



HND BUSINESS

Please Note: 1 SQA Credit Value = 8 Credit Points

SEMESTER 1

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F84T 34	Managing People and Organization	88	16	MANDATORY
D75X 34	IT : Application Software- 1	44	8	MANDATORY
F7J9 34	Office Technology	44	8	OPTION
F7BX 34	Marketing: An Introduction	44	8	MANDATORY

SEMESTER 2

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F84M 34	Business Accounting	88	16	MANDATORY
F7J8 34	Economic Issues: An Introduction	44	8	MANDATORY
DE3N 34	Communication: Analyzing and Presenting Complex Communication	44	8	MANDATORY
F7JA 34	Office Administration	44	8	OPTION

SEMESTER 3

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F8LD 34	<u>Business :Graded Unit 1</u>	44	8	MANDATORY
F7J6 35	Economics 1 : Micro & Macro Theory and Application	44	8	MANDATORY
DJ42 34	Creating a Culture of Customer Care	44	8	OPTION
F84V 34	IT in Business: Spreadsheets	44	8	MANDATORY
F60A 34	Research Skills	44	8	OPTION



HND BUSINESS (Full-Time)

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SEMESTER 4

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F7J7 35	Business Culture and Strategy	88	16	MANDATORY
F84P 34	Business Law : An Introduction	44	8	MANDATORY
F84N 34	Business Contractual Relationships	44	8	MANDATORY
F84L 35	Behavioral Skills for Business	44	8	MANDATORY

SEMESTER 5

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F84W 35	Information and Communication Technology In Business	88	16	MANDATORY
F8LE 35	<u>Business: Graded Unit 2</u>	88	16	MANDATORY
F86E 35	Economics 2 : The World Economy	44	8	MANDATORY

SEMESTER 6

UNIT CODE	UNIT TITLE	Teaching Hours/ Sem	CREDIT POINTS	MANDATORY / OPTION
F84K 35	Statistics for Business	44	8	MANDATORY
DN78 34	Human Resources Management: Introduction	44	8	OPTION
F86Y 35	Developing the Individual within a Team	44	8	OPTION
F84E 35	Presentation Skills	44	8	OPTION
F84R 35	Preparing Financial Forecast	44	8	MANDATORY