

Open & Flexible Learning

Thank you for your enquiry regarding studying via Open & Flexible Learning

Open and Flexible Learning programmes are designed so that you don't have to attend college regularly, if at all. They give you the choice of working where you want, when you want and at a pace that suits you. Most of our programmes take the form of home-based self-study packs with access to your own tutor to advise and mark assessments.

You can come into college to use equipment and talk to your tutor without having to attend classes. Our IT programmes can be studied in our Kingsway Learning Centre with a tutor on hand to provide support, or from home if you have the appropriate software.

START DATES

With the exception of our HNC I.T. all of our programmes have flexible start dates. However, some of our programmes have fixed exam dates, e.g. Highers and Intermediates. You will be advised by Open & Flexible Learning staff and your tutor if you have enough time to complete the programme before that date.

ENTRY REQUIREMENTS

Where programmes have entry requirements these are specified in this prospectus. However, if you don't have the entry requirements for a chosen programme it may still be possible for you to undertake the programmes if you have the appropriate experience or background. The subject tutor will be able to advise you about this.

HOW LONG WILL MY COURSE OR PROGRAMME OF STUDY LAST?

That's up to you. As a guide most SQA National Qualification Units and many Higher National Units are designed to take around 40 hours of study, but you can take a longer or shorter time if you wish. Normally they can be completed within about 12 – 15 weeks and we expect you to complete these programmes within a maximum of 6 months. A few programmes are longer and may extend over 1 or 2 years. Programmes in this prospectus are generally 40 hour duration, unless otherwise stated.

ENROLLING

You can enrol in person at any of our Learning Centres or via mail

CONTACT DUNDEE COLLEGE LEARNING CENTRES:

Melrose Campus:

Melrose Terrace
Dundee
DD3 7QX
(01382) 834886

Kingsway Campus:

Old Glamis Road
Dundee
DD3 8LE
(01382) 834851

Constitution Campus:

Constitution Road
Dundee
DD3 6TB
(01382) 834834 ext 2254

Email: openlearning@dundeecollege.ac.uk

EUROPEAN COMPUTER DRIVING LICENCE - LEVEL 1 (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

DURATION

A student with no prior experience could expect to spend around 40 hours to complete the programme.

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Basic concepts of information technology; Using the computer and managing files; Internet and Email.

EUROPEAN COMPUTER DRIVING LICENCE (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

DURATION

A student with no prior experience could expect to spend around 120 hours in order to complete the programme.

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

The European Computer Driving Licence (ECDL) is a Europe-wide qualification which gives the holder an internationally recognised certificate proving they have met required standards in a range of computer skills. The certificate is recognised in many European countries and in the UK is administered by the British Computer Society. Dundee College is an accredited testing centre for the ECDL. The programme includes: Basic Concepts of Information Technology; Using the Computer and Managing Files; Word Processing; Spreadsheet; Database; Presentation; Internet and Email.

EUROPEAN COMPUTER DRIVING LICENCE - OFFICE APPLICATIONS (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

DURATION

A student with no prior experience could expect to spend around 80 hours in order to complete the course.

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Word processing; Spreadsheets; Database; Presentation.

EUROPEAN COMPUTER DRIVING LICENCE - INDIVIDUAL UNITS (COLLEGE CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

DURATION

A student with no prior experience could expect to spend around 20 hours per unit in order to complete the course.

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Students have the opportunity to complete individual modules of the ECDL programme. Dundee College currently offer 6 of the 7 modules from the ECDL syllabus to students wishing to undertake the training, but who do not require the full ECDL certificate. The programme includes: Using the computer and managing files; Word processing; Spreadsheet; Database; Presentation; Internet and Email.

ADVANCED ECDL WORD PROCESSING (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Candidates must have completed the ECDL, or be able to show that they have achieved a similar standard.

CONTENT

Advanced editing; Templates; Tracking changes; Sections & columns; Table of contents & indexes; Footnotes & mailmerge; Macros and graphics.

ADVANCED ECDL PRESENTATIONS (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Candidates must have completed the ECDL, or be able to show that they have achieved a similar standard.

CONTENT

Create & add slides of various types; Change colour schemes & backgrounds; Manipulate images; Add animation, sound & video clips; Create & edit charts & flowcharts; Macros; Link to other objects outside the presentation; Custom slide shows.

ADVANCED ECDL DATABASES (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Candidates must have completed the ECDL, or be able to show that they have achieved a similar standard.

