business and finance

2014/15

Edinburgh College

always the

right course

Contents

Business and Finance

Welcome to Business and Finance at Edinburgh College

Whether you're looking to develop skills in administration and information technology, business, finance, or legal services, Edinburgh College Business School offers you a range of SQA courses to suit both individual and business needs. We also offer popular commercial courses such as SAGE Payroll Accounting and AAT.

To ensure that our courses are accessible, you'll have a variety of learning modes to choose from such as full time, part time, evening, day release and open learning. Our courses are also designed to build your career according to your individual needs. That's why we offer programmes at a whole variety of levels, from Preparation Level right the way through to Higher National Diploma, giving you clear progression routes to your desired career.

By choosing Edinburgh College Business School, you'll enhance your core skills in communications, numeracy, information technology and problem solving. What's more, all our courses have a focus on key areas of business, from creating a business plan and

analysing how our sector can influence the UK's economic climate, to understanding financial and management accountancy strategies. In addition, you'll learn the importance of working in a team and developing personal action plans. We recognise that the business sector is dynamic, so we invite guest speakers to keep your learning up to date with current industry practice.

We're dedicated to providing the facilities you need to succeed. For example, our simulated office environment provides you with hands-on experience of administration, using technology to build your confidence. If you choose to study one of our legal courses, our mock court simulation is designed to immerse you in the theatre of the courtroom - right here in the College's drama room. Facilities like these give you relevant skills and experience that you'll be able to transfer into future work environments.

We focus on employability to give you the best possible chance to succeed in your chosen career. Our work placements build on your

classroom experience, while we also network with employers, collaborating to make sure you transfer theory in to practice. Thanks to our international links, there are also exciting opportunities to work abroad with one of our European partners, in countries such as France and Finland, to broaden your experience even more.

Don't just take our word for it, look at our success stories from last year. A former NC Administration student won the SQA Star Award, a HNC Accounting student won the Springfords Accounting prize, and we supported students who achieved first class accounting degrees. Clearly, we've got a proven record for success.

We're also keen supporters of good causes. Every year, our administration students plan and run "Wear it Pink" day at our Sighthill Campus. It's a real success, having raised thousands of pounds for charity. In your second semester you can design, organise, and run a charity event as part of your studies - fantastic business experience that's all for a great cause.
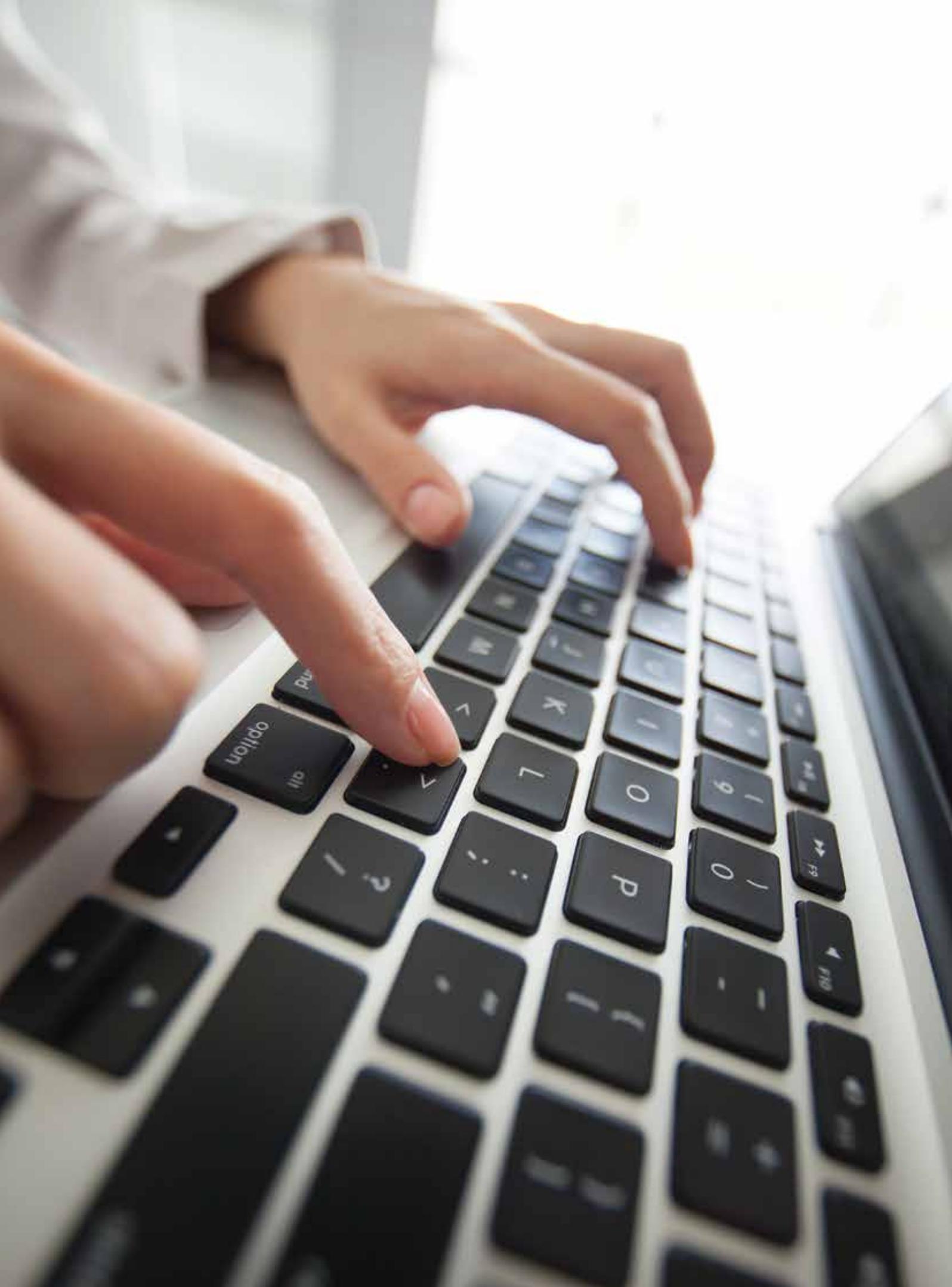
AAT Level 5 Accounting Foundation Certificate

