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MODULE DESCRIPTOR

Module Title

Business Essentials

Reference	ENM203	Version	8
Created	January 2017	SCQF Level	SCQF 11
Approved	April 2006	SCQF Points	15
Amended	March 2017	ECTS Points	7.5

Aims of Module

This module introduces students to various aspects of the business environment. Key themes of this module include: Safety and environmental processes and legislations relevant to the Oil and Gas Industry. Fundamentals of project management; the project life-cycle phases, processes and associated tools and techniques. Principles and applications of risk, risk evaluation and safety management. Business economics and project finance. Behavioural skills and team working.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Discuss basic safety and environmental evaluation and identify current legal obligations of a company operating in the UK.
- 2 Appraise and discuss the fundamentals of project management and planning in the context of the oil and gas industry.
- 3 Identify the concepts of hazards and risks and evaluate common techniques in identification and analysis as applied to engineering tasks.
- 4 Critically reflect on and apply the principles of business economics and project finance in an oil and gas context.
- 5 Demonstrate an understanding of the concepts and theories of human behaviour and basic psychological models, their application to team working and relevance to project management.

Indicative Module Content

Introduction to project planning, principles, fundamental concepts and strategies of project management, costs and CTRs. Analysis of project failures and disasters, identifying key lessons to be learned. Health Safety and Environmental system principles, processes and management. Safety management systems, roles and responsibilities of participants. Development of a safety culture. Understanding of uncertainty, risk and risk evaluation processes. Risk mitigation processes and strategies. Business process and economics. Profit and Loss. Financial valuation and accounting. NPV and related concepts. Introduction to team working, roles and responsibilities of project manager and team members. Types of team players, group dynamics. Psychological models, behavioural styles and type assessment. Communication, report writing, listening and coaching skills.

Module Delivery

This is a lecture and tutorial based full time course, with case study work, plus private study and discussion. The course is available as an online distance learning module with online tutor support, case study tutorials and directed self-study. A blend of distance learning and direct attendance is also possible.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	50	60
Non-Contact Hours	100	90
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	50%	Outcomes Assessed:	1, 3
Description:	Component 1 is a coursework, requiring a written report on a specific topic.				

Component 2

Type:	Examination	Weighting:	50%	Outcomes Assessed:	2, 4, 5
Description:	Component 2 is a closed book examination.				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

In order to pass, students should achieve a mark of at least 40% in each component (which has a weighting of 30% or more) and an overall grade of D or greater.

Module Grade	Minimum Requirements to achieve Module Grade:
A	Greater than or equal to 70%
B	In the range 60% to 69%
C	In the range 55% to 59%
D	In the range 50% to 54%
E	In the range 40% to 49%
F	Less than 40%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	Normally a UK 2.2 honours degree or above, in Engineering or a related discipline. Proficiency in English language for academic purposes, or IELTS score of 6.5 or above in each part of the IELTS test.
Corequisites for module	None.
Precluded Modules	This module is not suitable for students following an MSc in Professional Studies programme unless they meet the entry qualifications stipulated in the University Regulations on admission and the prerequisites above.

INDICATIVE BIBLIOGRAPHY

- 1 HUGHES P. and FERRET E. (2010) Introduction to international health and safety at work: the handbook for the NEBOSH international general certificate. Oxford: Butterworth-Heinemann.
- 2 KERZNER H. (2017) Project management: a systems approach to planning, scheduling, and controlling. 12th Ed. Hoboken, New Jersey: Wiley.
- 3 LOCK D. (2013) Project management. Farnham: Gower.
- 4 REASON J. T. (1990) Human error. Cambridge [England]: Cambridge University Press.
- 5 TURNER J. R. (2014) The handbook of project-based management: leading strategic change in organizations. New York: McGraw-Hill Education.