CONTENT

Design tables, set & change field properties; Advanced queries; Create & amend relationships; Forms & form controls; Reports; Import & export data; Macros.

ADVANCED ECDL SPREADSHEETS (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Candidates must have completed the ECDL, or be able to show that they have achieved a similar standard.

CONTENT

Complex spreadsheets; Charts; Scenarios; Templates & linking; Complex functions; Data tables & databases; Macros & auditing.

E-CITIZEN (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Understanding email and internet basics; Understanding consumer banking, shopping, paying bills and booking tickets; Accessing government services - health and employment; Travel; Saving work applications; File management.

EQUAL SKILLS (BCS CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Basics of using a computer; The desktop and windows; Creating documents; File management; The internet and email.

INTRODUCTION TO COMPUTER APPLICATION PACKAGES (NQ UNIT E946 10)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

No formal entry requirements.

CONTENT

Word processing (Word for Windows); Spreadsheet (Excel); Database (Access); Presentation (Powerpoint).

INTRODUCTION TO MICROSOFT PROJECT (COLLEGE CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None: although some basic knowledge of computing would be helpful.

CONTENT

Recognising the screen layout; Using menus and toolbars; Entering tasks and duration; Organising task lists; Linking tasks; Task relationships; Lag, lead and slack time; Summary tasks and subtasks; Moving around a Gantt chart; Printing a program schedule; Network diagrams; Critical path; Baselining; Tracking a project; Creating and printing reports.

DESKTOP PUBLISHING 1 (NQ UNIT D976 11)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None: although some basic knowledge of computing would be helpful.

CONTENT

Setting up master page & document; Inserting text & graphics; Altering layout of page; Printing documents.

ADVANCED DESKTOP PUBLISHING (COLLEGE CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None: although Desktop Publishing 1 would be better studied first.

CONTENT

Creating drawings; Aligning text; Lining up and grouping objects; Layering and nudging objects; Creating multiple page publications; Creating and using text styles; Working with background pages; Inserting symbols; Preparing files for printing; Editing in Microsoft Word; Using continued on and continued from; Reverse text; Changing viewing options; Creating web pages; E-mailing a publication; Finding and replacing text; Mail merge.

INTRODUCTION TO WEB PAGE DESIGN (COLLEGE CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

You should be generally familiar with using a computer and be aware of Internet terminology.

CONTENT

Creating web pages; Importing text & graphics; Creating hyperlinks; Using tables & frames; Forms & templates; Publishing web pages with FrontPage

ADVANCED WEB PAGE DESIGN (COLLEGE CERTIFICATE)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None: although Introduction to Web Page Design would be better studied first.

CONTENT

Adding new pages; Creating a multi page web; Setting up navigation; Adding a theme; Applying a background; Inserting navigation bars; Adding shared borders; Creating various types of Hyperlink; Using tables and lists; Importing files and pages; Creating dynamic components; Working with frames; Creating forms; Checking the web; Publishing the site.

FAST TRACK HNC INFORMATION TECHNOLOGY (HNC IT)

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

DURATION

Fast-track 1 year HNC course - 2 nights per week

ENTRY REQUIREMENTS

ECDL or equivalent experience - home access to Microsoft Office 2003 would be advantageous.

START DATE

January

CONTENT

Students must pass 12 units to satisfactorily complete the HNC. The units covered are; IT in Business - Spreadsheets; IT in Business - Databases; Introduction to e-Commerce; Database Design Fundamentals; Working in a Project Team; PC First Line Support; Web Design and Introduction; Software Development - Applications Development and e-Commerce Publishing Websites. There will also be an exam which counts as a graded unit for this course.

This is a part-time evening course which requires class attendance at our Overgate campus.

INTRODUCTION TO PSYCHOLOGY (NQ UNIT E9WL 10)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None.

CONTENT

What is psychology?; Who's who in psychology?; How do we research people?; How can psychology help explain human behaviour?; Starting to use & apply psychology.

BASIC APPLICATIONS OF BEHAVIOURAL SCIENCE (NQ UNIT D0VP 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 3 or Standard Grade English at General level.

CONTENT

Using concepts of psychology in given situations; Using concepts of sociology in given situations; Investigations of an aspect of human behaviour.

THE HUMAN BODY

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None. The course has been written for students who are returning to biology and for those who have never attempted any science courses before. This NQ unit contains a written assessment (which requires attendance at the college) and a written project.