Campus: Sighthill
Mode of Attendance: Day Release, Distance Learning

AAT SCQF Level 6 Diploma in Accounting

Campus: Sighthill
Mode of Attendance: Day Release, Distance Learning

What is this course about?

The AAT's education and training scheme provides you with a nationally recognised qualification up to Level 8 Diploma (Technician Level).

This course will award you with a Level 5 certificate, delivered by a team of experienced and committed tutors. The course is available via day release, evening and distance learning. This offers you the flexibility to study according to your schedule, whether you choose to attend all classes, study the afternoon content by distance learning, attend in the evening, or opt to study the whole course by distance learning, you'll find a plan to meet your needs.

You'll learn the basic accounting, costing, and ICT skills you need in the industry, and the course is a fantastic platform to gain professional certification with a range of renowned industry organisations.

How do I get a place?

- Minimum 2 passes at SCQF Level 4
- Successful interview

What will I learn?

- Basic Accounting
- Costing
- Computerised Accounting
- Effective Working

What can I do next ?

This course can be used as a stepping-stone to recognition by industry-renowned institutes such as ICAS, ACCA, CIMA or CIPFA.

What is this course about?

If you're working in a support role in accounting, this course aims to provide a recognised qualification to equip you with the finance skills you need in the workplace.

It's delivered by a team of experienced and committed tutors, running from September to June. It's available via day release, evening and distance learning. Whether you choose to attend all classes or study the afternoon content by distance learning while attending in the evening, or even study the whole course by distance learning, you'll find a study plan to meet your needs.

Completion of this course will allow you to progress to professional accounting qualifications offered by industry renowned institutes - extremely desirable for your employability and promotion prospects within the financial sector.

How do I get a place?

- Minimum 3 passes at SCQF Level
- Successful interview

What will I learn?

- Financial and Cost Accounting
- Professional Ethics
- Cash Management and Indirect Tax

What can I do next?

- AAT Diploma in Accounting SCQF Level 8 course. After which you will have the opportunity to become a full member of the AAT (MAAT) and progress to the professional Accounting qualifications offered by ACCA, CIPFA and CIMA, with exemptions available on completion of the Level 8 Diploma
- Enhanced employability and promotion prospects within the financial sector

AAT SCQF Level 8 Diploma in Accounting

Campus: Granton, Sighthill
Mode of Attendance: Day Release, Distance Learning

What is this course about?

If you're looking to enhance your employability and promotion prospects within the financial sector, this Diploma in Accounting Level 8 is ideal.

You'll study 6 Units covering Financial Accounting, Management Accounting and Taxation (Personal and Business). You'll be taught by a professional team of experienced and committed tutors, including both a Chartered Accountant/Tax Specialist and a CIMA qualified accountant.

The course runs from September to June, and you'll be offered the flexible study options of day release, evening, or distance learning. Whether you choose to attend all classes, study the afternoon content by distance learning while attending classes in the evening, or even study the whole course by distance learning, you'll find a study plan that meets your needs.

The course is the ideal platform to progress onto professional accountancy exams which are widely recognised in the industry - this will enhance your prospects even further.

How do I get a place?

- Applicants should have completed the AAT level 6 Diploma in Accounting
- Alternatively you should have completed an Accounting Degree or HNC/D in Accounting. The degree or HND will allow some exemptions from level 8 while an HNC may require completion of some additional units from Level 6

What will I learn?

- Financial Accounting
- Management Accounting
- Taxation (Personal and Business)
- Work-based project. An online AAT option is also available for the project.

