Updating for Business

Computer Studies

Tutor Guide

© Crown copyright 1986

Published by permission of the Controller of Her Majesty's Stationery Office.

This work was produced under an Open Tech contract with the Manpower Services Commission. The views expressed are those of the authors, and do not necessarily reflect those of the MSC, or any other Government Department.

All rights reserved. No reproduction, copy or transmission of this publication may be made without written permission.

No paragraph of this publication may be reproduced, copied or transmitted save with written permission or in accordance with the provisions of the Copyright Act 1956 (as amended).

Any person who does any unauthorised act in relation to this publication may be liable to criminal prosecution and civil claims for damages.

First published 1986

Published by
MACMILLAN EDUCATION LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

Typeset by Communitytype, Leicester

ISBN 978-1-349-09172-0 ISBN 978-1-349-09170-6 (eBook)
DOI 10.1007/978-1-349-09170-6

Contents

PART 1 General Information and Guidance

1 Introduction	4
The Units and the Materials; BTEC Approval and Awards	
2 Preparing to Run the Course	7
3 The Open Learning Student	10
4 Open Learning Tutorials	12
5 Tutor Review Exercises	13
6 Feedback on the Materials and Their Use	15
7 The Personal Study Plan	17

PART 2 Information Relating to this Unit

21