

HND in ADMINISTRATION AND INFORMATION TECHNOLOGY

ORGANISATIONAL MANAGEMENT UNITS

OFFICE ADMINISTRATION

This Unit examines the role of the Administrator/Supervisor in meeting the requirements of the administrative function of an organisation. It covers business communication systems, designing and implementing systems and procedures and awareness of current legal and regulatory requirements.

OFFICE MANAGEMENT

This Unit looks at managing and organising an administrative environment including the core activities of office management, implementing and managing change to meet objectives, the role in relation to recruitment, training and development within the organisation.

PROJECT MANAGEMENT

This Unit develops a broad general knowledge and understanding of the concepts, principles, boundaries and scope of project management. It looks at factors influencing project development, planning and scheduling and uses Project Management software to estimate project development costs. It would be particularly relevant for team leaders.

INTRODUCTION TO MARKETING

This Unit provides a basic knowledge and understanding of marketing and the operations of a marketing department. It introduces the concept of marketing research and the importance of research to the marketing process.

INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

This unit develops knowledge of the role of Human Resource Management as a key function in organisations. It looks at the activities that make up human resource management and how these contribute to the success of an organisation.

INTRODUCTION TO BUSINESS LAW

This Unit provides the framework of law as it applies within the business environment. It examines the courts and their role within the Legal System; the contractual relationships between individuals; between individuals and businesses; and the formation of different types of businesses

PREPARE AND PRESENT A BUSINESS PLAN

This Unit looks at the skills and knowledge involved in the preparation and presentation of a business plan, the resource requirements and financial plans for the first 12 months of a business venture. Particularly useful for developing a business project or self employment venture.

INFORMATION MANAGEMENT UNITS

IT IN BUSINESS – SPREADSHEETS

This Unit introduces business related features and functions of spreadsheets, ie design, create and use spreadsheets to solve business problems, use statistical functions to provide solutions, display results graphically.

IT IN BUSINESS – DATABASES

This Unit develops an understanding of database management software and its application to business decision-making. It includes designing, creating and using relational databases.

IT IN BUSINESS – WORD PROCESSING

This Unit develops the skills and knowledge of word processing and presentation packages and includes creation of complex business documents, using presentation software, knowing and implementing security and confidentiality measures.

OFFICE TECHNOLOGIES

This Unit looks at use of modern office technologies for administration purposes. It will include factors influencing technologies choice, internet and electronic tools for planning and organising.

PRESENTATION SKILLS

This unit will develop candidate's skills to select the most appropriate presentation method, and skills in creating and delivering on-screen presentations using a range of multimedia tools.

BUSINESS INFORMATION MANAGEMENT

This Unit examines the technologies involved in supporting the provision, management and communication of business information and evaluates the impact of emerging ICT on competitive advantage.

PERSONAL DEVELOPMENT UNITS

DEVELOPING SKILLS FOR PERSONAL EFFECTIVENESS

This unit develops underpinning knowledge to audit personal effectiveness; to create, implement and evaluate action plans to develop personal effectiveness.

DEVELOPING THE INDIVIDUAL WITHIN A TEAM

This Unit will support the development of the personal skills required for effective team participation and develop team effectiveness in different situations

ACCOUNTING, ECONOMIC AND STATISTICS UNITS

RECORDING FINANCIAL TRANSACTIONS

This Unit will develop an understanding of the principles of double entry book-keeping and develop ability to use the books of original entry and to apply the principles of VAT

BUSINESS ACCOUNTING

This Unit develops understanding of the use of accounting information within a business organisation as well as the skills, knowledge and understanding to interpret and use financial information for decision making.

STATISTICS FOR BUSINESS

This Unit introduces the basic concepts of descriptive statistics. It provides the underpinning knowledge and skills required to use basic statistical and graphical techniques, using appropriate IT software, to address business problems.

INTRODUCTION TO ECONOMIC ISSUES

This Unit outlines some basic issues in economics with particular emphasis on the business environment ie the allocation of resources and how to address this problem, how markets operate and what can be done when the operation of these markets fail.

COMMUNICATION UNITS

PRESENTING COMPLEX COMMUNICATION

This unit is about responding to and presenting complex business communications involving written and oral presentation.