CONTENT

Musculoskeletal System; Respiratory System; Cardiovascular System; Digestive System; Urinary System; Endocrine System; Nervous System; Reproductive System.

This course is taught entirely online so requires access to the internet.

NUMERACY INTERMEDIATE 1 (CORE SKILL) (DC01C 10)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

While entry is at the discretion of the tutor, candidates would normally be expected to have attained Numeracy (Access 3).

CONTENT

Read and use a straightforward scale; Interpret straightforward graphical information; Communicate straightforward graphical information; Apply a range of basic numerical skills in everyday contexts.

NUMERACY INTERMEDIATE 2 (CORE SKILL) (DC01C 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

While entry is at the discretion of the tutor, candidates would normally be expected to have attained Numeracy (Intermediate 1).

CONTENT

Interpret graphical information when presented as a number of related but straightforward forms or in a complex form; Select and use appropriate forms of table, graph, chart or diagram to communicate information; Apply a wide range of numerical skills.

NUMERACY ACCESS 3

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

While entry is at the discretion of the tutor, candidates would normally be expected to have attained Numeracy (Intermediate 1).

CONTENT

Scales; Graphs; Basic Arithmetic; More Arithmetic

CORE MATHEMATICS 2 (NQ UNIT E9XD 10)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

Basic calculations; Tables, charts & graphs; Basic geometric properties; Expressions & formulae; A mathematical investigation.

CORE MATHEMATICS 3 (NQ UNIT D11T 10)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Core Maths 2 or Standard Grade maths at Foundation level.

CONTENT

Scientific notation, percentages, circles, ratio & proportion; Graphical relationships; Basic algebraic operations; Solving right-angled triangles; A Mathematical investigation.

CORE MATHEMATICS 4 (NQ UNIT D11V 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Core Maths 3 or Standard Grade Maths at General level.

CONTENT

Trigonometry; Performing algebraic operations; Solving algebraic equations; Variation; A mathematical investigation. Please note that Core Maths 4 is no longer acceptable as the Mathematics pre-requisite for teacher training. The requirement is now the full Intermediate 2 course.

MATHEMATICS: ANALYSIS / ALGEBRA 1 (NQ UNIT D11W 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Core Maths 4 or Standard Grade Maths at Credit level.

CONTENT

Properties of linear relationships; Properties of quadratic functions; Properties of trigonometric functions; Vectors in two dimensions; A mathematical investigation.

MATHEMATICS: CALCULUS 1 (NQ UNIT ED50 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Mathematics / Algebra 1.

CONTENT

Standard integrals of algebraic & trigonometric functions; Differentials for elementary algebraic & trigonometric functions; Differentiation using function of function rule; Application of mathematical knowledge & skills in a problem solving context; A mathematical investigation.

MATHEMATICS INTERMEDIATE 2 (UNIT 1 D321 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

The student will normally have passes General Maths (grade 4 or 3) at Standard Grade, or will have achieved a good pass at Intermediate 1 level.

CONTENT

Do calculations involving percentages; Calculate volumes of solids; Study graphs or straight lines; Perform algebraic manipulations; Do calculations involving circles.

MATHEMATICS INTERMEDIATE 2 (UNIT 2 D322 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

In addition to having achieved a pass at either Standard Grade 3 or 4, or Intermediate 1, the student will normally have already passed Unit 1 of Intermediate 2.

CONTENT

Use trigonometry; Solve simultaneous equations; Use graphs, charts and tables; Use simple statistics.

MATHEMATICS INTERMEDIATE 2 (UNIT 3 D323 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

In addition to having passed at either Standard Grade 3 or 4, or Intermediate 1, the student will normally have already passed unit 1 and 2 of Intermediate 2.

CONTENT

Study more complex algebraic manipulation; Study quadratic functions; Solve more complex trigonometric equations.

SQA HIGHER PROGRAMMES

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Access to Highers programmes is at the discretion of the college, on the advice of individual Subject Specialist tutors. Normally students will be expected to have attained a Standard Grade pass at Credit level in their chosen subject or an equivalent qualification.

CONTENT

The following range of Highers is offered: English and Communication; History; Modern Studies; Psychology (Unit 1 only); Sociology; French; German; Spanish; Biology; Maths; Philosophy.

SQA HIGHER BIOLOGY

(HN C007 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

120 hours as an absolute minimum, but tending more towards 180 hours. The course includes 3 National Assessment Bank Unit Assessments, as practical assessment, plus 1 or 2 (optional) preliminary exams.

