
ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

NC Business Level 5

Contents

Welcome to Adam Smith College	3
Information about your course	3
Your Curriculum Head	4
Your attendance at college and part-time employment	5
Your learning	5
Credit for previous learning.....	6
The aims of your course	6
The structure of your course	7
The content of your course	8
Assessment of your work.....	9
Re-assessment of your work	10
Submission of your coursework	10
Cheating and plagiarism	11
Support for your learning	12
Your feedback.....	12
Your representation.....	13
Your comments, complaints or compliments	13
Other information	14
Code of conduct	14
Progression	16

Welcome to Adam Smith College

This is the Course Handbook for the NC Business Level 5. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Barbara McArthur

Curriculum Head: NC Business Level 5

Information about your course

Your course is:	NC Business Level 5
Your Curriculum Head is:	Barbara McArthur
His/Her office is:	Priory Campus, Mezzanine Floor
His/Her telephone number is:	01592 223755
His/Her email address is:	barbaramcarthur@adamsmith.ac.uk
Scheduled guidance time:	To be arranged

Your Curriculum Head

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

Your attendance at college and part-time employment

Your success as a student depends on full and regular attendance at **all** classes. You should inform your Curriculum Head as soon as possible if you have problems with attendance. Our records show that students who do not attend all their classes have a very high risk of failure.¹

We recognise that you may need to undertake part-time work, but we strongly advise you not to take employment of more than 15 hours a week if you are a full time student. Should you need to take employment of more than 15 hours per week we recommend you register as a part time student. A full time student is expected to follow their timetable and negotiate work times around it.

Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas. In order to make the most of all the opportunities available, you need to organise and plan your learning and also to manage your time effectively.

You must attend **all** your timetabled classes. You also need to study in your own time and you should plan to spend several hours a week to fulfil your commitment as a full-time student. You need to allocate time for this in your diary.

Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the class and ask your lecturer if there is anything you do not understand.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

For full details of regulations about attendance, see the College Attendance Policy and Procedure.

¹ For full details of regulations about attendance, see the College Attendance Policy and Procedure.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend **all** of your classes
- ❖ start assignments well in advance
- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

Credit for previous learning

Some students have previous experience or qualifications for which they may receive credit on their present course of study. If you have any qualification that may exempt you from part of your course, for example from another course or from another college, you may apply for credit transfers and it means you do not have to duplicate study you have done previously.

If you wish to claim for credit transfers please speak to your Curriculum Head.

The aims of your course

The aims of your course are:

- ❖ to give you a background in business;
- ❖ to enable you to consider options and make informed career choices for your future;
- ❖ to prepare you for entry into further qualifications;
- ❖ to provide you with specific business knowledge and understanding;
- ❖ to provide you with specific business related skills and transferable skills demanded by employers;
- ❖ to provide you with relevant Core Skills and/or the opportunity to develop relevant Core Skills for business related occupations and for further study in business.

The structure of your course

The course consists of 18 units, with a total value of 18 credits.

The course consists of 3 days of formal classes each week along with individual study and coursework.

The units you will study in Semester 1 are:

Semester 1			
Unit Code	Unit Title	Core/ Non-core	Credit
F1FC11	PC Passport: IT Software – Word Processing & Presenting Information	Core	1
D0W011	Recording of Cash Data	Core	1
F3GB11	Communication	Core	1
F39011	Marketing: Basic Principles	Core	1
F3GF11	Numeracy	Non-Core	0.5
D01F11	Working with Others	Non-Core	1
F38X11	Skills for Customer Care	Core	0.5
ZS4601	Personal Development Planning	Non-Core	0.5
ZS2324	Citizenship	Non-Core	0.5

In addition you will be able to choose **two** options from a subject specialist list.

The units you will study in Semester 2 are:

Semester 1			
Unit Code	Unit Title	Core/ Non-core	Credit
F3GF11	Numeracy	Non-Core	0.5
F38X11	Skills for Customer Care	Core	0.5
ZS4601	Personal Development Planning	Non-Core	0.5
ZS2324	Citizenship	Non-Core	0.5
F1FB11	PC Passport: IT Software – Spreadsheet & Database	Core	1
D36N11	Enterprise Activity	Core	1

F39111	Market Operations and the Scottish Economy	Core	1
F39311	Developing Skills for Employment	Non-Core	1
D01E11	Problem Solving	Non-Core	1

In addition you will be able to choose **two** options from a subject specialist list.

The content of your course

Here are brief descriptions of the units which make up your course:

D0W011 - Recording of Cash Data

This Unit will help you develop skills which will allow you to deal with the recording of bank and cash transactions in the accounting records of an organisation

This includes:

- Organising source documents for processing.
- Recording receipts in the accounting records.
- Recording payments in the accounting records.
- Recording petty cash transactions in the accounting records.

