

Administration and Information Technology: Graded Unit (1) Exam 1

North East Scotland College

Venues

Aberdeen City Campus
Off campus

Content

This Unit is designed to integrate the apply knowledge across a range of mandatory units for the HNC Administration and Information Technology. It will develop skills associated with the role of an administrative supervisor and reflects modern business practice and the importance of information and communication technology as a tool to enhance this function. The first question paper (45 minutes) requires you to answer 30 objective response questions based on the following units:

F7JA 34 Office Administration; F84C 34 IT in Business: Word Processing and Presentation Applications; F7J9 34 Office Technologies; F84X 34 IT in Business: Databases; F84V 34 IT in Business: Spreadsheets.

The second question paper (2 hours 15 minutes) requires you to write three extended responses based on stimulus material across the above units. You will be encouraged to read extensively and reference all sources in any work submitted. Marks will be awarded for evidence of extended reading, innovative solutions and appropriate examples to illustrate the concepts developed.

You will be required to achieve a minimum mark in each paper to pass the Graded Unit as a whole, at least 12 marks from an available 30 in Paper 1, and at least 28 marks from a possible 70 in Paper 2. The overall pass mark is 50 out of 100, therefore achieving the minimum acceptable pass mark in each paper does not guarantee achievement of the unit as a whole. Success will be graded based on the final mark, attained as follows:

Grade A: 70-100%

Grade B: 60-69%

Grade C: 50-59%

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

Flexible

Department

Business and Management

Entry Requirements

All mandatory HNC Administration and Information Technology units must be completed.

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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