

Using this Lecturer's Guide with the Student's Book

Icons have been used throughout the Student's Book to consolidate and facilitate the learning process, and to adopt an interactive approach between the student and the text. The icons indicate different types of activity – for example, a group or a question or feedback activity. The icons are also used to indicate what is being dealt with – for example, outcomes, assessment or a cross reference to something else.

INTRODUCTION

	Cross reference This icon shows forward or backward links or references to other sections in the book.
	Outcomes Outcomes appear in the outcomes table at the beginning of each unit. The students should achieve these unit outcomes, which are derived from the Subject Outcomes and the Learning Outcomes in the National Certificate (Finance, Economics & Accounting) Applied Accounting Subject Guidelines.
	Minds-on This icon indicates knowledge outcomes that students will acquire.
	Hands-on This icon shows skills-based outcomes that students will acquire.
	Hearts-on This icon shows values-based outcomes that will assist the students to express or develop particular values (or attitudes) to the issues raised.
	Individual This icon indicates that students should work on their own.
	Pair work This icon indicates that the students should work in pairs.
	Group work This icon indicates that the students should work in groups. Groups of four or five students are usually ideal, but this depends on the type of activity.
	Time This icon suggests the time it should take a student to complete the activity. Students should time themselves to see whether they are able to complete the activity within the suggested time.
	End of unit tests This icon provides the students with opportunities for self-assessment and ensures that the learning process has taken place. Tests at the end of each unit form part of your summative assessment and assist the students to reflect on what they have learnt.
	ICASS This icon shows an activity that could be used as part of the internal continuous assessment (ICASS) process, which should take place throughout the year. All ICASS evidence is contained in a Portfolio of Evidence (PoE), and must be readily available for monitoring, moderation and verification purposes.

We have used the following margin boxes in the Student's Book to highlight different kinds of information:

Career corner	These margin boxes provide the students with an opportunity to investigate or think about careers in the Applied Accounting field.
Word bank	New or difficult terms are explained or defined in these margin boxes. The aim is to extend the students' use of English and their Applied Accounting terminology.
Fact file	These margin boxes provide references to websites and other sources of information to extend the students' knowledge.