What can I do next?

- Progression onto professional Accountancy qualification, such as ACCA, CIMA, CIPFA or ICAS
- Become a full member of the AAT (MAAT)
- Enhanced employability and promotion prospects within the financial sector

IAB SAGE Accounting: Line 50

Campus: Sighthill
Mode of Attendance: Evening

What is this course about?

This course is designed to provide you with comprehensive training in the latest SAGE Line 50 package. You'll get the training in the Sage Accounting package you require to develop your understanding and practical skills in computerised book-keeping and accounting, for use in the workplace.

Completing this course is ideal to improve your job prospects or help with a career change. It would also be useful if you're a small businesses owner who employs staff but don't want to have to pay for external book-keeping services . It may also prove valuable to consider sending your staff for training and development in this field. Over 80,000 UK businesses rely on SAGE software, with over a third of FTSE 100 companies currently using SAGE products.

On successful completion of the course, you'll be able to record routine and non-routine book-keeping and accounting transactions, as well as being able to produce appropriate financial and management reports.

Your training is based around setting up a computerised system and processing transactions for a fictitious organisation, allowing you to develop practical skills which you can readily apply to your own real work or business needs.

Upon completion, you will be awarded with an industry-recognised IAB Level 2 Certificate in Computerised Bookkeeping.

How do I get a place?

- Minimum 3 passes at SCQF Level 5
- Successful Interview

What will I learn?

- Setting up company, customer and supplier accounts
- Entering routine transactions for credit/cash sales and purchases
- Dealing with customer receipts and supplier payments
- Processing salaries and wages
- Correction of errors through journal entry
- Setting up recurring payments
- Dealing with bad debt
- Accruals and pre-payments
- Producing management and financial reports

What can I do next?

- Employment in book-keeping
- Further study on a variety of Accounting courses
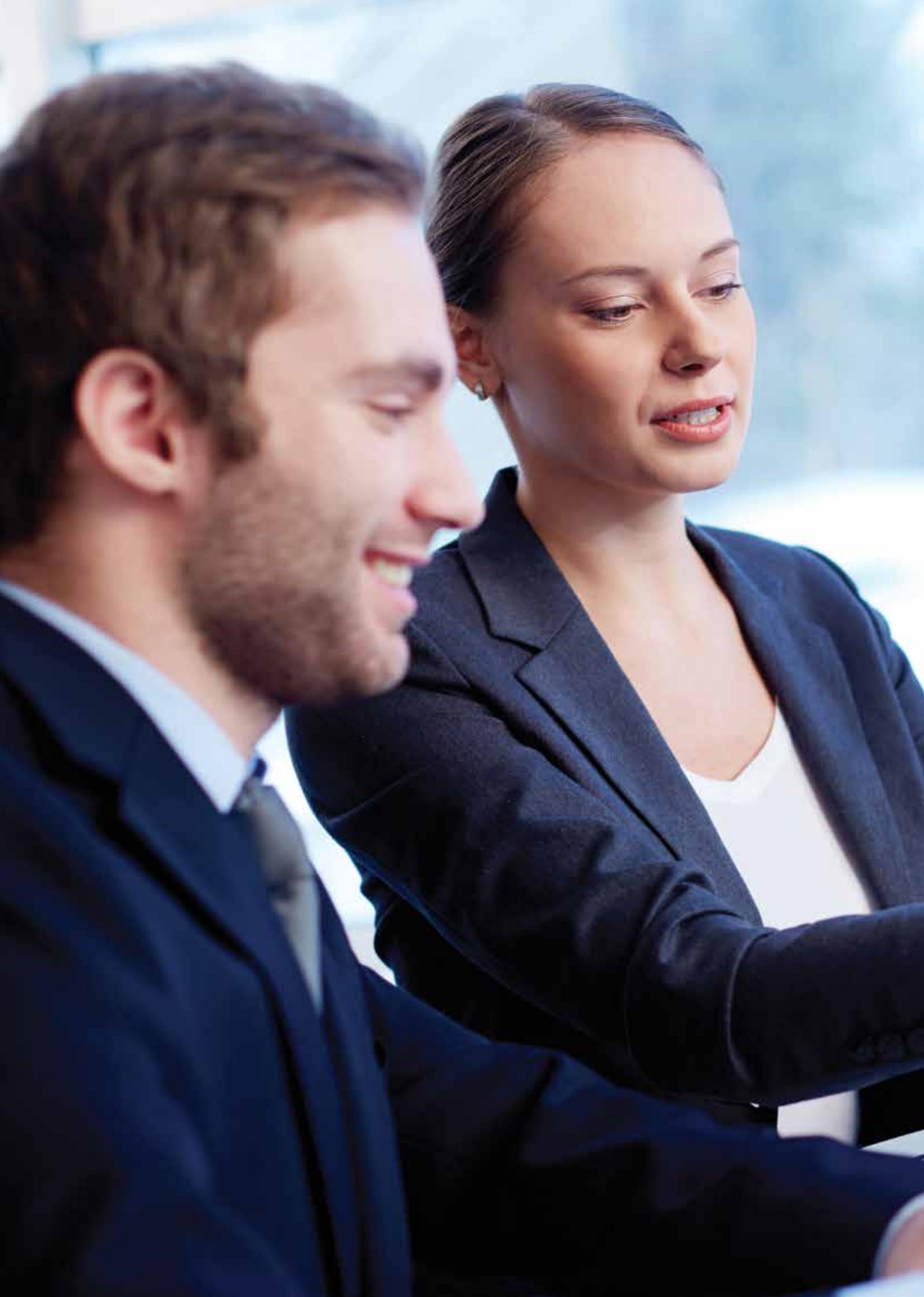
IAB SAGE Accounting: Payroll

