



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title: Business Administration Vocational Studies E3 - Award

Start Date: September 2020

End Date: February 2021

Course Length: 2 sessions per week over 16 weeks on a Monday and Wednesday afternoon.

Time: (90 mins Live session on Google Meet and 30 minutes in Google Classroom for questions, feedback and assignments)

You will track your progress by accessing your online learning plan (ILP), from the start to the end of the course. You will respond to questions and feedback in the Google Classroom.

You will build a portfolio to provide the evidence necessary to achieve the qualification which is accredited by Pearson Edexcel.

There is approximately 2-4 hours of homework per week.

The first four weeks of the course will give you an opportunity to see how you feel about learning this way. You can see how well you are keeping up with the work and whether the course is providing you with the right level of challenge. It will also be a time for us to evaluate whether we think this is the right course for you or whether a different course would be better.

By the end of the course you will be able to:

- Access your learning through Google Classroom
- Become aware of your strengths and areas for development
- Develop your study skills
- Understand career progression and job opportunities in the sector
- Know about professional behaviour in an office environment
- Use a computer for business

What is required to attend the course?

- You will need an initial assessment.
- Access to internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
Link to download Chrome: <https://www.google.com/chrome/>
- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.
- You need to have English skills at Entry Level 3 or above.

After this course you will be able to:

- Enrol onto another Adult Learning course, develop your knowledge further or develop your English skills further.

Who can I contact for further information?

For more information please call 0208 583 6000

Eligibility, Fee remittance, over 19's

Please see our website: www.hace.ac.uk

Hounslow Adult & Community Education

Code of Conduct (obligations of all)

We expect everyone to:

- follow health and safety regulations and behave in a way which does not put you or others in danger
- follow HACEs equal opportunities policy at all times
- respect all users of HACE, whether they are learners, staff, volunteers or visitors
- be punctual and attend all classes
- follow the tutor's instructions in regards to switching your camera and microphone on/off
- refrain from eating and drinking during class, except for water
- refrain from using mobile phones, taking photographs or video recording in class without prior consent
- contribute to the Online Learning that takes place in Google Classroom using only hace.ac.uk accounts.