HND Administration & Information Technology *(SCQF Level 8)*
Full-time

Where will I study?

Course code	Location	Duration
CHDA	Aberdeen City Campus	2 Years
CNDT	Fraserburgh Campus	2 Years

Welcome from Director of Curriculum

As the current Director of Curriculum, I would like to welcome you to the School of Creative Industries, Computing and Business Enterprise at North East Scotland College. This school encompasses the Creative Arts, Music, Drama, Media, ESOL, Business Enterprise and Computing and IT subjects – all of which offer interesting and exciting opportunities for students to progress and achieve success in their future careers.

Through work with external clients and experienced, knowledgeable teaching teams, our students will benefit from industry–focused, high quality learning. This means that on completion of your course, you are confident and capable when it comes to entering the workplace, or progressing towards further study. We pride ourselves in offering educational opportunities for all, whether you are starting at introductory level or joining one of our advanced courses. On behalf of the entire teaching team, we are delighted to have you join – or consider joining – one of our courses.

Susan Betty, Director of Curriculum for Creative Industries, Computing and Business Enterprise

Introduction to the course

Businesses rely upon those who have a thorough knowledge and understanding of administrative processes. This advanced level course will build on your existing skills, ensuring that you can effectively manage and operate information technology and administrative duties within an office environment. The in-depth course content means you will be thoroughly prepared for further study or direct entry into the workplace.

Entry requirements

Applicants should have a Higher pass - preferably in Administration, Business or English. Any skills or experience relating to administration are also an advantage.

What subjects will I be studying?

The course focuses on topics which are critical to operations within an office environment. These include practical skills in advanced word processing and using spreadsheets/databases, as well as interpersonal skills in management, communication and presenting complex information.

- Office Administration and Technologies
- Communication: Analysing and Presenting Complex Communication
- Recording Financial Transactions
- Personal Development Planning
- Economic Issues: An Introduction
- Human Resource Management: Introduction
- Business Law: An Introduction
- Marketing: An Introduction
- Administration and Information Technology: Graded Unit 1
- IT in Business: Advanced Word Processing, Spreadsheets and Databases
- Office Management
- Information and Communication in Business
- Presentation Skills
- Interviewing
- Getting Started in Business
- Developing the Individual within a Team
- Economics 1: Micro and Macro Theory and Applications
- Economics 2: The world Economy
- Administration & Information Technology Graded Unit 2 and 3

Assessment methods

On this course you will be assessed continually, throughout the year. You will review, discuss and present work to teaching staff and peers, and also conduct a self-evaluation. The Graded Unit 1 examination is held in May of Year 1. The Graded Unit 2 examination is held in May of Year 2. The Graded Unit 3 is a project that spans the whole year, assessing all of the skills and knowledge you have learned.

Dress code

Students should dress appropriately for College and for working in an Administration environment.

Equipment

You must supply your own notebooks and writing materials, and a laptop or tablet. You will also require a Memory/USB stick.

Course progression

Students successfully completing this course may progress towards a number of related degree programmes at one of our associate universities.

University links

North East Scotland College has links with a wide range of universities from across Scotland. Every one of our HND level courses has articulation opportunities where you can progress from your chosen course to a related university degree. This is an excellent option for those who may want to come to College at an introductory level, and then work their way towards degree level study.

Find out more about our associate universities in the University Links section of the NESCol website.

University progression

Robert Gordon University (RGU)

- BA/BA (Hons) Management year 3 (subject to conditions)
- BA/BA (Hons) Management with Human Resource Management year 3(subject to conditions)

University of Aberdeen

- MA Business Management year 3 (subject to conditions)

Abertay University (AGREED PATHWAYS TO YEAR 2 ONLY)

- BA (Hons) Business Management year 2 (subject to conditions)
- BA (Hons) Marketing and Business year 2 (subject to conditions)

University of the Highlands & Islands (UHI)

- BA Business and Management year 3 (Argyll College UHI, Inverness College UHI, Lews Castle College UHI, Moray College UHI, North Highland College UHI, Orkney College UHI, Perth College UHI, Shetland College UHI, West Highland College UHI) (subject to conditions)

The Open University

An HND can give up to 240 credits towards the 360 credit BA/BSc Open Degree with Honours or 180 credits towards the 300 credit BA/BSc Open Degree.

A reduced amount of credit transfer can be awarded against other qualifications, such as:

- BA (Hons) Business Management
- BSc (Hons) Computing & IT and a second subject (business, design, mathematics, applied psychology or statistics)

Employment

Career opportunities are widespread, with many who complete this course securing work as an Administrator, Office Supervisor/Manager or Personal Assistant.

Useful information

Faculty:	Business Enterprise
School:	School of Creative Industries, Computing and Business Enterprise
Faculty Manager:	Robert Laird Email: r.laird@nescol.ac.uk
Curriculum & Quality Manager(s):	Michele Burnett Email: m.burnett@nescol.ac.uk

Guidance and Support

Guidance

You will be assigned a Guidance Tutor when you are enrolled on the course. They will act as your primary contact should you have any issues, personal or involving your course, whilst at North East Scotland College. They will support you for the duration of your course along with relevant teaching staff. For assignments and assessments you will be provided with detailed feedback where possible, allowing you to pinpoint areas of good performance and areas that may need improvement - essential for your educational development.

View our Guidance Tutor contact information.

Support

Our Student Services team are dedicated to helping all students with a range of factors that might affect your time at College. They can help you with funding queries, careers advice, learning support and more!

Visit the Support section of our website for more information

Learning Resources

The College has a number of excellent learning resources available to assist and support the delivery of our classes across full-time, part-time and distance learning courses. They aim to enhance the quality of your learning experience.

Find out more about NESCol learning resources

Library+

Our Library+ sites – at the Aberdeen City, Aberdeen Altens and Fraserburgh Campuses – provide all students with access to books, journals, newspapers, core skills materials and more! You'll also find laptop friendly areas, private study/research booths and printers, scanners and photocopiers.

Find out more about what our Library+ services can offer

College calendar

Have a look at our College Calendar for further information on key dates throughout the year.