Campus:Sighthill
Mode of Attendance: Evening

What is this course about?

If you're looking to gain comprehensive training in the latest SAGE Payroll package, this is the course for you. You'll develop the essential computerised payroll skills and knowledge you need for the workplace.

Upon completion of this course, you'll be well-placed to progress onto our other finance courses such as Introduction to Accounting, Higher National Accounting or the Association of Accounting Technicians (AAT) courses.

The course will ensure you'll be able to record routine and non-routine payroll transactions, as well as being able to produce financial reports and process year end returns to HMRC standards.

You'll also focus on developing real practical skills you can put to use in your career, with training based around processing a payroll for a fictitious organisation, carrying out tasks and data analysis across a full payroll (fiscal) year.

Upon completion, you'll be well-equipped with finance skills for your career, therefore seriously enhancing your employment and promotion prospects.

How do I get a place?

- Minimum 3 passes at SCQF Level
- Successful interview

What will I learn?

- Income Tax and National Insurance parameters
- Statutory payments (including sickness and maternity pay)
- Company information and pensions
- Pay elements and deductions
- Processing pay (weekly and monthly)
- Non-routine transactions (student loans, change of tax code, attachment of earnings order etc.)
- Company car legislation
- Computerising mid-year
- Processing the end of the tax year

What can I do next ?

- Employment in book-keeping
- Further study on a variety of accounting courses

ACCA Access to Accounting

Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

This 18-week course is the perfect introduction to book-keeping and accounting. It's a professional course, where you'll cover the first two levels of the Certified Accounting Technician course.

In the Introductory Level, you'll learn the essential units of Recording Financial Transactions and Information for Management Control. You'll then develop your knowledge further at Intermediate Level, where you'll learn Maintaining Financial Records and Accounting for Costs.

This course is designed to really improve your prospects of gaining employment in finance and accountancy, with clear paths onto HND Accounting here at Edinburgh College - in January 2014 we'll be running an 18-week fast-track HNC programme to really kickstart your development.

How do I get a place?

- Minimum 3 passes at SCQF Level 5
- Successful interview

What will I learn?

- Introductory Book-keeping and Accountancy
- Intermediate Level Book-keeping and Accountancy
- ACCA qualification

What can I do next ?

- HNC/D Accounting

HND Accounting
(Access To Industry)
Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

Preparation for an Admin Role
Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course has been carefully tailored to provide you with the full range of skills employers look for when recruiting for the accountancy profession.

In your first year, studying HNC Accounting, you'll cover all aspects of financial and cost/management accounting in both manual and computerised environments. Additionally, you'll be able to undertake valuable study in Scots business and contract law, economics, communications, and information technology.

In your second year, studying the HND, you'll build on these skills further, covering advanced financial reporting and complex management accounting and planning. You'll build an understanding of business and income taxation, together with company law, in addition to learning the advanced information technology software you need to know to work in the industry.

The course will allow you to develop the wide range of skills essential to work in accounting, and will give you great prospects to progress onto degree-level programmes too. Successful completion of the HND can even lead to exemptions in the entrance requirements of top accounting associations and institutes, enhancing your employment prospects further.

How do I get a place?

- For Year 1 (HNC), a minimum of 2 Highers or relevant NC pass at SCQF level 6, numerical competence and effective communication skills
- For Year 2 (HND), you will have passed all 15 credits at HNC level or all 12 credits if a student from the January start fast-track HNC

What will I learn?

- Recording Financial Information
- Preparing Final Accounts
- Using Financial Accounting Software
- Cost Accounting
- Management Accounting
- Using Information Technology
- Accounting: Graded Unit 1
- Economic Issues: An Introduction
- Employment Experience

What can I do next?

- Employment as an accountant
- Certification with Association of Accounting Technicians (entry to the Diploma Level 8 course), Chartered Association of Certified Accountants, or Chartered Institute of Management
- Degree in Accounting / Accountancy and Finance at Edinburgh Napier University or Heriot-Watt University

What is this course about?

