

BUSINESS AND COMPUTING



Digital technologies are critical to all aspects of modern life – from the way we work, to how we spend our leisure time.

Businesses in every sector rely on ICT and skilled technicians who keep things running smoothly.

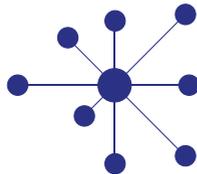
This is a sector that's changing and evolving fast, bringing lots of new, exciting career opportunities. Even if you haven't considered or studied digital technologies before, these jobs could offer you an alternative way to use your maths or science skills.

Key global growth areas



Cyber security

Protecting businesses and their customers from malicious attacks and criminality



Big Data

Make connections that change lives and create amazing new products and services



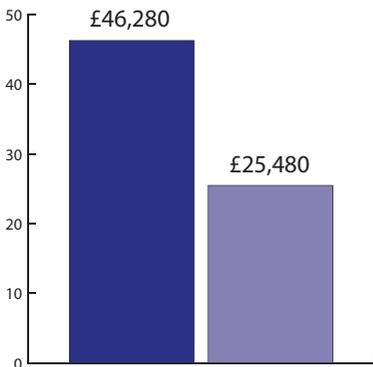
Cloud Computing

Storing and accessing information and services from anywhere in the world.



Mobile Development

developing new products and services through smartphones and tablets



■ Average UK salary for programmers and software development professionals

■ Average UK salary for administrative occupations

Currently employed in Scotland

20,454

Programmers and software development professionals

54,669

Administrative occupations

BUSINESS, ADMINISTRATION AND COMPUTING

No. of credits

18

SCQF

Level: 6

Locations

All Argyll College centres

What next

On successful completion of one of the named pathways, you will be eligible for interview for the appropriate HNC at Argyll College UHI, which are: HNC Business, HNC Administration and IT, HNC Computing or HNC Digital Design and Web Development.

This course will allow for progression to HNC level study and is made up of 3 distinct pathways: Business, Administration or Computing, each of which includes a National Progression Award: NPA Business with IT, NPA Office Skills and Services, or NPA Computer Games Development. Each pathway also includes the European Computer Driving Licence along with Communications and Academic Skills.

You will receive an introduction to the key aspects of working in administration, business and computing depending on your chosen pathway, and learn important skills that will prepare you for higher-level study. This course is suitable for those who wish to undertake HNC study in Business, Administration or Computing, and who do not have the usual minimum entry



qualification for HN courses. Successful completion of this course will guarantee you an interview at Argyll College UHI for one of these programmes.

This course replaces NC Administration and NC Business.

Study and

Assessment Methods

This course allows for study full time or part time study. Depending on your choice of optional units it is possible to satisfy the requirements of more than one pathway, thereby leaving your choice of HNC study open until the end of the year.

Alternatively, individual NPAs could be followed on a part-time basis. Each unit usually requires attendance for approximately 2 hours per week over one semester, but this can vary for some units.

Entry Requirements

There are no formal entry requirements for the course, although students should ideally have achieved SCQF level 4 in Communication or Literacy core skills. You should also have some basic knowledge of computers such as use of email and browsing the internet, and be able to demonstrate appropriate academic ability for study at SCQF level 6.

You will be required to attend an interview.

Career Options:

Should you follow the Computing pathway, you may eventually consider a career as a trainee programmer, systems analyst, database administrator or IT support technician. For the Business or Administration pathways you could consider a variety of posts in the public or private sector, with voluntary organisations or in self-employment.



No. of credits

18

SCQF

Level: 5

Locations

All Argyll College centres

What next

HNC Digital Design and Web Development, HNC Computing.



This course is suitable for school leavers or other young people looking to improve their skills in computing multimedia, networking, computer games, and business IT, and it will help you develop and improve your skills and gain confidence and practical experience in the many and varied areas of digital media computing.

It may also be attractive if you are a mature student wishing to change career direction or return to full-time study. There are also opportunities to study any of the component units on a part-time basis.

Some of the topic covered include: Website Design and

Development, Programming for Mobile Devices and Install and Maintain Computer Hardware. You will also have the opportunity to complete Communication and Numeracy units.

Study and Assessment Methods

You will learn by way of face-to-face lectures and tutorials, some of which may be delivered using video conference technology depending on your location. Each unit of the course is assessed through coursework and observation by the tutors. Some of the assessments may be carried out under supervision and time restrictions, but there is no final examination for the overall course.

Entry Requirements

There are no academic requirements for entry to the course. Entry is by interview and suitable candidates would have a genuine interest in digital media computing in some form. This could relate to multimedia, business, IT, computer games or computing.

