

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science with Honours - Business Information Systems</li> <li>• Bachelor of Science with Honours - Business Information Systems with Industrial Experience FT</li> <li>• Bachelor of Science with Honours - Business Information Systems with International Experience</li> </ul> <p>The award is Bologna FQ-EHEA first cycle degree or diploma compatible</p>
<b>Name and level of intermediate awards</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science (BSc) - Business Information Systems</li> <li>• Diploma of Higher Education (Dip HE) - Business Information Systems</li> <li>• Certificate of Higher Education (CerHE) - Business Information Systems</li> </ul>
<b>Awarding body/institution</b>	University of Westminster
<b>Teaching institution</b>	University of Westminster
<b>Status of awarding body/institution</b>	Recognised Body
<b>Location of delivery</b>	Primary: Central London
<b>Language of delivery and assessment</b>	English
<b>QAA subject benchmarking group(s)</b>	<p>QAA subject benchmark for Computing: <a href="https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-computing.pdf?sfvrsn=ef2c881_10">https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-computing.pdf?sfvrsn=ef2c881_10</a></p> <p>British Computer Society guidelines on accreditation</p>
<b>Professional statutory or regulatory body</b>	British Computer Society (BCS); This course is CITP and partial CEng accredited by the BCS.
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"> <li>• BSc Business Information Systems FT, Full-time, September start - 3 years standard length with an optional year placement</li> </ul>
<b>Valid for cohorts</b>	From 2024/5

## Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

## Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

## Aims of the programme

The educational aims of the course are: Whilst preparing you with skills and knowledge for a technologically (IT) based career, this course will also assist you in the development, acquisition and implementation of business information systems and computing applications.

Emphasis will be placed on the business functions within an organisation and you will learn about the systems development process and be introduced to the principles of systems architectures, design and development methods.

This course has a strong bias towards defining the business requirements to support an organisation and will equip you with business analysis, consultancy and project management skills. With its business facing approach, the course will provide you with professional values that will enable you to become a key player in the global business environment.

The supplementary aims of the industrial experience mode of attendance are to provide graduates with relevant workplace experience and to launch their initial professional development.

The programme aims to:

- apply a full understanding, knowledge and experience of the principles of business information systems (e.g. organisational structures, different types of business systems and data intensive applications, the use and evaluation of information systems and their impact, business information system analysis, customer relationship and change management techniques) to the analysis, design and synthesis of solutions to requirements in the information systems development process.
- demonstrate and apply knowledge of information systems with particular reference to the applications of business information systems and business strategy (e.g. business systems support and implementation, business systems consultancy);
- apply appropriate theory, tools and techniques (e.g. systems analysis, design, development and implementation, project management) to the analysis, design and synthesis of solutions to requirements in the domain of information systems;
- demonstrate expert skill of the essential facts, concepts, principles, theories and practices enabling graduate employment in applications of Information system (e.g. enterprise information systems planning, deployment and management, information systems project management);
- demonstrate a range of transferable skills in: problem solving; communication; project management; working individually and in teams; self management ; and the ability to gather, evaluate and reflect on information from relevant sources and synthesise new knowledge and solutions to requirements in the domain of applications of information systems;
- demonstrate a range of social, legal, ethical and professional skills required for continuing professional development in the information systems discipline within a world-wide context.

In addition to the aims listed above, this programme specifically aims to:

- demonstrate how to specify, design, develop or acquire small and large scale information systems along with the necessary understanding and knowledge to effectively manage information systems projects.
- develop your skills to encompass digital literacy more fully such as learning how to find information and how to take best advantage of digital resources and the Internet to make you effective in the Information Age.
- build up your professional and employability skills and learn to apply the knowledge you have acquired in an enterprising way. To prepare you with the skills that employers demand and the opportunities for work based learning and placements will allow you to gain the vital experience that they often expect.

## Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative,

intellectual and technology hub has to offer for the learning environment and experience of our students.

The course offers a short-term work-based learning experience by providing you with an opportunity to work on a real-life problem which is normally set by an external organisation as a small-scale project.

