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| **ORIENTATION WEEK****BA Business Management**  |
| Leigh - March 2017.jpg**Welcome from Dr Leigh Doster****Head of the School of Management and Marketing**Welcome 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 Arrivals 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 wishesLeighCOURSE LEADER **WELCOME****BA Business Management Level 4**C:\Users\landerc\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\21155D5F.tmpOn behalf of myself and the course team, I would like to welcome you to the BA Business Management degree programme. The next three or four years will be full of new experiences and during this period you will make a number of life-long friends.The University environment will be new to many of you, it is natural to be unsure and a little confused to start. However, after a few weeks you will have a better understanding about what is expected from you and what you should expect from us. The orientation week activities and your personal tutoring session are important to you to ensure that you have all of the knowledge required to do well in your studies. Orientation week is designed to give you key information and enjoyable business-related activities so do make sure you attend and meet your fellow students. The key to success in your studies is to make friends, form study groups among yourselves and attend all timetabled events. Rachel Lander and Kamala BaluBA Business Management Course Leaders. |
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| **Monday 16th September 2019** |
| **Time** | **Event** | **Location** |
| **10:00 – 10:30** | **Welcome to the School of Management and Marketing** | **Hogg Lecture Theatre**Marylebone Campus35 Marylebone Rd, Marylebone, London NW1 5LS |
| **11:30 – 13:00** | **Course Leader Welcome** | **Hogg Lecture Theatre**Marylebone Campus |
| **13:00 – 14:00** | **Meet with FANS**  | **Meeting point to be confirmed in preceding session** |

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| **Tuesday 17th September 2019** |
| **Time** | **Event** | **Location** |
| **10:00 – 11:00** | **Briefing on Group Activity and meet Personal Tutors** | **M321, M322, M323**Marylebone Campus**Your room for this session to be confirmed in Course Leader Welcome (16/09)** |
| **11:00 – 13:00** | **Group Activity** | **M322, M323, M324, C385, C281**Marylebone Campus |
| **13:00 – 14:00** | **Plenary and Prizes for Group Activity** | **Hogg Lecture Theatre**Marylebone Campus |

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| **Wednesday 18th September 2019** |
| **Time** | **Event** | **Location** |
| **11:00 – 13:00** | **Enrolment** | **Marylebone Campus** |
| **14:00 – 15:00** | **Briefing Session on the University’s IT Systems (GROUP A)** | **Lab B16**Marylebone Campus |
| **15:00 – 16:00** | **Briefing Session on the University’s IT Systems (GROUP B)** | **Lab B16**Marylebone Campus |

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| **Thursday 19th September 2019****10:00 – 16:00: Arrivals Fair, Ambika P3 Marylebone Campus** |

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| **Friday 20th September 2019****10:00 – 16:00: Arrivals Fair, Ambika P3 Marylebone Campus** |
| **Time** | **Event** | **Location** |
| **12:00 – 13.00**  | **Meeting with the Good Start FANS (GROUP A)** | **Hogg Lecture** Marylebone Campus |
| **13:00 – 14:00** | **Meeting with the Good Start FANS (GROUP B)** | **Hogg Lecture Theatre**Marylebone Campus |

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| READING LISTCore Reading for first year modules: Some of these texts will be available on line and in the first week, text book bundles will be offered to students at reduced price.Beynon-Davies, P. (2013) *Business Information Systems*. (2nd ed.) Basingstoke: Palgrave Macmillan. Holmes, G. A., Sugden, A., & Gee, P. (2008) *Interpreting Company Reports and Accounts*. (10th ed.) London: FT/ Prentice-Hall. Jobber, D. & Ellis-Chadwick, F. (2013) *Principles and Practice of Marketing*. (7th ed.) Maidenhead, England: McGraw-Hill. Jones, Michael J. (2014) *Accounting and Finance*. (2nd ed.) Chichester, England: Wiley and Sons Ltd. King, D., & Lawley, S. (2019). *Organizational behaviour*. Oxford University Press. 3rd EditionPerks, R. & Leiwy, D. (2013) *Accounting Understanding and Practice*. (4th ed.) Maidenhead, England: McGraw-Hill. Swift, L. & Piff, S. (2010) *Quantitative Methods for Business, Management and Finance*. (3rd  ed.) Basingstoke: Palgrave MacmillanThe following ‘pocket study guides’ are easy to read, not expensive and will be very helpful to you:  Godfrey, J (2011) *Writing for University.* Hampshire: Palgrave Macmillan  Williams, K and Carroll, J (2009) *Referencing and Understanding Plagiarism.* Hampshire: Palgrave Macmillan  Williams, K (2014). *Getting Critical.* (2nd ed) Hampshire: Palgrave Macmillan  |