

**Business Management THIRD YEAR DIRECT ENTRY Course Registration**

You need to complete this form and have it checked and signed at your induction meeting **BEFORE** proceeding to online registration. You can ask questions and have this form checked on **Thurs 12th Sept at 10.30am in Mary Burton G14** (first floor) where you will also meet other students in your year. You will be helped in completing your registration by Yvonne McLaren. You will use the information on this form to ensure that you register for the correct courses and you will keep this form with you after you have registered as a record of your choices. At Online Registration you will:

- Confirm that you are registered on the correct degree programme
- Check that you are registered on the correct mandatory courses
- Choose your option/elective courses
- Upload an official photograph (jpeg, gif, x-png or similar, no bigger than 4MB) or submit a photo request or submit a photo request unless you have already done so
- Supply information on fee payment
- Give details of term and home addresses
- Give Visa and Passport details if you are an Non-UK or EU student

Yr 3 students take a combination of mandatory and optional courses. You will be asked to choose option/elective courses depending on your programme of study. Option courses are those that are given you as being suitable for your degree programme. Elective courses are those that are offered by any school within the university. Overall 6 courses each semester must be at Level 9. You are aiming to be registered for a maximum of four courses in total each semester.

At the online registration you should find the correct mandatory (compulsory) courses already listed on your record. If you do not then you should let your programme director know and contact the undergraduate office. All mandatory (or compulsory) courses for your programme are listed in Tables III and IV and indicated by 'M' in the final column. These courses cannot be altered within the online enrolment system and are essential to your programme of study.

**CHOICE OF COURSES**

Elective courses are subjects that you choose to study as part of your programme. Third year students have a free choice of any Level 7 or 8 course offered across the university (including those in other schools) providing you meet any set qualifying (pre-requisite) or exclusion criteria. You should think about your elective choice before the Thurs induction – you might like to look at the course details online or talk to friends with whom you might like to study. As a direct entrant to Level 9 you are able to choose courses at Level 7 and Level 8 that are mandatory for your degree programme at that level. Please note however that no student can study the same course twice! Details of SML elective courses are posted on the SML web site: <http://www.sml.hw.ac.uk/undergraduate/2013-2014/course/electives.html>

Whilst the lectures for mandatory courses will **NOT** clash in your timetable, some elective courses may clash with mandatory courses. **YOU WILL NEED TO CHECK** for any timetable clashes and avoid these courses. You also **NEED TO CHECK** in which semester the elective is taught. Timetabling information can be found here: <http://www.hw.ac.uk/timetable/web-timetables-edinburgh.htm> and you will be given help completing your timetable **at the Thursday induction**. Please note that you will be asked to sign up to one tutorial from the available slots and not all slots in the timetable may run depending on numbers.

We try to offer everyone the possibility to study the courses they request. However, in certain courses, we are required to limit the number of students participating. Some of the most popular electives are listed on this form – you can find out about courses in other schools on their websites. The following were correct at going to press - please see website for full details of each course.

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**LANGUAGE ELECTIVE COURSES**

Language courses are **synoptic courses** – this means that they are linked. You can register to take the Semester 1 course only but you cannot register to take the Semester 2 course without having attended the Semester 1 course. You need to make sure you input both the codes for S1 and S2 online. Please also note that you have to attend your WK 1 courses to guarantee your places on these electives. Please see the information listed on the UG portal for more information about which level you should do.

Beginners Courses: The aim of each course is to develop a basic knowledge of the language. Each course is assessed by 50% coursework including comprehension and oral exercises and 50% examination.

S1 Code	S2 Code	Course Title
C47AX1	C47AY2	Arabic Beginners
C47BX1	C47BY2	British Sign Language Beginners
C47CE1	C47CF2	Chinese Beginners
C47GX1	C47GY2	German Beginners
G47SX1	G47SY2	Spanish Beginners

Post Beginners & Intermediate: The aim of these courses is to enhance your existing knowledge of the language and to develop knowledge of complex grammar and vocabulary. Each course is assessed by 50% coursework including comprehension and oral exercises and 50% examination.

S1 Code	S2 Code	Course Title
G47AP1	C47AQ2	Arabic Post-Beginners
C47BP1	C47BQ2	British Sign Language Post-Beginners
C47CP1	C47CQ2	Chinese Post-Beginners
C47FI1	C47FJ2	French Intermediate
C47FX1	C47FY2	French Post-Beginners
C47GP1	C47GQ2	German Post-Beginners
C47SP1	C47SQ2	Spanish Post-Beginners

**FREQUENTLY ASKED QUESTIONS**

If I need help what should I do?

