

HND Administration and IT (Year 2)

Distance Learning

Information Pack

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Introduction

Personal Academic Tutors

You may have been interviewed by Alison Kirk, or you may be progressing onto the course from the HNC Administration and IT course. Alison Kirk is a lecturer within the Administration and IT teaching team at UHI Perth and a Personal Academic Tutor (PAT) for the distance learning HN Administration and IT courses. If you have any queries regarding the course please contact Alison Kirk, details below:

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

HN Administration and IT Course

Programme Information

Programme Title: HND (Year 2) Administration and IT
Duration: 2 years part-time
Accredited by: Scottish Qualifications Authority (SQA)
SCQF Level: 8

The HND Administration group award is a higher education level qualification with the second year being equivalent to year 2 of a degree programme. If you complete the HND Administration and IT group award you can progress onto 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 HND Administration and IT Group Award is based on the achievement of 30 credits over two years of study. The first 15 credits must already have been achieved before progressing onto year 2 of the HND Administration and IT course.

The HND Administration and IT course will be completed over two years as a distance learner. Each academic year is split into two semesters and in total you will undertake 15 credits.

The majority of units equate to one credit, but a small number have a two-credit value. The tables below list the units studied in each academic year.

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 One			
Unit Code	Unit Name	SQA Credit	SCQF Level
F84D 35	Office Management*	2	8
HH87 35	Information and Communication Technology in Business*	2	8
HH86 35	IT in Business: Advanced Word Processing	1	8
F848 35	IT in Business: Advanced Databases	1	8

Year 1 – Semester Two			
Unit Code	Unit Name	SQA Credit	SCQF Level
F84D 35	Office Management*	2	8
HH87 35	Information and Communication Technology in Business*	2	8
HH85 35	Presentation Skills	1	8
F84N 34	Business Contractual Relationships (optional unit)	1	7

* Office Management and Information and Communication Technology in Business run over both semesters. You achieve 2 credits in total for each unit and not 2 credits per semester.

Total 8 Credits

Programme Content and Structure – Year 2

Year 2 – Semester One			
Unit Code	Unit Name	SQA Credit	SCQF Level
HH9R 35	Administration and Information Technology Graded Unit 3 (project)*	1	8
F870 34	Developing the Individual Within a Team	1	7
F849 35	IT in Business: Advanced Spreadsheets	1	8
J1NC 34	Research Skills (optional unit)	1	7

Year 2 – Semester Two			
Unit Code	Unit Name	SQA Credit	SCQF Level
FK93 34	Digital Marketing Communications: An Introduction (optional unit)	1	7
HJ4W 34	Work Placement (optional unit)	1	7
HH9N 35	Administration and Information Technology Graded Unit 2 (exam)	1	8
HH9R 35	Administration and Information Technology Graded Unit 3 (project)*	1	8

* Administration and Information Technology Graded Unit 3 (project) runs over both semesters and you achieve one credit in total and not 1 credit per semester.

Total 7 Credits

Mandatory Units

Administration and Information Technology: Graded Unit 2 HH9N 35

Unit Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the principal aims of the HND Administration and Information Technology (G9M8 16).

Administration and Information Technology: Graded Unit 3 HH9R 35

Unit Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the principal aims of the HND Administration and Information Technology (G9M8 16).

Developing the Individual within a Team F870 34

Unit Purpose: This Unit is designed to enable the candidate to demonstrate the knowledge and skills required to participate effectively in team projects. This Unit would be suitable for anyone wishing to develop the skills required for effective team membership and participation. On completion of the Unit the candidate should be able to:

- 1 Investigate the skills required by team members for effective team participation.
- 2 Analyse the membership, development and effectiveness of a team.
- 3 Evaluate own skills and roles and identify personal development opportunities through participation in a team project.

Information and Communication Technology in Business HH87 35

Unit Purpose: This unit is designed to develop learners' knowledge and skills in identifying, evaluating, managing and presenting business information to facilitate and influence decision-making. The unit requires learners to consider the role of information in the decision-making process, evaluate data communications systems and ICT innovations, use planning and control tools for project management and use software application presentation tools to present findings and recommend actions. On successful completion of the unit the learner will be able to:

- 1 Identify and evaluate the role of business information indecision-making.
- 2 Describe and evaluate data communications system security and new ICT innovations.
- 3 Plan project development work using project management software to meet client needs.
- 4 Schedule project development work using project management software, to meet client needs.
- 5 Create a presentation using appropriate software application presentation tools.

IT in Business: Advanced Databases F848 35

Unit Purpose: This Unit is designed to allow candidates to develop an understanding of database design and the use of advanced features to provide information that is specific or summarised to enhance decision-making. The Unit is primarily intended for candidates moving into managerial positions where the storage, management and reliability of information is increasingly important. Acquiring an appreciation of database management systems, creation of forms, and sophisticated queries will help any manager make the most of relational databases to support their decision-making.

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

- 1 Apply advanced design principles to improve the performance and integrity of a database.
- 2 Create a relational database that ensures data is consistent, secure and correct.
- 3 Create and use complex queries to manipulate data to aid decision-making.

IT in Business: Advanced Spreadsheets F849 35

Unit Purpose: This Unit is designed to develop in-depth technical skills to facilitate a high level of competence in the component functions of a spreadsheet programme. Candidates should develop spreadsheet skills to support the management, analysis and forecasting of data. This Unit should also develop critical and evaluative thinking skills.

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

- 1 Apply data management features using spreadsheet software.
- 2 Use spreadsheet analysis tools to forecast statistical data.
- 3 Use a range of spreadsheet functions to propose solutions to a business problem.

