

HNC Administration & Information Technology (SCQF Level 7)

Full-time*

* Also available on a part-time basis. For more information visit nescol.ac.uk/courses or pick up a Part-time Course Guide.

Where can I study?

Location	Duration	Course code
Aberdeen City Campus	1 Year	PFCI
Fraserburgh Campus	1 Year	RHCM

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.

A Foundation Apprenticeship in any subject area will be considered equivalent as one unrelated Higher for entry to this course. A Foundation Apprenticeship in Business Skills will be considered as equivalent of two Highers for entry to this course – no further Higher qualifications will be required. A Foundation Apprenticeship in Accounting will be considered equivalent to a subject related Higher. The additional Higher required for entry does not require to be subject related.

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 contacts

Head of Faculty:

Robert Laird

Head of Faculty, Business, Aberdeen City Campus

Email: r.laird@nescol.ac.uk

Alesia Du Plessis

Head of Faculty, Creative & Service Industries, Fraserburgh Campus

Email: a.duplessis@nescol.ac.uk

Curriculum Manager:

Michele Burnett

Curriculum Manager, Aberdeen City Campus

Email: m.burnett@nescol.ac.uk

David Herd

Curriculum Manager, Fraserburgh Campus

Email: dherd@nescol.ac.uk

Academic Tutor

Once you come to College you will be allocated an academic tutor, who will be your initial point of contact. You will meet your tutor at least once a term during tutor hour — they are also the person to go to for the following:

- **Induction:** You will be invited to come in the week before your course starts for your induction. Your tutor will cover key aspects of life at the College to make sure you are well prepared for your NESCol experience.
- **Initial support:** Your tutor is the first point of contact for academic, personal and social support.
- **Attendance:** Your attendance and progress while you are at college, will be monitored by your tutor.
- **Additional support needs:** If you have indicated that you have additional learning or support needs, speak to your tutor who will refer you to the Student Advice and Support team for needs assessment as soon as practically possible.
- **Transitions:** your tutor will keep you informed of the many activities and events organised by the College to support you with career choices, employability, enterprise and articulation guidance and advice.

Student Advice Centre

The Student Advice Centre is your one stop shop for all information and support during your time at NESCol. Staff based within the centre provide impartial and confidential information and advice on a range of issues including:

- Applications and course advice
- Funding and money management
- Careers, employability and enterprise
- Transitions to college and university
- Key Skills and Study Skills support
- Additional Support for Learning
- Assistive technologies
- Mental health and wellbeing advice
- Care Experienced and Corporate Parenting
- Tier 4 and international admissions

Learning Resources

My NESCol

My NESCol is the College's student web portal that will provide you with on-demand access to all of the links, news and services that you will use once you have enrolled. It's accessible via any computer, and as an Android or Apple app. It's easy to use, and you can even receive important alerts on your device!

Blackboard

Blackboard is the Virtual Learning Environment system used in the College, where you can find a host of useful information and access your courses online. It will be the main platform that your lecturers will use to make resources available to you including interactive materials, videos, assessments and feedback.

IT HelpZone

The IT HelpZones are run by students, for students, and there are helpdesks located in main social areas at the Aberdeen and Fraserburgh Campuses, and a dedicated helpline at our Altens Campus. You can drop in, email or telephone for assistance.

Library+

Each Library offers thousands of resources for study, including books, journals, e-books, e-journals and magazines — all relevant to the courses on offer at the campus in which they are situated. They also offer quiet, silent, individual, and group study facilities.

Bring Your Own Device (BYOD)

NESCol believes that your learning and teaching experience at College can be enhanced significantly by use of a mobile device, such as a tablet or a laptop. For this reason, many students are required to bring a device with them to College. This initiative is known as Bring Your Own Device (BYOD) and its aim is to provide learners with a more bespoke and student-centred learning experience.

Digital Skills Space

Located within each Library Plus facility you will find a dedicated Digital Skills Space, featuring Bring Your Own Device (BYOD)

workspaces and dedicated desktop PC work areas. These spaces are also used to deliver core IT teaching, drop-in IT support and scheduled digital skills workshops. You can also use these spaces for flexible access to PCs during Library+ opening hours.

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.