at least CEFR A2, using the DELF French language testing methodology.



Learning Outcomes and Assessment Criteria

01

Understand and express sentences and frequent expressions relating to areas of immediate need/relevance and of personal interest (e.g. personal information, local geography, study and/or employment)

1. Identify the main ideas and key details in everyday conversations
2. Ask and answer simple questions on familiar topics
3. Describe everyday activities, abilities, family, hometown and occupation

02

Understand and respond to clear, slow standard speech relating to areas of immediate need/relevance, such as personal information, basic transactions, study and/or employment)

1. Identify information relating to routines and patterns
2. Recognise phrases and content words relating to everyday topics and basic personal information
3. Identify key information relating to times, schedules and events

03

Comprehend short, simple texts containing common, standard expressions, and locate specific information in everyday materials such as timetables, advertisements, and notice boards

1. Answer simple questions about people, places, and things
2. Find specific, predictable information in a factual text
3. Identify and order events with some visual or tabulated support

04

Communicate in very short social or transactional exchanges, when a direct exchange of information is required on everyday, familiar topics

1. Carry out a basic transaction or other basic exchange of information (e.g. request for further information)
2. Obtain basic background information from a friend/classmate, using questions appropriately
3. Express and explain likes, dislikes, and preferences

05

Use a range of frequent, appropriate phrases and structures to describe living arrangements, family, educational background and current or previous occupation

1. Give details on family members and describe home environment and/or living arrangements while studying
2. Talk about current and previous studies
3. Describe a local area, including likes and dislikes

06

Write/type short, simple notes and messages relating to areas of immediate need, using basic connectives to add and show negatives/contrast when needed

1. Create main clauses in both spoken and written French and link them correctly with some basic linear connectors
2. Compose a simple email to request information or help
3. Use a range of adjectives to describe people, places, or things, using correct word order
4. Accurately use a range of prepositions to indicate location

Resources and reading list

Economics and Finance

- Cox, D. (2017). *Business Accounts: For Bookkeeping and Financial Accounting Courses*. 5th edn. Wokingham: Osborne Books Ltd.
- Sangster, A. (2015). *Frank Wood's Business Accounting Volume 1*. 13th edn. Harlow: Pearson Education Limited.
- Hewison, A. and Joad, T. (2018). *Pearson Edexcel International AS / A Level Economics: Student Book 1*. London: Pearson Education Limited.
- Anderton, A. (2015). *Economics*. 6th edn. Ormskirk: Anderton Press Ltd.

Business Behaviours

- Marcouré, I., Hammond, A. and Watson, N. (2015). *AQA A-Level: Business For AS*. 3rd edn. London: Hodder Education.
- Hall, D. et al. (2008). *Business Studies: AS Level AQA*. 4th edn. Essex: Causeway Press.

Pure Mathematics

- Smith, H. (ed.) (2017). *Pearson Edexcel International AS / A Level Economics: Pure Mathematics Year 1 / AS*. London: Pearson Education Limited.

Skills for Business

- Cottrell, S. (2013). *The Study Skills Handbook*. 4th edn. London: Palgrave Macmillan
- Emden, J.V. and Becker, L. (2010). *Presentation Skills for Students*. 2nd edn. London: Palgrave
- Wisker, G. (2009). *The Undergraduate Research Handbook*. London: Palgrave Macmillan

Advanced Mathematics for Business and Finance

- Haeussler, E.F., Paul, R.S. and Wood, R.J. (2018). *Introductory Mathematical Analysis: For Business, Economics and the Life and Social Sciences*. 14th edn. London: Pearson

Mathematics for Economics and Finance

- Haeussler, E.F., Paul, R.S. and Wood, R.J. (2018). *Introductory Mathematical Analysis: For Business, Economics and the Life and Social Sciences*. 14th edn. London: Pearson

French for Beginners

- Bentifraouine, J., et al. (2021). *ABC DELF Adulte niv. A2 + livret + CD*. Paris: Cle Internat.
- Dupleix, D. and Houssa, C. (2016). *Le DELF 100% réussite: Livre A2 & CD MP3*. Paris: Didier.
- Dupuy, M. and Launay, M. (2010). *Reussir le DELF: Livre A2 & CD audio*. Paris: Didier.

Example Timetable

Please note this is an example timetable and will vary for every student. Students should anticipate lessons starting earlier than 9am or later than 5pm. Students will be expected to allocate self study and revision hours within their timetable which will be given at the start of the academic term.

| | 9-10 | 10-11 | 11-12 | 12-1 | 1-2 | 2-3 | 3-4 | 4-5 |
|------|-----------------------|-----------------------|---------------------|-------|-----------------------|-----------------------|---------------------|---------------------|
| Mon | English | English | | Lunch | Business Behaviours | Business Behaviours | | |
| Tues | | Business Behaviours | Business Behaviours | Lunch | | English | English | |
| Wed | Skills for Business | Personal Tutorial | | | Economics and Finance | Economics and Finance | | |
| Thur | Economics and Finance | Economics and Finance | | Lunch | English | English | Skills for Business | Skills for Business |
| Fri | Economics and Finance | Economics and Finance | | Lunch | | Business Behaviours | Business Behaviours | |

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