This course is geared heavily towards employment and contains a wide range of practical tasks which are designed to enable you to develop good administrative abilities.

You'll learn a variety of administration skills which you need to work in an office. You may also have the opportunity to gain invaluable real-life experience in an office environment through a work placement. In addition, there are specialist additional courses in areas such as Medical, Audio, Finance - varying according to which campus you choose – to broaden your experiences from your time on the course.

You'll be in a great position for roles in administration upon completion of the course, as well as ready to progress onto a range of related NC programmes.

How do I get a place?

- Minimum 2 passes at SCQF Level 4
- Successful interview

What will I learn?

- Administration
- IT
- Customer Care
- Introduction to Accounting
- Communication and Preparation for Employment
- Work Placement

What can I do next?

- Junior administration roles
- Upon successful completion of the course, and subject to a suitable reference, you can progress to NC Administration or NC Business

Preparation for an Administrative Role with Business English

Campus: Milton Road
Mode of Attendance: Full-Time

What is this course about?

This course is for candidates whose first language is not English. Candidates will develop a range of administrative and IT skills and study for the ESOL for Work certificate. The ESOL classes will include Business English to help prepare students for employment.

Candidates may also have the opportunity to experience working in an office environment through a work placement.

On completion of the course candidates will be able to apply for further study at a higher level in Administration and IT, Accounting and Business. Alternatively candidates may seek employment.

We welcome applications from candidates with 4.5 IELTS or similar level of English.

How do I get a place?

- You must have completed SQA Intermediate 1 ESOL or similar
- Attitude and aptitude
- Personal statement
- Interview

What will I learn?

- Administration Activities
- Word Processing and IT
- ESOL for Work
- Numeracy
- Recording of Cash Data
- Preparing for Employment
- Medical Terminology or Personal Finance

What can I do next?

- NC Administration
- HNC Administration and IT
- HNC Accounting
- HNC Business

Preparation for Business with an NPA

Campus: Milton Road, Sighthill
Mode of Attendance: Short Full-Time

What is this course about?

This is an introductory course which is ideal if you're looking to find out more about the business world with a view to progressing onto a more advanced course in January 2015.

You'll be introduced to the essential skills you'll need in your future studies and career, from numeracy and communication, to industry-specific areas such as customer care, and marketing. You'll be extremely well-prepared to progress onto related courses to develop your skills in more depth.

How do I get a place?

- Minimum of 2 relevant standard grades at general 3 or above.
- Successful interview

What will I learn?

- Enterprise Activity
- Business Enterprise
- Numeracy
- Business Decision Areas
- ICT
- Communication Skills for Customer Care
- Marketing: An Introduction

What can I do next ?

- Access to Business with NPA in Business with IT (SCQF 5)

NC Administration

Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course is ideal if you want to develop your knowledge and skills in the key administration areas of WP, IT, Reception and Administration. In addition you will learn about Event Organisation and Human Resources in order to work in the business and administration sector.

This NC matches practical and engaging units with the interests and capabilities of learners and will provide the necessary hard and soft skills sought by employers.

As well as equip you well for employment, the SCQF Level 6 part of the course delivered in second semester will also prepare you to progress to the HND year 1 should you wish to continue in education.

How do I get a place?

- Minimum 3 Standard Grades including Administration and English or a relevant group of SCQF 4 units including Administration and Communication

What will I learn?

- Reception
- Office administration
- Research
- Preparing presentations
- IT
- WP
- Communication skills
- Human resources

What can I do next?

- HNC/D Administration and Information Technology
- HNC/D Retail Management or Business.

PDA in Administration (Open Learning)

Campus: Sighthill
Mode of Attendance: Open Learning

What is this course about?

These new Professional Development Awards (PDA) are ideal if you're looking for career development and would like to achieve a nationally recognised qualification. The aims of PDAs are to provide a continuous professional development route in advancing management and IT Skills.

This PDA is made up of four credits from the HNC Administration & Information Technology. It can be completed either individually or together with the PDA in IT in Business, as part of the whole HNC Administration & IT Award. It doesn't matter which PDA you study first. On completion of each PDA you will receive an SQA Group Award certificate.

How do I get a place?

- Employed in an administration related field with some IT experience OR minimum 2 Highers or relevant NC pass at SCQF Level 6
- International students and other students with English as a second language require an English language level of IELTS 5.5 in each component band or equivalent.

What will I learn?

- Office Administration
- Office Technologies
- Personal Development Planning
- Analysing and Presenting Complex Communication

What can I do next?

You could study the PDA in IT in Business then the remaining 4 units of HNC Administration & Information Technology to achieve the whole HNC award.

PDA in Medical Administration (Open Learning)

Campus: Sighthill
Mode of Attendance: Open Learning

What is this course about?

