

HNC Administration and IT

Distance Learning

Information Pack

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Introduction

Personal Academic Tutors

You will have been interviewed by Alison Kirk, a lecturer within the Administration and IT teaching team at UHI Perth and Personal Academic Tutor (PAT) for the distance learning HN Administration and IT courses. If you have any queries regarding the course after your interview, contact Alison Kirk, details below:

Alison Kirk: alison.kirk.perth@uhi.ac.uk

It is important to note that the academic summer break runs from Friday 20 June to Monday 11 August 2025 therefore during this time responses to queries will be intermittent.

HNC Administration and IT Course

Programme Information

Programme Title:	HNC Administration and IT
Duration:	2 years part-time
Accredited by:	Scottish Qualifications Authority (SQA)
SCQF Level:	7

The HNC Administration group award is a higher education level qualification, HNC is an equivalent level to year 1 of a degree programme. If you complete the HND Administration and IT group award you can progress directly into year 3 of the BA (Hons) Business and Management qualification which is offered at UHI Perth as one of the partners of the University of the Highland and Islands (UHI).

Programme Aims

This course will provide you with the practical and theoretical skills required for a range of careers in the Administration and IT sector. It is also an excellent foundation for those wishing to enhance their existing qualifications.

Skills Development

The development of transferable skills is an important part of your studies both from an academic point of view and future employment opportunities as well as preparing for self-employment. The "meta/human" skills that employers value permeate the whole course with a focus on developments in technology, integrated learning about business organisations and an emphasis on enterprise.

Programme Content and Structure

The HNC Administration and IT Group Award is based on the achievement of 12 credits over 2 years of study. Each academic year is split into 2 semesters. Students can opt to study 3 additional credits in year 2 (additional costs apply). This would lead to achievement of the HNC with 15 credits which allows students to progress onto the 2nd year of the HND Administration and IT group award.

The majority of units equate to one credit, but a small number have a 2 credit value. The tables below list the units studied in each year and optional additional units which can be undertaken to gain additional credits. The academic year is split into 2 semesters. The Personal Development Planning Unit and the IT in Business: Word Processing and Presentation Applications unit run over 2 semesters.

The course is made up of Mandatory and Optional units. Mandatory units are fixed and are not subject to change. Optional units are set by UHI Perth and are subject to change.

Programme Content and Structure – Year 1

Year 1 – Semester 1			
Unit Code	Unit Name	SQA Credit	SCQF Level
F7JA 34	Office Administration	1	7
HH83 34	IT in Business: Spreadsheets	1	7

Year 1 – Semester 1 and Semester 2			
Unit Code	Unit Name	SQA Credit	SCQF Level
DE3R 34	Personal Development Planning	1	7

Year 1 – Semester 2			
Unit Code	Unit Name	SQA Credit	SCQF Level
H1F0 34	Creating a Culture of Customer Care (Optional Unit)	1	7
F84X 34	IT in Business: Databases	1	7
H7TK 34	Communication: Business Communication	1	7

Total 6 Credits

Programme Content and Structure – Year 2

Year 2 – Semester 1			
Unit Code	Unit Name	SQA Credit	SCQF Level
HH82 34	Digital Technologies for Administrators	1	7

Year 2 – Semester 1 and Semester 2			
Unit Code	Unit Name	SQA Credit	SCQF Level
HH84 34	IT in Business: Word Processing and Presentation Applications	2	7
FG69 33	IT in Business: Word Processing, Spreadsheets and Databases: An Introduction (Optional Unit)	1	6

Year 2 – Semester 2			
Unit Code	Unit Name	SQA Credit	SCQF Level
HH81 34	Recording Financial Transactions	1	6
HH9M34	Administration and Information Technology Graded Unit 1	1	7

Total 6 Credits

Additional Credits

The following units can be completed in year 2 for any students wishing to progress onto the HND (additional costs apply).

Year 2 – Semester 1			
Unit Code	Unit Name	SQA Credit	SCQF Level
J56B 34	Business Law: An Introduction	1	7

Year 2 – Semester 2			
Unit Code	Unit Name	SQA Credit	SCQF Level
J2FH 34	Human Resource Management: Introduction	1	7
HH85 35	Presentation Skills	1	8

Total 3 Credits

Unit Summaries

IT in Business: Word Processing and Presentation Applications HH84 34

(Double credit – runs over 2 semesters)

Unit Purpose: This unit is designed to develop skills and knowledge in word processing and presentation packages to aid business communication. This unit will be relevant to learners who are interested in a career in administration with a particular focus in document production and presentation. On completion of the unit the learner should be able to:

- 1 Produce business documents using word processing software.
- 2 Perform a mail merge.
- 3 Evaluate the impact of current legislation in relation to information and equipment.
- 4 Create a business presentation using presentation software.

