

*Presentation pattern*      *February to October*  
*October to June*

### *Module Description*

B100 is a 60 credit Level 1 module designed to introduce students to the different internal and external elements of a business and help them to understand the context in which a business operates. They will explore the common aims and characteristics of businesses and what makes them different. Different forms of business structures, cultures and functions are identified and the political, social, economic, technological and ethical considerations affecting business are introduced. Seven study books will cover: an introduction; people at work, understanding financial information, marketing, the economic and political context, legal and ethical responsibilities and the global context.

### *Person Specification*

The module specific person specification for this module should be read in conjunction with the [generic person specification](#) for an Associate Lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should:

- have either a minimum first degree in Business Studies, or a non-business degree plus a post graduate qualification in a business related subject (e.g. first degree in Psychology or Engineering and Post Graduate Certificate in Management would be appropriate). Candidates with a Masters qualification in relevant area (e.g. MBA, M.Ed.) will be given additional weighting. (assessed on application form)
- provide evidence of experience in teaching and/or coaching adults (substantial coaching, facilitation and training experience in the workplace will be considered as an alternative to formal teaching, although additional weighting will be given to candidates with HE teaching experience). (assessed on application form and at interview)
- demonstrate experience of using synchronous and asynchronous online media in a teaching and learning environment. (Candidates using commercial workplace equivalents will be considered, although greater weighting will be given to candidates with teaching experience through OU Live/Adobe Connect, BlackBoard, Collaborate or other HEI bespoke equivalents). (assessed on application form)
- demonstrate relevant business experience or consulting for a business through application of theoretical skills in the workplace. Additional weighting will be given to candidates who can demonstrate more recent (within the last 5 years) relevant practitioner experience. (assessed on application form and at interview)
- demonstrate academic credibility across a broad range of general Business Studies areas. As this is a generalist module we are looking for candidates who can outline teaching expertise in at least 3 areas from e.g. economics, finance, HR, organisational behaviour, marketing, operations, ethics/CSR, and globalisation. (Greater weighting will be applied to candidates with more areas.) (assessed on application form and at interview)
- outline how you have supported students to achieve the learning outcomes, particularly study skills identified for; academic writing, numerical literacy, digital literacy and critical thinking. (assessed on application form and at interview)

### *Additional information*

Core elements of the generic person specification should be included, candidates should address in particular:

- Experience of working with diverse student cohorts and awareness of differing needs.
- Availability and accessibility to students.
- Good written communication skills in English.

You will be expected to:

- Run face to face tutorials (or equivalent time online).
- Facilitate online forums and work in Adobe Connect for online sessions. Staff development will be available for candidates, as appropriate.

*Additional Process Notes for candidates:*

The interview process will be undertaken over several stages for candidates:

- **Adobe Connect session:** The use of Adobe Connect is a compulsory teaching tool on B100. All candidates who demonstrate an appointable standard at interview must attend (or provide evidence of previous attendance) and achieve competence on an internal Adobe Connect training course before a contract could be offered. It would be advisable not to delay signing up for the next available opportunity. Adobe Connect training is regularly advertised via TutorHome and sometimes through Faculty or regional channels.

*Module related details - a full explanation can be found on the website:*

Credits awarded to the student for the successful completion of a module	60
Number of assignments submitted by the student	5
Method of submission for assignments	2
Level of ICT requirements	2
Number of students likely to be in a standard group	20
Salary band	8
Estimated number of hours per teaching week	7