



Organisation of  
Qualifications & Awards

# Course Handbook

International Foundation Certificate

[www.oqa-uk.com](http://www.oqa-uk.com)

## INTERNATIONAL FOUNDATION CERTIFICATES

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## INTERNATIONAL FOUNDATION CERTIFICATES

### Aims

There are many learners who are interested in pursuing further academic or professional courses of study but they are unable to do so because they do not possess the necessary qualifications or knowledge.

**The International Foundation Certificate courses** are ideal preparatory programmes of study which will provide learners with key functional knowledge and skills and will also prepare them for further studies in their preferred field of study.

### General Learning Objectives of the Courses

On completion of the course learners will:

1. Have a good knowledge of the key mathematics theories and principles which can assist them in further studies involving Statistics or Advanced Mathematics
2. Achieve a good command of English language relevant for further studies or work/professional careers
3. Achieve good written and oral communication skills
4. Appreciate the contributions information technology can make to professional and personal development
5. Have a clear understanding of the fundamental principles and practices in their selected field of study ( Shipping and Transport, or Business Studies or Tourism and Hospitality or Accountancy)

### Entry Requirements

1. Three GCSE's / GCE`O' levels or equivalent qualification, or,
2. A recognised Freshman or Access Certificate.
3. Certificate award deemed to be equivalent to the above qualifications
4. All learners must be a minimum of 16 years of age and they must have completed a minimum of 10 years of school education
5. A 4.5 score or above of an approved English Language Test or recognised school or college English Language Placement Test
6. Professional or work experience can be considered for learners who have not completed any formal qualifications

## **Courses Structure**

Each International Foundation Certificate course will include three functional skills subjects and a specialist subject introducing students to the skills and practices in the professional environments of their preferred area of study.

The structure of each International Foundation Certificate is as follows:

### **International Foundation Certificate in Business Studies**

1. Mathematics
2. English
3. Information and Communication Technology
4. Introduction to Business

### **International Foundation Certificate in Accounting and Finance**

1. Mathematics
2. English
3. Information and Communication Technology
4. Introduction to Accounting and Finance

### **International Foundation Certificate in Shipping and Transport**

1. Mathematics
2. English
3. Information and Communication Technology
4. Introduction to Shipping and Transport

### **International Foundation Certificate in Tourism and Hospitality**

1. Mathematics
2. English
3. Information and Communication Technology
4. Introduction to Tourism and Hospitality

## **Duration of the course**

The courses can be completed in one academic term of full-time study or one academic year of part-time study. There is flexibility in the mode of study preferred by individual learners and there are no time restrictions for the completion of the course of study

## Examining Body

Examination questions are set by the individual study centres and they are moderated by the Organisation of Qualifications and Awards (OQA).  
Course assignments are set by the individual study centres and they are moderated by OQA

## Exemptions

Exemptions are on a subject-for-subject basis and may be awarded at the discretion of OQA provided applicants already possess a relevant qualification at an appropriate academic level.

## Assessments

The overall assessment and grade will be as follows:

1. **Online examination** representing 100% of the overall mark for Mathematics, English and Information and Communication Technology
2. A **final written examination** representing 70% of the overall mark for Introduction to Business, Introduction to Tourism and Hospitality, Introduction to Accounting and Finance and Introduction to Shipping and Transport and
3. Two **written coursework assessments/assignments** which will represent 30% of the overall mark

Students must achieve an overall pass mark of 40% in each subject in order to successfully complete the course and be awarded the **International Foundation Certificate**

## Coursework assessments

Coursework assignments can take the following forms:

- a) Mini **Case Study**: Learners are asked to comprehend and analyse the content of a particular case study and will be required to answer specific questions by using their analytical skills
- b) Mini **Project**: The mini project is usually prepared by the learner after selecting the subject and having the approval on the outline from the lecturer of the course and should be presented by the end of the course. It can be a written document or a PowerPoint presentation

c) **Midterm Examination:** It is a type of examination that usually covers half the material of the course containing subjective and analytical questions.

d) **Class tests:** Timed class tests on a particular topic can also be used to assess learners' progress and improve their examination technique

### Grading

The subjects will be graded in the following way:

70%+	Grade A	Distinction
60%-69%	Grade B	Credit
45%-59%	Grade C	Pass
40%-44%	Grade D	Marginal Pass
0%-39%	Grade F	Fail

The classifications given above will not be evidenced on the qualifications but will be shown on the transcript against individual subjects.