IT in Business: Spreadsheets HH83 34

Unit Purpose: This unit is designed to allow learners to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use in a business environment. Learners will develop knowledge and skills to allow them to create customised solutions to common business problems and scenarios. The unit is relevant to learners wishing to develop their competence in the use of spreadsheets in the workplace, or who wish to develop knowledge in skills in the application of spreadsheets more generally. On completion of the unit the learner should be able to:

- 1 Design and create a spreadsheet to meet the needs of a business.
- 2 Apply statistical functions and present information in an appropriate format.
- 3 Present spreadsheet data in graphical format and evaluate information.

Office Administration F7JA 34

Unit Purpose: This unit is designed to develop the knowledge and skills required of an administrator to meet the requirements of the administrative function of an organisation. This unit will be relevant to candidates who are interested in a career as an administrator or within an administrative environment. On completion of the unit the candidate should be able to:

- 1 Describe core activities within the administrative environment and evaluate current working practices.
- 2 Evaluate the causes of, and coping strategies to deal with, work related stress.
- 3 Design and evaluate an office system and procedure to improve communication and service to customers.
- 4 Explain current legal responsibilities of employers and employees in relation to the working environment and apply to workplace practice.

Digital Technologies for Administrators HH82 34

Unit Purpose: This unit is designed to develop the knowledge and skills required to use digital technology effectively to support administrative functions. The unit will be relevant to learners wishing to enhance their knowledge and skills in the use of ICT, social media, collaborative software and web services in a business context, or who are interested in a

career as an administrator or digital/IT administrator. On successful completion of the unit the learner will be able to:

- 1 Investigate and explain the effective use of ICT networks in the modern business environment.
- 2 Investigate and explain the effective use of social software in the modern business environment.
- 3 Use web services and collaborative software to inform, plan and organise work.

Recording Financial Transactions HH81 33

Unit Purpose: This unit is designed to enable learners to develop the knowledge and skills required to provide financial data to a business in order to complete a trial balance, a VAT return and a bank reconciliation. It is primarily intended for learners who wish to develop book-keeping as a skill within an administrative role, or for those considering a career in book-keeping or finance. It is also relevant to learners with appropriate work experience who wish to obtain formal recognition of their book-keeping skills. On successful completion of the unit the learner will be able to:

- 1 Post business transactions to ledger accounts using the principles of double entry book-keeping and prepare a trial balance.
- 2 Complete a VAT Return.
- 3 Prepare a Bank Reconciliation Statement.

Personal Development Planning DE3R 34

(Single credit runs over 2 semesters)

Unit Purpose: This unit helps candidates to take responsibility for their own learning and development. In particular it provides a framework for the development of the personal and general skills and qualities which employers seek in the workplace and which are increasingly recognised as underpinning success in personal life, in citizenship and in lifelong learning. The contexts of progression to employment, or from college to university, or developing Core Skills, can be used.

On completion of the unit the candidate should be able to:

- 1 Create and maintain a personal development portfolio and a personal action plan.
- 2 Implement his/her personal action plan.
- 3 Monitor and evaluate the plan and its implementation.
- 4 Explain the operation of grievance and disciplinary procedures within an organisation.
- 5 Describe methods that HR can use to motivate staff.

IT in Business: Databases F84X 34

Unit Purpose: This unit introduces the fundamental principles of database design and the use of database management software to aid decision-making in business. It is relevant to candidates moving into positions which have a responsibility for information management with focus on analysis of and presentation of data. On completion of the Unit the candidate should be able to:

- 1 Design a relational database structure from source documents.
- 2 Modify and store data using a relational database.
- 3 Query and present information to aid decision-making.

Communication: Business Communication H7TK 34

Unit Purpose: This unit is designed to develop skills in analysing, summarising, evaluating, and producing complex written business information. It also develops skills in presenting and responding to complex oral business information. On completion of the unit candidates should be able to:

- 1 Analyse and evaluate complex written business information.
- 2 Produce complex written business documents.
- 3 Present and respond to complex oral information in a business context.

Administration and Information Technology Graded Unit 1 HH9M 34

Unit Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Administration and Information Technology (GM10 15):

- 1 Demonstrate the technical and administrative knowledge relevant to current administrative practice.
- 2 Demonstrate the knowledge and understanding underpinning the technical expertise developed throughout the course.
- 3 Apply interpersonal skills relevant to an administrative role.
- 4 Demonstrate the knowledge required for progression to employment and higher education.