Career Options

Entry level jobs in areas such as desktop support, games design, mobile app or web development.

ADMINISTRATION AND INFORMATION TECHNOLOGY HNC / HND

No. of credits

15

SCQF

Levels: 7 and 8

Locations

All Argyll College centres

What next

BA (Hons) Business and Management 3rd year entry.

These courses in Administration and Information Technology are designed to meet the demands of today's modern business environment, and will prepare you for a career in business administration. You may choose to study any of the component units separately.

You will study a wide range of topics, including: database; word processing; spreadsheets; presentations; office administration and technologies; recording financial transactions; personal development planning; and business communication.

The HND (2nd year) will provide you with the high level of practical and problem solving skills you need to improve your job prospects. You will also benefit from the study of generic business skills such as managing change and developing teams. Completion of the HND provides credit towards a number of professional qualifications including Institute of Qualified Private Secretaries, Institute of Administrative Management and Association of Secretaries.



Study and Assessment Methods

You may study either full or part time and you will learn by way of face-to-face lectures and tutorials in the classroom, some of which will be delivered using video conference technology. Each unit of the course is assessed through coursework, and there is one final exam for each course. Some of the assessments will be carried out under supervision and time restrictions.



Entry Requirements

For entry to the HNC, one Scottish Higher at grade C or above, preferably English or Maths or A Level at grade D or above, preferably English or Maths. Alternatively, a relevant NC qualification totalling at least 12 credits, Access to Administration, Business & Computing. Applicants without the standard entry requirements as listed above are encouraged to apply and will be asked to attend an interview.

For HND entry, successful completion of the HNC is required.

Career Options

Senior level office administration, supervisory level administration, personal assistant or secretary.

This business course will give you an excellent introduction to a wide range of business and management skills. You will gain a broad range of skills that are highly sought-after by employers, including: marketing, communication, IT and administration, and people management.

The diverse nature of the course subjects will ensure that you are well equipped with the knowledge to undertake a variety of business roles.

Study and Assessment Methods

You will learn by way of classroom-based lectures and tutorials in college and some of

these will be delivered by video conference. You will be assessed by way of continuous assessment and two graded assessments at the end of the year, including one exam.

Entry Requirements

For entry to the HNC, one Higher at grade C or above or one A-Level at grade D or above, or Access to HN Administration, Business & Computing or a relevant NC. Prospective students without the standard entry requirements as listed above are encouraged to apply.

Career Options

Administration, business and management, or self-employment.

No. of credits

15

SCQF

Level: 7

Locations

All Argyll College centres

What next

BA Business Management

2nd year entry



BUSINESS MANAGEMENT BA (HONS)

SCQF

Levels: 8-10

Locations

All Argyll College centres

What next

You should apply for all subjects for 2018 entry through the main UCAS undergraduate scheme (with institution code H49).

This programme is a high quality, broad-based qualification which provides the fundamental knowledge and skills required for the contemporary business environment in this ambiguous global economy. This course will enable you to take a holistic view of the global business environment. You will undertake complex problem solving, learn about the interconnectedness of decision making; and effectively communicating those decisions to a wide range of stakeholders.

In year two a programme of core modules is followed to ensure that a solid foundation is laid down. In years three and four you can choose to study for a generic degree in business and management or you can focus on one particular aspect such as human resource management,

finance, marketing, enterprise, digital communication or tourism. This will allow you to exit at the end of the fourth year with a themed award, for example: Business Management with Human Resource Management.

Study and

Assessment Methods

You will learn through a combination of face-to-face and video conference lectures and tutorials, and online study via the university's virtual learning environment (VLE) which is supported by your tutors and classmates in online discussions. Years three and four of the degree see an increase in online delivery with the opportunity to study year four wholly online, subject to choices.

Entry Requirements

Year 2 only - HNC Business or HNC Administration and IT

Career Options

On completion of this degree you will be ready for employment in a vast range of sectors. You may also consider progression to: MSc Leadership and Management (you must be in employment) MSc Human Resource Management PGCert Health Leadership and Management



These courses will provide you with useful foundations for a successful career in computing and technology. The HNC is a broad-based course which will introduce you to aspects of software development, technical support, networking and web development.

The HND will introduce a range of optional subjects available will allow you to focus on different aspects, perhaps where there is a local demand for particular skills. The inclusion of subjects as cloud computing, convergence technologies, network technology and advanced software development will ensure that your qualification is relevant for the 21st century.

