

FRAMEWORK

HND BUSINESS (G7DA 16)

Mandatory Units

Unit Title	Unit Code	SCQF Level	Credit Value
STRUCTURE (Mandatory): 30 credits needed Mandatory: 23 credits needed <i>Selected Units (Mandatory): 23 credits needed</i>			
Business Accounting	DE39 34	7	2
Economic Issues: An Introduction	DE3A 34	7	1
Marketing: An Introduction or	DE3C 34	7	1
Marketing: An Introduction	F7BX 34	7	1
Managing People and Organisations	DE3D 34	7	2
Using Software Application Packages	D85F 34	7	1
Information Technology: Applications Software 1	D75X 34	7	1
Communication: Analysing and Presenting Complex Information	DE3N 34	7	1
Business Culture and Strategy	DE3X 35	8	2
Business Law: An Introduction	DE3E 34	7	1
Economics 1: Micro and Macro Theory and Application	DE3G 35	8	1
Economics 2: The World Economy	DE3H 35	8	1
Preparing Financial Forecasts	DE3J 35	8	1
Information and Communication Technology in Business	DE3K 35	8	2
Behavioural Skills for Business	DE3L 35	8	1
Statistics for Business	DE3M 35	8	1
Business Contractual Relationships or	DN97 34	7	1
Business Contractual Relationships (Lapse Date 31.07.2005)	DE3F 34	7	1
Business: Graded Unit 1	DE3T 34	7	1
Business: Graded Unit 2	DE3V 35	7	1
Business: Graded Unit 3	DE3W 35	7	1

Optional Units

<i>Options: 7 credits needed</i>			
Area of Study (Unit Title)	Unit Code	SCQF Level	Credit Value
Financial/Management Accounting			
Recording Financial Information or	DE5D 34	7	1
Recording Financial Transactions	DP9F 33	6	1
Payroll	DE61 34	7	1
Using Financial Accounting Software	DE59 34	7	1
Business Taxation	DE5L 35	8	2
Company Law: An Introduction	DE5H 35	8	1
Corporate Information Systems	DE62 35	8	2

Area of Study (Unit Title)	Unit Code	SCQF Level	Credit Value
Office Skills			
Office Administration	DE1P 34	7	1
Office Technologies	DE1R 34	7	1
Office Management	DE1X 35	8	2
Information Technology			
IT in Business — Advanced Word Processing	DE2G 35	8	1
IT in Business — Advanced Databases	DE1W 35	8	1
IT in Business — Advanced Spreadsheets	DE1V 35	8	1
Presentation Skills	DE20 35	8	1
IT in Business — Desktop Publishing	DE26 34	7	1
Introducing the Internet	D4F9 33	6	1
Publishing on the Internet	D4FB 34	7	2
Project Management	D76J 35	8	1
Financial Services			
Personal Financial Services	DE5N 34	7	2
Financial Sector: An Introduction	DE5M 34	7	1
Financial Services Regulatory Framework	DE5V 35	8	1
Investment	DE5P 35	8	2
Financial Services Market: The Personal Investor	DX2N 34	7	1
Financial Regulations and Market Trading Mechanisms	DX2P 34	7	1
Marketing/PR			
Marketing Practice: An Introduction	DG6V 34	7	1
Research Skills	DH4G 34	7	1
Principles and Practice of Selling	A60W 35	8	1
Principles and Practices of Selling	DG6W 34	7	1
<i>Marketing Planning: up to 3 credits needed</i>			
Marketing Analysis and Planning	A60S 34	7	3
Marketing Planning for a Domestic Market	DG6P 34	7	2
<i>Marketing Research: up to 2 credits needed</i>			
Marketing Research	A610 34	7	2
Marketing Research Theory	DG6T 34	7	1
Marketing Research Applications	DG6R 35	8	1
<i>International Marketing: up to 2.0 credits needed</i>			
International Marketing	A613 34	7	2
International Marketing: The Mix	DG6N 35	8	1
International Marketing: An Introduction	DG6M 34	7	1
<i>Customer Care: up to 1.0 credit needed</i>			
Customer Care or	A619 34	7	1
Customer Care	DJ43 33	6	1
Creating a Culture of Customer Care	DJ42 34	7	1

Area of Study (Unit Title)	Unit Code	SCQF Level	Credit Value
Enterprise and Employability			
Preparing and Presenting a Business Plan	DE2E 34	7	2
Developing Entrepreneurial Skills	A6Y7 34	7	1
Managing a Small Business	A6HG 35	8	2
Getting Started in Business	DK2K 34	7	1
Record Keeping and Accounting for Small Business	DK2N 33	6	1
Marketing Skills for the Entrepreneur	DK2L 33	6	1
Health and Safety in Industry	A5GT 34	7	1
Workplace Quality Systems	BA27 34	7	1
Functional Areas of Business	DV6J 34	7	1
<i>Personal Enterprise Skills: up to 1.0 credit needed</i>			
Personal Enterprise Skills	DK2M 34	7	1
Personal Enterprise Skills	F3HT 34	7	1
Mathematics and Statistics			
Mathematics for Business	A5NR 34	7	1
Sales, Marketing and Procurement			
Introduction to Purchasing Operations	A6E0 35	8	1
Purchasing Operations Practice	A6E1 35	8	2
Human Resource Management			
Continual Professional Development: Introduction	DN74 34	7	1
Recruitment, Selection and Induction	DN7A 34	7	1
Interviewing	DN77 34	7	1
Managing and Working with People	DV82 34	7	2
Individual Employment Relations: Law	DN75 34	7	1
Analysing Employee Relations	A6HB 35	8	2
Introduction to Managing the Human Resource or	A6H9 34	7	1
Human Resource Management: Introduction	DN78 34	7	1
Human Resource Management Practice or	A6HA 35	8	2
Human Resource Management: Core Activities	DN72 34	7	2
Grievance and Discipline Handling or	D4XF 35	8	1
Individual Employment Relations: Practice	DN76 34	7	1
Training and Developing the Workforce or	A6HC 34	7	2
Learning and Development: An Introduction	DN3H 34	7	2
Management Skills			
Introduction to Operations Management	A6H3 34	7	1
Operations Management Practice	A6H4 35	8	2
International Business			
European Union Institutions	A6H2 35	8	2
International Business	A6H1 35	8	2