ENTRY REQUIREMENTS

A good pass at Standard Grade or Intermediate 2 Biology or equivalent would be an advantage, but not absolutely essential for very highly motivated students.

CONTENT

The course contains three units: D029 12 Cell Biology, D30 12 genetics and Adaptation and D031 12 Control & Regulation. In Cell Biology you will study the structure of cells and the key biochemical processes that sustain life. The unit Genetics and Adaptation will allow you to explore principles of inheritance, natural selection and evolution of species. You will also consider how animals and plants are adapted to their environments. Control and Regulation Involves you considering the control of plant and animal growth, regulation of Internal conditions Inside organisms, and changes In populations. This demanding course would suit those with a determined Interest In biology or some previous experience of studying biology or another science.

AIM

Designed to follow on from Standard Grade / Intermediate 2 Biology, the course is intended to provide for broad based study of key themes that underpin biological science.

SQA HIGHER ENGLISH AND COMMUNICATION (HN C115 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Prospective students who are under 21 are expected to have a Credit pass at Standard Grade or an Int 2 "A" pass.

In addition all prospective students are asked to sit a competence test before they can be accepted on the course.

CONTENT

This course requires sound interpretation and essay-writing ability. It consists of both language and literature study. Students must pass 3 National Assessment Bank tests before sitting the final exam.

Unit 1 NAB: Language - Close Reading

Unit 2 NAB: Literature - Textual Analysis

Unit 3 NAB: Personal Study - of an unseen text or texts, usually fictional

Students are advised to sit the internal College Prelim in the month of march, as a sound preparation for the Higher, the external national exam, In May.

SQA HIGHER FRENCH (HN C059 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course consists of two units: one mandatory unit and one optional unit. Mandatory unit: D339 12 Language (H) 2 credits (80 hours). Optional units: D342 12 Extended Reading / Viewing (H) 1 credit (40 hours); D338 12 Language in Work (H) 1 credit (40 hours).

SQA HIGHER GERMAN (HN C060 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course consists of two units: one mandatory unit and one optional unit. Mandatory unit: D465 12 Language (H) 2 credits (80 hours). Optional units: D464 12 Language in Work (H) 1 credit (40 hours); D467 12 Extended Reading / Viewing (H) 1 credit (40 hours).

SQA HIGHER HISTORY (HN C044 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

This course consists of three mandatory units: D255 12 Historical Study Scottish and British (H): Britain 1850s – 1979 1 credit (40 hours); D256 12 Historical Study European and World (H): The Growth of Nationalism Germany 1815 – 1939 1 credit (40 hours); D258 12 Historical Special Topic: Appeasement and the Road to War 1939 (H) 1 credit (40 hours). If you enjoy writing essays, you will enjoy preparing for this qualification. The Higher History exam requires you to write two well structured essays, each worth 25 marks. You are also required to submit an extended essay, prior to the exam on a topic chosen by you, from the syllabus. The second exam paper requires you to interpret historical sources. This subject is ideal if you already have good writing skills and you enjoy reading about modern history.

SQA HIGHER MATHEMATICS (HN C056 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course consists of three units, each consisting of a Unit Introduction and 1 to 4 Study Sections. The three units are: Mathematics 1 (D321 12) includes: Using the properties of the straight line; Associating functions with their graphs; Using basic differentiation; Designing and interpreting mathematical models of situations involving recurrence relations. Mathematics 2 (D322 12) includes: Using the Factor/Remainder Theorem and applying quadratic theory; Using basic integration; Solving trigonometric equations and applying trigonometric formulae; Using the equation of the circle. Mathematics 3 (D323 12) includes: Using vectors in three dimensions; Using further differentiation and integration; Using properties of logarithmic and exponential functions; Applying further trigonometric relations (e.g. the wave function).

SQA HIGHER MODERN STUDIES (HN C064 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course comprises of three mandatory units: Unit 1: Political Issues in the United Kingdom - 1 credit (40 hours); Unit 2: Social Issues in the United Kingdom - 1 credit (40 hours); Unit 3: International Issues 1 credit (40 hours).

The two study themes dealt with in the first unit are Electoral Systems, Voting & Political Attitudes and Decision Making in Central Government. Health & Wealth Inequalities are studied in the second unit. In the final, International Issues unit, political, social and economic Issues In South Africa and the United States of America are examined.

Candidates are required to write four well structured essays and a report In the final exam.