This project forms a part of the assessment in a designated module called 5BUIS004W Agile Project Management & Professional Experience. This module provides the structure for your learning and receiving support from the module team. You will work on the project on your own and/or as part of a small team within and outside the class. During this time, you may also get a chance to interact with the organisation that has set the project. The quality of the work that you produce for the project get assessed as part of the module's assessment.

This experience will allow you to put theory into practice by applying your knowledge and skills gained from various modules to address a real-life situation, usually within the context of a business-related problem. Furthermore, this experience will help you develop subject-specific technical skills as well as certain employability skills such as leadership, organisation and commercial awareness.

In addition, this course gives you with the opportunity to take a year in industry (work placement) after completing the second year of your study and gain work experience, increasing your chances of employability after graduation. You will be offered help and support to find and secure placement opportunities through various workshops and events organised by the Career Development Centre and the course team. Typically, you will be assigned into roles involving tasks related to business information systems.

The BSc Business Information Systems aims to create graduates who have a strong focus on solving real-world business problems, have adaptability and maturity, and have a strong foundation of knowledge and the technical capability to be able to immediately contribute to their workplace environment. Graduates of the BSc Business Information Systems course will have been taught and have utilised industrial techniques and tools and will be versed in design and technical aspects of data intensive applications, business systems and business strategy. Graduates shall be independent thinkers, prepared for lifelong learning and be able to analyse, critically reflect, and confidently and effectively communicate. They shall be able to meet the required professional and ethical standards expected in the workplace.

We provide our students the right environment, support/guidance, throughout their studies keeping them motivated, up-to-date and always on the lookout for the latest news and interesting opportunities. The content of the programme demonstrates command of a significant body of subject knowledge expected in a professional capacity, e.g. in the areas of IT Service Management, Managing Data & Security, Enterprise Systems and processes, Business Systems Management. In developing the programme, reference was made to the opinions of employers, contacts with IT-based companies, and IT employment and curriculum portals.

We focus on Work-based Learning:

- At Level 5 as part of the Agile Project Management & Professional Experience, module: This module is intended to be consolidative as the project team should be able to manage and deliver the project from planning and costing through to implementation of the project deliverable (a high-level software prototype). Most of students learning will come from work-based learning (WBL) projects that are valuable to employers, which you complete at 'work'. For example, developing an IT solution for your stakeholders. You'll research, analyse and present a well-reasoned recommendation to your employer as a professional report or software utility;

We organise relevant events, internships, competitions will be promoted to our students through the course Blackboard site:

- We'll help you to identify internships, voluntary roles and study abroad opportunities that will complement your studies.
- When you finish the course, our Careers and Employability service can help you find a job that puts your information systems skills to work;
- Encouraging them to attend and network at BIS meet up events;
- Follow the BCS chapter network brings talented, passionate computer science students together throughout the UK to discuss ideas and share information. The "ITNOW2 digital magazine explores latest industry developments, Specialist newsletters will keep you up to date with technology news and BCS updates in the field.

After completion of their studies, we keep in contact with our graduates through:

- Yearly school career panel event inviting alumni representing various courses to share their experience (including studies, job application, career progression) with current students;
- A school alumni LinkedIn group (created in 2017), where alumni and lecturers can post the latest university/school news, advertise MSc courses, promote relevant conferences and other events. Alumni are invited to post job

opportunities so their peers (mainly new graduates) can benefit.

The Graduate Attributes (GA) are developed throughout the course through the knowledge and professional skills modules and are intended to ensure that you have a deep knowledge of the subject area, you are critical and creative thinkers, are professional, socially, ethically and environmentally aware, global in outlook and community engaged, and a literate and effective communicator. Our graduates will be distinctive in being:

- creative thinkers - making connections within and beyond the discipline, recognising distinctive contribution of IS to real-world issues, and constructing knowledge by framing and developing lines of enquiry
- enterprising in outlook - tackling problems resiliently and confidently both independently and in groups, reflecting and learning from own performance, with an appreciation of the routes of professional development to BIS practice
- numerate, and effective communicators - reasoning about data, presenting research findings effectively, and able to explain ideas clearly and fluently orally, in writing, and through the creation of artefacts such as IS solutions, posters or reports
- global in outlook, and community engaged – respecting diversity, promoting equality, and showing awareness of cross-cultural variance in business constructs
- socially, environmentally and ethically aware –practicing computer science in accordance with ethical codes, behaving with integrity, and aware of the potential application of IS solutions to the promotion of social justice and environmentally sustainable behaviour.