Creating a Culture of Customer Care H1F0 34

Unit Purpose: This unit is to enable candidates to recognise and evaluate effective customer care within a relevant work environment. It allows candidates to analyse factors affecting customer care and to judge the effectiveness of a customer care strategy by applying them to the workplace. The unit emphasises that customer care is a key area of importance and value to organisations and is, therefore, critical to the work of any employee.

On completion of the unit the candidate should be able to:

- 1 Analyse factors contributing to a culture of customer care.
- 2 Evaluate the customer care strategy of an organisation.

IT in Business: Word Processing, Spreadsheets and Databases: An Introduction FG69 33

Unit Purpose: This unit is about developing skills in Word Processing, Spreadsheets and Databases and how they can be integrated to produce effective business documents. It is suitable for candidates with little or no prior knowledge of Information Technology and can be used as a lead-in to more advanced Word Processing, Spreadsheets and Databases units ie the IT in Business Units in the Higher National Certificate in Administration and Information Technology. On completion of this unit the candidate should be able to:

- 1 Produce appropriate and effective word-processed documents.
- 2 Produce appropriate and effective spreadsheets.
- 3 Produce appropriate and effective databases.
- 4 Integrate word-processing, spreadsheets and databases.

Optional Year 2 Units for Progression onto HND

Business Law: An Introduction J56B 34

Unit Purpose: This unit is designed to introduce the learner to several aspects of law that they may encounter in a commercial environment. The unit must introduce Scottish law to the learner and differentiate the powers of Holyrood and Westminster. It explores the different legal entities of business, contract law, and key features of the laws surrounding employment and the consumer. The unit is primarily intended for learners who require a general awareness of legal matters in a business context and on successful completion is not intended to render students competent to apply the law unaided.

Presentation Skills HH85 35

Unit Purpose: This unit is designed to develop the skills required for the advanced use of presentation software, including a range of multi-media, and to apply these skills to deliver effective presentations. It would be suitable for learners involved in preparing and delivering presentations for business, vocational or social purposes. On successful completion of the unit the learner will be able to:

- 1 Plan and explain the key components of making a successful presentation.
- 2 Prepare a screen-based presentation on an agreed topic.
- 3 Deliver and evaluate a screen-based presentation.

Human Resource Management: Introduction J2FH 34

This introductory unit is intended for learners who plan to pursue an extended course of study in Human Resource Management (HRM), or who are considering a career in this discipline. It is also suitable for those learners who may wish to gain a holistic overview of how human resource management can add value to an organisation. It is designed to develop knowledge of the role of human resource management as a key function within organisations and to develop an understanding of the factors of change that have shaped and continue to influence the discipline of human resource management.

Distance Learning – What to Expect

All learning materials will be available in UHI's Virtual Learning Environment – Brightspace (see below for further information). You will work through the learning materials in a self-directed manner, following the guidance provided by your Lecturer. Lecturers will ask you to submit practice assessment tasks, often referred to as Tutor Marking Assignments (TMAs), to receive feedback in advance of undertaking assessment work.

Lecturers will provide guidance online via Brightspace and/or your student email. You will be able to contact Lecturers directly should you have any queries. Your Personal Academic Tutor will provide academic guidance and support when required.

Each credit you study will require approximately 3-5 hours of study per week. This means you will need to set aside approximately 12-15 hours per week for your studies during semester. There are no real-time classes for each unit so this means you can decide when to undertake your studies fitting them around your other commitments.

Assessments

Distance Learning students are responsible for finding a suitable person to act as a mentor during their studies. The mentor must hold a professional role and cannot be a relative or close friend. A key role of the mentor is to ensure the conditions of any supervised assessments are met.

If you do not allocate a suitable mentor, we may be able to offer you the opportunity to join the on-campus class to sit

assessments – this would mean attending UHI Perth at the date/time the assessment is scheduled to take place.

Assessments are completed on an on-going basis throughout the course. Most assessment tasks are open book (you can refer to learning resources) with students working on them in their own time and submitting by the deadline set. Some assessments are closed book (little or no reference to learning resources allowed) with timed conditions. A mentor is required to supervise these assessments.

Below is an overview of the assessments that you will require a mentor for (this is subject to change).

