

Module Title:	Languages for Group and Team Work
Class:	Integrated Skills 1/Business Studies
Level:	1
Credits:	15
Subject code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

All tasks in the target language will be at a level appropriate to the language descriptors specified for the award.

On completion of this module students will be able to:

- discuss or write effectively about a number of everyday topics in the target language;
- understand spoken and written simulated and authentic texts on a range of non-specialist topics;
- operate effectively and constructively in pairs and groups.

Indicative Content

The exact content will vary according to the target language. Areas for focus, however, will include:

- oral interaction in a range of everyday communication contexts;
- writing texts for a range of everyday communication contexts;
- comprehension of simulated and authentic spoken and written texts;
- vocabulary development.

Assessment Procedures

The mode of assessment will vary according to the route. In selecting the mode of assessment, consideration will be given to the students' overall study programme. The mode of assessment which is most sympathetic to and coherent with other modules will be selected. Synoptic assessment with other language modules will be encouraged where possible.

Presentation

Students will give an oral presentation based on a written group project.

Learning, Teaching and Assessment Strategy

Language classes based on an interactive approach to language learning and teaching including, individual, pair and group work activities.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains and the following are specifically assessed on this module:

- Communication
- Group/Interpersonal skill

Module Title:	Language in Use
Class:	Integrated Skills 1
Level:	1
Credits:	15
Subject code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

All tasks in the target language will be at a level appropriate to the language descriptors specified for the award.

On completion of this module students will be able to:

- demonstrate a level of accuracy, fluency and creativity in all four language skills. This will be within a restricted range of simulated and authentic situations;
- demonstrate the ability to synthesise selected grammatical, lexical and phonological features of the target language through application;
- begin to evaluate their own progress in language learning.

Indicative Content

The exact content will vary according to the target language. Areas for focus, however, will include:

- Enhancing confidence in all four language skills and in the use of selected simulated and authentic materials for practical everyday communication;
- Extending students' language learning and in developing their language learning strategies;
- Key aspects of the target culture.

Assessment Procedures

Synoptic assessment with other language modules will be encouraged where possible.

Project

A written project on a topic relating to the class content.

Learning, Teaching and Assessment Strategy

Language classes based on an interactive approach to language learning and teaching including, individual, pair and group work activities.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains and the following are specifically assessed on this module:

- Synthesis and Evaluation
- Creativity

Module Title:	Applied Language Skills
Class:	Integrated Skills 2
Level:	1
Credits:	15
Subject Code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

All tasks in the target language will be at a level appropriate to the language descriptors specified for the award.

On completion of this module students will be able to:

- participate in general conversation and undertake transactions for personal needs in the target language;
- produce written texts in the target language;
- demonstrate understanding of spoken and written texts relating to everyday activities.

Indicative Content

The exact content will vary according to the target language. Areas for focus, however, will include:

- for personal correspondence, including notes, e-mail, letters;
- for scanning and detailed comprehension of simulated and authentic written materials including advertisements, signs, instructions and brochures;
- in academic contexts.

Assessment Procedures

Synoptic assessment with other language modules will be encouraged where possible.

Learning, Teaching and Assessment Strategy

Language classes based on an interactive approach to language learning and teaching including, individual, pair and group work activities.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains. However, none of these are assessed specifically in this module.

Module Title:	Independent Learning
Class:	Successful Learning
Level:	1
Credits:	15
Subject code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

All tasks in the target language will be at a level appropriate to the language descriptors specified for the award.

On completion of this module students will be able to:

- be aware of and demonstrate a limited range of independent learning resources and media used for language learning;
- select and apply a variety of techniques and strategies to achieve their language learning objectives;
- develop and execute a personal study plan for language learning;

Indicative Content

The exact content will vary according to the target language. Areas for focus, however, will include:

- strategies and techniques for effective independent learning;
- lexical extension;
- grammatical development;
- accuracy of speech sounds, stress and intonation;
- oral fluency;
- reading fluency and comprehension;
- ways of obtaining feedback on the learning of the language and independent learning strategy development;
- Skills for Learning.

