



# **BA (Hons) Business Management (Accounting and Finance) with Foundation Year**

**UNDERGRADUATE**

**BLENDED**

**ONLINE**





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**Arden University has three decades of experience providing higher education, and we've helped more than 50,000 students globally gain the qualifications they need to succeed. We have a 95% student satisfaction rating, and 9 out of 10 Arden students believe studying with us has helped them transform their careers.\***

\*Arden University 2021 graduate survey



# BA (Hons) Business Management (Accounting and Finance) with Foundation Year

**UNDERGRADUATE****BLENDED****ONLINE**

You can visit the Arden University website page for this course [here](#).

This bachelor's degree with foundation year will provide you with a thorough understanding of modern financial theories, together with how and why organisations make important accounting and finance decisions. The foundation level on the course will help you gain the study skills and confidence you need to succeed at university, helping you complete your degree with confidence.

Our Faculty of Business partners with the Business Graduates Association. This course is also in the process of gaining accreditation from the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA).

## Course at a glance

- Learn study skills to succeed on your degree course
- Understand key business and finance functions in organisations
- Develop the skills and understand technologies used in finance and accounting
- Formulate relevant and robust solutions to meet the sector's challenges
- Apply accounting theories and principles to a range of global business contexts



## Key facts

**Location:** Blended, online

**Start dates:** Every 3 months

**Full time:** 4 years

**Part time:** 4 years+

## Contact us

If you'd like to get in touch to find out more about studying this course, please use the following:

### UK online learning:

Call 0800 268 7737

Email [study@arden.ac.uk](mailto:study@arden.ac.uk)

### International online learning:

Call +44 20 300 56070

Email [online@arden.ac.uk](mailto:online@arden.ac.uk)

### Berlin blended learning:

Call +49 30 235901000

Email [studyberlin@arden.ac.uk](mailto:studyberlin@arden.ac.uk)

## Entry requirements

To be able to study this course, you should usually have:

- At least 3 x GCSEs OR 45 credits at Level 2 or equivalent – if your qualifications are older than 3 years we would also ask to see a professional CV.
- You may be considered based on a minimum of 12 months of professional work experience evidenced with a CV and Reference if you do not meet the qualification requirements.

English proficiency:

- IELTS 6.0 (no less than 5.5 in any element); or TOEFL iBT 80; or equivalent.
- Alternatively, evidence you have previously studied in English, such as a letter to show that the Medium of Instruction was in English can be accepted.

## Career Progression

- Business Analyst
- Business Development Executive
- Buying Assistant
- Accounting Technician
- Actuarial Analyst
- Stockbroker

**If you'd like to get your application started, please [click here](#).**

## Blended learning

**Blended learning with Arden University brings you the best of both worlds: a flexible mix of face-to-face teaching at one of our study centres in the UK or Berlin, Germany, combined with independent online learning that you can take part in whenever and wherever works best with your existing commitments.**

When you study via blended learning, you'll study two modules at a time over 10-week study periods. Each week of study will require a minimum of 33.5 hours of participation, which comprises:

- 8 hours of timetabled face-to-face teaching each week based in one of our study centres
- A minimum 25.5 hours of independent online learning

Your face-to-face classes will be scheduled on either two mornings (9.00am to 1.00pm), two afternoons (1.30pm to 5.30pm), or two evenings (two nights on campus 5:30-9:30pm) during teaching weeks. You'll be able to opt for your preferred time when you apply and, we'll do our best to accommodate your preferred schedule subject to student intake numbers for your course.

You can find out more about blended learning with Arden University [here](#).

## Study centre locations

This course is available as a full-time blended learning degree at our study centre in Berlin, Germany.

You can learn more about studying with Arden University in Berlin [here](#).

**Meet some of our blended learning students [here](#).**

## Online learning

**Studying this course online gives you a lot of flexibility and convenience. You can enrol with us from anywhere in the world and study your degree from the comfort of home, without the requirement to attend classes in a physical location.**

You'll study the course through ilearn, our university campus in the cloud. ilearn provides you with an integrated online learning experience, including your virtual classroom, lecture hall, and online library of more than half a million books and journals – yours for free while you study with us.

Studying online doesn't mean studying alone. As well as receiving regular feedback and guidance from your course tutor, you'll be studying with likeminded students and you'll have access to community message boards to discuss your course and the topics being raised within it.


We've even set up community boards embedded into each of the course modules so you can have discussions with your tutor and classmates on the topics you're currently learning.

You can find out more about online learning with Arden University [here](#).