F1FB11 - PC Passport: IT Software – Spreadsheet & Database

This Unit is designed to introduce routine features of spreadsheet and database software. You will gain practical experience in the use of routine features in these types of software. The Unit will also help you with information regarding the selection of appropriate software for specific tasks.

F1FC11 - PC Passport: IT Software – Word Processing & Presenting Information

This Unit is designed to introduce routine features of word processing, presentation and artwork and imaging software. You will gain practical experience in the use of routine features in these types of software. The Unit will also help you with information regarding the selection of appropriate software for specific tasks.

F3GB11 - Communication

This Unit is about using reading, writing, speaking, and listening skills in situations in your personal life, at work and in education.

D36N11 - Enterprise Activity

This unit is designed to develop planning, organisational, investigative, interpersonal skills and self awareness through organising and undertaking enterprise activity.

F39011 - Marketing: Basic Principles

This is an introductory unit designed to enable you to develop a practical knowledge and understanding of the application of marketing concepts and techniques. This includes the fundamental marketing concepts of:

- The marketing mix,
- Market segmentation,
- Market research.

F38X 11 - Skills for Customer Care

This unit is designed to help you to recognise the importance of customer care within a work environment. You will consider the key principles of good customer care and how this affects the success of an organisation. The importance of developing relationships with customers, various different communication techniques and ways of establishing a rapport with customers are considered.

F39111 - Market Operations and the Scottish Economy

This Unit is intended to introduce you to basic ideas in Economics. It is intended for those who have no previous knowledge of Economics. The Unit will enable you to apply a number of economic concepts to market situations and to explore aspects of the Scottish economy.

Assessment of your work

Throughout your course, your work will be assessed in a number of different ways, depending on the different criteria in individual units.²

The majority of courses delivered in the College are assessed partly or wholly on a continuous basis – in other words, you will be assessed on parts of your work as you go along rather than all of it at the end of the unit. This assessment is carried out by the lecturer teaching the unit.

So that assessments can be fair to all students and whoever teaches them, internal assessments are checked by other lecturers teaching the same, or similar, units. This is a process called 'internal moderation'.

Over and above the internal moderation of assessments of student work, awarding bodies such as SQA check that colleges are assessing

² For full details of the College's regulations about assessment, see the College's Assessment Procedure.

work appropriately by a process called 'external moderation'. This process involves the awarding body carrying out checks on College staff's assessments of student work. This is done by sending 'external moderators' to the College, where they check assessments against national standards.

Only after these three stages have been completed can you be sure of your results, the certificates for which will be sent to you directly by the awarding body, not the College.

Internal assessment is not just about judging whether you have passed or failed. It also provides both you and your lecturers with important information about what you're doing well and where you have shortcomings in your knowledge, understanding or skills. Assessment is closely linked to the learning process in the sense that the feedback you will receive from your lecturers will help you improve your work in the future.

Re-assessment of your work

If you are unsuccessful in an internal assessment, you will be offered the opportunity to be re-assessed. Depending on the arrangements for re-assessment laid down for a particular unit, this may involve retaking either the whole assessment or just part of it.

You will normally only be allowed one (or, in exceptional circumstances, two) re-assessment opportunities.

Submission of your coursework

You should hand all coursework in to the lecturer who is delivering the unit.

All coursework for assessment will have a specified deadline for submission. It is essential that you meet the submission deadline to ensure fairness amongst all students and to enable staff to mark efficiently.

Your subject lecturer may allow you an extension to a submission date only if there are valid circumstances affecting your ability to meet the deadline.

Any coursework (for which there is no mitigating circumstances or an agreed extension) handed in after the submission deadline will normally receive a mark of 0.

If you are unwell when completing assessed coursework or sitting examinations, or have any other specific difficulties that may affect your performance in assessed coursework or examinations, you should notify your Curriculum Head in writing of the circumstances as soon as possible, and make immediate arrangements for medical certificates or other letters of support to be submitted.

Cheating and plagiarism

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.³

³ For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

Support for your learning

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

Your feedback

The College requires all courses to have a formal system through which students are invited to comment routinely, in confidence, upon the teaching they have received. This helps us to check that students have a clear idea of our aims in teaching particular units, and of what we expect them to do; that our classroom teaching is effective and stimulating; that our advice and feedback to students on individual work is helpful; and that our resources are adequate.

Questionnaires are the primary mechanism for this formal 'feedback'. You may be asked to complete a questionnaire for each unit you are taught. We appreciate that they can be tiresome to complete in large numbers, but hope that you will take the time to give a full and detailed response. Both negative and positive feedback is important. In order to be able to assess the feedback and to attempt to take appropriate action it is important that when making comments you indicate **why** you feel that something is good or bad, not just that you think it is.