Graduates shall also be capable of and prepared for broadening their knowledge by undertaking Masters level study on related subjects. We provide such opportunity to our graduates within the department of Computer Science.

Attributes are developed throughout all levels of the course to help graduates compete effectively in a global changing environment. The table maps the attributes to the core course modules for levels 4 to 6.

## What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

**Level 4 course learning outcomes:** upon completion of Level 4 you will be able to:

- L4.01 Analyse small scale business problems and design solutions using fundamentals of information systems, while recognising their impact, limitations, to business operations, processes and the overall business context ( KU PPP )
- L4.02 Apply business computing and information systems engineering to produce IT / data intensive solutions and utilities that power an organisation's enterprise, planning, customer management and data storage systems ( KU KTS )
- L4.03 Methodically capture stakeholders and secure digital ecosystems requirements to devise an appropriate information system specification that meets them ( KU KTS )
- L4.04 Design and implement simple data constructs to store organisational data and business rules, recognising computational and analytical techniques, and limitations of their underlying representation, for the purposes of data analysis and decision making ( KU KTS )
- L4.05 Recognise and mitigate risk and critically explain behaviour constraints of a professional code of conduct towards third parties in a dynamic, diverse and inclusive (EDI) digital business ecosystem ( PPP KTS )
- L4.06 Review literature in Business Information Systems and present in written and oral form your own work and learning, critically comparing, contrasting and evaluating the findings to address the solution of complex business problems ( KTS )

**Level 5 course learning outcomes:** upon completion of Level 5 you will be able to:

- L5.01 Specify, design, and develop user requirements, specifications and models into an IT architecture and an implemented solution, and test information systems to solve medium scale business problems with appropriate techniques, while integrating equity, diversity, and inclusion (EDI) considerations to ensure universal accessibility and inclusivity for all business stakeholders ( KU )
- L5.02 Demonstrate how information is modelled, persistently stored, manipulated and retrieved, as data, to serve scalable solutions using computational and analytical techniques to medium-scale business problems ( KU PPP KTS )
- L5.03 Identify and critically explain security risks and their implications for real world digital business systems and adopt a holistic and proportionate approach to the mitigation of security risks ( KU PPP KTS )
- L5.04 Formally analyse and present business processes to support the information systems engineering of high quality services and products using appropriate systems design and architectures. ( KU )
- L5.05 Demonstrate project management, communication, working individually and in teams; self management and the ability to gather, evaluate, handle uncertainty and reflect on real world business systems or applications and synthesise new knowledge and solutions to requirements in the domain of applications of information systems ( KU KTS )
- L5.06 Demonstrate professional responsibility in the development of quality management of business information systems solutions in a global context and the presentation and defence of these in multiple communication forms, supported by methodical research ( PPP )

**Additional Year course learning outcomes:** upon completion of Additional Year you will be able to:

- IEY.1 Enable personal development by devising a programme of international study that complements the content of the home degree programme and/or develops other interests ( GA PPP KTS )
- IEY.2 Appreciate the challenges and opportunities of studying/ working in an international context ( GA PPP KTS )
- IEY.3 Demonstrate an understanding of, and respect for, the cultural norms and differences of the host country at a societal level as part of an inclusive, global outlook ( GA PPP KTS )
- IPY.1 Experience commercial application of engineering knowhow and identify the factors affecting products and services in IT industry ( KU GA PPP KTS )
- IPY.2 Demonstrate the acquisition of a range of professional, practical, and key-transferrable skills relevant to the fields of computing ( KU GA PPP KTS )
- IPY.3 Take personal responsibility for directing your own learning and future career making the best use of the opportunities, experiences and people that were available to you during your placement year ( GA PPP KTS )
- IPY.4 Draw upon the diverse approaches, perspectives, knowledge and experience of a diverse workforce, treating all individuals with respect and recognising their contribution to the host organisation ( KU GA PPP KTS )