Assessment Procedures

Students will submit a portfolio of the work completed during the module. The portfolio will include their study plan and learning log, and will be organised appropriately to enable future reference and retrieval.

Independent language learning work	70%
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Independent learning skills, strategies and reflection	30%
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Learning, Teaching and Assessment Strategies

Introductory workshop and tutor support. Guided/independent learning will consolidate class input.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains and the following are specifically assessed on this module:

- Technical Skills
- Organisation and Planning
- Data Collection and Interpretation

Module Title:	Language Skills Development
Class:	Integrated Skills 3
Level:	1
Credits:	15
Subject code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

All tasks in the target language will be at a level appropriate to the language descriptors specified for the award.

On completion of this module students will be able to:

- have acquired some knowledge and understanding of key theories and principles of language learning and be able to relate these to their own learning and language acquisition;
- be able to express themselves orally and in writing in the TL with accuracy and fluency;
- be able to understand spoken and written texts in specified situations.

Indicative Content

The exact content will vary according to the target language. Areas for focus, however, will include:

- Essential theories and principles of language learning;
- Grammar, vocabulary and pronunciation appropriate for specified situations;
- Practice and development of all four skills, using a range of structures;
- some aspects of the target culture.

Assessment Procedures

Synoptic assessment with other language modules will be encouraged where possible.

Coursework:

Assignments and class tasks will be completed to reflect the language skills and will include error analysis by the student of his/her own work and a listening task. They may be conducted under tutor or student-controlled conditions.

Learning, Teaching and Assessment Strategy

Language classes based on an interactive approach to language learning and teaching including, individual, pair and group work activities.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains and the following are specifically assessed on this module:

- Theory and Principles
- Analysis and Reflection
- Application and Reflection

Module Title:	Subject Context 1
Class:	Different Level 1 Modules
Level:	1
Credit Points:	15
Subject Code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

On completion of the module students will be able to:

- operate more confidently in learning situations with home students in the context of their proposed subject area;
- deal with text in formats appropriate to their proposed subject area;
- effectively identify and research key terminology and specialist vocabulary in subject texts;
- employ a range of independent learning strategies appropriate to their needs.

Indicative Content

Students will attend a number of lectures, seminars, practicals, etc, as relevant to their proposed subject area. These will be identified and agreed in advance by the relevant Course leader. Students will incorporate materials, tasks, and experiences, as appropriate, into a portfolio of work, which will include a range of independent learning tasks based on those materials, etc., and upon sources identified/researched by the student.

The portfolio will be supervised and advice given as appropriate through individual mini-tutorials.

Assessment Procedures

Assessment will be based on the submission of a portfolio of work. Portfolios will differ to some degree according to the students proposed subject area, and the learning situations provided. However, typically they will include:

- a learner log in which the student details each week aspects of independent study undertaken in relation to the subject area. The log would normally be expected to show activities totalling at least 8 hours per week coupled with reflection on the activities, and planning for future study.
- material, organised in a file around the learner log record to include:
- copies of all handouts associated with learning situations in which students have participated, along with their own notes, as appropriate
- lists of new language items encountered and examples of their usage
- copies of texts with appropriate work conducted on them (e.g. summaries, analysis of style/use of tenses etc)
- records of videos, TV, etc, watched including analysis sheets
- records of work undertaken in the open learning centre, including computer work, use of electronic data sources, etc.

The overall grade for the module will be determined by adding individual elements and then rating against the following scheme:

D -	36+
M -	30-35
P-	20-29
U -	19 or below

Learning, Teaching and Assessment Strategy

Students will attend a number of lectures, seminars etc., as relevant to their proposed subject area. These will be identified and agreed in advance by the relevant course leader. Students

will incorporate materials, tasks and experiences as appropriate, into a portfolio of work which will include a range of independent learning tasks, based on those materials etc., and upon sources identified/researched by the student.

