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.

Year 1

- 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: An Introduction
- Business Law: An Introduction
- Marketing: An Introduction
- Graded Unit 1

Year 2:

- IT in Business: Advanced Word Processing
- IT in Business: Advanced Spreadsheets
- IT in Business: Advanced Databases Office Management
- ICT in Business
- Presentation Skills Developing the Individual within a Team
- Economics 1: Micro and Macro Theory and Applications
- Economics 2: The World Economy
- Preparing a Formal Business Plan
- Interviewing
- Graded Unit 2
- Graded Unit 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 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

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)

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)

Pathway opportunities are subject to satisfactory completion of the course, and achieveing a 'B' in Graded Units 2 and 3.

Edinburgh Napier University

- BSc (Hons) Information Technology Management (year 3)

Please note that entry is subject to a B grade (or above) in the Graded Unit.

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)

Please note that you must attend an interview as part of the selection process.

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

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.