

Course Information

HNC/D Business



Business Team

DUNDEE AND ANGUS
COLLEGE

Interview Overview

- Please read through this material which provides an overview of the courses you have applied for
- To conduct a 1-2-1 interview with you (via telephone)
- You may be required to submit a written piece of work





Course Aims

- The HNC Business will give you an excellent introduction to a wide range of business and management skills.
- You will gain a range of knowledge and understanding that is highly sought-after by employers, including: business fundamentals; marketing; economics; emerging technologies; IT; communication; accounting and management.
- The diverse nature of the course will ensure that you are equipped with the knowledge to start your own business, undertake a variety of business-related job roles or progress onto further studies.
- The course will also allow you to develop transferable skills that all employers are looking for such as:
 - Communication – verbal and written
 - Time Management
 - Problem Solving
 - Critical Thinking
 - Adaptability
 - Teamwork

Course Structure

- Our Higher National programme is split into 2 years
- Year 1 – Higher National Certificate (HNC) – consisting of 15 SQA credits
- Year 2 – Higher National Diploma (HND) – consists of achieving 30 SQA credits (15 of which are completed at HNC)



HNC Business Core Units

- Accounting for Business: An Introduction
- Business Fundamentals and Emerging Technologies
- Business: Graded Unit 1
- Communication: Business Communication
- Economic Issues: An Introduction
- Managing People and Organisations
- Marketing: An Introduction
- IT in Business Spreadsheets
- Personal Development Planning
- Contemporary Marketing Issues
- Management: Leadership at Work
- Creating a Culture of Customer Care





Progression

Successful completion of 15 SQA credits on HNC Business programme will allow you to apply and progress onto our HND Business programme here at Dundee and Angus College

Once you have successfully completed your HND Business you can progress to 3rd year of a business degree courses at several universities, including University of Abertay, University of Dundee and Robert Gordon University.



Apply to be an Associate Student of the University of Abertay

What does this mean:

- You would be a student of D&A College and a student at the University of Abertay
- You can take part in lectures and tutorials throughout your academic year – there are no additional assessments involved.
- You would be mixing and working with students that will be part of your class group when you eventually go to university in year 3.
- You don't need to apply using UCAS to transition to your degree year (3rd Year) as you are a University student from day one.

University of Abertay Associate Scheme

Associate Scheme Places:

- We have **10 spaces** available for academic year 2025/26

If this is something you are interested in, please let us know during your interview.

To be considered you must be:

- Committed to staying with D&A College to complete your HNC and HND years
- Wanting to study BA Hons Business Management or Marketing Management at Abertay.



Future Prospects

A business qualification opens lots of doors to potential careers, such as:

- Business Development
- Human Resource Management
- Marketing
- Financial Services
- Project Management
- Estate Agent





The Academic Year

- Each academic year at Dundee and Angus college runs over two semesters:
 - Semester 1 starts w/c 1st September 2025
 - Semester 2 starts w/c 12th January 2026
- Scheduled Holidays are:
 - Mon 13th – Fri 17th October 2025 (1 week)
 - Wed 24th December 2025 – Tues 13th January 2026 (3 weeks)
 - Fri 13th February 2026 (1 day)
 - Mon 6th – Fri 17th April 2026 (2 weeks)
 - Mon 4th May 2026 (1 day)

Course Funding



- If you are successful in securing a place at college, **you must** ensure that you have funding in place! Do this as soon as possible – even if it is a conditional offer!
- The sooner you apply, the sooner funding can be confirmed and in place in good time for the start of the course. We recommend you apply by the end of May.
- Please ensure that you apply for your funding through SAAS – <https://www.saas.gov.uk/>
- You will be responsible for paying your fees if you don't have the correct funding in place.
- Please be aware, if you have previously received SAAS funding for an HNC you may not be eligible to be funded again.

What Will Happen Next?

- Once we have reviewed your application and you have completed your interview, a decision will be made on your place at college.
- Within 14 days, we aim to have provided you with either a:
 - Formal Offer
 - Conditional Offer
 - Place on a Waiting List
 - No Offer – where this is the case, we will endeavour to signpost you to an appropriate alternative course and/or level





Any Questions?

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