Key and Associated Skills

This module reflects the level 1 competencies identified by the Taxonomy of Assessment Domains and the following are specifically assessed in this module:

- Data Collection and Interpretation
- Organisation and Planning

Module Title:	Subject Context 2
Class:	Different Level 1 Modules
Level:	1
Credit Points:	15
Subject Code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

This module can only be taken by students who are also taking the Subject Context 1 module.
Learning Outcomes

On completion of the module students will be able to:

- operate more confidently in learning situations with home students in the context of their proposed subject area;
- deal with text in formats appropriate to their proposed subject area;
- effectively identify and research key terminology and specialist vocabulary in subject texts;
- employ a range of independent learning strategies appropriate to their needs.

Indicative Content

As above (Subject Context 1)

Assessment Procedures

As above (Subject Context 1)

Module title: Understanding Information Technology
Class: IT
Level / credit: 1 / 15
Version / date:
Sponsoring scheme:
Pre-requisites:

AIMS:

This module introduces the student to information technology and software utilised within organisations. It provides both a theoretical overview and practical experience of using information technology. It also includes practical and theoretical aspects of using the Internet. Practically, the module provides a sound basis, through the development of skills, for students to access and use computers with specific current applications software, and subsequently, to apply these skills to other areas of their chosen course pathway.

LEARNING OUTCOMES:

On completion of this module the student should be able to:

1. Demonstrate skills and competencies in the application of computer and current industry-standard software, e.g. word processing (Word), spreadsheet (Excel), Presentation (use of Powerpoint), use of search engines, to search for information on the Internet;
2. Apply these skills to other areas of study. and enable students to enhance their personal development skills by use of reflection and evaluation.

INDICATIVE CONTENT:

Generic applications software: basic features of selected word processing, spreadsheet and presentation graphics packages.

Using the Internet: introduction to the Internet and the World Wide Web. Use of various Internet Search Engines ; Use of Browsers such as Netscape Navigator and Internet Explorer.

File management: creation of directories and sub-directories; file naming conventions; housekeeping functions and 'good practice'; backup and security.

LEARNING STRATEGIES:

Students will acquire IT skills in a series of computer workshops which will be supported by handouts and exercises aimed at a range of students with differing IT competencies. The theoretical element of UIT will be delivered to students in open learning mode.

ASSESSMENT PROCEDURES:

Both the practical and theoretical elements of this module will be assessed through a portfolio file of students' own material.

Assessment contribution: - Portfolio 100%

Powerpoint & Word Skills	Excel	Internet Research Skills + Reflective report
30 %	30 %	40 %
Presentation on disc	Online Test	Small Project utilising Internet search skills + 500 – 700 words of Reflection
2 – 3 minutes approx.	1 HR	
Slide show	On disc	Report

Module title: Mathematics
Class: Maths
Level/credit: 1
Version / date:
Sponsoring scheme:

Aims

To ensure that students have an understanding of the vocabulary and the ability to manipulate basic mathematical techniques for use in a business environment.

Objectives

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

- Operate and present an extensive range of arithmetic and algebraic operations
- Present, summarise and interpret data using basic statistical measures.
- Present quantitative information and build quantitative models.
- Demonstrate the ability analyse and interpret quantitative information.

Learning Methods

- A series of tutor led and student centered sessions based upon a series of, seminars and computer laboratory activities, which will underpin the content of the course.
- Directed study from the support material in order to develop quantitative, information technology and analytical skills and the acquisition of further subject knowledge.
- Formative assessment will be achieved by students carrying out both individual and group tasks in the seminar, computer laboratory, library and home environments

Skills Development

Students will also have the opportunity to demonstrate the following key skills:

Application of Mathematical & Numerical methods

Information technology

Assessment Procedures

Assessment will be based on the submission of a portfolio of work (60%) and an in class test (40%).

The portfolio will include:

- A learner log in which the student details each week aspects of independent study undertaken in relation to the subject area.
- Material, organised in a file around the learner log record to include:
 - Copies of all handouts associated with learning situations in which students have participated, along with their own notes, and example solutions.
 - Lists of new language items encountered and examples of their usage
 - Records of work undertaken in the open learning centre, including computer work, use of electronic data sources, etc.

