

## **HNC Administration & Information Technology** *(SCQF Level 7)*

Full-time\*

\* Also available on a part-time basis. For more information visit [www.nescol.ac.uk/courses](http://www.nescol.ac.uk/courses) or pick up a Part-time Course Guide.

### **Where will I study?**

<b>Course code</b>	<b>Location</b>	<b>Duration</b>
CHCI	Aberdeen City Campus	1 Year
CNCA	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 wish to build a career in administration and will help you to acquire vital administrative, technical and interpersonal skills.

Upon course completion you will be well-equipped to progress toward further study at College or university, or progress towards employment as an administrator, office supervisor/manager or personal assistant.

### **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 covers important topics such as office technologies, Spreadsheets, PowerPoint, Word, Database, human

resources, business law and more, providing you with a well-rounded knowledge and understanding of life in an administrative role.

- IT in Business: Word Processing, Spreadsheets and Databases - An Introduction
- IT in Business: Word Processing and Presentation Applications
- IT in Business: Spreadsheets
- IT in Business: Databases
- Office Administration
- Digital Technologies for Administrators
- Recording Financial Transactions
- Personal Development Planning
- Business Communication
- Economic Issues: An Introduction
- Human Resource Management: Introduction
- Business Law: An Introduction
- Marketing: An Introduction
- Graded Unit 1

## 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, and will assess what you have learned over the duration of the course.

## Dress code

Students should dress appropriately for College and for working in an administrative 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 who successfully complete this course may progress to the HND Administration & Information Technology course.

## 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 could progress from your chosen course to a related university degree, subject to conditions. 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](#)

## University progression

If you successfully complete this course, you may want to then consider applying to study at university level.

## Useful information

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**Faculty:** Business Enterprise

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**School:** School of Creative Industries, Computing and Business Enterprise

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**Faculty Manager:** Robert Laird  
Email: [r.laird@nescol.ac.uk](mailto:r.laird@nescol.ac.uk)

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**Curriculum & Quality Manager(s):** Michele Burnett (Aberdeen)  
Email: [m.burnett@nescol.ac.uk](mailto:m.burnett@nescol.ac.uk)  
David Herd (Fraserburgh)  
Email: [dherd@nescol.ac.uk](mailto:dherd@nescol.ac.uk)

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## Guidance

All full-time students will have a designated Course Tutor and a Guidance Tutor. Your Course Tutor will act as your main key point of contact for all matters relating to your course and progress. Your Guidance Tutor will monitor your attendance, as well as deal with any personal matters you may want to discuss.

Guidance Tutors work closely with Course Tutors and other lecturing teams to ensure you have access to any support you need to ensure you successfully complete your course. There are various issues that may affect your learning whilst at College, so please talk to someone if you encounter any problems at all.

[Find out more about Guidance at NESCol](#)

## Support

The College has trained advisers in place to help you with a range of factors that might affect your time at College.

They can help you with your application, funding queries, careers advice, learning support and more!

[Find out more about student support at NESCol](#)

## 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 learning resources at NESCol](#)

## Library+ and Digital Skills Space

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.

Our Digital Skills Space is a new modern and accessible facility where students can study and access key resources/support. It has replaced what was previously the IT Centre, and is located in the newly expanded Library+ at City Campus.

[Find out more about what our Library+ has to offer](#)

[Find out more about the Digital Skills Space](#)

## 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.