**Level 6 course learning outcomes:** upon completion of Level 6 you will be able to:

- L6.01 Methodically and independently develop requirements to a technical solution for a large-scale business problem using appropriate technologies, languages and tools ( KU PPP )
- L6.02 Critically analyse a complex business problem/situation that entails risk and uncertainty and develop an appropriate strategy to solve it within the constraints of information systems and their impact on society ( KU PPP )
- L6.03 Appraise and resolve the issues and implications surrounding the quality management of information systems, commercial context, project and change management, and relevant legal matters including intellectual property rights projects and emergent challenges ( KU PPP )
- L6.04 Critically evaluate opportunities offered by enterprise and e-business solutions, recognising hardware and software constraints, towards appropriate and quality assured information systems ( KU KTS )
- L6.05 Demonstrate complete handling of the full life-cycle of a business information systems project, underpinned by an entrepreneurial approach, and a focus on the needs of real business clients and the wider society, whilst ensuring that Sustainability, Equity, Diversity and Inclusion (EDI) are taken into account ( KU KTS )
- L6.06 Apply appropriate research methodologies in carrying out independent research in business information systems and produce a report demonstrating evidence of critical thinking ( KTS )

## How will you learn?

### Learning methods

The BSc Business Information Systems course uses a variety of teaching and assessment methods, to ensure that every student on the course is empowered to fulfil their full potential and achieve the best outcome they possibly can. A principal aim of the course is to equip you for professional life, or higher study, relevant to your current programme of study.

To this end the course is organised into a collection of learning opportunities (modules) at various levels which are directly related to the aims and learning outcomes of the course. These modules are the building blocks of your course. Each module consists of learning activities which are delivered over a number of weeks. These learning activities are designed to help you achieve the knowledge and skills related to your subject area of business information systems.

A fundamental principle underlying the learning process and teaching methods used on this course is “learning-through-practice”. That is, to learn and understand the business skills and techniques required, students need to acquire skills through doing. This approach applies to both practical skills, which you will learn through project and laboratory work as well as to analytical skills, which you will learn by applying taught principles to problem-solving tasks. Much of the learning is achieved through active participation in taught interactive practical sessions. At the end of these sessions feedback will be given. For example, practical sessions typically form formative assessment components where you will be given support to complete the tasks described. At the end of these formative sessions you will be given written, verbal, qualitative feedback or a mixture of these to help you understand how well you have performed the task and how to improve it. These formative sessions are used as part of a teaching delivery framework aimed at developing your confidence and abilities to undertake the final summative assessment components for a given module. In general lecturers will provide written and/or verbal feedback on students’ work throughout the course and feedback may be given individually or to the class collectively.

In order to develop general and transferable skills you will undertake a number of different activities such as group work that will help develop team working, collaborative and interpersonal skills and time management, You will be required to present and defend your work which will allow you to critically reflect on your learning and also allow you to develop your ability to concisely and clearly present your work.

### **How is Equality, Diversity, and Inclusivity (EDI) addressed in your course**

The principles of Equality, Diversity and Inclusivity lay at the heart of the BSc Business Information Systems course. The course design ensures that you will have a learning experience that is flexible, respects diversity, encourages active participation and considers students varying needs. For example, the course will encourage and enable you to tailor your learning according to your career ambitions, cultural identity and individual aspirations by allowing you to choose a final year project specialisation within the broad area of business information systems, express your own unique evidenced based views of various societal and ethical issues, develop your own practical solutions to a given problem set and select option modules that will enable you to specialise or gain greater confidence in various application areas of business information systems. Through this myriad of opportunities and choices the course will equip you with the technical and employability skills required to work in a changing and diverse world. Above all you should be reassured that the course team aims to eliminate all arbitrary barriers to your learning and to work with you to achieve your best outcome.

The learning methods employed by the BSc Business Information Systems course are underpinned by three key principles. These are:

- Provision of a learning environment, both physical and digital, that is equitable, diverse and inclusive and which allows you to learn flexibly with materials that will be available to you in a number of learning context and at anytime such as mobile and home environments;
- Provision of a supportive and safe learning environment, based on mutual trust and respect, where students are empowered to act as partners in their transformative learning experiences;
- Provision of a forward-looking course curriculum that is work-place relevant, current and authentic.