These new Professional Development Awards (PDA) are ideal if you're looking for career development and would like to achieve a nationally recognised qualification. The aims of PDAs are to provide a continuous professional development route in advancing management and IT Skills.

This course is ideal if you're already employed within the medical administrative sector, or if you're working in a general administrative environment, and wish to pursue a career in the medical administrative field.

You'll develop the essential technical and administrative knowledge you need to work in medical administration by studying relevant credits from HNC Administration & Information Technology.

You'll develop important skills, learning about customer care, medical terminology, and GP or hospital administration. This course will ensure you're equipped with the knowledge you need to carry out administrative roles at an intermediate/senior level in both private and public sector organisations.

How do I get a place?

- You should either be working in a medical environment or have appropriate qualifications in Biology or Chemistry as well as IT skills
- International students or other students whose English is their second language require an English language level of IELTS 5.5 in each component band, or equivalent

What will I learn?

- IT in Business Word Processing and Presentations
- IT in Business Databases
- IT in Business Spreadsheets
- Creating a Culture of Customer Care
- Medical Terminology for Administration Staff
- Hospital Patient Administration or GP Medical Administration

What can I do next?

- The remaining units of HNC Administration & Information Technology to achieve the whole HNC award.

PDA IT In Business (Open Learning)

Campus: Sighthill
Mode of Attendance: Open Learning

HNC Administration and Information Technology

Campus: Milton Road
Mode of Attendance: Day Release, Evening

What is this course about?

These new Professional Development Awards (PDA) are ideal if you are looking for career development and would like to achieve a nationally recognised qualification.
The aims of these PDAs are to provide a continuous professional development route in advancing management and IT Skills.

This course is made up of four credits from the HNC Administration & Information Technology, and can be completed either individually or together with the PDA in Office Administration as part of the whole HNC Administration & IT Award. It doesn't matter which PDA you study first. On completion of each PDA you'll receive an SQA Group Award certificate.

You'll learn about word processing and presentation applications to enable you to create and enhance complex business documents within a timescale. You'll also learn about databases and spreadsheets, and how they can aid business decision-making and problem solving.

How do I get a place?

- Employed in an administration related field with some IT experience OR minimum 2 Highers or relevant NC passes at SCQF Level 6.
- International students and other students with English as a second language require an English language level of IELTS 5.5 in each component band or equivalent.

What will I learn?

- IT in Business: Word Processing and Presentation Applications - double credit
- IT in Business: Databases
- IT in Business: Spreadsheets

What can I do next?

- Study the PDA in Office Administration then the remaining 4 units of HNC Administration & Information Technology to achieve the whole HNC.

What is this course about?

This course is ideal if you wish to pursue a career as an administrator, office supervisor/manager, or personal assistant.

You'll develop the high level of IT and problem-solving skills you'll need for your future career, in addition to gaining an essential theoretical knowledge of the administration and information technology fields. To further enhance your prospects, you'll have the opportunity to enrol for the final 4 credits which will enable you to achieve the HNC Administration & Information Technology group award.

The course is a fantastic platform, allowing you to progress onto our HND programme in your second year, or onto a range of relevant degree-level studies.

How do I get a place?

- 2 Highers one preferably in Communications
- PDA in Administration (4 credits) AND the PDA in Information Technology (4 credits) OR the PDA in Medical Administration (8 credits).

What will I learn?

- Word Processing and Presentation Skills
- Database
- Spreadsheets Office Administration
- Office Technologies
- Recording Financial Transactions and Communication skills
- Work Placement
- Office Management
- Advanced WP
- Spreadsheets and Databases
- Information and Communications Technology in Business
- Customer Care
- Marketing
- Legal Secretarial
- Are all possible areas of study

What can I do next?

- Second year HND
- Relevant course at university in Year 2.

HND Administration and Information Technology

Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course is ideal if you wish to develop a high level of IT and problem-solving skills. You'll be encouraged to develop an understanding of the business administration field, making the course a great choice if you wish to pursue a career as an administrator, office manager, or personal assistant.

Successful completion of the HND will expand your opportunities even further, allowing you to progress to degree-level study via a range of different routes.

How do I get a place?

- For HNC Year 1, 2 Highers, at Grade C or above, 3 Standard Grades at Grade 3 or above (two of which should be Administration and English) OR satisfactory completion of appropriate Intermediate 2 or Higher SQA Units
- For HND Year 2, HNC Administration & Information Technology with 15 credits
- Applicants who do not meet this criteria but have relevant work experience will be considered

What will I learn?

- Word Processing and Presentation Skills
- Database
- Spreadsheets Office Administration
- Office Technologies
- Recording Financial Transactions and Communication skills
- Work placement
- Office Management
- Advanced WP
- Spreadsheets and Databases
- Information and Communications Technology in Business
- Customer Care
- Marketing
- Legal Secretarial
- Introduction to conferences
- SAGE
- French
- All possible areas of study

What can I do next?