The log would normally be expected to show activities totalling at least 8 hours per week coupled with reflection on the activities, and planning for future study

The test will cover the key mathematical & quantitative techniques covered.

Module title: Business for International Foundation Studies
Class: Business
Level / credit: 1 / 0
Version / date:
Sponsoring scheme:

AIM

To enable students to understand and appreciate the basic concepts which describe a business organisation and how the various business functions interact to meet both the needs of customers and the objectives of the organisation.

INTENDED LEARNING OUTCOME

Upon successful completion of this module students should be able to:

- Explain the nature, design, and different types of business organisations
- Explain the sources and management of finance as a key function of business
- Describe the management of people as a key function of business
- Explain the interactive nature of the functions of business in providing customer satisfaction and meeting the organisation objectives

SKILL DEVELOPMENT OPPORTUNITIES:

Team building - opportunities will be provided to work with team members to complete a task or project

Communication – examples include group/class discussion, presentations etc

Investigating various data sources – including the use of ICT

THEMATIC DEVELOPMENT:

The theme of globalisation will be introduced via the exploration of issues that surround Multinational/Trans-national Companies.

Ethics will be discussed in relation to for/not for profit businesses, social enterprise and green issues surrounding business and the environment.

The enterprise theme will be introduced via the exploration of issues that surround micro/small businesses and small medium enterprises.

LEARNING METHODS

A mixture of lectures, tutorials and seminars will be used. The lecture programme will impart the necessary principles and concepts. The seminars will be a mixture of student and tutor led sessions considering practical examples of the principles and concepts. The tutorials will take the form of individual support and feedback for students by tutors or other students. Tutor led sessions will be held to provide an opportunity for students to work on examples and case studies in the areas covered by the lectures.

Student-led tutorials will consist of action learning activities, discussion groups and report-back sessions, which will allow students to develop their research, communication and teamwork skills.

ASSESSMENT METHODS

The formative assessment will consist of 3 elements:

1. an individual written summary
2. an individual oral report
3. a group presentation

Module Title:	Cultural Studies
Class:	British Culture
Level:	1
Credits:	15
Subject code:	
Notional Learning Hours:	150 hours
Version Number/Date/Authorisation:	

Prerequisites

To have achieved the language competence as specified for admission to the route.

Learning Outcomes

On completion of this module students will:

- possess the requisite cultural knowledge to enable them to contribute fully to, and benefit completely from, studying modules from a UK University;
- have developed cross-cultural capabilities as they become more informed about and more receptive towards other cultural and social practices.

Indicative Content

The module looks at what is expected of a student studying a module from an English-speaking university and how this experience may differ from the experience in the home country. The module also looks at areas of cultural life, providing students with an introduction to topics such as, social practices, the family and the media and enables students to have a deeper awareness of cultural values, attitudes and behaviours. The choice of topics is developed through negotiation and discussion between tutor and students. Authentic reading, audio and video materials will be used wherever possible.

Assessment Procedures

Assessment will be in the form of 3 tasks.

1. An open book exam essay of 2 hours, where students can use lecture notes they have taken.
2. Lecture notes from a series of 8 British Cultural Studies lectures.
3. A final closed book exam essay of 1 1/2 hours.

In the final examination, students will complete one essay from a choice of 5 topics relating to areas covered during the module. Dictionaries and other reference sources will not be permitted.

The overall grade for the module will be decided using the following scale:

71+	D (Distinction)
61-70	M (Merit)
40-60	P (Pass)
39 or below	U (Unsatisfactory)

Learning, Teaching and Assessment Strategy

Tutors will provide input on topics covered but students will be encouraged to research specific areas and present their findings. Pair and group work will be used extensively. The focus will be on task-based activities which aim to improve communicative skills and develop cross-cultural awareness. Guided learning tasks will be given to consolidate work done in class.

indicative Reading

- **O'Driscoll, James. (2001) Britain. Oxford. Oxford University Press**
- Harvey, Paul and Jones, Rhodri. **Britain Explored.** Longman
- Andrews, R (ed) (2002) **The Rough Guide to Britain.** London. Rough Guides