

SQA HND **Guide for China**





This booklet outlines the range of SQA HNDs that are available for study. There is detailed information on course content under each title.

For background information on SQA and HNDs, please see our leaflet '**SQA HND Guide for Parents and Students**'.



HNDs

currently available

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SQA HND in Administration and Information Technology



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Administration with Information Technology will provide you with the practical skills and theoretical knowledge an employer will expect you to have in an ever changing office environment.

The SQA HND in Administration with Information Technology can boost your job prospects in an office environment. The SQA HND covers all aspects of office administration and will help you develop specialist IT skills in word processing, and using spreadsheet and database packages. You will also develop interpersonal skills and an awareness of data management, legal and ethical issues.

Achieving the SQA HND in Administration with Information Technology will provide you with business knowledge and practical skills, including project management, research and planning. Employers will expect you to have this knowledge for a career as, for example, executive secretary or personal assistant. It could also lead to a career in junior management, perhaps as a supervisor or manager.

The HND in Administration with Information Technology consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and

40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

SQA's prestigious qualifications are recognised worldwide.

If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND in Administration with Information Technology, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Administration and Information Technology

Unit title	Unit credit
IT in Business – Word Processing and Presentation Applications	2
IT in Business – Spreadsheets	1
IT in Business – Databases	1
Office Administration	1
Recording Financial Transactions	1
Office Technologies	1
Personal Development Planning	1
Communication – Business Communication	1
Behavioural Skills for Business	1
Human Resource Management: Introduction	1
Developing the Individual within a Team	1
Office Management	2
Administration and Information Technology: Graded Unit 1	1

Unit title	Unit credit
Presentation Skills	1
IT in Business – Advanced Word Processing	1
IT in Business – Advanced Spreadsheets	1
IT in Business – Advanced Databases	1
Information and Communication Technology in Business	2
Administration and Information Technology: Graded Unit 2	1
Business Accounting	2
Economic Issues: An Introduction	1
Preparing Financial Forecasts	1
Human Resource Management Practice	2
Creating a Culture of Customer Care	1
Administration and Information Technology: Graded Unit 3	1

SQA HND in Business



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Business will provide you with the practical skills and theoretical knowledge an employer will expect you to have in a business environment.

The SQA HND in Business provides an up-to-date insight into all aspects of business, management, human resources, economics and administration. Achieving this qualification could lead to a business career at trainee or junior management level in an administrative, commercial or managerial role.

A range of specialist SQA HNDs in Business are also available to study. These will allow you to gain knowledge and skills in business and specialise in, for example, marketing, human resource management, accounting, or information technology.

The HND in Business consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Business, please contact CSCSE at www.cscse.edu.cn, who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Business

Unit title	Unit credit
Business Accounting	2
Business Law: An Introduction	1
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Economics Issues: An Introduction	1
Economics 1: Micro and Macro Theory and Application	1
Information Technology: Applications Software 1	1
Managing People and Organisations	2
Marketing: An Introduction	1
IT in Business: Spreadsheets	1
Personal Development Planning	1
Human Resource Management: Introduction	1

Unit title	Unit credit
Business: Graded Unit 1	1
Behavioural Skills for Business	1
Business Contractual Relationships	1
Business Culture and Strategy	2
Economics 2: The World Economy	1
Information and Communication Technology in Business	2
Preparing Financial Forecasts	1
Statistics for Business	1
Business: Graded Unit 2	2
Continuous Workforce Development	2
Presentation Skills	1
International Marketing: An Introduction	1

SQA HND in Business with Accounting



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Business with Accounting will provide you with the practical skills and theoretical knowledge an employer will expect you to have for a challenging career in business with the potential for development.

The SQA HND in Business with Accounting provides an up-to-date insight into all aspects of business, management and administration, and allows you to specialise in business accounting. Achieving this qualification could lead to a career in business accounting.

The SQA HND in Business with Accounting consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND.