The HNC includes topics such as Computer Systems

Fundamentals, Developing Software, E-Commerce: Publishing Web Sites and Developing Mobile Web Based Applications. The HND units include Developing Websites for Multiplatform Use, Computer Networks: Building Local Area Networks, Cloud Computing and Human Computer Interaction.

Study and Assessment Methods

You'll learn in a classroom setting with face to face tutorials and will gain lots of practical experience. Some of your classes will be delivered by video conference. Each unit of the course is assessed through coursework and observation by the tutors, and there is one final exam for each course. Some of the assessments will be carried out under supervision and time restrictions.

No. of credits

15

SCQF

Levels: 7 and 8

Locations

Oban Learning Centre.

What next

3rd Year entry to BSc Computing

Entry Requirements

One Scottish Higher at grade C or above, or one A level at grade D or above, or a relevant NC qualification. Prospective students without the standard entry requirements as listed above are encouraged to apply. Mature students will be considered based upon interview and relevant work experience. In all cases, you should have some experience of computing. For HND entry, successful completion of the HNC is required.



DIGITAL DESIGN AND WEB DEVELOPMENT HNC / HND

No. of credits

15

SCQF

Levels: 7 and 8

Locations

Any Argyll College centre, with 1 day per week required in-person in Lochgilphead.

What next

3rds year entry to BSc Interactive Media

The term **Interactive Media** defines a collection of disparate technologies which provide a user experience using digital platforms. These range from websites, mobile apps, software applications and even interactive installations. Digital content creation goes hand-in-hand with an understanding of interactive media and disciplines such as graphic design, animation, video and audio production all form part of the subject area.

These courses encourage creative thinking in a variety of contexts for the creation of digital media including graphic design, video, audio and animation. Live projects will give you experience of working with real world clients.

Study and Assessment Methods

You will study by way of face-to-face lectures and tutorials in the classroom, which may be delivered by video conference in some centres. Each unit of the course is assessed through coursework and observation by



the tutors. Some of the assessments may be carried out under supervision and time restrictions.

Entry Requirements

For entry to HNC, one Scottish Higher at grade C or above or one A level at grade D or above or NC Computing with Digital Media. Prospective students without the standard entry requirements as listed above are encouraged to apply if you can demonstrate relevant experience.

You may be required to attend an interview.

For HND entry, successful completion of the HNC is required.



Career Options

Entry level jobs in areas such as desktop support, network support, games design, mobile app or web development.

This degree will prepare you for a career in computing, particularly in the areas of database design, web-based applications, computer forensics and advanced operating systems. It provides a multi-disciplined approach that meets employer demands for well-rounded graduates who can implement and manage projects.

Study and

Assessment Methods

This course provides the opportunity to progress from HND Computer Science to the 3rd year of a degree. You will learn through a combination of face-to-face and video conference lectures and tutorials, as well as online study via the universities virtual learning environment

(VLE), with support from your tutors. Local expertise will be available to guide you on your studies.

Entry Requirements

Year 3 - An appropriate computing based HND such as HND in Computer Science, or HNDs in Software Development, Technical Support, or Information Technology.

Career Options

Web designer or developer, In-server maintenance and management, software developer, database analyst, database implementation consultant, a web-based services consultant.

No. of credits

18

SCQF

Levels: 9-10

Locations

All Argyll College centres

What next

You should apply for all subjects for 2018 entry through the main UCAS undergraduate scheme (with institution code H49).



INTERACTIVE MEDIA BSC (HONS)

SCQF

Levels: 9-10

Locations

All Argyll College centres

The term 'interactive media' defines a collection of disparate technologies which provide a user experience using digital platforms.

These range from websites, mobile apps, software applications and even interactive installations. Digital content creation goes hand-in-hand with an understanding of interactive media and disciplines such as graphic design, animation, video and audio production, all form part of the subject area.

The course will encourage your creativity and entrepreneurial qualities and also give you the solid theoretical and technical understanding you need to succeed.



Study and Assessment Methods

This course provides the opportunity to progress from HND Digital Design and Web Development to the 3rd year of a degree. You will learn through a combination of face-to-face and video conference lectures and tutorials, as well as online study via the universities virtual learning environment (VLE), with support from your tutors. Local expertise will be available to guide you on your studies.

Entry Requirements

Year 3 - An appropriate HND, such as HND Interactive Media or HND Digital Design and Development, with grade B or above in the Graded Unit 2.

Career Options

Graduates from this degree will: be equipped to think creatively; have a solid foundation of knowledge in a number of key technical areas; and have the confidence and ability to enter a workplace environment, become self-employed or form a start-up company.