Practically, you will see this working in the following ways, for example:

- Teaching materials are, where possible, designed to be inclusive for all.
- The active development of mutual trust and respect between students and between staff and students;
- The celebration and encouragement of diversity through the core delivery of the course and extra-curricular activities;
- Emphasis on skill-based learning using a learn-by-practise approach; use of current and industry standard tools chains and methodologies; industry supported projects such as the WBL project;
- The teaching of broader concerns, concepts and skills such as the environment and project management that values inclusivity and diversity;
- A curriculum that is current, global in outlook and targeted at application areas that address real-world challenges.

In your first year of study (Level 4) you will make the full transition into Higher Education. You will develop the key core skills for Business Computing, Mathematics, Requirements Modelling, Database Design & Implementation, Information Systems principles, and Web Development for the purpose of designing, implementing and delivering IT solutions around real world data intensive business processes and services. To help this transition your course has additional classes and support sessions at this level that you will need to fully engage with so you can prepare for the advanced study that follows.

Your second year of study (Level 5) will help you develop some autonomy and focus on Business Systems view. At this level you will develop detailed knowledge in Business Systems Design and Development, Database Systems, Agile Project Management & Professional Experience, Information Technology Security, and database systems. You will also be able to deal with more specialist areas such as Business Analytics, Service operations management, and Server-side Web Development by yourself and in teams, reflecting on your own strengths and identifying areas to specialise in. Most of your learning will come from work-based learning (WBL) projects that are valuable to your employer, which you complete at 'work', for example, developing an IT solution for your stakeholders. You'll research, analyse and present a well-reasoned recommendation to your employer as a professional report or software utility. Following that level you may choose to have a year in industry (a placement year) to strengthen your understanding of industry needs through direct application of your evolving skills.

Your final year of study (Level 6) introduces advances in business information systems for the purpose of delivering more effective business strategies that are self adaptive to the needs of today's business that have to operate in a dynamic and changing environment. You will have learned to work autonomously with your lecturers increasingly being there to support you and challenge your thinking. This is the level that completes your preparation for going into industry and further study, with an ability to handle the complexity of large-scale systems and environments and with full control of your further development needs.

## Teaching methods

We tailor our teaching methods to both the diversity of the subject matter as well as the diversity of our students' to ensure that we maximise the effectiveness of our teaching. We aim to make our students ready for employment by exposing them to tools and techniques relevant and practised by industry.

The range of teaching methods you will experience will include:

- Lectures, seminars, and workshop sessions
- Projects (small groups, large groups and individual)
- Laboratories and computer-aided engineering
- Formative assessment including online quizzes
- Problem sheets, investigations, and design problems
- Individual supervision
- Online learning material

Lectures are used to support your learning. Within the lecture sessions you will be introduced to fundamentals, concepts and development methodologies and strategies. Lectures also have the advantage of showing you how different topics and facts interrelate with each other. Within lectures there will be interactive and participatory work to help monitor and encourage active engagement.

Seminars are used to provide a firm grounding in the theory, methods and tools used for a given module. Within these seminars you will be encouraged to collaborate and/or work in groups. Typically, these seminars will be practical in nature and will help you develop skills and understanding of how to apply knowledge covered in lectures to solve real problems. During the seminars the tutors will monitor your progress and provide feedback and guidance on your work.

Practical workshops maybe led by or informed by industry experts (alongside academic staff), these maybe on-site or online. In these sessions you will work alone or in groups, undertaking industry focused work or will be guided on how to complete a given milestone for a more long-term element of work such as a group project.

To further support remote learning some modules will employ the use of online quizzes to test your understanding and provide automatic feedback. The key purpose of such online quizzes is to allow you to practise knowledge at home and to provide you with an understanding of how successful your learning has been. It also allows tutors to diagnostically verify your understanding and tailor teaching in order to address any gaps. Through this feedback you can identify where to focus your learning effort. Throughout the course, authentic assessment is used to help you practise skills required by industry. This includes investigative research-based problems and more practical project led problems. Within the course you will be asked to produce solutions and artefacts based on the requirements of typical real-world scenarios and products.