All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Business with Accounting, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Business with Accounting

Unit title	Unit credit
Business Accounting	2
Business Law: An Introduction	1
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Economic Issues: An Introduction	1
Economics 1: Micro & Macro Theory & Application	1
Information Technology: Applications Software 1	1
Managing People and Organisations	2
Marketing: an Introduction	1
Recording Financial Information	1
IT in Business: Spreadsheets	1
Business with Accounting: Graded Unit 1	1

Unit title	Unit credit
Behavioural Skills for Business	1
Business Contractual Relationships	1
Business Culture and Strategy	2
Company Law: An Introduction	1
Economics 2: The World Economy	1
Financial Reporting and Analysis	2
Information and Communications Technology in Business	2
Management Accounting for Decision Making	2
Preparing Financial Forecasts	1
Statistics for Business	1
Business with Accounting: Graded Unit 2	2

SQA HND in Business with Human Resource Management



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. SQA's HND in Business with Human Resource Management is designed to equip you with an understanding of human resource issues and practices within a changing business environment.

Human resource management professionals can have a variety of roles and duties or specialise in one area, depending on the size of the company they work for.

Important aspects of human resource management that are covered in the course include: recruitment and selection, including preparing job descriptions and interviewing, employee training and development; employee relations, eg handling grievances, disciplinary proceedings and redundancy; employee services, eg health and safety; administering payroll and benefits; and predicting and planning for an organisation's future staffing needs.

Achieving the SQA HND in Business with Human Resource Management will provide you with the theoretical business knowledge and the practical skills an employer will expect you to have for a career in the business sector, while also allowing you to specialise in human resource management.

The SQA HND in Business with Human Resource Management consists of a total of 30 Unit credits.

Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Business with Human Resource Management, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Business with Human Resource Management

Unit title	Unit credit	Unit title	Unit credit
Business Accounting	2	Business with Human Resource Management: Graded Unit 1	1
Business Law: An Introduction	1	Behavioural Skills for Business	1
Communication – Business Communication	1	Business Contractual Relationships	1
Creating a Culture of Customer Care	1	Business Culture and Strategy	2
Economic Issues: An Introduction	1	Human Resource Management Practice	2
Economics 1: Micro & Macro Theory & Application	1	Economics 2: The World Economy	1
Grievance and Discipline Handling	1	Information and Communications Technology in Business	2
Information Technology: Applications Software 1	1	Preparing Financial Forecasts	1
Human Resource Management: Introduction	1	Statistics for Business	1
Managing People and Organisations	2	Continuous Workforce Development	2
Marketing: An Introduction	1	Business with Human Resource Management: Graded Unit 2	2
IT in Business: Spreadsheets	1		

SQA HND in Business with Information Technology



If you want a career with prospects, getting a Higher National Diploma (HND) in Business with Information Technology from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition.

Information technology now plays a very important part in the daily life of modern business. This SQA HND in Business with Information Technology integrates the business management and information technology skills that are required for the modern business environment.

The SQA HND enables you to find the right information technology methods to use in business. The course will not focus on any specific software system, language or model, but will assess these in the context of business.

Now that trade and business are ever more global, information technology has an important role to play in ensuring that business does not lose out on any potential markets or clients, wherever they may be. This is important to business in China as a member of the World Trade Organisation.

The SQA HND in Business with Information Technology consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Business with Information Technology, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Business with Information Technology

Unit title	Unit credit
Business Accounting	2
Business Law: An Introduction	1
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Economic Issues: An Introduction	1
Economics I: Micro & Macro Theory & Application	1
Information Technology: Applications Software 1	1
IT in Business: Advanced Word Processing	1
Managing People and Organisations	2
Marketing: An Introduction	1
Office Technologies	1
IT in Business: Spreadsheets	1
Business with Information Technology: Graded Unit 1	1

Unit title	Unit credit
Behavioural Skills for Business	1
Business Contractual Relationships	1
Business Culture and Strategy	2
Economics 2: The World Economy	1
Information and Communication Technology in Business	2
IT in Business: Advanced Databases	1
IT in Business: Advanced Spreadsheets	1
IT in Business: Desktop Publishing	1
Preparing Financial Forecasts	1
Presentation Skills	1
Statistics for Business	1
Business with Information Technology: Graded Unit 2	2

SQA HND in Business with Marketing



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Business with Marketing will provide you with the practical skills and theoretical knowledge an employer will expect you to have in a marketing environment.

Marketing is an important aspect of business that involves concept creation, pricing, promotion and distribution to create exchanges that satisfy objectives.

The SQA HND Business with Marketing provides you with an up-to-date insight into all aspects of business, management and administration, and allows you to specialise in marketing.