### Certificates, examination and assessment results and transcripts.

Upon successful completion of the course learners will be issued with the **International Foundation Certificate** confirming the successful completion of the course and will also be issued a transcript with the grades achieved for each subject. Learners will also be advised of their examination results and course assessment at the end of each examination series so they have an official record of all examination results achieved

### Course outlines, learning outcomes and reading lists

**Unit title:** Mathematics

**Unit code:**

**Level:** Level 3

**Credits:** 15

### **Main Aim(s) of the Unit**

This unit examines the key areas of mathematic principles relating to measures, times and space as well as measures of shapes  
The unit explains the approaches and techniques required to complete the necessary calculations and interpret the results

### **Main Topics of Study**

#### **Numbers**

- Adding and subtracting
- Multiplying and dividing
- Decimals
- Fractions
- Rounding
- Estimating
- Number patterns

#### **Measures**

- Units of measure
- Length perimeter
- Areas of squares and rectangles
- Weights
- Measuring capacity
- Temperature
- Scales
- Measures of money

#### **Dates, time, space and shape**

- Calendars
- Time

- Timetables
- Type of angles
- Lines of symmetry
- 2D shapes
- 3D shapes
- Plans
- Movement and direction
- Handling data
- Lists and tables
- Charts and graphs

### **Learning Outcomes for the Unit**

Upon successful completion of the course students will be able to:

1. Explain the value of key mathematical principles
2. Use formulae and techniques to calculate areas, shapes, volumes, distances and capacities
3. To combine different mathematical measures in order to obtain the best results
4. Appreciate the value of mathematical techniques to everyday tasks as well as work related activities
5. Make presentations using graphs, charts, tables and lists

### **Learning and teaching methods/strategies used to enable the achievement of learning outcomes:**

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

### **Assessment methods which enable student to demonstrate the learning outcomes for the Unit:**

Online Examination            100%

### **Indicative Reading for this Unit:**



**Main Text:**

Functional Skills Maths Level 3- Study and Text Practice by CGP Books

**Alternative Text and further reading:**

Maths The Basic Skills Level 3 by June Houghton

**Guideline for Teaching and learning time (10 hours per credit)**

50 hours

**Lectures / Seminars / Tutorials / Workshops:**

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

50 hours

**Directed learning:**

Advance reading and preparation / Class preparation /  
Background reading / Group study / Portfolio / Diary

50 hours

**Self-managed learning:**

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

**Unit Title**      **English**

**Unit code:**

**Level:**          Level 3

**Credits:**        15

**Main Aim(s) of the Unit**

This unit aims to improve learners' reading, writing and speaking skills by explaining key areas of grammar and sentence construction

The unit also explains the approaches to be used in order to maximize the understanding of the key areas of texts or visual presentations

**Main Topics of Study**

**Reading**

- Finding information in texts
- Selecting the main points of a text
- Using key words and information
- Using layout to find information
- Different types of text
- Presentation features
- Language techniques

**Writing**

- Who are you writing to and why
- Writing to different people
- Information to include
- Selecting the right order
- Planning and drafting your writing
- Using paragraphs
- How to write a plan
- Drafting and checking
- Writing letters
- Writing emails
- Filling in forms
- Writing instructions
- Writing reports
- Making sentences
- Punctuating sentences

- Common mistakes with verbs
- Using joining words
- Using correct spelling
- Adding prefixes and suffixes
- Common spelling mistakes
- Making plurals
- Commonly confused words

### Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

6. Improve their overall English language skills
7. Select key points of texts or business reports
8. To prepare sentences using the correct grammar and spelling
9. Use the appropriate wording when addressing different people in writing or orally
10. Use the correct punctuation and verbs in order to achieve accurate communications

### Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

### Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Online Examination                      100%

### Indicative Reading for this Unit:

#### Main Text:

Functional Skills English Level 3- Study and Text Practice by CGP Books

### Alternative Text and further reading:

English Language Book Level 3 L.Fidge, L. Hocking, M. Bowen (Mac Millan Education)

### Guideline for Teaching and learning time (10 hours per credit)

50 hours	<b>Lectures / Seminars / Tutorials / Workshops:</b> Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	<b>Directed learning:</b> Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary
50 hours	<b>Self-managed learning:</b> Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

**Unit Title**      **Information and Communication Technology (ICT)**

**Unit code:**

**Level:**          Level 3

**Credits:**        15

**Main Aim(s) of the Unit**

This unit examines all the key areas of ICT and describes in detail the role of ICT in modern societies and within commercial and non-commercial organisations

The unit also explains the practical methods and techniques that can be used in order to understand and utilise information technology for communication purposes