- Possible progression to Year 2 to achieve HND Administration & Information Technology
- Employment in a wide variety of offices and businesses
- A relevant degree course - Year 2 from HNC and Year 3 from HND

Access to HN Business

Campus: Sighthill
Mode of Attendance: Short Full-Time

What is this course about?

This course is designed to provide you with the essential skills and entry qualifications you need to progress onto our HNC Business course.

You'll be introduced to a truly wide variety of units, which will give you a strong foundation in the core business subject areas. You'll develop the skills and knowledge needed to understand how organisations work, how they are affected by the world around them, and the kind of job that best suits your skills and interests.

How do I get a place?

- 1 Higher in a relevant subject with 3 Standard Grades or Int
- 2 passes in relevant subject areas - 2 must be Communication/English and Maths, or successful completion of NC Business.
- Successful interview

What will I learn?

- SCQF Level 6 units:
- IT in Business: an Introduction
- Business Enterprise
- Accounting
- Economics
- Introduction to Human Resources
- SCQF Level 7 units:
- Marketing an Introduction
- Creating a Culture of Customer Care
- Analysis and Presenting Complex Communication

What can I do next ?

Upon successful completion of the course, and subject to a suitable reference, you can progress to HN Business.

NC Business

Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

HNC Business

Campus: Milton Road
Mode of Attendance: Day Release

What is this course about?

This course is designed to introduce you to a wide range of business areas including accounting, economics, law, marketing and related skills, such as communication and IT.

You will develop the skills and knowledge necessary to understand how organisations work, how they are affected by the world around them, and the kind of job that best suits your skills and interests.

Upon completion of the course, you'll receive The SQA group award NC Business to enhance your prospects further.

How do I get a place?

- Minimum of 5 Standard Grades including Maths at 2 or 3 and English or another written subject at 2 or 3
- Applicants with other relevant qualifications will be considered
- Successful Interview

What will I learn?

- SCQF 5 Units
- Recording of Cash Data
- Marketing: Basic Principles
- Skills for Customer Care
- Market Operations and the Scottish Economy
- SCQF 6 units
- Business Enterprise
- The UK Economy

What can I do next?

Possible progression to:

- HND Business
- HND Accounting
- HND Administration & IT
- HND Legal Services

What is this course about?

This course is ideal for you if you're looking to further your career through continuous professional development on a Day Release basis.

If you're looking to pursue a career in business, this course is ideal. It's designed to allow you to develop a strong understanding of the business world, and you'll learn the valuable administrative skills which are required in the industry.

We work closely with employers and universities to ensure your qualification will help you progress to the job you want or the course you want to study, so you'll learn about a wide range of essential business topics.

How do I get a place?

- Minimum of 2 Highers in relevant subject areas achieved in one sitting
- Standard Grade Maths at 3 or above
- Relevant work experience

What will I learn?

- Marketing
- Business Accounting
- Communications
- IT in Business
- Spreadsheets
- IT Applications
- Economic Issues: An Introduction
- Managing People and Organisations
- Business Graded Unit 1

What can I do next?

Year 2 or 3 of various degree programmes in Business Management, Marketing Management and Management, including those at Edinburgh Napier, Queen Margaret, Heriot-Watt and Stirling universities.

FIGURE 2 — EU REVENUE 1997-2006

SECTION II

110 000
100 000
90 000
80 000
70 000
60 000
50 000
40 000
30 000
20 000

1997   1998

Other revenue (including
NP/GNI-based own res
-based own resourc
-tional own resourc

L CONTRIBUT

32

surplus from the previous years)
source
es

ION BY MEMBER STATE AND TOR COLLECTED ON BEHALF OF THE EU, IN 2006

Type of revenue	1995		1996	
	million ECU	%	million ECU	%
(1) VAT-based own resource (including balance from previous years)	39 127.3	52.1 %	36 535.0	45.0 %	34.3
(2) GNP/GNI-based own resource (***) (including balance from previous years)	14 172.6	18.9 %	23 058.0	25.9 %	26 891.1
(3) UK correction (*)	78.1	0.1 %	−81.0	−0.1 %	
(4) Other payments from/to Member States (*)	−3.6	−0.0 %	3.1	0.0 %	−114.9
(5) Total national contributions = (1) + (2) = (3) + (4)	53 374.4	71.1 %	57 515.1	70.8 %	61 120.7	75.5
(6) Tradi		9.3 %	13 583.6	16.7 %	14 172.3
	810.1	1.0 %			17.6 %
	1 213.7	1.5 %	1 025.2	1.3 %
	069.1	16.1 %	1 114.0	1.4 %
(9)		−1.9 %	13 607.7	16.9 %	1.3
			−1 574.7	−2.0 %
			75 293.0	93.5 %	82 249
	1.02%				1.07
	4 384.1			
	870.7	5.4 %	916.0	
		1.1 %	1 364.6	
	80 547.7	100 %	84 529.7	
	1.09 %	100 %	84 529.7	
				1.01 %
	7 388 285.4			
			7 719 424.1	