The SQA HND in Business with Marketing will provide you with the practical skills and theoretical business knowledge, combined with the essential elements of marketing, that an employer will expect you to have for a variety of business and marketing careers.

The SQA HND in Business with Marketing consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Business with Marketing, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Business with Marketing

Unit title	Unit credit
Business Accounting	2
Business Law: An Introduction	1
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Economic Issues: An Introduction	1
Economics 1: Micro & Macro Theory & Application	1
Information Technology: Applications Software 1	1
Managing People and Organisations	2
Market Research Theory	1
Marketing: An Introduction	1
Marketing Practice – An Introduction	1
IT in Business: Spreadsheets	1

Unit title	Unit credit
Business with Marketing: Graded Unit 1	1
Behavioural Skills for Business	1
Business Contractual Relationships	1
Business Culture and Strategy	2
Economics 2: The World Economy	1
Information and Communication Technology in Business	2
International Marketing: An Introduction	1
Marketing Research Applications	1
Marketing Planning for a Domestic Market	2
Preparing Financial Forecasts	1
Statistics for Business	1
Business with Marketing: Graded Unit 2	2

SQA HND in Computing: Networking



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. Computer networks and the internet play increasingly important roles in the workplace, and the HND in Computer Networking and Internet Technology is designed to equip you with the skills and theoretical knowledge for employment in these areas.

An SQA HND in Computer Networking and Internet Technology could help you gain a career as a local or systems area network administrator, internet manager, network engineer, internetworking engineer, network designer or systems manager.

An SQA HND in Computer Networking and Internet Technology can boost your job prospects in the sector, because the course covers all the fundamental aspects of Computer Networking and Internet Technology, including routing and switching technology, local area networks infrastructure and maintenance.

The SQA HND in Computer Networking and Internet Technology consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to

complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND in Computer Networking and Internet Technology, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Computing: Networking

Unit title	Unit credit
Developing Software: Introduction	1
Professionalism and Ethics in Computing	1
Computer System Fundamentals	1
Troubleshooting Computer Problems	1
Team Working in Computing	1
HND Computing: Graded Unit 1 (Exam)	1
Client Operating Systems	2
Security Concepts	2
PC Hardware and Operating Systems Essentials	1
Computer Forensics Fundamentals	1
Cloud Computing	1

Unit title	Unit credit
Mathematics for Computing 1	1
Computing: Introduction to Project Management	1
Computer Networking: Practical	1
Networking Technology	2
Routing Technology	2
Server Administration	2
Convergence Technologies	2
Switching Technologies	2
Internetworking Technology	2
HND Computing: Networking Graded Unit 2 (Project)	2

SQA HND in Computing: Software Development



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA's HND in Computing: Software Development will provide you with the practical skills and theoretical knowledge an employer will expect you to have for developing software systems in a computing environment.

Software developers are needed in many different industries, including pharmaceutical, biotechnology, engineering, environmental, public sector, instrumentation, petrochemicals, telecommunications, manufacturing, transport, utilities and defence.

Software development activities -- including new development, modification, re-use, re-engineering and maintenance -- result in software products. Also, software development is often required during the development of electromechanical products. The SQA HND in Computing: Software Development will provide you with the skills and theoretical knowledge that will be important to you as you move into higher education or employment.

The SQA HND in Computing: Software Development consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They

usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Computing: Software Development, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Computing: Software Development

Unit title	Unit credit
Developing Software: Introduction	1
Professionalism and Ethics in Computing	1
Computer System Fundamentals	1
Troubleshooting Computer Problems	1
Database Design Fundamentals	1
Relational Database Management Systems	2
SQL: Introduction	1
Software Development: Developing Small Standalone Applications	2
Software Development: Programming Foundations	1
Computing: Introduction to Project Management	1
Mathematics for Computing 1	1
Team Working in Computing	1

Unit title	Unit credit
HND Computing: Graded Unit 1 (Exam)	1
Software Development: Object Oriented Programming	2
Systems Development: Object Oriented Analysis and Design	2
Software Development: Data Structures	2
Scripting for Interactivity	2
Self Describing Data (XML)	1
Software Development: Rapid Applications Development and Prototyping	2
Web Development Dynamically Generated Content	2
Computing: Software Development: Graded Unit 2	2

SQA HND in Computing: Technical Support



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. SQA's HND in Computing: Technical Support will provide you with the practical skills and theoretical knowledge to enter the field of systems support in a computing environment.

