

Administration, Media & IT



South
Lanarkshire
College

East Kilbride

HND ADMINISTRATION & INFORMATION TECHNOLOGY (2nd Year)

ABUHNDADMIT

SCQF Level 8

Full time - Duration 2 years

EDUCATION PROGRESSION

2nd or 3rd year of a relevant Business degree.

CAREER PROGRESSION

Supervisory or first line managerial role in administration.

ENTRY REQUIREMENTS

- Minimum 1 relevant Higher at C and 4 Standard Grades at General Level or
- 18 NQ units at level 5 and 6 or
- SVQ3/MA with a minimum 2 years' relevant industrial experience
- Core skills at Intermediate 2 in Communication and in IT are essential
- Keyboard skills are required.
- Entry to this course is based on successful performance at interview and a pass in a practical skills test
- Students who have achieved HNC AIT or HNC AIM within last 5 years (preferably 14 units) may apply for direct entry to year 2

COURSE OUTLINE

Core units include:

- Word processing, database and spreadsheets to advanced level
- Office administration and management
- Human resource management
- Research, communication and project management skills
- Manual and computerised accounting
- Personal and team development skills
- 3 graded units
- Course includes up to 4 PDA awards

Optional units may include:

- Desktop publishing
- Payroll
- Administrative procedures
- Business law
- Publishing on the Internet

HNC ADMINISTRATION & INFORMATION TECHNOLOGY

ABUHNCADMIT

SCQF Level 7

Full time - Duration 1 year

EDUCATION PROGRESSION

HND Administration & Information Technology

CAREER PROGRESSION

Administration assistant, trainee management, personal assistant.

ENTRY REQUIREMENTS

- Minimum 1 relevant Higher at C and 4 Standard Grades at General Level 3 or
- 18 NQ units (mostly at level 5 and 6) or
- SVQ3/MA with minimum 2 years' relevant industrial experience.
- Keyboard skills are essential
- Entry to this course is based on successful performance at interview and a pass in a practical skills test
- Core skills in Communication and Information Technology at Intermediate 2 are essential

COURSE OUTLINE

Core units include:

- Word Processing, Database, spreadsheets
- Office administration
- Communication
- Group award graded unit

Optional units may include:

- Desktop publishing
- Payroll
- Administrative procedures
- Business law

HNC INTERACTIVE MEDIA

ABUHNCIME

SCQF Level 7

Full time - Duration 1 year

Part time (subject to places being available) – Duration 2 years

EDUCATION PROGRESSION

Various HND Media courses or 2nd year in some degree courses

CAREER PROGRESSION

Multimedia Developer; Internet Developer; Interface Designer

ENTRY REQUIREMENTS

- Minimum 1 relevant Higher at C and 4 Standard Grades at General level 3 or
- 18 NQ units mostly at level 5 and 6 and 5 Standard Grades at General level

- Core skills at Intermediate 2 in Communication and Information Technology
- Entry to this course is based on successful performance at interview and a pass in practical skills tests.
- Students with relevant industrial experience will also be considered

COURSE OUTLINE

The packages used include MS Project, Adobe Flash, Photoshop and Illustrator

Core units include:

- Working within a project team
- User interface design
- Digital imaging
- Web development
- Video
- Interactive media planning and authoring
- Graded unit 1

Optional units include:

- Desktop publishing
- IT applications
- SQL

NC ADMINISTRATION & INFORMATION TECHNOLOGY

ABUINT2ADMT

SCQF Level 5

Full time - Duration 1 year

Part time (subject to places being available) - Duration 2 years

EDUCATION PROGRESSION

HNC Administration & Information Technology

CAREER PROGRESSION

General office, clerical, call centre

ENTRY REQUIREMENTS

- Minimum 4 relevant Standard Grades at General level 3
- Certificate in Office Skills
- Entry to this course is also based on successful performance at interview and a pass in a practical skills test
- Core skills in Communication and Numeracy at Intermediate 1 are preferred

COURSE OUTLINE

Core units include:

- Administration 2
- IT for administrators 2
- Communication Int 2
- Presenting complex information 2

- Central services
- Front of office services
- Desktop publishing
- Business documents
- Researching and preparing documents
- Database / spreadsheets for administrators
- Word processing 4 & 5
- Int 2 Administration national examination

NC DIGITAL MEDIA COMPUTING

ABUDIGITALM

SCQF Level 5

Full time - Duration 1 year

Part time (subject to places being available) - Duration 2 years

EDUCATION PROGRESSION

HNC Interactive Media and other HN Media courses

CAREER PROGRESSION

Multimedia development, web development, website administration

ENTRY REQUIREMENTS

- Minimum 5 relevant Standard Grades at General Level including Maths and English
- Entry to this course is also based on successful performance at interview and a pass in a practical skills test