Each lecturer responsible for a unit will prepare a short report analysing the questionnaire returns, highlighting any criticisms or suggestions. The report and the questionnaires for each unit will then be passed on to the Curriculum Head, who will present the reports at meetings of the Course Committee. The reports will also be discussed at appropriate

meetings of staff within the department so that appropriate action can be taken. A summary of the student feedback and the action taken will be included in the Institute's Annual Report which is presented to the College Academic Board.

Your representation

Each course in the College is required to have a Course Team. This meets at least twice a year to review the course and consists of the Curriculum Head, all member of staff who teach units on the course and two representatives from the students on the course.

Prior to each meeting, your course representatives will be given a copy of the agenda and will be asked to consult their fellow students about the items listed and be prepared to report to the meeting on any issues raised.

Following the meeting, the class representatives will receive a copy of the Course Review report to share with their fellow students on the course.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

Your comments, complaints or compliments

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.

Other information

Useful Websites

<http://www.adamsmithcollege.ac.uk>
www.student-support-saas.gov.uk

Study skills

www.howtostudy.com
www.rdg.ac.uk/studyskills/index.htm
<http://www.humanities.manchester.ac.uk/studyskills>

Your Course

<http://www.sqa.org.uk/sqa/411.html>
select national qualifications from the Qualifications menu for further information about the units you are studying.
<https://studentmail.adamsmith.ac.uk>
<http://learn.adamsmith.ac.uk>

Career

www.prospects.ac.uk
www.nwcet.org
www.careers-scotland.co.uk

Code of conduct

- **Be polite at all times.**
 - Why? It is good manners and will be expected in any future workplace.
- **Use of offensive language (swearing, racist or sexist terms) is not permitted.**
 - Why? Because it is unacceptable to use offensive language in any public place.
- **Treat others as you would wish to be treated yourself.**
 - Why? Again it is good manners and will be expected in any future workplace.

- **You will be informed at the start of the semester of the starting times for classes. You should ensure that you are on time for the start of classes and on return from breaks.**
 - Why? Good timekeeping is an important skill and avoids disruption to your and other students learning. If you do arrive late enter quietly and cause minimum disruption to the class.
- **Mobile Phones should be switched off or onto silent during classes and should not be answered during class.**
 - Why? Use of mobile phones cause disruption to your and other students learning.
- **Headphones should not be worn in class unless they are being used as part of a multimedia unit.**
 - Why? If you are using headphones you are not giving your full attention to the lesson and may miss important information.
- **You may use computers in classrooms responsibly during your break/lunch times but you must log off and leave if requested to do so by any member of staff.**
 - Why? Classes must have first priority for use of computers
- **Students must not access games, instant messaging or chat rooms during classes.**
 - Why? You are disrupting your learning by not giving full attention to the class work.
- **Food and open drinks containers (cups or cans) are not allowed in the classroom. You may have bottles of soft drinks or preferably water in the class.**
 - Why? Many people use these computers and it is unhygienic to eat whilst using them. Open containers may be knocked over and damage equipment. It has been shown that drinking water improves concentration and general health so you may have bottles in class as they can be sealed.
- **You must bring textbooks, notes, paper, pens and any other equipment needed to every class.**
 - Why? You must have access to the correct equipment in class to allow for successful study. Forgetting equipment disrupts classes and your learning.
- **During the year you will be given dates when you must hand in work or prepare for an assessment. You must meet all deadlines.**
 - Why? All students are given adequate time to prepare their work. Meeting deadlines is an important skill for the work place.
- **Do not use class rooms as a passageway. If you must pass through another classroom to reach your class then do so quickly and quietly.**
 - Why? This disrupts classes and is detrimental to the learning of students in the class you are interrupting.
- **Do not talk in class whilst the lecturer is talking to the group.**
 - Why? Because 1. It is very rude to talk over others and 2. You will seriously disadvantage your and others learning by not paying attention and causing a distraction.

What will happen if I don't follow the code?

On the first occasion you will be given a warning by the class lecturer. If it occurs again you will be asked to leave the class and you will be marked absent.

If you are asked to leave the same class more than once you must attend a guidance appointment with your Curriculum Head to discuss your future on the course.

Progression

Once you have completed your NC in Business you may wish to continue your studies. Normal progression from this course would be to Higher National Certificate or Diploma courses. The level 5 qualification allows you to choose options from specialist areas including accounting, legal studies, and administration. If you complete NC Business level 5 with level 6 options you will be eligible to progress to a range of higher national courses to meet your personal and career aspirations.