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| **Title** | Finance for Business – Course Code PL300 |
| **Tutor** | Lucy Kemish  |

**Delivered online as a self-paced learning course using our Virtual Learning platform.**

Dear student,

This course will be delivered using our virtual learning site called **Blackboard**, therefore this is a standard introductory letter outlining the information you will need for your course.

It is usual practice to give a materials list in the introductory letter for each course. The materials list will now be found in the first unit called **‘Before we Begin’.** The tutor will give you a number of sites where you can purchase materials for the course if you are still self-isolating and working remotely.

**You could access this through**

<https://blackboard.aber.ac.uk/>

**What will I learn about during the course?**

The finance for business course has a variety of elements to it. You will learn all about setting up your own business to tax and book-keeping to understanding the basics of using Quickbooks.

**How do I access my learning materials and course?**

We have produced a number of videos that are embedded within our web site to help you access the relevant training to be able to use the virtual learning site.

We recommend that you access this on your phone next to your computer so that you can follow the instructions at your pace. This video allows you to stop and start the instructions when you want.

**Have you set-up your username and password yet?**

All Aberystwyth students are issued with a username that has three letters and some numbers. This will be given after your enrolment together with your **student number**. You will need to set up a secure password that allows you access to your personal secure email that filters spam emails, Box of Broadcasts- a massive free online archive to access to TV and Radio programmes, a platform to have face to face conversations with your tutor, a library account and discounts. Your username is attached to you for your entire time of study with us, but… you will need to reset your password every year – it is a security policy.

To access this video; look for the University crest found at the bottom of this page. click here: https://www.aber.ac.uk/en/lifelong-learning/distance-learning/

**Accessing Blackboard**

Access your Virtual Learning site – **Blackboard** [Guide to Blackboard Ultra - Students  : Information Services , Aberystwyth University](https://www.aber.ac.uk/en/is/it-services/elearning/blackboard/guidetoblackboardultra-students/)

We understand that there are a few hurdles to overcome, but rest assured, it will become second nature once you start using the site. Once in Blackboard your tutor will give you further instructions on how use Blackboard.

Best wishes,

The Lifelong Learning team