Unit code	Unit Name	Mentor Required
F7JP 34	Business Law: An Introduction	Assessment (Outcome 2)
HH83 34	IT in Business: Spreadsheets	All assessments
HH81 33	Recording Financial Transactions	All assessments
HH84 34	IT in Business: Word Processing and Presentation Applications	All assessments
J2FH 34	Human Resource Management: Introduction	Assessment (Outcome 3)
FG69 33	IT in Business: WP, SS, DB, an Intro	All assessments
F84X 34	IT in Business: Database	All assessments
HH9M 34	Graded Unit 1	Exam

Lecturers will provide guidance online via Brightspace and/or your student email. You will be able to contact Lecturers directly should you have any queries. Your Personal Academic Tutor will provide academic guidance and support when required.

Expectations of Our Distance Learning Students

While studying with us we expect students to take a mature attitude towards their studies. This includes:

- Meeting all deadlines for assessment work.
- Taking responsibility for your studies.
- Being self-motivated to undertake the required learning.
- Being an independent learner.
- A positive attitude towards your studies.
- Using your initiative when required.

Preparation for Your Studies

UHI have produced some resources which can be used to help you prepare for studying, we strongly recommend you access these before commencing your studies in September: <https://induction.uhi.ac.uk>. These resources include further information about UHI's VLE – Brightspace.

Please note further guidance and support will be provided during Induction to ensure you are ready to commence your studies. This guidance will be specifically related to the course and the units you will study.

Recommended Reading

Essential Texts

There are no recommended essential texts for this programme. However, the lecturer for each unit may recommend specific articles, books and websites that may be of interest.

Recommended Texts

As above.

Dates to Note

Semester 1 2025

Month	Day	Event
September	Monday 1	Commencement of Semester 1 – All Courses Start
October	Monday 13 – Friday 17	Autumn Recess
	Friday 24	Staff Conference (no classes)
December/ January	Monday 22 – Friday 2 January	Christmas/New Year Recess – Students and Staff
January	Monday 5	Continuation of Semester 1 – FE and HN Courses
	Friday 16	Semester 1 Finish – Most FE and HN Courses

Semester 2 2026

Month	Day	Event
January	Monday 19	Commencement of Semester 2
February	Wednesday 11	Staff Conference (no classes)
	Thursday 12 – Friday 13	Academic Staff Fixed Holidays
April	Monday 6 – Friday 17	Easter Recess
May	Friday 29	Semester 2 Finish – Most FE and HN Courses

What Next

Offer of a Place

If you meet the entry requirements for the course, you will receive an offer via email from Nicola McAulay who is the Distance Learning Administrator. This **offer should be accepted within 7 days** by emailing distance.learning.perth@uhi.ac.uk.

An email with further information and a sponsor form will be emailed to you around the **end of June**. This form will let us know how you expect to fund the course. The form should be completed and sent back to distance.learning.perth@uhi.ac.uk as soon as possible.

If you do not meet the entry requirements yet but are expected to meet these in advance of the course commencing, you will be offered a conditional place subject to you meeting the requirement(s) set.

Alternative Options

If you do not meet the entry requirements or decide studying the HNC via distance learning is not right for you, then guidance can be provided as to alternative study options.

Support Service Available

If you need any support prior to starting your studies with us the following services are available, go to the Student Services webpage for further information:

<https://www.perth.uhi.ac.uk/student-services/>

Additional Support for Learning

We can help to arrange appropriate support for you if you have a medical condition, disability or learning difficulty that could affect your studies. Our Additional Support Team offers a confidential service covering:

- Informal interviews to discuss your support needs.
- Setting up a Personal Learning Support Plan (PLSP) to facilitate individual support measures for you.
- Reviewing support measures with you on an on-going basis during your studies.
- Advice on applying for Disabled Students' Allowance.

We have experience in supporting students affected by, for example dyslexia, visual impairment, hearing impairment, physical disability, autistic spectrum disorders and mental health difficulties.

If you would like to access support during your studies, please contact us as soon as possible and we will be happy to discuss this with you.

Contact: additional.support.perth@uhi.ac.uk

Student Fees and Funding

This following information is correct at the time of printing but may be subject to change.

Part Time Fee Grant

This scheme is run by the Student Awards Agency for Scotland (SAAS) and provides assistance towards the cost of part-time tuition fees for anyone aged 16 and over, living in Scotland, earning £25,000 per year or less. To be eligible to apply for this funding, applicants must be studying a part-time Higher education course such as a Higher National Certificate (HNC), Higher National Diploma (HND), or a Degree. They also must be studying between 30 and 119 SCQF points which means at least 4 HN credits per year.

Further information can be found here:
www.saas.gov.uk/part_time/ug/index.htm.

Self-Funding

If you are paying for your own fees for each year of your study, you can either pay this in full or we can arrange a payment plan.

The Student Funding Team can help you with general funding advice, as well as providing assistance with your funding application.

Contact: studentfunding.perth@uhi.ac.uk