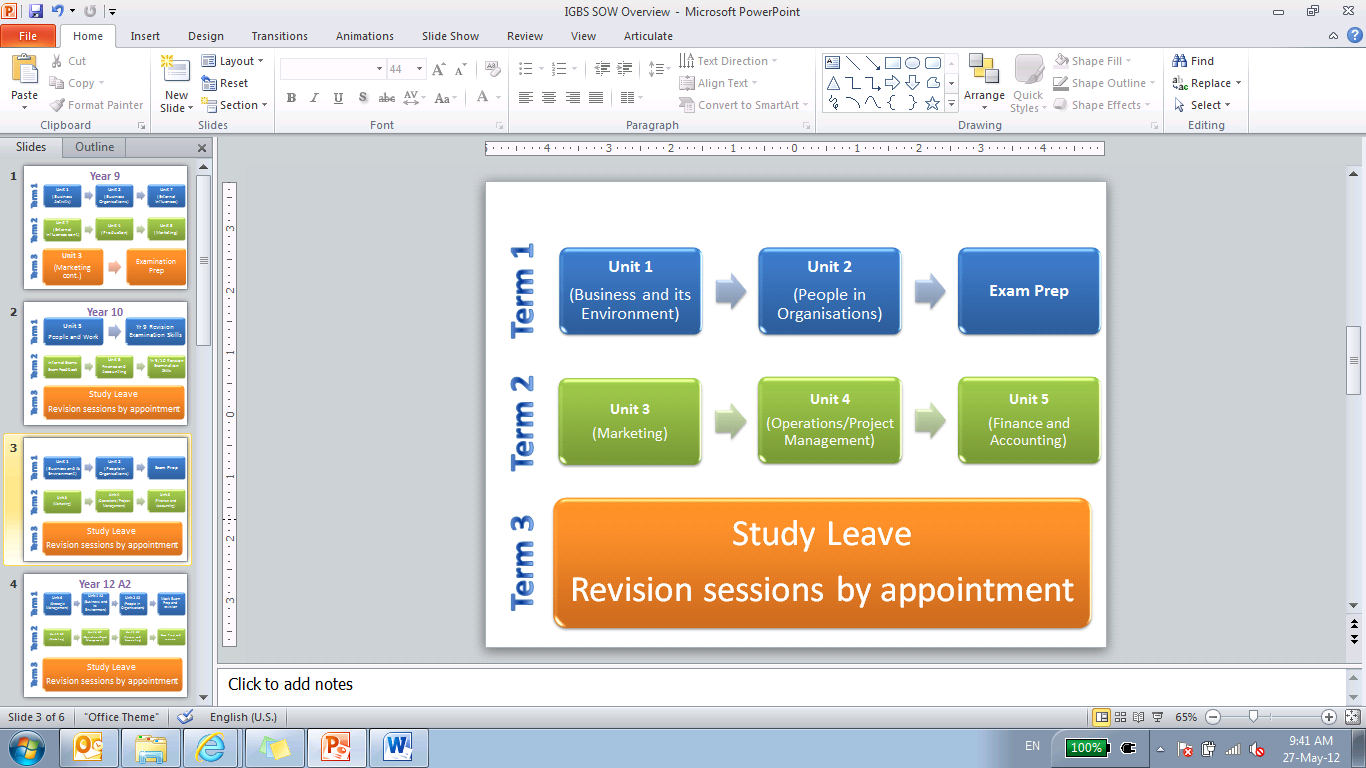
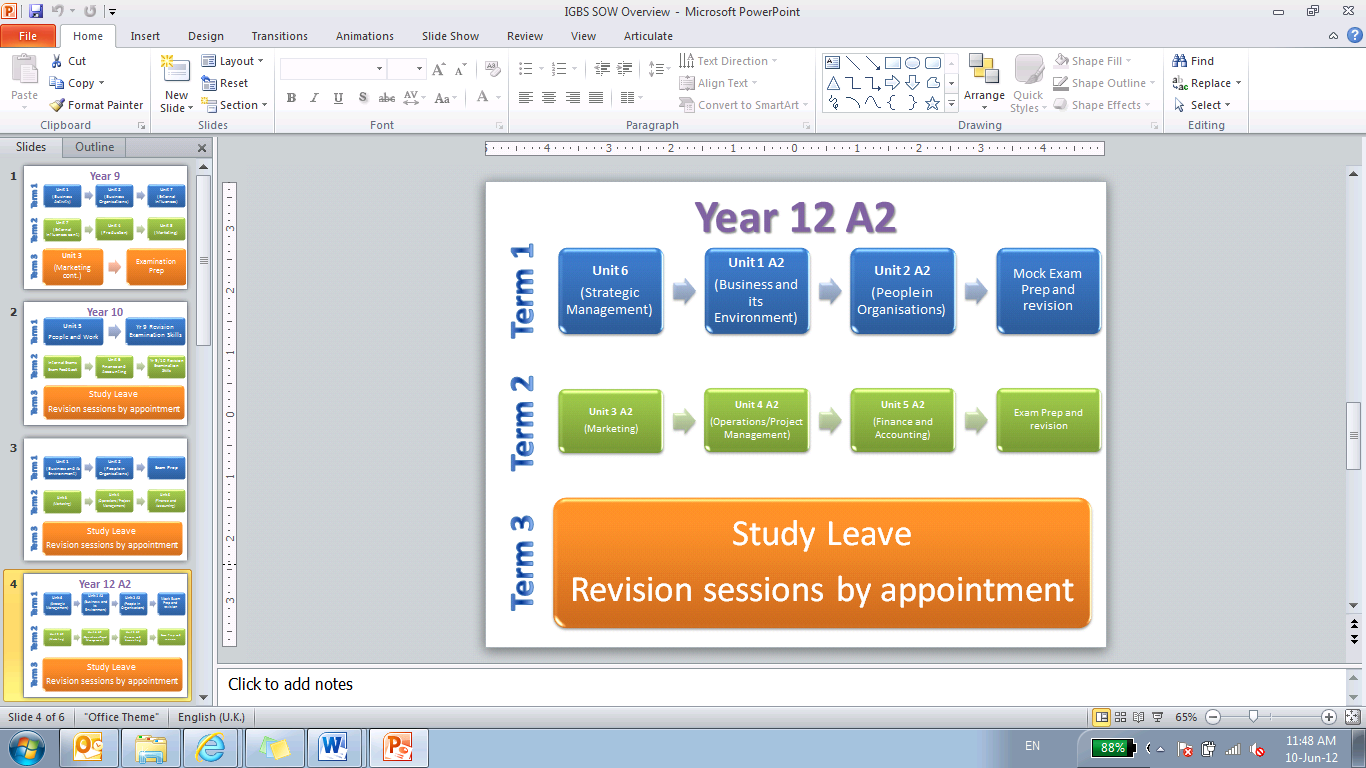
**Commercial Studies**