## Online learning key benefits

- Study anywhere worldwide
- Plan your own schedule
- Benefit from reduced costs
- Study around work and family life

**Discover why so many students choose online learning with Arden [here](#).**



**On your foundation level you'll learn about the basics of finance and accounting, as well as developing important study skills. You'll then move on to learn about today's accounting and finance functions, operations, and technologies. At levels five and six, you'll develop your accounting, finance, and management skills within an international context, helping you become a skilled and informed professional.**

Using our business simulation software, you'll be able to access a virtual business and run it as your own enterprise – managing activities such as marketing, sales, finances, people, product development, operations, and supply chain. This will give you the chance to put your knowledge to practice and make critical business decisions within a safe environment.

Please see the following pages for a detailed overview of each course module.

## Foundation year modules

### Using numeracy, IT, & Data (20 credits)

This module is designed to provide a range of mathematical skills for study at undergraduate level. It will review basic mathematical concepts and provide opportunities to develop these in the context of problem-solving. You will be introduced to topics such as time, money, weights, measurements, and spreadsheets. These numeracy skills will prepare you to undertake more advanced data analysis later on in the programme. The module will develop your ability to:

- **Use basic numerical operations with whole numbers, integers, fractions and decimals**
- **Calculate ratios and proportions, percentages, averages**
- **Construct and use appropriate graphical techniques to present simple data**
- **Construct and use a spreadsheet application to record numerical data and use simple formula functions**

### Research Skills and Using Information (20 credits)

Designed to develop your basic research and presentation skills for study at higher education, this module will give you the opportunity to apply these skills to real-world scenarios. You will be expected to design an original presentation, report and describe data, and provide meaningful conclusions. The module will consider the utility of different data types to organisations, as well as the impact of data analysis on accounting, quality, and marketing. This will be contextualised within the context of several industry sector examples. You will learn to:

- **Apply note-taking techniques to record specific key information from given material**
- **Describe and present information from given data sets**
- **Collate, structure and present and use information from given data sets**
- **Write a report in fluent, accurate English observing the conventions of grammar, punctuation and spelling and referencing**

## Values, Ethics, and Working Collaboratively (20 credits)

Ethics is a central theme of Arden programmes. This module will provide an understanding of key issues in the area of ethics and develop your ethical decision-making through the use of live case studies. The module will explore ethical dilemmas in fields such as psychology, healthcare, business, and law, as well as their impact on the workplace. Having this ethical awareness will maximise your ability to make sound decisions in your future career. Finally, you will gain insight into the benefits and ethical implications of collaborative working. The module will help you to:

- **Explain what is meant by ethics**
- **Explain how environmental and cultural issues influence business ethics**
- **Demonstrate an understanding of personal skills needed to ensure people are treated with dignity**
- **Demonstrate an understanding of collaborative working within a range of work sectors**

## Developing Academic Skills (20 credits)

In this module you will become equipped with the academic skills necessary for study at higher education. The module aims to shape your time management, note taking, and presentation skills, as well as your ability to identify and access key resources, evaluate credible sources of information, and draw out pertinent extracts. It will also develop your ability to work with integrity by improving your academic referencing practice. At the end of the module you will be able to:

- **Identify and explain the key resources available to facilitate your own learning and study and reflect on the development of personal academic skills**
- **Apply time management techniques to study planning**
- **Identify, summarise, and evaluate credible information from a range of different academic sources**
- **Explain and demonstrate how to avoid plagiarism through correct referencing**

## Structure of Business (20 credits)

This module has been designed to develop your understanding of key economic concepts and varying types of organisations, using examples from the healthcare, manufacturing, and leisure sectors. In order to maintain relevance, the module will keep up-to-date with emerging topics relevant to today's business environment, including business start-ups and finance generation. You will also be encouraged to critically evaluate the business environment and understand the factors which impact it. At the close of the module you will be able to:

- **Identify the differences between the various business sectors that contribute to the economy**
- **Identify the strengths and weaknesses of various legal frameworks in relation to business start-ups**
- **Identify and evaluate the strengths and weaknesses of various finance generating alternatives a new business may look to**
- **Identify and explain the importance of key 'humans resource' policies within a given organisation**

## Technology in Organisations (20 credits)

Due to the reliance of contemporary organisations on technology, this module combines the theoretical and practical elements of IT to develop your understanding of its role in business. It will explore modern topics in web development, business intelligence, programming, big data, cloud computing, and simulation. You will be introduced to information and communications technology, including information systems overview and security, as well as the impact of the changing telecommunications environment on business. It will develop your ability to:

- **Identify the evolving role of information systems within modern day organisations**
- **Outline the advancements in telecommunications and its impact on organisations**
- **Explain the IT security and data privacy measures that an organisation must implement**
- **Use IT to create, edit, format a range of organisational documents**

## Level 4

### Digital Skills & Professional Development (20 credits)

This core module will explore contemporary business automation technology and develop your digital literacy skills. The versatility and flexibility this brings is particularly relevant now due to the challenges posed by the COVID-19 pandemic. You will also be given the opportunity to learn fundamental professional “soft” skills to satisfy current and future organisational requirements, including critical thinking, negotiation, communication, and team building skills. At the end of the module you should be able to:

- **Explain the advancement of business automation technology and the associated range of digital skills required to demonstrate professional competency within an organisation**
- **Identify a range of ‘soft’ skills that are key requirements in demonstrating progression in terms of personal and professional development**
- **Reflect upon your own current levels of digital and soft skills applicable to the workplace**

### Contemporary Business Environment (20 credits)

This module draws upon a range of business disciplines to give you a better understanding of organisations and their management in today’s dynamic business environment. Here you will be encouraged to apply your critical thinking and analytical skills to real-world business applications in strategy, ethical behaviour, social responsibility, and sustainability. You will also gain insights into key competencies and technologies necessary to be a successful leader and manager in the contemporary business environment. The module will also help you to:

- **Evaluate different types of organisations, their structures and stakeholders**
- **Discuss the role and impact of digitisation on the business structure, operations and strategies of contemporary business organisations**
- **Explain the key components of micro and macroeconomics theories and their impact on organisational behaviour and the national economy**
- **Examine leading theories of management, leadership and control and discuss the challenges posed by contemporary business models**

## Marketing Dynamics (20 credits)

The core aim of this module is to further your understanding of the role marketing plays within organisations, including fundamental marketing principles, practices, and strategies. This will be contextualised within the ever-evolving areas of globalisation and digital marketing and their transformative potential for marketing practice. You will also become familiar with the different stages of the marketing funnel, from awareness to purchase, so that you can better assess and deliver effective marketing decisions. Following completion of the module you will be able to:

- **Audit the marketing environment in which an organisation operates, demonstrating knowledge of a range of marketing tools and techniques**
- **Describe an existing or potential target market segment for an organisation that operates within a specific industry**
- **Illustrate the extent to which the marketing mix of an organisation links to its competitive position within a target market segment**

## Introduction to Business Finance (20 credits)

This module will introduce you to a range of fundamental finance and accounting techniques that will optimise your managerial decision-making at operational and strategic levels. You will also gain financial computational acumen to better assess and analyse business performance. Finally, the module will delve into the emerging area of FinTech and explore how this technology can be harnessed to improve organisational policy and performance. Other learning outcomes of the module include the ability to:

- **Explain different sources of business finance available to organisations**
- **Apply various management techniques including budgeting, investment appraisal and cost volume profit analysis**
- **Interpret financial accounting information using basic ratio analysis**
- **Identify and assess the role of various FinTech applications**

## People Management (20 credits)

In this module, you will be introduced to the practical and theoretical groundwork for effective human resource management across varying organisations, sectors, and countries. The module explores the historical underpinnings of people management and its application towards current and next practices. This knowledge will equip you with skills to utilise best practices across a wide range of contexts in the employee lifecycle. On completion of the module you should be able to:

- **Explore theoretical approaches to the effective management of the employee lifecycle to inform practice in a range of contexts**
- **Identify links between people management policies and organisational strategies to inform vertical and horizontal integration**
- **Analyse the roles of people professionals and line managers in the effective management of people**
- **Apply the skills needed to be effective as a line manager and/or people professional**

## Technology & Innovation (20 credits)

The recent speed of technological advancements has brought upon unprecedented levels of digital innovation and transformation in the business environment. This module will provide you with insight into the technological and skills gaps that organisations may face as a result of this. You will be encouraged to apply evaluative skills to assess these gaps and implement viable solutions to address them in a way that enhances organisational value. Your learning outcome at the end of the module will include the ability to:

- **Explain the process of technological and skills gap analysis in relation to emerging digital trends**
- **Identify and discuss current trends in digital technology development and innovation, and their potential impact on the organisation**
- **Assess existing gaps and make appropriate recommendations on technological and development innovations and opportunities**
- **Describe barriers to innovation and successful implementation of technology, and how these can be addressed**