Area of Study (Unit Title)	Unit Code	SCQF Level	Credit Value
Personal and Social Development			
Workplace Experience or	A6T1 34	7	2
Work Experience	DVOM 34	7	1
Personal Development Planning	DE3R 34	7	1
Developing Skills for Personal Effectiveness or	DF4D 33	6	1
Developing Skills for Personal Effectiveness or	DF4E 34	7	1
Developing Skills for Personal Effectiveness	DF4F 35	8	1
Developing the Individual within a Team or	DF45 34	7	1
Developing the Individual within a Team	DF46 35	8	1
Work Role Effectiveness or	DG6E 34	7	3
Work Role Effectiveness	DE6G 35	8	3
Economics			
Introduction to Economic Analysis	A58G 34	7	1
Ecommerce			
eCommerce: Introduction	D3SR 34	7	2
eCommerce: Systems	D3SN 34	7	1
Languages			
<i>Languages (Restricted): up to 2 credits needed, up to 1 sub-component needed</i>			
<i>Languages in the Workplace (optional): up to 2.0 credits needed</i>			
French in the Workplace — Unit 1 (lapse date 31.07.2005)	D8Y8 33	6	1
French in the Workplace — Unit 2 (lapse date 31.07.2005)	D8Y9 33	6	1
French in the Workplace — Unit 3 (lapse date 31.07.2005)	D8YA 33	6	1
French in the Workplace — Unit 4 (lapse date 31.07.2005)	D8YC 33	6	1
Gaelic in the Workplace — Unit 1 (lapse date 31.07.2005)	D8YD 33	6	1
Gaelic in the Workplace — Unit 2 (lapse date 31.07.2005)	D8YE 33	6	1
Gaelic in the Workplace — Unit 3 (lapse date 31.07.2005)	D8YP 33	6	1
Gaelic in the Workplace — Unit 4 (lapse date 31.07.2005)	D8YR 33	6	1
German in the Workplace — Unit 1 (lapse date 31.07.2005)	D8YT 33	6	1
German in the Workplace — Unit 2 (lapse date 31.07.2005)	D8YV 33	6	1
German in the Workplace — Unit 3 (lapse date 31.07.2005)	D8YW 33	6	1
German in the Workplace — Unit 4 (lapse date 31.07.2005)	D8YX 33	6	1
Italian in the Workplace — Unit 1 (lapse date 31.07.2005)	D8YY 33	6	1
Italian in the Workplace — Unit 2 (lapse date 31.07.2005)	D906 33	6	1
Italian in the Workplace — Unit 3 (lapse date 31.07.2005)	D907 33	6	1
Italian in the Workplace — Unit 4 (lapse date 31.07.2005)	D90A 33	6	1

Area of Study (Unit Title)	Unit Code	SCQF Level	Credit Value
Languages (cont)			
Spanish in the Workplace — Unit 1 (lapse date 31.07.2005)	D90C 33	6	1
Spanish in the Workplace — Unit 2 (lapse date 31.07.2005)	D90D 33	6	1
Spanish in the Workplace — Unit 3 (lapse date 31.07.2005)	D90E 33	6	1
Spanish in the Workplace — Unit 4 (lapse date 31.07.2005)	D90F 33	6	1
<i>Basic/Elementary French (Optional): up to 2 credits needed</i>			
Basic Communication in French 1	A5FW 33	6	1
Basic Communication in French 2	A5K2 33	6	1
Basic Communication in French 3	A5KH 33	6	1
French for Vocational Purposes: Elementary	A5F8 33	6	3
French for Work: Basic Operational	F0HW 33	6	3
<i>Basic/Elementary German (Optional): up to 2 credits needed</i>			
Basic Communication in German 1	A5FK 33	6	1
Basic Communication in German 2	A5K4 33	6	1
Basic Communication in German 3	A5KK 33	6	1
German for Vocational Purposes: Elementary	A5F9 33	6	3
German for Work: Basic Operational	F0HT 33	6	3
<i>Basic/Elementary Italian (Optional): up to 2 credits needed</i>			
Basic Communication in Italian 1	A5FL 33	6	1
Basic Communication in Italian 2	A5K5 33	6	1
Basic Communication in Italian 3	A5KL 33	6	1
Italian for Vocational Purposes: Elementary	A5L0 33	6	3
Italian for Work: Basic Operational	F0HS 33	6	3
<i>Basic/Elementary Spanish (Optional): up to 2 credits needed</i>			
Basic Communication in Spanish 1	A5FT 33	6	1
Basic Communication in Spanish 2	A5KB 33	6	1
Basic Communication in Spanish 3	A5KS 33	6	1
Spanish for Vocational Purposes: Elementary	A5L6 33	6	3
Spanish for Work: Basic Operational	F0HR 33	6	3
Languages (Vocational/ESOL)			
Workplace Communication in English	DE1K 33	6	1
English as a Foreign Language for Vocational Purposes: Intermediate or	A5LA 34	7	3
ESOL for Work: Advanced Operational	F1HW 34	7	3