IT in Business: Advanced Word Processing HH86 35

Unit Purpose: This unit is designed to allow learners to develop and apply advanced word processing skills to assist in the production of business-related documents. Learners will be required to solve problems and make decisions relevant to a working environment. The unit would be suitable for learners wishing to gain advanced skills in document management and processing. On successful completion of the unit the learner will be able to:

- 1 Evaluate existing document processing procedures and explain the importance of an organisational house style.
- 2 Create pro forma documents and macros to meet an organisational house style.
- 3 Perform an advanced mail merge.
- 4 Apply advanced word processing skills to produce business documents to an organisational house style.

Office Management F84D 35

Unit Purpose: This Unit introduces the essential skills required to effectively manage and organise an administrative environment. It would be suitable for candidates wishing to progress to a supervisory or managerial career within an organisation.

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

- 1 Manage and lead people and activities within the office environment.
- 2 Manage organisational change.
- 3 Manage and co-ordinate the recruitment and selection process.
- 4 Evaluate the role of training and development within the office environment.

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.

Optional Units

Business Contractual Relationships F84N 34

Unit Purpose: This Unit is designed to develop candidates' knowledge of the law as it applies within the business environment. The Unit will examine consumer legislation, the law in employment and the Law of Obligations as it relates to the contractual relationships between the business, their customers and their employees.

On completion of this Unit, the candidate will be able to:

- 1 Explain the protection provided to individuals when entering into a consumer credit agreement.
- 2 Explain the key elements of the law in employment.
- 3 Explain the key elements of the Law of Obligations.

Research Skills J1NC 34

Unit Purpose: This unit is about developing the candidate's ability to access and evaluate information from a variety of primary and secondary sources by planning and reporting on a research investigation. It is aimed at those who need to access and analyse information as part of their course of study.

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

- 1 Plan a research investigation.
- 2 Access and analyse complex information from a range of primary and secondary sources.
- 3 Present findings of a research investigation.

Work Placement HJ4W 34

The Unit will be assessed holistically by the gathering of evidence which overcomes the three learning outcomes.

Unit Purpose: The aim of this Unit is to develop the necessary essential workplace skills and experience to consider appropriate career development opportunities. The unit aims to enhance existing or new employment prospects and where possible to support progression into paid employment.

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

- 1 Prepare for a work placement opportunity.
- 2 Develop and enhance personal and vocational skills in the workplace.
- 3 Review and evaluate the workplace experience and identify future career development progression.

Digital Marketing Communications: An Introduction FK93 34

This unit is designed to provide candidates with an introductory understanding of the role of digital media in contemporary marketing communications. The unit explores current techniques and provides the candidate with the opportunity to develop practical skills through the use of a social networking tool.

Higher Education

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.

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. Little/no real-time classes are offered but this means you can decide when to undertake your studies fitting them around your other commitments.

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. A small number of assessments are closed book (little or no reference to learning resources allowed) with timed conditions. **A mentor is required for closed book assessments.**

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.

Distance Learning students are responsible for finding a suitable person to act as a Mentor during their studies. A key role of the Mentor is to ensure the conditions of any closed-book assessments are met.

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>

If you would like to know more about UHI's VLE – Brightspace – before commencing your studies, this **webpage** provides information about Brightspace and how to use it.

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

Reading List, Course Materials and Equipment

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.

Any articles or texts recommended are often accessible to UHI students at no cost in the form of an e-book via the UHI electronic resources.

Recommended Texts

As above.

Dates to Note

Semester 1 2024

Month	Day	Event
August	Monday 12	Academic Staff Commence
	Tuesday 20	Staff Conference (no classes)
	Monday 26 - Friday 30	Induction for all FE and HE Courses
September	Monday 2	Commencement of Semester 1 - All Courses Start
October	Thursday 3	Graduation Ceremony
	Monday 7 - Friday 11	Autumn Recess
	Monday 14 - Friday 18	Reading Week
November	Friday 15	Staff Conference (no classes)
December	Monday 2 - Friday 20	Degree Teaching/Exam Weeks
	Friday 20	Most Undergraduate Degree Courses in Semester 1 Finish
December/January	Monday 23 December - Friday 3 January	Christmas/New Year Recess - Students and Staff
January	Monday 6 January	Continuation of Semester 1 -FE and HN Courses
	Friday 17	Semester 1 Finish - Most FE and HN Courses

Semester 2 2025

Month	Day	Event
January	Monday 20	Commencement of Semester 2
February	Wednesday 12	Staff Conference (no classes)
	Thursday 13 - Friday 14	Academic Staff Fixed Holidays
April	Monday 7 -Friday 18 April	Easter Recess
	Monday 28 - Friday 9 May	Degree Teaching/Exam Weeks
May	Friday 9	Most Undergraduate Degree Courses in Semester 2 Finish
	Friday 30	Semester 2 Finish – Most FE and HN Courses
June	Thursday 5	FE Prizegiving
	Thursday 12	Staff Conference (no classes)
	Friday 20	Academic Staff Finish
August	Monday 11	Academic Staff Commence

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 14 days** by emailing distance.learning.perth@uhi.ac.uk.

An email with further information and a mentor 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/>

Contact: studentfunding.perth@uhi.ac.uk

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.

ITA Funding

Eligible students will be able to get £200 per year towards the cost of a course but only one course per learner year will be allowed and the course must be geared towards helping you with getting a job or progressing in your career. Further information can be found here:

<https://www.myworldofwork.co.uk/learn-and-train/sds-individual-learning-accounts-ila>

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 four HN credits.

Further information can be found here:

www.saas.gov.uk/part_time/ug/index.htm.

You can download an application form from SAAS here:

www.saas.gov.uk/forms_and_guides/part_time.htm