(7) + (8)

p.m. EU GNI

NUES SUPPORTING CORE ACTIVITIES

following chart provides a breakdown of revenues
ing core activities for the fiscal year ended June

INVESTMENT INCOME 3%
OTHER REVENUES 2%
PRIVATE GIFTS 2%
TUITION AND FEES 8%
SALES AND SERVICES—OTHER 12%
STATE EDUCATIONAL APPROPRIATION 18%
GRANTS AND CONTRACTS 19%
SALES AND SERVICES—MEDICAL CENTER 36%

REVENUES SUPPORTING CORE ACTIV
(DOLLARS IN MILLIONS)

	2004	2003
STUDENT TUITION AND FEES, NET	$182	$138
STATE EDUCATION APPROPRIATION	$403	$444
GRANTS AND CONTRACTS	$431	$391
SALES AND SERVICES— MEDICAL CENTER		
SALES AND SERVICES—OTHER	$271	$249
PRIVATE GIFTS	$37	$27
INVESTMENT INCOME	$69	$46
OTHER REVENUES	$35	$33

3,326   443,933
,879   27,458
426   64,290
76)   (64,285)
(37)
(12,484)
458,875

30,019
11,123
4,808
420,260

The following chart provides a breakdown of revenues
supporting core activities for the fiscal year ended June
30, 2003.

Revenues to support UC Davis' core activities
of over $2 billion, including those classified as
nonoperating revenues, increased by $115 mil
very diversif

HND Business

Campus: Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

If you're looking to pursue a career in business, this course is ideal. It's designed to allow you to develop a strong understanding of the business world, and you'll learn the valuable administrative skills which are required in the industry.

We work closely with employers and universities to ensure your qualification will help you progress to the job you want or the course you want to study, so you'll learn about a wide range of essential business topics. As well as studying Accounting, Economics, Managing People and Organisations and IT, students will also be able to study some of the following subjects: the Financial Sector, European Union Institutions, International Marketing and Communications in Basic French.

The topic areas on this course are so broad that you'll be well-placed to progress onto a whole variety of business-related subjects at university upon completion of the HNC or HND.

How do I get a place?

- Year 1 (HNC) a minimum of 2 Highers in relevant subject areas achieved in one sitting and standard grade Maths at 3 or above
- Year 2 (HND) a minimum of 2 Highers in relevant subject areas achieved in one sitting, standard grade Maths at 3 or above and an HNC in Business with 15 credits

What will I learn?

- Financial Sector
- European Union Institutions
- International Marketing
- Communications in Basic French

What can I do next?

- Employment as an administrative assistant, accounts assistant or in junior management
- Direct entry onto Year 2 or 3 of various degree programmes in Business Management, Marketing Management and Management, including those at Edinburgh Napier, Queen Margaret, Heriot-Watt and Stirling Universities

NC Legal Services

Campus: Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course is designed to introduce you to a wide range of law subjects. You'll develop essential skills and knowledge which are vital to supporting your future career in legal administration, or in a business or profession where an awareness of legal principles would be particularly valuable. You'll also develop other general skills, such as word processing, and customer care, which you can use in a wide variety of industries.

This course can enhance your employment prospects. It may also allow you to progress onto relevant HND programmes where you can develop your skills and understanding further.

How do I get a place?

- Minimum of 5 Standard Grades with English at 2 or 3
- Intermediate: 2 passes, one of which should be English
- Applicants with other relevant qualifications or experience will be considered
- Successful interview

What will I learn?

- Law of Contract
- Property Law
- Employment Law
- Word Processing
- Scots Law
- Crime in Society
- Consumer Protection

What can I do next ?

- Subject to satisfactory completion of course and lecturer recommendation: HND Legal Services Year 1
- Other relevant HND courses

HND Legal Services

Campus: Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course will provide you with a basic understanding of Scots law and legal procedures. The course is developed in line with current professional practice to ensure we provide you with the latest skills and knowledge.

You'll be encouraged to build your confidence levels, developing competence in a variety of specialised legal areas - vital to your success in the industry.

This course prepares you to progress further study of Scots law in degree-level programmes.

How do I get a place?

- Minimum 2 Highers or relevant NC pass at SCQF Level Successful personal statement and interview
- Excellent English Language skills essential
- Any relevant industry experience or other relevant qualifications may be considered

What will I learn?

- Criminal Law
- Commercial Law
- Company Law
- Scots Private Law
- Scottish Criminal Law
- Business Contractual Relationships
- Legal Secretarial
- Mooting
- Communications

What can I do next ?

- Employment as a trainee in law
- Employment in a legal or business environment
- Trainee paralegal / legal assistant
- Progression to a university degree course
- 3rd year of BA Law upon completion of HND

Edinburgh College

0131 660 1010

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