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| ORIENTATION WEEK  BA (Hons) Business Management (Foundation) |
| **Welcome from Dr Leigh Doster Head of the School of Management and Marketing**  Leigh - March 2017.jpgWelcome to Westminster Business School and to the School of Management and Marketing where your course is based. We are delighted that you have chosen to study with us and look forward to meeting you in September, but in the meantime, we thought you might like some more information about our School and what to expect when you arrive.  We are a vibrant school of around 60 academics and pride ourselves on being business focused whilst creating a warm and friendly learning environment for our students. We offer five undergraduate courses plus a foundation programme and four postgraduate courses. Our fabulous location in the centre of London generates unique opportunities for events and interactions with industry that are not readily available elsewhere.  We are large enough to provide you with superb facilities and exciting options but small enough to get to know you all personally and for you to get to know each other. The way we do this is through a course focused approach. So during Orientation Week (w/c 16th September) you will get to meet your Course Leader and Team, your Personal Tutor and fellow students and take part in a range of activities that will ensure that you have all the information you need to be able to start your studies.  Becoming a university student presents you with an exciting challenge and I urge you to make the most of your time with us and take advantage of everything that comes your way, in that way you will enhance your experience with us and add value to your future career. I wish you the very best at the start of your journey with Westminster.  Best wishes  Leigh |
| COURSE LEADER WELCOME Dear Student  Welcome to the Business Management Foundation programme at the University of Westminster, where we have an exciting and stimulating course for you to ensure you gain experience and develop skills necessary for building your confidence and going forward into your future academic journey!  The orientation programme is designed to welcome you to Westminster Business School, by inviting you to take part in a variety of events that will inform you, entertain you and ensure you meet other students on your course and begin building future friendships. You will have the opportunity to meet the teaching team who are there to help guide and support you especially in finding your way around and answering your questions.  The course is designed to ensure you gain a strong foundation in the knowledge and skills you need to progress to the next level of your academic career and to ensure you are developing vital skills that will set you up as a confident independent learner.  Westminster Business School is an exciting and stimulating environment to study business and management and one we are sure you will enjoy through an empowering and encouraging student experience. Your experience here will help you develop a strong insight into many aspects of business life, allowing you to develop your own knowledge and skills.  As a first step to introducing you to this exciting time in your life, we have designed events during our orientation week that are aimed at making you feel welcome and at home and also start you networking with peers as well as enabling you to learn about the University and its systems and how you can best take full advantage of what we have to offer, not only in terms of support but also in the richness of knowledge and experiences you gain.    The orientation programme commences on **Tuesday 17th September** with a formal welcome to the Business School and the University and your enrolment into University of Westminster on **Wednesday 18th September**. We look forward to meeting you on Tuesday!  Best regards,  **Xanthy Kallis**  Course Leader  Business Management Foundation |
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| **Recommended pre-course reading for Business Management Foundation:**  [*http://www.londontown.com/London/London\_Survival\_Guide*](http://www.londontown.com/London/London_Survival_Guide)  *(an invaluable insight into student life in our city, with lots of links to associated information)*  Cutts, M (2013) *Oxford Guide to Plain English*. Oxford: Oxford University Press  ***(useful for all written assignments)*** |