An SQA HND in Computing: Technical Support could help you gain a career as a senior computer technician, computer network engineer, network administrator or helpdesk operator, in the public or private sector.

An SQA HND in Computing: Technical Support will give you a range of contemporary vocational and technical computing skills that will enable you to work in an IT role. The course covers all the fundamental aspects of technical support, including in-depth knowledge of operating systems, networks, hardware, and software development.

The SQA HND in Computing: Technical Support consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Computing: Technical Support, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Computing: Technical Support

Unit title	Unit credit	Unit title	Unit credit
Developing Software: Introduction	1	Technical Support: Supporting Users: Software	1
Professionalism and Ethics in Computing	1	Mail Server Management	1
Computer System Fundamentals	1	Software Development: Programming Foundations	1
Troubleshooting Computer Problems	1	Security Concepts	2
Team Working in Computing	1	Network Server Operating Systems	2
HND Computing: Graded Unit 1 (Exam)	1	Network Technology and Data Communications	2
Client Operating Systems	2	Providing Technical Support to Users	1
Computer Networks: Building Local Area Networks	2	Open Source Operating Systems: Introduction to Command Line Administration	1
Mathematics for Computing 1	1	Open Source Operating Systems: Basic Server Administration	1
Cloud Computing	1	Managing a Web Server	2
Computing: Introduction to Project Management	1	HND Computing: Technical Support Graded Unit 2 (Project)	2
Technical Support: Supporting Users: Hardware	1		

SQA HND in Electronic Engineering



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition.

You might be interested in a career in engineering when you consider that almost everything we use in our daily lives has been engineered. Buses and trains, televisions and computers, and services like gas, electricity, water and oil are designed, built and maintained by engineers.

An SQA HND in Electronic Engineering will give you the practical engineering skills and theoretical knowledge of a range of core electrical, analogue electronics and digital electronic principles, as well as the ability to apply analysis and synthesis skills to the solution of electronic problems. It covers all the fundamental aspects of Electronic Engineering, including testing, fault finding and construction.

The SQA HND in Electronic Engineering can boost your job prospects and lead to a career as a senior technician, or to other careers in engineering design and development and testing.

The SQA HND in Electronic Engineering consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe

is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Electronic Engineering, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Electronic Engineering

Unit title	Unit credit
Communication: Practical skills	1
Information Technology: Applications Software 1	1
Business Awareness and Continual Professional Development	1
DC and AC Principles	1
Analogue Electronic Principles	2
Combinational Logic	1
Sequential Logic	1
High Level Engineering Software	1
Electronic Testing Skills	1
Electronic Construction Skills	1
Electronic Networks and Resonance	1
Telecommunications Fundamentals	1
Active Electronics Circuit	1

Unit title	Unit credit
Power Supply Circuits	1
MSI Devices	1
Programmable Logic Devices	1
High Level Language: External I/O Transfer	1
Field Programmable Gate Arrays	1
Printed Circuit Board Design, Manufacture and Test	1
MCU/MPU Assembly Language Programming	1
Applications of Signal Processing and Conditioning	1
Electronic Fault Finding	1
Implementing Small Local Area Networks	1
Applications of Programmable Logic Controllers	1
Electronics: Group Award Graded Unit: 1 (Exam)	1
Electronics: Group Award Graded Unit 2 (Project)	2

SQA HND in Financial Services



If you want a career with prospect, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition.

No-one can escape making financial decisions. From those early decisions about whether to spend or save your pocket money through to decisions about pensions and easing your life after retirement, financial decisions are a fundamental part of life.

The financial services industry encompasses a wide range of activities to do with personal, industrial and commercial finance.

Achieving the SQA HND in Financial Services can lead to job opportunities in a wide variety of commercial environments. These include commercial banks, investment banks, insurance companies, broking firms, unit and investment trust companies. You could be dealing with the transmission of money, loans, mortgages, pensions, insurance, currency, trade finance, stocks and shares and financial advice. Employment opportunities in finance also arise in organisations such as supermarkets, airlines, large motor car companies etc.

The SQA HND in Financial Services consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two

academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

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SQA's prestigious qualifications are recognised worldwide.