- If you require further help in choosing your courses, academic staff will be available to offer guidance on **Thurs 12<sup>th</sup> Sept** at the session for your degree programme
- If you need help with your degree programme choice then please contact your mentor – details of who this is will be on the Management Notice board outside MB 1.23

What do I do if I just cannot make an elective choice?

- You need to make sign up for an elective in order to complete your registration. We would suggest you make a first choice and register and attend that elective.
- You are able to also “sit in” on a course for the first three weeks of the semester and then complete a Change of Course form which is available from outside the School Office, MB1.23 or from the Undergraduate Office MB 1.27. The completed form must be approved by your mentor and returned by Friday Wk 3 to either of the above offices (hours 10 am -12pm and 2pm – 4pm). **You will only be allowed to change course if there are spaces available on that course.**

**LEVEL 7 ELECTIVE SEMESTER 1**

Code	Title	School	Aim	Assessment
A47NY1	Introduction to Psychology	Life Sciences	Provides an introduction to applied psychology by exposing them to a range of approaches.	Coursework 20% Examination 80%
A17IB1	Introduction to Biology	Life Sciences	Considers key topics in molecular and cellular aspects of biology at an introductory level	Coursework 30% Examination 70%
F17SI1	Introductory Maths	MACS	Introduction to mathematics for students who have not specialised in mathematics i.e. algebraic manipulation and solving equations	Coursework 20%, Examination 80%
F17XA1	Maths for Engineers and Scientists	MACS	This course seeks to provide students with a range of techniques in Algebra and Calculus. This is a large class of 500+ students.	Coursework 20% Examination 80%
C17BC1	Legal Method	Business Management	Introduction to modern day businesses interact within the legal framework and the who, what and why of court room processes and procedures. <b>This course is recommended for those taking Business Management with Business law</b>	100% coursework.
C37AP1	Accounting Profession and Practice	AE&F	This course enables students to develop an understanding of the accounting methodology underlying the preparation of financial statements.	Coursework 30% Examination 70%
C07CP1	Critical Writing and Analysis	LINCS	To provide students with research, critical thinking and writing skills that can be applied to other courses.	100% coursework.
C07PD1	Professional Development Planning	SML/Career	To identify and develop the planning and insight skills required to be an effective student and future employee	100% coursework
C07CN1	Employability and Professional Skills	LINCS	There are six pieces of coursework. Please note that the first To provide students with key competences for success in university study and the world of work. two piece of coursework are due in Wk4, students who change to or join this course late or whose attendance is poor in the first few weeks will find it difficult to complete this course successfully.	100% coursework.
VARIOUS	Language Courses	LINCS	Please see attached sheet for information on learning a language	VARIOUS
C47RS	Reading to Write	LINCS	<b>FOR NON- NATIVE/NON-FLUENT SPEAKERS OF ENGLISH ONLY</b> To assist students to read and understand basic texts and to introduce students to the basic skills needed for writing in English. This is a synoptic course with C47RT	60% exam 40% coursework – three submissions
C17EB	Management in a Global Context	Business Management	Examines a range of issues that will shape the enterprise and its interface with the contemporary business environment	Coursework 50% Examination 50%
C27AA	Introductory Micro Economics	AE&F	The aim of this course is to equip students with knowledge and understanding of the fundamental principles and concepts of microeconomics	Coursework 40% Examination 60%
C37FA	Introduction to Accounting	AE&F	To introduce students to the nature and purpose of financial and management accounting	Coursework 30% Examination 70%