## Level 5

### Data Analytics & Management (20 credits)

Data plays a critical role in enabling businesses to improve their practices. This module will explore scientific, methodological, and analytical methods to identify data types, generate data-based insight, and ultimately make informed decisions that will generate business value. You will be introduced to business contextual technologies, platforms, and practices used to derive meaningful work with data sets. The module will also help you to

- **Analyse methods of gathering data and their value related to a specific problem**
- **Identify a business domain and analyse a specific problem**
- **Demonstrate appropriate analytical methods based on the dataset and identified problem to be addressed**
- **Make appropriate recommendations based on the findings of analytical activities**

### Business Start-up (20 credits)

In this module, you will develop expertise on key business functions for building a successful start-up business. The module will explore specific case studies using a range of business models, from start-ups to high growth organisations. You will acquire practical skills to create your own feasible entrepreneurial ideas, formulate business plans, and develop sustainable strategies and solutions. Your learning outcome will include the ability to:

- **Demonstrate an understanding of the concepts, theories and models that underpin new business start-up in different contexts**
- **Explore the critical aspects of starting and operating a business, including the role of business functions and their interrelationships in the process of a new business start-up**
- **Develop a business plan and choice of a business model to realise a business idea**
- **Apply financial/accounting tools and techniques in order to ascertain the viability and sustainability of a new business venture**

## Sales Management (20 credits)

The sales management module will explore sales process techniques, as well as the role of technology and sales leadership in effective sales management. It will introduce the psychology and structure of ethical sales and negotiation processes as well as advice on building customer loyalty. You will acquire an understanding of the dynamics of the entire sales process and how to effectively deploy techniques that generate revenue and drive business growth. At the end of the module you will be able to:

- **Model prospective and existing customers for a given product or service**
- **Appraise and deploy appropriate sales management techniques for a given scenario**
- **Develop a sales management plan**

## Digital & Social Media Marketing (20 credits)

Digital marketing has revolutionised the manner in which all businesses operate and market their business activities. This module will provide you with the underpinnings of this field, and the skills required to undertake digital marketing planning. You will learn key implementation, measurement, and evaluation tactics to run successful digital campaigns across a variety of contemporary multi-channel platforms, with a focus on social media. At the end of the module you will also be able to:

- **Apply the fundamental planning concepts when developing digital and social media marketing campaigns**
- **Explore the range of digital marketing channels available to organisations to undertake social media marketing planning**
- **Analyse consumer motivations in terms of user generated content and the associated impact of this, on a firm's marketing communications**
- **Effectively develop a digital marketing campaign with a focus on social media**

## Financial Accounting (20 credits)

The financial accounting module will introduce you to fundamental accounting principles and technical capabilities to independently prepare financial statements. It will explore the qualitative and quantitative aspects of accounts preparation, including the use of double-entry accounting techniques. You will be encouraged to employ a range of accounting principles to successfully analyse and prepare financial accounts. At the end of the module you will be able to:

- **Explain the context and purpose of financial statements for reporting purposes**
- **Record transactions and events using double-entry principles**
- **Prepare a trial balance (including identifying and correcting errors) as well as basic financial statements for incorporated and unincorporated entities**
- **Analyse and interpret financial statements**

## Cost Accounting (20 credits)

The cost accounting module aims to further your knowledge of cost accounting techniques to support management accountants in planning, controlling, and monitoring performance in a range of business contexts. The practical nature of this module will give you the opportunity to produce, analyse, and interpret various management accounting statements and outputs, giving you transferable skills that are essential in the field. Other learning outcomes of the module include the ability to:

- **Explain the nature, source and purpose of management information**
- **Explain and apply cost accounting techniques**
- **Prepare budgets for planning and control**
- **Compare actual costs with standard costs and analyse any variances**

## Level 6

### Business Transformation (20 credits)

The shift towards digital business transformation requires a combination of changes within an organisation. This module will critically explore concepts and theories that can be harnessed to support innovative digitisation. It will equip you with an understanding of the drivers behind the digital business revolution, the impact of industry 4.0 on business practice, and the importance of embracing technology alongside procedural, methodological, and social changes. Once you have completed the module you should be able to:

- **Critically assess the drivers of digital business transformation**
- **Evaluate the potential impact of future digital transformation on an organisation**
- **Critically analyse the role of existing technology in a modern organisation**
- **Assess the need for procedural and social change to support digital transformation objectives within an organisation**