If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND in Financial Services, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Financial Services

Unit title	Unit credit
Business Accounting	2
Business Law: An Introduction	1
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Economic Issues: An Introduction	1
Financial Sector: An Introduction	1
Information Technology: Applications Software 1	1
Managing People and Organisations	2
Marketing: An Introduction	1
Personal Financial Services	2
Principles of Insurance	1
Financial Services: Graded Unit 1	1

Unit title	Unit credit
Economics 2: The World Economy	1
Financing International Trade	2
Financial Services Regulatory Framework	1
Income Tax	1
Information Technology: Applications Software 2	1
Investment	2
Pension Provision	2
Personal and Business Lending	2
Preparing Financial Forecasts	1
Financial Services: Graded Unit 2	1
Financial Services: Graded Unit 3	1

SQA HND in Global Trade and Business



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Global Trade and Business will provide you with the practical skills and theoretical knowledge an employer will expect you to have in the highly competitive global market.

Many firms worldwide have global strategies to co-ordinate and market their international business activities.

The SQA HND in Global Trade and Business will provide you with the practical skills and theoretical business knowledge, combined with the essential elements of economics and international marketing, that an employer will expect you to have for a career in a highly competitive international business. You could be working, for example, in marketing or exporting.

The SQA HND in Global Trade and Business consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND in Global Trade and Business, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Global Trade and Business

Unit title	Unit credit
Business Law: An Introduction	1
Business Contractual Relationships	1
Business Accounting	2
Economic Issues: An Introduction	1
Managing People and Organisations	2
Communication – Business Communication	1
International Marketing: An Introduction	1
International Marketing: The Mix	1
Information and Communication Technology in Business	2
Business Culture and Strategy	2
Global Trade and Business: Graded Unit 1	1
Economics 1: Micro and Macro Theory and Application	1

Unit title	Unit credit
Economics 2: The World Economy	1
Preparing Financial Forecasts	1
International Trade Institutions	1
Sources of Export Assistance	1
International Business Environment: Geographical Influences	1
IT: Applications Software 1	1
Marketing: An Introduction	1
Global Business Organisations	2
Global Trade and Business: Graded unit 2	2
International Purchasing and Supply Management	2
International Physical Distribution	1

SQA HND in Hospitality Management



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition. The SQA HND in Hospitality Management will provide you with the practical skills and theoretical knowledge an employer will expect you to have in the hospitality industry.

The hospitality industry is an expanding part of the service sector, and one that is providing an increasing number of employment opportunities in many different areas, including hotels, bars, leisure and night club venues, fast food outlets, conference centres, contract catering, airports, cruise liners, holiday companies and many more.

Hospitality is a global industry that is keen to attract suitably qualified people for a very rewarding career, as you will see from the following case study.

The SQA HND in Hospitality Management consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like to find out how to enrol on the SQA HND in Hospitality Management, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Hospitality Management

Unit title	Unit credit
Accommodation Servicing	1
Business Accounting	2
Food and Beverage Service	2
Food Hygiene Intermediate	1
Hospitality Financial and Control Systems	1
Hospitality Front Office Procedures 1	1
Hospitality Front Office Procedures 2	1
Hospitality Industry	1
Hospitality Supervision	2
Information Technology: Application Software 1	1
Managing Hospitality Organisations 2	1

Unit title	Unit credit
Hospitality Management: Group Award Graded Unit 1	1
Accommodation Management	1
Work Experience	1
Gastronomy	2
Managing Financial Resources in Hospitality	1
Human Resource Management Practice	2
Kitchen Planning and Design	1
Management of Food and Beverage Operations	3
Managing People and Organisations	2
Hospitality Management: Group Award Graded Unit 2	2

SQA HND in Supply Chain Management



If you want a career with prospects, getting a Higher National Diploma (HND) from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition.

Supply Chain Management is the management and control of materials and information in logistics. It covers the whole process, from the acquisition of raw materials to delivery to the end-user.

The globalisation of trade and business means that the study of an SQA HND in Supply Chain Management can lead to a fulfilling career.

Logistics management is relevant to every business organisation. Typical job titles include: warehouse manager, distribution manager, operations manager, fleet/transport manager, inventory controller, materials handling engineer, logistics IT manager, planning manager, systems analyst.