**Main Topics of Study**

**Introduction to ICT**

- Security, passwords and viruses
- Software (Programs)
- Windows, icons and buttons
- Microsoft Office features and shortcuts
- Using storage devices safely
- Managing files and folders
- Changing settings
- Minimizing physical stress

**Internet and Email**

- Searching the internet
- Selecting the right information
- Sending and receiving emails
- Contact lists. Organising the inbox
- Using and writing emails

**Word Processing and Spreadsheets**

- Formatting text
- Formatting documents
- Tables

- Mail merge
- Graphics
- Word processing tasks
- Entering and editing data
- Formatting spreadsheets
- Formulas and functions
- Sorting and filtering data

### **Charts, graphs and presentations**

- Types of charts and graphs
- Bar or column charts
- Line graphs and scatter graphs
- Pie charts
- Understanding presentation requirements
- Editing slides

### **Databases**

- Database basics
- Sorting and filtering data
- Queries and reports

### **Learning Outcomes for the Unit**

Upon successful completion of the course students will be able to:

1. Explain the elements and value of Information Communication Technologies
2. Recommend methods and techniques that can be used to improve communications
3. Appreciate the importance of information technology
4. Analyse and select appropriate methods and techniques used to improve communications and presentations

### **Learning and teaching methods/strategies used to enable the achievement of learning outcomes:**

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self

managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

**Assessment methods which enable student to demonstrate the learning outcomes for the Unit:**

Online Examination                      100%

**Indicative Reading for this Unit:**

**Main Text:**

Functional Skills ICT-Entry Level 3 by CGP Books

**Alternative Text and further reading:**

KS3 ICT-The Study Guide by CGP Books  
GCSE ICT Revision Guide by CGP Books

**Guideline for Teaching and learning time (10 hours per credit)**

50 hours	<p><b>Lectures / Seminars / Tutorials / Workshops:</b></p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p><b>Directed learning:</b></p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
50 hours	<p><b>Self-managed learning:</b></p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

**Unit Title**     **Introduction to Business Studies**

**Unit code:**

**Level:**            Level 3

**Credits:**        15

### **Main Aim(s) of the Unit**

The main aim of this unit is to introduce learners to the different types of business organisations and to explain the key internal and external environmental factors that can influence the operations of different departments within commercial and non-commercial organisations

### **Main Topics of Study**

#### **Business Organisations**

- Nature of business
- Business start-ups
- Sole traders
- Partnerships
- Limited companies
- Non-profit organisations
- Public sector organisations

#### **Introduction to Marketing**

- Nature of marketing
- Marketing research
- Market segmentation
- Marketing management
- Marketing Mix
- E-commerce
- International Marketing

#### **People in Organisations**

- Organisation structures
- Recruitment
- Selection
- Appointment



- Termination
- Training and appraisal

### **Introduction to Operations Management**

- Nature of products and services
- Types of production
- Stock control
- Elements of Purchasing
- Mergers and takeovers
- Factors affecting location of business
- Resources and waste management
- Efficiency and strategy

### **Introduction to Accounting and Finance**

- Sources of finance
- Costs, revenue and profit
- Contribution
- B/E analysis
- Balance sheet
- Accounting concepts
- Introduction to costing methods

### **External Influences**

- Interest rates
- Exchange rates
- Inflation
- Unemployment
- Taxation
- Labour markets
- Population
- Corporate responsibilities
- Impact of new technologies

### **Learning Outcomes for the Unit**

Upon successful completion of the course students will be able to:

- Explain the different types of organisations
- Discuss the different functions within an organisation

- Appreciate the importance of the marketing orientation to modern business organisation
- Compare different sources of capital
- Comment on the calculation of costs, revenues, profits, contribution and cash flows
- Understand the impact of environmental factors on the operations of business organisations

**Learning and teaching methods/strategies used to enable the achievement of learning outcomes:**

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

**Assessment methods which enable student to demonstrate the learning outcomes for the Unit:**

- A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and
- 2 **written coursework assessments/assignments** which will represent 30% of the overall mark.