The final year project module is designed to unify and integrate skills and knowledge gained in the taught learning modules. The final project module provides the opportunity to put into practise and extend what has been learnt to solve a broader more complex and significant engineering problem. To support you in successfully completing the project, you will be allocated a supervisor who is a member of academic staff.

To increase accessibility of the learning material and ensure that a diverse range of learners can participate on the course each module will provide the following online support: access to teaching materials, online reading lists, discussion boards, virtual study rooms for students to collaborate and where applicable, space for individual and group online meetings. Individual support for each module will be available from the modules teaching staff.

At key stages in your academic studies, the decisions you will need to make such as choice of option modules and choice of individual project will be guided when required by your personal tutor. Students will also be academically supported by module leaders and the course leader during their studies.

The teaching methods described above are more effective when coupled with independent study time where you take more control of your own learning. To help enable you to maximise the benefits of self-study we introduce, explain to you, and develop your understanding of concepts and skill sets required for continual professional development (CPD). This is achieved using group-based activities, a framework of taught content, extracurricular events and assessment styles that encourage the planning and reporting of material that is self-learnt.

## Assessment methods

Assessments and feedback are an integral part of the learning process and enable you to gauge your progress in relation to learning outcomes, reflect on what you have learnt, identify areas in which you are strong and areas in which you need to improve and help you make informed decisions on the pace and focus of your own independent learning.

The guiding principles of assessment design and its associated feedback within the BSc Business Information Systems course are Purpose, Progression and Personalisation.

Purpose:

- assessment is authentic, meaning that it provides the chance to apply knowledge and competencies required within industry to solve real-world problems;
- the assessment method(s) used are clearly relevant to the module's learning outcomes; consideration is given to the amount of effort and time required to complete the task(s) and to maintain a balanced assessment load.

Progression:

- the choice of assessment method(s) employed provides an opportunity for new learning and contributes to the learning process;
- assessments are clearly related to the overall pattern of the course, they are developmental and not unnecessarily repetitive;
- less familiar types of assessments are prepared for using formative work such as practise laboratories.

Personalisation:

- you are able to make the assessment your own through design and implementation choices;
- timely feedback is given for all assessments;
- guidance on how you can improve your performance in the future is given, either individually or as part of a group.

As well as ensuring that students have met the learning outcomes per module, assessment will, where possible and appropriate, be:

- **demonstrative** (helping students to learn – evaluation of current knowledge);
- **rigorous** (for correct and efficient solutions);
- **challenging** (requiring deep understanding and analytical ability);
- **workplace relevant** (tasks directly relating to industry and skills valued by employers);

On the BSc Business Information Systems course all assessments and feedback mechanisms are designed to form part of the learning experience and will take a variety of forms. The complexity and style of assessment for example will range from small tasks that might be completed within a seminar session to more complex and larger tasks which might be completed over an entire semester within a group. Some assessments are designed to be completed individually



whereas other assessments may require students to work as part of a team, emulating as closely as possible the environment students will face in a professional setting.

Each module has both formative and summative assessment types. Formative assessment does not contribute to your overall grades. Formative assessment helps you establish where you are in your learning journey, what you have learnt so far, and where you may have to improve. Formative assessment can be used diagnostically by tutors to enable them to dynamically target their teaching to address any gaps in knowledge. Formative assessment can take the form of a test, quiz, reflective session or group activity.

All summative assessments that contribute to final grades will be assessed against clear assessment criteria stated in module descriptors. These assessment criteria are directly linked to the modules learning outcomes, and they will be used to evaluate the submitted work and to produce written feedback. The BSc Business Information Systems course provides inclusive, engaging and authentic assessment and feedback strategies to help provide equal opportunities, cater for different learning styles and to best support the student to successfully complete the course.