COURSE OUTLINE

Packages used include Adobe Flash, Photoshop, Illustrator and Dreamweaver

Core units include:

- Digital video
- Hardware and systems
- Digital photography
- Web development
- 2D animation
- Communication
- Numeracy

Optional units may include:

- IT Applications at level 6
- Desktop publishing at level 6

CERTIFICATE IN OFFICE SKILLS (subject to approval)

ABUNPAOSKIL

SCQF Level 4

Full-time - Duration 20 weeks

EDUCATION PROGRESSION

Intermediate 2 Administration or SVQ 2 Administration

CAREER PROGRESSION

Employment in an office as a junior or Modern Apprentice

ENTRY REQUIREMENTS

- Minimum 4 standard Grades at 4 or 5
- Entry to this course is also based on successful performance at interview and a pass in a practical skills test

COURSE OUTLINE

Core units include:

- Administration 1
- Using a computer
- Using a keyboard
- IT for administrators 1
- Communication Int 1
- Numeracy Int 1
- Presenting complex information 1
- Internet safety

EUROPEAN COMPUTER DRIVING LICENCE

ABUECDL

All training materials are provided by the college and tuition is provided for a period of one year. After this, the college will provide a testing only facility up until the three-year period after the first successful test undertaken. This time limit is set by the British Computer Society and extensions may only be granted by them. The time extension must be applied for the fourth year. There is a charge for this and any tests taken in the first 12-month period will need to be retaken.

ENTRY REQUIREMENTS

Basic computer skills are required to access this course. If you do not have these skills, you are advised to undertake one or more of the following options: Computing for the Terrified / Computing for the Not So Terrified / Internet for the Terrified.

COURSE OUTLINE

The following 7 ECDL modules will equip you to be a competent, capable and confident PC user. Testing is done using the Enlight test system.

Basic Concept of Information Technology

How computers have developed, how they fit into a modern society and some social implications such as data security.

Using the Computer and Managing Files

Manage your files effectively as well as learning about the operating system.

Word Processing

Create, save, print documents, use templates, mail merge, set margins and format paragraphs.

Spreadsheets

Set up and use a spreadsheet and use the main built-in functions: Sum, Average, Maximum, Minimum, Count and IF.

Database

Create a database structure, input forms and produce queries and reports.

Presentations

Create and manage a slide show, create speakers notes and print handouts.

Information and Communication

Internet and email. Surf the net, find information and keep in touch using email applications.

Other important information

- ECDL is administered by the College on behalf of the British Computer Society and the College will register you with them for the qualification. A certificate is issued by BCS when all units are completed via Enlight.
- You may be asked for identification by an invigilator prior to sitting an ECDL test.
- Your initial fee covers seven tests and any resit of a failed test will be charged at a rate of £15 per test.
- If you are having any difficulty with the course, speak with your course tutor in the first instance. If you need additional help we will do our best to accommodate you.

FEE

TBC. ILA approved. Eligible for fee waiver. Eligible for senior citizen discount.

ADVANCED EUROPEAN COMPUTER DRIVING LICENCE

ABUAECDL

P/T Day

COURSE OUTLINE

The ECDL Advanced qualification is designed to offer progression from the internationally successful European Computer Driving Licence (ECDL) to the next level of competence in MS Word and MS Excel.

START DATE

TBC

FEE

TBC. ILA approved. Eligible for fee waiver. Eligible for senior citizen discount.

BRITISH SIGN LANGUAGE Level 1 Certificate**ABUSIGNONE**

Tuesday Evening – Duration 24 weeks x 2.5 hours

COURSE OUTLINE

Designed to enable students to acquire a basic ability to communicate with deaf people using sign language. It also aims to provide students with information about deaf people, the deaf community and deaf culture. Course assessed by CACDP.

START DATE TBC.

FEES

TBC. ILA approved. Not eligible for fee waiver. Not eligible for senior citizen discount.

BRITISH SIGN LANGUAGE Level 2 Certificate**ABUSIGNTWO**

Thursday Evening – Duration 33 weeks x 2.75 hours

COURSE OUTLINE

Designed to enable students to acquire a basic ability to communicate with deaf people using sign language. It also aims to provide students with information about deaf people, the deaf community and deaf culture. Course assessed by CACDP.

START DATE TBC

FEE

TBC. ILA approved. Eligible for fee waiver. Eligible for senior citizen discount.