**Indicative Reading for this Unit:**

**Main Text:**

Business Studies D. Hall, R. Jones, C. Raffo, A. Anderton 4<sup>th</sup> edition  
(Causeway Press)

**Alternative Text and further reading:**

Introduction to Business R. Hughes, J. Kapoor, W. Pride 11<sup>th</sup> edition  
(South-Western International)

**Guideline for Teaching and learning time (10 hours per credit)**

50 hours

**Lectures / Seminars / Tutorials / Workshops:**

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

50 hours

**Directed learning:**

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

50 hours

**Self managed learning:**

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

**Unit Title** Introduction to Accounting and Finance**Unit code:****Level:** Level 3**Credits:** 15**Main Aim(s) of the Unit**

The main aim of this unit is to introduce learners to the different accounting documents and to explain the value of each document to business organisations. Learners will also be introduced to key accounting concepts and they will be in a position to distinguish between different types of costs

**Main Topics of Study****Introduction to Accounting**

- What is accounting?
- Financial accounts and management accounts
- Key accounting concepts
- Assets, liabilities, capital
- Principles of double-entry bookkeeping
- Balancing accounts
- Trial balance
- Cash book
- Petty cash book
- Day book
- The journal

**Financial Concepts and Controls**

- Cash flow statements
- Bank reconciliation statements
- Manufacturing account
- Trading account
- Profit and loss account
- Appropriation account
- Balance sheet

### **Assets and Liabilities**

- Fixed assets
- Sales of fixed assets
- Stock valuation
- Current assets
- Current liabilities
- Long term liabilities
- Share capital
- Bad debts

### **Introduction to Cost Accounting**

- Classification of costs
- Activity-based costs
- Marginal costing
- Contribution
- Breakeven charts
- Profit/volume charts

### **Learning Outcomes for the Unit**

Upon successful completion of the course students will be able to:

1. Explain the different types of financial documents
2. Identify the different sources of capital available to organisations
3. Explain the principles of double entry bookkeeping
4. Calculate cost and revenues
5. Understand the contents of different accounting documents
6. Distinguish between different types of costs

### **Learning and teaching methods/strategies used to enable the achievement of learning outcomes:**

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

### Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

- A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and
- 2 **written coursework assessments/assignments** which will represent 30% of the overall mark.

### Indicative Reading for this Unit:

#### Main Text:

Introduction to Accounting and Finance G. Black (FT Prentice Hall)

#### Alternative Text and further reading:

Accounting and Finance: An Introduction E. MaLaney, A. Atrill 8<sup>th</sup> edition (Pearson)

### Guideline for Teaching and learning time (10 hours per credit)

50 hours	<b>Lectures / Seminars / Tutorials / Workshops:</b> Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	<b>Directed learning:</b> Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc
50 hours	<b>Self managed learning:</b> Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

**Unit Title**     **Introduction to Shipping and Transport**

**Unit code:**

**Level:**        Level 3

**Credits:**     15

### **Main Aim(s) of the Unit**

The main aim of this unit is to introduce learners to the basic elements of shipping and transport including operational, commercial and technical considerations. It also introduces learners to the different modes of transport available and highlights how the industry has developed

### **Main Topics of Study**

#### **Introduction to Shipping**

- Functions of shipping
- Types of ships
- Operations of different types of ships
- Ship designs and future trends
- Safety regulations

#### **Operations at Sea**

- Manning of vessels
- Duties and responsibilities of different crew members
- Duties and responsibilities of the captain and senior officers
- Hiring and discharging crew
- Safety at sea
- Planning and sailing schedules

#### **Shipping Companies and Shipping Organisations**

- Types of shipping companies
- Liner and tramp organisations
- Ship management companies
- Ownership of vessels
- Operational alliances
- Freight forwarders and chartered shipbrokers
- International shipping organisations, institutes and associations

### Physical Distribution and Transport Modes

- Selection of distribution channels
- International physical distribution
- Sea freight services
- Road freight
- Rail freight
- Air freight
- Groupage
- Selection of transport mode
- Carrier selection

### International Transport Documentation

- Bill of lading
- Types of bills of lading
- Waybills
- Air waybill
- Road waybill
- Rail waybill
- Sea waybill

### Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

11. Explain the different types of ships and their functions
12. Describe the different modes of transport available
13. Understand the documentation required for sea, air, road or rail transport of goods
14. Compare and contrast the operations of shipping organisations
15. Appreciate the way all transport modes can be integrated
16. Comment on the duties and responsibilities of all crew members of sea going vessels

### Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged



to form study groups to discuss course material which fosters a greater depth learning experience.

**Assessment methods which enable student to demonstrate the learning outcomes for the Unit:**

A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and  
-2 **written coursework assessments/assignments** which will represent 30% of the overall mark.