### Entrepreneurship and Innovation (20 credits)

This module aims to equip you with practical entrepreneurial and digital skills required to turn conceptual business ideas into viable business opportunities. Extensive case studies will be used to develop your diagnostic, creative, and applied thinking skills on a range of topics. You will strengthen your employability through learning the practical aspects of business start-ups, sustainable business strategies, persuasive business plans, and creativity and innovation. The module will also help you to:

- **Critically evaluate entrepreneurship, success factors, and the characteristics and motivations of entrepreneurs**
- **Apply key theories of idea generation, creativity and innovation in turning ideas into practical business opportunities**
- **Demonstrate ability to use appropriate market and industry analyses tools to research, analyse, synthesise and evaluate the competitive business environment**
- **Develop and justify the need for and content of a structured business plan**

## Corporate Governance, Law & Ethics (20 credits)

This module will further your knowledge of corporate governance, legal, and ethical principles. Through the use of case studies, you will be given the opportunity to apply these principles to a range of global organisational contexts. This will provide you with skills to critically diagnose ethical and governance challenges and develop viable organisational solutions. The module will also explore and evaluate corporate social responsibility, social value, and sustainability. At the close of the module you will be able to:

- **Apply a range of corporate governance and legal principles to a variety of organisational contexts**
- **Evaluate the key ethical and governance theories that impact organisations in a range of international jurisdictions**
- **Diagnose legal, governance and ethical challenges in organisations**
- **Evaluate the importance of corporate social responsibility**

## Independent Study (20 credits)

In the independent study module, you will be given the opportunity to apply the knowledge gained from your degree programme to a real-world problem in the context of business and management. By pursuing an independent study on a topic of interest, you will be able to showcase your research, project management, and transferable skills to potential recruiters. The final outcome of the module include the ability to:

- **Identify, plan, design and execute an independent study based on an issue/problem/challenge appropriate to the business and management discipline**
- **Apply appropriate research design processes to gather data, critically analyse the generated information to address the problem**
- **Develop a project report that critically discusses the research results in relation to academic and practical consideration appropriately and professionally**

## Financial Management (20 credits)

The financial management module will allow you to develop the knowledge and skills expected of a finance manager in relation to investment, financing, and dividend policy decisions. You will apply various techniques to evaluate corporate entities and assets as well as explore key areas of corporate risks and their effective management. This will provide you with the groundwork for formulating optimal operational and strategic decisions. At the end of the module you should be able to:

- **Critically evaluate the theoretical base for leadership development and Analyse the role and purpose of the financial and risk management function**
- **Evaluate investment appraisal and dividend policy decisions**
- **Evaluate business capital structures and working capital policies**
- **Apply business and asset valuation techniques**

## Business Risk Management (20 credits)

This module aims to further your understanding of the methods, principles, and processes of business risk management. Both qualitative and quantitative approaches will be introduced within a range of diverse practical scenarios. Through this, you will become equipped with skills to apply relevant risk management principles to distinct organisational needs, objectives, and contexts, as well as in relation to your current or future role. At the close of the module you will be able to:

- **Evaluate the broad concept of Business Risk and the forms it can take**
- **Communicate an understanding of Enterprise Risk Management (ERM) and assess its position in management today**
- **Critically evaluate organisations' exposure to risk and apply key ERM techniques in identifying and managing that risk**
- **Critically apply quantitative techniques by building Excel-based 'what if' models to generate sensitivity analyses**



## **Dr. Alison Watson**

Head of School - Leadership and Management

Dr. Alison Watson is the Programme Team Leader for Arden's undergraduate Business and Accounting programmes. Having taught at Arden for 15 years, she has supported many students on various management courses at all levels of study. Prior to this, Alison was an operations and project manager for a number of large retailers, and therefore has a wealth of experience in the field of business and management.

Alison will provide guidance to the School of Leadership and Management, ensuring that it delivers high quality academic provision and student satisfaction across all courses.

### Why study with Arden University?

**At Arden University we believe everyone, everywhere has the right to gain the life and career benefits that higher education can bring. We are dedicated to making the university experience convenient and accessible to ambitious and motivated individuals worldwide.**

Our mission is to connect adult learners like you with higher education study opportunities that give you the tools you need to fulfil your career and life goals. We challenge conventional perceptions of degree study by providing flexible, vocational courses with timetables and learning options that fit around your life commitments.

As an education provider that is not constrained by bricks and mortar or traditions, we are able to offer courses that are innovative, affordable, and which help students and employers reap the benefits of contemporary training and skills development.

Arden is the university that comes to you, on your terms, helping you achieve the life and professional success you want.





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