This HND will give you a working knowledge of the supply chain and the operational side of business, which is vital to someone working in a fast-moving industry. You will also develop the good interpersonal skills needed to work with people at all levels of a company.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

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If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND Supply Chain Management, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Supply Chain Management

Unit title	Unit credit
Supply Chain Fundamental	2
Supply Chain Logistics: An Introduction	1
Total Quality Management	2
Supply Chain Business Analysis: An Introduction to Techniques	1
Legal Aspects of Commercial Transactions	1
Supply Chain Service Levels: Setting the Standards	1
Supply Chain Organisations: Structures and Function	1
Supply Chain: Tactics and Techniques	1
Supply Chain: Capacity Planning and Production Operations	1
International Trade and Payments	1
Supply Chain: Business Strategy	1

Unit title	Unit credit
Supply Chain: An Introduction to Enterprise Planning	1
Cost Accounting	2
International Physical Distribution	1
Logistics Planning	2
Supply Chain: Storage and Distribution	1
Supply Chain: Business Excellence	1
Supply Chain: Associated Law	1
Supply Chain: Lean and Agile Approaches	1
Purchasing Strategy	2
Managing People and Organisations	2
Supply Chain Management: Graded Unit 1	1
Supply Chain Management: Graded Unit 2	2

SQA HND in Travel and Tourism



If you want a career with prospects, getting a Higher National Diploma (HND) in Travel and Tourism from the Scottish Qualifications Authority (SQA) is one of the best ways to achieve your ambition.

The travel and tourism industry is an expanding part of the service sector, and one that provides an increasing number of employment opportunities. An SQA HND in Travel and Tourism gives you the skills and knowledge you will need to work in this dynamic and vibrant industry.

Recent statistics indicate that in the UK alone, some 1.5 million people (out of a working population of some 26 million) depend on the travel and tourism industry for their livelihoods. Tourism is one of the most important industries in the world.

With the increasing popularity of China as a travel and holiday destination, there will be a high demand for graduates in the field of travel and tourism in China.

The SQA HND in Travel and Tourism consists of a total of 30 Unit credits. Each Unit comprises 40 timetabled learning and 40 hours self-guided learning and study. They usually take two academic years to complete but this timeframe is flexible.

In addition you must successfully complete the Workplace Communication in English and the Research Skills Units to achieve your SQA HND. All students must meet SQA's specified English language entry requirement to progress into HND year 1.

Currently, at least two thirds of students completing an HND in China go on to a degree in a university in the UK, USA, Ireland, Australia or New Zealand. Students who have completed their HND will be able to apply to university for entry into year 2 or year 3 of an undergraduate Honours degree programme. To date, most SQA HND students from China studying for a Bachelor Honours degree have progressed to a Masters degree.

SQA's prestigious qualifications are recognised worldwide.

If you would like more information about SQA you can visit the SQA China website at cn.sqa.org.uk

If you would like to find out how to enrol on the SQA HND in Travel and Tourism, please contact CSCSE at www.cscse.edu.cn who will give you information on how to enrol for this course at a Chinese university.

Structure of the SQA HND in Travel and Tourism

Unit title	Unit credit
Air Travel	2
Applying Marketing Principles in Travel and Tourism	1
Business Accounting	2
Communication – Business Communication	1
Creating a Culture of Customer Care	1
Developing Skills for Personal Effectiveness	1
Economic Issues: An Introduction	1
Information Technology: Applications Software1	1
International Tourist Destinations	1
Retail Travel Practice	2
Information and Communication Technology in Business	2

Unit title	Unit credit
Travel and Tourism: Graded Unit 1	1
Air Travel Advanced	2
Developing the Individual within a Team	1
Presentation Skills	1
Marketing Planning in Travel and Tourism	1
Planning and Sustainable Development in Tourism	2
Economics 1: Micro and Macro Theory and Application	1
Economics 2: The World Economy	1
Tour Guiding and Resort Representation	1
Tour Operations	2
Travel and Tourism: Graded Unit 2	2

Contact **us now**

Need more information?

For more information about taking an SQA HND in a participating Chinese university, see the booklet 'SQA HND Guide for Parents and Students'. Alternatively check the SQA website at **cn.sqa.org.uk**.

If you would like to find out more about how to enrol on an SQA HND course, please contact the Chinese Service Centre for Scholarly Exchange (CSCSE).

www.cscse.edu.cn