<b>Example of Summative assessments used in the course</b>	
<b>Practical Coursework / Practical based portfolio</b>	You will be expected to complete lab tasks following lab guidelines, demonstrate competency in the safe, secure and ethical use of tools and either answer specific questions about the labs (Coursework) or analyse your results based on a given scenario (Portfolio). This type of assessment is used to assess the technical skills you acquired during the term and your ability to apply your knowledge gained in the correct context following the correct procedures and standards.
<b>Group Presentation with/without Group Coursework</b>	You will be working in a group, typically of 3 to 4 members, investigating a specific problem, implementing a product or researching a specific topic. You will be expected to give a presentation to demonstrate your group work. This is usually followed by a brief discussion and questions and answers with your peers and instructor. Generally, you will need to discuss in detail what the group has achieved, and how, and also how the work and the team member responsibilities were distributed. You will also in some cases be expected to write a technical design report. This type of authentic assessment is used to assess your ability to work in teams in a context that closely matches typical teamwork activities found in industry. This demonstrate that you are able to be productive and complete your given tasks in a timely manner. This assessment generally has both a group and an individual mark component.
<b>ICT (exam conditions)</b>	You will be expected to sit an in-class test under timed conditions. Typically, these in-class tests can be a closed-book or open-book where you will have access to certain materials. This assessment is used to assess understanding of fundamental concepts, ability to apply theory to a range of problems and to substantiate ownership of work. Tests help ensure you can demonstrate that you have developed a deep understanding of the subject which enables you to cope with complex problems that require deep insight in order to provide secure and optimal solutions. This time-constrained assessment is authentic in that it verifies that you will have sufficient depth and coverage of knowledge in order to successfully solve typical time-critical engineering problems. It also helps you prepare for other professional exams and training.
<b>Lab test</b>	You will be expected to complete a specific lab task in the lab. This will be in most cases a timed activity where you are given instructions and a set of tasks to complete. This type of assessment is used to assess and evaluate your technical skills and/or ownership of work submitted.
<b>Coursework Case study</b>	You will be required to work on a scenario that illustrates a specific problem. You will have to study this problem and assess it and take decisions or make recommendations. This will require research and analysis and potentially implementation in order for you to produce an assessment and recommendation. This type of assessment is used to assess your understanding of topics related to your module and how you can apply your knowledge to a given scenario. This type of assessment usually requires you to evaluate your given solution or method and justify your answers.
<b>Research essay</b>	You will be expected to conduct in-depth research on a specific topic. This involves examining various resources, concepts and ideas about the topic you are researching. This type of assessment is used to assess your ability to critically evaluate research material and concisely summarise, formulating your own recommendations and suggestions depending on the context.

<b>Oral Assessment and/or Individual Presentation</b>	<p>You will be expected to present in a form of either a presentation or discussion on a given topic. This could also be a part of your dissertation where you will be expected to sit a viva voce assessment to defend your work.</p> <p>This type of assessment is used to assess the authenticity of your work and give you an opportunity to explain the reasoning of the choices, methods and principles used in your work. This assesses a wide range of practical, analytical, and interpretative skills that demonstrate your understanding of the topic and your reflection.</p>
<b>Artefact</b>	You will be expected to produce a product such as a robotic device, electronic circuit, code implementation or a document containing a set of recommendation and guidelines that demonstrate your ability to innovate to provide solutions to a given problem. This assessment is used to assess your ability to produce quality artefacts as this is an essential requirement in the workplace.
<b>Report</b>	You will be expected to produce a document that outlines activities you have undertaken. This can be for lab work that you have completed, a work experience and work placement that you undertook, your reflective comments about a specific topic or a description of the design processes used for a given artefact. This type of assessment is used to evaluate how you can convey technical matters about activities you have conducted in an academic, concise, and justified manner.
<b>Dissertation</b>	<p>This will probably be the biggest document you will have to produce for your entire studies. You will be expected to produce an extended piece of written work, that contains substantial evidence of research, investigations, and possibly implementation, all related to a specific problem you have chosen.</p> <p>Dissertations are the result of your independent work, carried out under the guidance of a supervisor. This type of assessment is used to verify that you have developed a sound understanding of the course material and are able to utilise the skills and knowledge gained in order to produce an independent and substantial project that successfully meets the given requirements.</p>