**LEVEL 7 ELECTIVE SEMESTER 2**

CODE	Title	School	Aim	Assessment
C07CN2	Employability and Professional Skills	LINCS	THIS IS THE S1 COURSE REPEATED. There are six pieces of coursework. Please note that the first To provide students with key competences for success in university study and the world of work. two piece of coursework are due in Wk4, students who change to or join this course late or whose attendance is poor in the first few weeks will find it difficult to complete this course successfully.	100% coursework.
C07CP2	Critical Writing and Analysis	LINCS	THIS IS THE S1 COURSE REPEATED To provide students with research, critical thinking and writing skills that can be applied to other courses.	100% coursework.
A47NZ2	Introduction to Psychology 2	Life Sciences	To introduce fundamental methods and concepts in neuroscientific approaches to the human mind, to illustrate how they can be integrated with other psychological approaches, and to describe their application in particular domains of psychology	Examination 100%
A17EB2	Environmental Biology 2	Life Sciences	Introduction to environmental processes controlling life on earth and an appreciation of how man's activities can perturb such processes. The practical component aims to provide experience of observation and practical investigation and to teach basic skills in undertaking biology experiments and statistical analyses.	Coursework 40% Examination 60%
A17IO2	Introduction to Biology 2	Life Sciences	Considers key topics in human biology at an introductory level which are relevant to human physiology, health, disease and medicine	Coursework 30% Examination 70%
F17XB2	Mathematics For Engineers and Scientists 2	MACS	Introduction to a range of techniques in Algebra and Calculus which equip them to tackle problems in their own subject area. The course also provides a foundation in mathematics for more advanced courses in later years	Coursework 20% Examination 80%
VARIOUS	Language Courses	LINCS	Please see attached sheet for information on learning a language – please note that these courses are synoptically linked	VARIOUS
C17EC	Enterprise & its Business Environment	Business Management	To enable students to acquire and develop understanding, knowledge and skills related to business management	Coursework 50% Examination 50%
C17BS	Business Skills	Business Management	Develop students' study skills, including awareness of how to manage their own studies. Develop students' understanding of the underlying concepts of business and management research	Coursework 100%
C27BA	Introductory Macro Economics	AE&F	The aim of this course is to equip students with knowledge and understanding of the fundamental principles and concepts of macroeconomics	Coursework 40% Examination 60%
C37FI	Introduction to Finance	AE&F	To introduce students to the key issues in business finance, financial markets and the valuation of ordinary shares. The course will also introduce students to financial mathematics	Coursework 30% Examination 70%
<b>C27EP</b>	Economics Applied Project and Presentation	AE&F	PRE- REQUISITE C27AA The aim of the course is to develop in students an ability to write, discuss and present concise and informative governmental style reports about a current economic issue or problem.	Coursework 100%

**LEVEL 8 ELECTIVE SEMESTER 1**

Code	Title	School	Pre-Requisites	Aim	Assessment
F78QT1	Quantitative Methods	MACJ=S	None	To provide students with: an introduction to the use of descriptive statistics in business applications	Coursework 40% Examination 60%
C38FM1	Financial Markets Theory	AE&F	C37FI Introduction to Finance	To introduce students to modern portfolio theory, and to investment and portfolio theory.	Coursework 30% Examination 70%
C38FR1	Financial Reporting	AE&F	C37FA1 Introduction to Accounting	To introduce students to the nature and purpose of financial accounting and the principles and practices of accounting for groups of companies.	Coursework 30% Examination 70%
F18XC1	Maths for Engineers and Scientists 3	MACS	Mathematics courses for engineers and scientists 1 & 2	The course aims to provide the necessary mathematical tools for second-year science and engineering courses. I	Examination 100%
C18FM	Fundamentals of Marketing	Business Management	None	Provides foundational knowledge of marketing theory and practice	Coursework 50% Examination 50%
C18HM	Human Resource Management	Business Management	None	To introduce students to the role of managing people in organisations	Coursework 40% Examination 60%
C18CL	Commercial Law	Business Management	None	Equips professionals and managers with the skills to formulate and implement strategies and policies to minimise potential legal pitfalls.	Coursework 30% Examination 70%

**LEVEL 8 ELECTIVE SEMESTER 2**

Code	Title	School	Pre-Requisites	Aim	Assessment
C38MO2	Management Accounting in Organisations	AE&F	C37FA1 Introduction to Accounting	To develop student understanding and critical evaluation of the role of contemporary management accounting	Coursework 30% Examination 70%
C38SE2	Social and Environmental Accounting	AE&F	C37FA1 Introduction to Accounting	Introduction to the basic concepts of social accounting (focused mainly on the micro-organisational level),	Coursework 30% Examination 70%
C38FN2	Corporate Finance Theory	AE&F	C37FI Introduction to Finance	Introduction to quantitative assessment of the key decisions facing the corporate finance manager.	Coursework 30% Examination 70%
C28EP	Contemporary Economic Policy & Institutions	AE&F	None	Introduction to UK economic policy and institutions set within an international context.	Coursework 40% Examination 60%
C08QU	Statistical Techniques	AE&F	None	Introduction to descriptive, the use of computers as tools in the problem solving process; and the development of problem solving skills	Coursework 40% Examination 60%
F18XD2	Maths for Engineers and Scientists 4	MACS	Builds on Mathematics for Engineers and Scientists 1-3	Introduction to the necessary mathematical tools and the use of MATLAB computer program for second-year science and engineering courses.	Coursework 30% Examination 70%
C18OP	Operations Management	Business Management	None	Introduces managing operations & resources in organisations of various sizes; private, public & not-for-profit.	Coursework 40% Examination 60%
C18CM	Business Entities	Business Management	None	Provides a broad knowledge of the legal framework for business entities in the UK	Coursework 30% Examination 70%
C18TP	Enterprise Concepts and Issues	Business Management	None	Introduction to business enterprise and its importance within the modern economy	Coursework 50% Examination 50%
C18FO	Marketing Perspectives	Business Management	None	Provides a critical perspective on marketing practice	Coursework 50% Examination 50%
C18OB	Organisational Behaviour	Business Management	None	Introduction to Organisational Behaviour which is concerned with human behaviour at the individual, group and organisational level	Coursework 50% Examination 50%