**AS/A2 Business Studies Student Information Sheet**

*Section 1 – Course Delivery*

* Four lessons per week, one teacher.
* Familiarise yourself with the Scheme of Work so that you understand when the course content features in your two-year course. A brief overview is shown below.

**AS Course A2 Course**

* Please note that formal teaching only takes place in two terms each year – this is a very intensive and fast-paced course!

*Section 2 – Lessons*

* Lessons will range in approach depending on the topic being covered. Over the duration of the course, you can expect…
  + ‘traditional’ teacher-led lessons
  + Debate and discussion
  + Group projects and presentations
  + Exam practise and formal assessment

As with any subject, the more you are willing to participate in lessons, the more you will get out of them.

*Section 3 – Expectations and Self-Study*

* You will be required to bring the following equipment with you to all lessons…no ‘spares’ will be available from your teacher.
  + Pen/pencil/ruler/highlighter
  + Calculator (standard, non-scientific is fine)
  + Textbook (issued to you at the start of the course)
  + Copy/exercise book for your notes
  + Laptop (your teacher will aim to tell you before the appropriate lesson, either in the previous lesson or via the bulletin - having it just in case is useful!)
* You will need to ensure you have access to the relevant units in the AS/A2 course on Moodle. See Mr Allsop if you are having any issues with this.
  + All lessons slides will be published to Moodle at regular intervals (usually half-termly). There will also be course documents, including information on the examinations, past papers and homework activities published…so please keep up to date.
* As mentioned, the course is intensive and time-constrained. There is NOT enough time to cover everything you need to know in lessons. Students who do not dedicate at least 5 hours per fortnight of self-study time struggle to achieve higher grade C in the examination.
  + Make sure you read around the topic – make use of the textbook chapters and activities, including the end of unit questions, to supplement your notes.
  + Seek out past paper questions and mark-schemes from Moodle or your own ‘Atlas’ packs to develop your exam skills.
  + Complete homework activities on separate lined paper/word processed and hand in ON TIME…failure to do so may mean you do not get the feedback you need.

*Section 4 – Conduct, Attendance and Punctuality*

If you do not turn up to lessons, you will miss out on valuable learning and activities. You are late if you are not present when the bell sounds, and this will be recorded in the register. If you are late or down as ‘unexcused absence’ too often, concerns will be raised with your homeroom tutor, co-ordinator and your parents/guardians, and you may be required to complete work that you have missed in an after-school detention.

You are expected to behave like a mature young adult learner. This means that you take responsibility for you learning through full commitment to your studies. If you do not complete work or take part in class activities, this will be noticed by your teacher and the concern will be raised. However, ultimately you are the only one who will be at a disadvantage if you do not commit fully to the course.

Finally, the AS/A2 GCE is an English qualification. Examiners expect fluency in your writing. This is aided significantly by the ability to express ideas and structure thoughts verbally in lessons. To this end, all communication inside the classroom must be in English…this is also to ensure that no-one, including the teacher, is excluded from the ideas and discussions that take place in the lesson. If you are having real difficulty in understanding a concept or idea and would benefit from an explanation in Arabic, you MUST seek permission from the teacher first – it is very unlikely that they will say no or feel that you are disrupting the class.