FRAMEWORK

HNC ADMINISTRATION AND INFORMATION TECHNOLOGY
G9M7 16

Mandatory Units

STRUCTURE: 12 credits needed

Mandatory: 10 credits needed

Unit Title	Unit Code	SCQF Level	SCQF Credit	HN Credit
IT in Business: Word Processing and Presentation Applications	F84C 34	7	16	2
IT in Business: Spreadsheets	F84V 34	7	8	1
IT in Business: Databases	F84X 34	7	8	1
Office Administration	F7JA 34	7	8	1
Office Technologies	F7J9 34	7	8	1
Communication: Analysing and Presenting Complex Communication	DE3N 34	7	8	1
Recording Financial Transactions	F847 33	6	8	1
Personal Development Planning	DE3R 34	7	8	1
Administration and Information Technology Graded Unit 1	F8KW 34	7	8	1

10 HN credits
8 SCQF credits at SCQF level 6
72 SCQF credits at SCQF level 7

Optional Units

Options: 2 credits needed

Unit Title	Unit Code	SCQF Level	SCQF Credit	HN Credit
Administration and Technology				
IT in Business: Word Processing, Spreadsheets and Databases: An Introduction	DE24 33	6	8	1
IT in Business: Advanced Word Processing	F84A 35	8	8	1
IT in Business: Advanced Spreadsheets	F849 35	8	8	1
IT in Business: Advanced Databases	F848 35	8	8	1
Information and Communication Technology in Business	F84W 35	8	16	2
Office Management	F84D 35	8	16	2
Presentation Skills	F84E 35	8	8	1
Administrative Procedures	DE25 33	6	8	1
IT in Business: Desktop Publishing	DE26 34	7	8	1
Shorthand as a Skill (Introductory) (60wpm)	DE27 34	7	16	2
Shorthand as a Skill (Speed Development 1) (70 wpm)	DE28 35	8	8	1
Publishing on the Internet	D4FB 34	7	16	2
Administrative Management: Personal Skills	F3FL 35	8	16	2
Managing Administrative Services	F3FM 35	8	16	2
Web Design: An Introduction	DV5M 34	7	8	1

Business and Management				
Managing People and Organisations	F84T 34	7	16	2
Business Culture and Strategy	F7J7 35	8	16	2
Behavioural Skills for Business	F84L 35	8	8	1
Statistics for Business	F84K 35	8	8	1
Economic Issues: An Introduction	F7J8 34	7	8	1
Economics 1: Micro and Macro Theory and Applications	F7J6 35	8	8	1
Economics 2: The World Economy	F86E 35	8	8	1
Introduction to Operations Management	A6H3 34	7	8	1
Management: Leadership at Work	DV88 34	7	8	1
Managing and Working with People	DV82 34	7	16	2
Research Skills	F60A 34	7	8	1
Project Management: An Introduction	F1NH 34	7	8	1
Project Management: Managing the Implementation of a Project	DV5J 35	8	16	2
E-Commerce				
e-commerce: Introduction	DV6F 34	7	8	1
e-commerce: Publishing Websites	DV6G 34	7	16	2
Enterprise and Employability				
Employment Experience 1	D7HJ 34	7	8	1
Work Experience	DV0M 34	7	8	1
Personal Enterprise Skills	F3HT 34	7	8	1
Preparing and Presenting a Business Plan	DE2E 34	7	16	2
Getting Started in Business	DK2K 34	7	8	1
Finance and Accounting				
Using Financial Accounting Software	F7JP 34	7	8	1
Payroll	F86W 34	7	8	1
Business Accounting	F84M 34	7	16	2
Preparing Financial Forecasts	F84R 35	8	8	1
Human Resource Management				
Recruitment, Selection and Induction	DN7A 34	7	8	1
Human Resource Management: Introduction	DN78 34	7	8	1
Human Resource Management: Core Activities	DN72 34	7	16	2
Languages				
Workplace Communication in English	DE1K 33	6	8	1
ESOL for Work: Advanced Operational	F1HW 34	7	24	3
French for Work: Basic Operational	F0HW 33	6	24	3
French for Work: Intermediate Operational	F0HX 33	6	24	3
French for Work: Advanced Operational	F0J3 34	7	24	3
German for Work: Basic Operational	F0HT 33	6	24	3
German for Work: Intermediate Operational	F0J0 33	6	24	3
German for Work: Advanced Operational	F0J5 34	7	24	3
Italian for Work: Basic Operational	F0HS 33	6	24	3
Italian for Work: Intermediate Operational	F0J1 33	6	24	3
Italian for Work: Advanced Operational	F0J8 34	7	24	3
Spanish for Work: Basic Operational	F0HR 33	6	24	3
Spanish for Work: Intermediate Operational	F0J2 33	6	24	3
Spanish for Work: Advanced Operational	F0J9 34	7	24	3
Legal				
Business Law: An Introduction	F84P 34	7	8	1
Business Contractual Relationships	F84N 34	7	8	1
Individual Employment Relations: Law	DN75 34	7	8	1

Legal Secretarial Practice	F1A3 34	7	8	1
Law for Business (Northern Ireland)	D5LP 35	8	16	2
Marketing				
Customer Care	DJ43 33	6	8	1
Creating A Culture of Customer Care	DJ42 34	7	8	1
Marketing: An Introduction	F7BX 34	7	8	1
Medical				
Medical Terminology for Administration Staff	DM6C 34	7	16	2
Hospital Patient Administration	DL51 34	7	8	1
GP Medical Administration	DJ4H 34	7	8	1
Legal Protection of NHSS Patient Data	DM6A 35	8	8	1
Sustainability				
Sustainable Development	DN38 34	7	8	1