**Indicative Reading for this Unit:**

**Main Texts:**

Elements of Shipping A. Branch, M. Robarts 9<sup>th</sup> edition (Routledge)

Principles of International Physical Distribution J. Sherlock (Blackwell Business)

**Alternative Text and further reading:**

Sea Transport P. Alderton (Adland Coles Nautical)

**Guideline for Teaching and learning time (10 hours per credit)**

50 hours	<p><b>Lectures / Seminars / Tutorials / Workshops:</b></p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p><b>Directed learning:</b></p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
50 hours	<p><b>Self-managed learning:</b></p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

**Unit Title**     **Introduction to Tourism and Hospitality**

**Unit code:**

**Level:**         Level 3

**Credits:**      15

### **Main Aim(s) of the Unit**

The main aim of this unit is to introduce learners to the key elements and functions of the hospitality and tourism industry and to highlight the contributions each element can make to the level and quality of service provided to the customers and guests

### **Main Topics of Study**

#### **Introduction to Tourism and Hospitality**

- Hotel organisations
- Types of hotels
- Types of rooms
- Types of meal plans
- International Tourism
- Domestic tourism
- Tours
- Package tours
- Elements of Tourism
- History of travel
- Modes of transport

#### **Tourism and Hospitality Activities**

- Motivators in tourism and hospitality
- Tourism development
- Constituents of tourism industry
- Tourism demand
- Tourism supply
- Media available

#### **Travel Agency and Tour Operators**

- Travel agency operations

- Ticketing
- Facilitation
- Travel agency revenue
- Setting up a travel agency
- Tour operators
- Excursion agents
- Package and cultural tours
- Escorted tours
- Planning and costing a tour

### **Trends in Hospitality and Tourism Industry**

- Tourism and technology
- Value of computer technology to tourist organisations and hotels
- Transportation trends
- Adventure tourism
- Sports tourism

### **Tourism and Hotel Organisations**

- World Tourism Organisation (WTO)
- World Association of Travel Agencies (WATA)
- International Air Transport Association (IATA)
- International Civil Aviation Organisation (ICAO)
- European Travel Commission (ETC)
- American Hotel and Lodging Association (AHLA)
- World Travel and Tourism Council (WTTC)

### **Learning Outcomes for the Unit**

Upon successful completion of the course students will be able to:

1. Comment on the importance of tourism and hospitality industries
2. Explain the functions and roles of different organisations within the industry
3. Discuss the important components of different types of holidays or tours
4. Compare and contrast different types of hotels and services
5. Appreciate the impact of technology and transport on the hospitality provisions
6. Understand the role of different tourism and hospitality organisations

7. Comment on the current trends that will influence future products and services in the hospitality and tourism industry

**Learning and teaching methods/strategies used to enable the achievement of learning outcomes:**

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

**Assessment methods which enable student to demonstrate the learning outcomes for the Unit:**

A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and  
-2 **written coursework assessments/assignments** which will represent 30% of the overall mark

**Indicative Reading for this Unit:**

**Main Text:**

Introduction to Tourism and Hospitality C. Kumar, A. Choudhary (Create Space Independent Publishing)

**Alternative Text and further reading:**

Introduction to Hospitality Industry C. Barrows, T. Powers, D. Reynolds 8<sup>th</sup> edition (John Willey and Sons)

**Guideline for Teaching and learning time (10 hours per credit)**

50 hours	<b>Lectures / Seminars / Tutorials / Workshops:</b> Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	<b>Directed learning:</b> Advance reading and preparation / Class preparation /

50 hours

Background reading / Group study / Portfolio / Diary etc

**Self managed learning:**

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

## **ACADEMIC INTEGRITY**

### **CHEATING**

Cheating on exams or other work submitted in fulfillment of course requirements will result in disciplinary action. Cheating discovered during an exam will result in the exam being collected and the student being dismissed and a FAIL grade will be awarded. Students will be allowed to re-sit the failed examination in a future examination period

### **PLAGIARISM**

Plagiarism is the presentation of someone else's ideas or words as your own. Paraphrasing or extensive rewriting of another's work is still plagiarism if credit is not given to the author and a citation of where the information can be found is not listed This also applies to ideas or words borrowed from the Internet.

A learner who presents plagiarized work be awarded a FAIL grade but will be allowed to re-submit the work at a later date

### **UNAUTHORIZED COLLABORATION**

Collaborating on mini projects, case studies or other academic exercises without prior approval is considered unauthorized collaboration and will be awarded a FAIL grade, Learners who want to confer or collaborate with one another on work for academic credit should seek prior approval from the awarding body or from the study centre.

### **FALSIFICATION**

Learners who misrepresent material or fabricate information in an academic exercise or assignment (false or misleading citations, falsification of experiments or computer data) will be awarded a FAIL grade and will be asked to re-submit their work