

NCGA Administration *(SCQF Level 5)*

Full-time

Where will I study?

Course code	Location	Duration
CHOAD	Aberdeen City Campus	1 Year
CNOA	Fraserburgh Campus	1 Year

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

This course is aimed at those who want to build a career in administration, either through direct employment or progression to the HNC/D Administration & Information Technology courses. You will develop your understanding of administrative roles and your knowledge of vital practices, ensuring you are well prepared for progression towards further study or direct entry into the workplace.

Entry requirements

Applicants should have knowledge and skills relating to administration and a pass in Administration and/or Business and English at National 5 level or equivalent, if possible. At the very least applicants should have Core Skills Communication at SCQF Level 5.

What subjects will I be studying?

You will learn how to effectively operate within an administrative environment whilst building skills in word processing, time-management and handling business documents. Other key topics include professionalism, how to prepare presentations, front of office processes and effective communication.

- IT for Administrators (DM3R 11)
- Handling Business Documents (F59W 11)
- Developing Skills for Employment (F393 11)
- Managing Your Time and Resources (F59T 11)
- Researching and Preparing Presentations (F5AO 10)
- Work Experience (D36H 10)
- Event Organisation (F5A3 11)
- Word Processing (Int 1) (F5A7 10)
- Word Processing (Int 2) (F59L 11)
- Central Services (F59S 11)
- Front of Office (F59P 11)
- Communication (F3GB 11)
- ECDL

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.

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. You will also require a memory/USB stick.

Course progression

Students who successfully complete this course may progress to:

- HNC Administration & Information Technology
- HNC Business

You may also be considered for the HND Accounting or HND Legal Services course, at the discretion of the team.

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

If you choose to complete an HNC or HND course after completing this NC, you may want to then consider moving on to a university degree. Depending on the university, you could enter in to year 3 of a related course.

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.

Disclaimer: Please note that the information put forward in this course specification document is subject to change at any time, and without prior notice. We have taken every care to ensure that the information provided is as accurate and up-to-date as possible, but we are not liable for the content of or any omissions on this document. This includes any inaccuracies, errors or misstatements in the information/data presented.