## **LEVEL 9 OPTIONS SEMESTER 1**

Code	Title	Pre-Requisite	Mandatory for	Aim	Assessment
C19CE	Consumer Behaviour	C18FM Fundamentals of Marketing	BM with Marketing	To provide a specific introduction to consumer-centred theory and practice within marketing.	Coursework 50% Examination 50%
C19EL	Employment Law	None	BM with Business Law and BM with HRM	Explain and build on understanding of principles of contract law in relation to the contract of employment and related contracts	Coursework 50% Examination 50%
C19RE	Employment Relations	None	BM with HRM	To critically analyse the nature of the employment relationship and changes due to the result of changes in the wider environment	Coursework 50% Examination 50%
C19IN	Innovation Management	None	BM with Enterprise	To present a contemporary view of innovation management and new product development.	Coursework 50% Examination 50%
C19PT	Project Management	None		To provide students with the a basic understanding of the principles, concepts and theory of modern project management	Coursework 50% Examination 50%

## **LEVEL 9 OPTIONS SEMESTER 2**

Code	Title	Pre-Requisite	Mandatory for	Aim	Assessment
C19BV	Business Venturing	None	BM with Enterprise	To consolidate knowledge and understanding of the entrepreneurial process	Coursework 100% in teams
C19CA	Critical Approaches to Management	C18HRM	BM with HRM	To apply a more critical understanding to Organisational Behaviour and Human Resource Management	Coursework 50% Examination 50%
C19LM	Marketing and Consumer Law	C18CL	BM with Business Law or C39TA	To examine the contractual, delictual and criminal liabilities that occur in the sale and supply of goods and services both in relation to the common law and by the operation of statutory controls.	Coursework 100%
C19MC	Marketing Communications	C18FM	BM with Marketing	The aim of this course is provide students with a thorough grounding in the techniques, issues and relationships involved in communicating with target audiences.	Coursework 50% Examination 50%
C39TA	Taxation	C37FA Introduction to Accounting	BM with Business Law or C19LM	To develop an understanding of the theoretical framework of taxation	Coursework 30% Examination 70%

**ONLINE REGISTRATION RECORD**

- LAST/FAMILY NAME (*Please print*): \_\_\_\_\_
- FIRST NAME (*Please print*): \_\_\_\_\_

**STEP 1 CONFIRM DEGREE PROGRAMME**

Tick the degree programme on which you are registered.

**Table II DEGREE PROGRAMME**

Tick √	Programme Name	Programme Code	Programme Director
	MA in Business Management	C1BM-MBM	Jane Queenan
	Bachelor of Business Administration	C1BA-BBA	Jane Queenan
	MA in Business Management with Enterprise	C1FM-BME	Cathie Wright
	MA in Business Management with HRM	C1EM-BMH	Dr Nicolina Kamenou
	MA in Business Management with Business Law	C1CM-MBL	Josephine Bisacre
	MA in Business Management with Marketing	C1DM-BMM	Geraldine Bell
	MA in International Business Management	C18M-INM	Dr Pierre de Gioia-Carabellese

**STEP 2 CONFIRM COURSE SELECTION****TABLE III SEMESTER ONE COURSES**

Code	Course Title	Sem	STATUS
C19RH	Business Research Methods	1	Mandatory Level 9
			M/Option Level 9
			M/Option Level 9
			Option or Elective 7, 8 or 9

**TABLE IV SEMESTER TWO COURSES**

Code	Course Title	Sem	STATUS
C19BU	Strategic Management	2	Mandatory Level 9
			M/Option Level 9
			M/Option Level 9
			Option or Elective 7, 8 or 9

**SIGNED AS APPROVED BY INDUCTION LEADER:** \_\_\_\_\_