<b>Graduate Attribute</b>	<b>Evident in Course Outcomes</b>
Critical and creative thinker	IPY.1, IPY.3, L4.01, L4.02, L4.03, L4.04, L4.05, L5.01, L5.04, L5.05, L5.06, L6.01, L6.02, L6.04, L6.05
Literate and effective communicator	IEY.1, L4.06, L6.06
Entrepreneurial	IPY.1, IPY.2, IPY.3, L4.02, L4.03, L4.04, L5.02, L5.03, L5.05, L6.01, L6.03, L6.04, L6.05, L6.06
Global in outlook and engaged in communities	IEY.1, IEY.2, IEY.3, IPY.4, L4.05, L5.02, L5.03, L5.05, L6.04, L6.05
Socially, ethically and environmentally aware	IEY.2, IEY.3, IPY.4, L4.05, L5.02, L5.03, L5.06, L6.01, L6.02, L6.03

## Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.
- Additional information may also be included above each level for example where you must choose one of two specific modules.

## Modules

## Level 4

Module Code	Module Title	Status	UK credit	ECTS
4BUIS014W	Business Computing	Core	20	10
4BUIS001W	Business Information Systems Concepts	Core	20	10
4BUIS002W	Business Mathematics	Core	20	10
4BUIS015W	Database Design and Implementation	Core	20	10
4BUIS003W	Requirements Modelling	Core	20	10
4COSC011W	Web Design and Development	Core	20	10

## Level 5

Module Code	Module Title	Status	UK credit	ECTS
5BUIS021W	Agile Project Management and Professional Experience	Core	20	10
5BUIS017W	BIS Design and Architecture	Core	20	10
5BUIS018W	BIS Development	Core	20	10
5COSC020W	Database Systems	Core	20	10
5BUIS020W	Information Technology Security	Core	20	10
5BUIS019W	Business Analytics	Option	20	10
5COSC024W	Server-Side Web Development	Option	20	10
		Elective	20	10

## Additional Year

Students who undertake the 4 year course must pass module 5COSC028W to achieve the award "with Industrial Experience" or pass module 5COSC027W to achieve the award "with International Experience" .

Module Code	Module Title	Status	UK credit	ECTS
5COSC028W	Computer Science and Engineering Industrial Placement	Core	120	60
5COSC027W	Computer Science and Engineering International Year	Core	120	60

## Level 6

Module Code	Module Title	Status	UK credit	ECTS
6BUIS020W	Business Information Systems Final Project	Core	40	20
6BUIS018W	Information Driven Entrepreneurship and Enterprise	Core	20	10
6BUIS019W	Strategic Management of Information Systems	Core	20	10
6DATA006W	Big Data Analytics	Option	20	10
6BUIS017W	Customer Relationship and Change Management (CRM & CM) with Business Intelligence	Option	20	10
6COSC019W	Cyber Security	Option	20	10
6MARK017W	Digital Marketing, Social Media and Web Analytics	Option	20	10
		Elective	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

## Professional body accreditation or other external references

### Reference points for the course

The British Computer Society (BCS) professional accreditation ensures independent validation that the course meets high standards set by the profession. It also benchmarks the course against those of other institutions both nationally and internationally and supports the continued improvement of the course, highlighting areas of best practice across institutions. Being a student on an accredited course provides a pathway to professional registrations such as Chartered IT Professional (CITP), Chartered or Incorporated Engineer (CEng/IEng) and Registered IT Technician (RITTech).

BSc (Honours) Business Information Systems fulfils the educational requirements of BCS for the CITP and partial CEng accreditation.

- **Internally** (University Teaching and Learning policy statements; University Quality Assurance Handbook and Modular Frameworks; staff research)
- **Externally** (QAA Subject Benchmark statements; Professional, Statutory, Regulatory Body requirements/guidance; University and SEEC (credit consortium) level descriptors)
- **Professional body accreditation** (British Computer Society (BCS) Criteria)

## Course management

The BSc (Honours) Business Information Systems course is under the School of Computer Science and Engineering (CS&E) and the management structure supporting the course is as follows:

- The Course Leader, is responsible for day to day running and overall management of the course and development of the curriculum.
- The Head of School, holds academic responsibility for the course and other courses within the School Professor.
- The Pro Vice-Chancellor and Head of the College of Design, Creative and Digital Industries, holds overall responsibility for the course, and for the other courses run by the College.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](http://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

## How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

## How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2022©