SQA HIGHER PHILOSOPHY (HN C073 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course consists of four units, each consisting of a Unit Introduction and 3 to 6 Study Sections. The four units are: DV55 12 Critical Thinking In Philosophy 0.5 credits (20 hours); DV56 12 Metaphysics 0.5 credits (20 hours); DV57 12 Moral Philosophy 1 credit (40 hours); DV58 12 Epistemology 1 credit (40 hours). The course content covers: Understanding the Nature of Arguments; Reliable and Unreliable Arguments; Metaphysical Debates, either rationalising a belief in God or free will; Descartes, Hume, Plato; What is Knowledge; Rationalisation and Empiricism; Consequentialism and Deontology; Mill, Kant; Emotivism as a Meta-ethical Theory; Ayer and Stevenson.

SQA HIGHER PSYCHOLOGY (C212 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course is divided into three units as follow: Understanding the Individual; The Individual in the Social Context; Investigating Behaviour. The topics covered include: Early Socialisation; Memory; Stress; Prejudice; Conformity & Obedience; Social Relationships; Atypical Behaviour; Intelligence.

SQA HIGHER SOCIOLOGY (C074 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course is divided into three units as follow: D432 12 Unit 1: Studying Human Society - an introduction to the variety of sociological theories or methods of research used by sociologists; D433 12 Unit 2: Understanding Human Society 1 - a focus on the sociological understanding of two areas of human behaviour: The Sociology of Class Stratification and the Sociology of Deviance; D434 12 Unit 3: Understanding Human Society 2 - a focus on two further areas of human social behaviour: the Sociology of the Family and the Sociology of Wealth and Poverty.

SQA HIGHER SPANISH (HN C063 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The course consists of two units: one mandatory and one optional unit. Mandatory unit: D483 12 Language (H) 2 credits (80 hours). Optional unit: D482 12 Language in Work (H) 1 credit (40 hours). You must complete the language and the optional unit in order to gain the course award.

HANDS ON HYGIENE (LEVEL 1)

Tel: (01382) 834866

Email: c.fraser@dundeecollege.ac.uk

DURATION

Part-time: Fifteen hours

ENTRY REQUIREMENTS

None.

CONTENT

This programme consists of 6 study units: Bacteria; Food Poisoning; Cross Contamination; Personal Hygiene; Food Storage; Legislation.

FOOD HYGIENE FIRST (INDUCTION LEVEL)

Tel: (01382) 834866

Email: c.fraser@dundeecollege.ac.uk

CONTENT

This short flexible induction training pack is a compact unit containing four study topics: Unit 1 Bacteria; Unit 2 Personal Hygiene; Unit 3 Food Poisoning; Unit 4 Cross Contamination.

HANDS ON HYGIENE / REHIS INTERMEDIATE FLEXI FOOD HYGIENE (LEVEL 2)

Tel: (01382) 834866

Email: c.fraser@dundeecollege.ac.uk

DURATION

Delivery is flexible at a time and place that suits the learner. Progress is monitored by self assessment and tutor assignments. Successful completion of the programme, followed by the 2.5 hour REHIS Intermediate exam, provides certification.

CONTENT

Unit 1 Bacteria; Unit 2 Food Poisoning; Unit 3 Cross Contamination; Unit 4 Personal Hygiene; Unit 5 Food Storage; Unit 6 Legislation; Unit 7 Food Safety; Unit 8 Food Controls; Unit 9 Review; Unit 10 Assessment. The course is endorsed and certificated by the Royal Environmental Health Institute of Scotland (REHIS).

REHIS DIPLOMA IN ADVANCED FOOD HYGIENE

Tel: (01382) 834866

Email: c.fraser@dundeecollege.ac.uk

DURATION

Delivery is flexible at a time and place that suits the learner. Progress is monitored by self assessment and tutor assignments. Successful completion of the programme, followed by a 3.5 hour written and oral assessment.

ENTRY REQUIREMENTS

Candidates should possess an Intermediate Food Hygiene qualification or equivalent.

CONTENT

Improve standard of food safety; Reduce the risk of food poisoning and food complaints; Identify hazards, controls, monitoring and corrective actions; Interpret the requirements of food safety legislation. This qualification is nationally recognised in all sectors of the food and hospitality industry.

COMMUNICATION 3 (NQ UNIT EE3T 11)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 2 or Standard Grade English at General level.

CONTENT

Understanding written communication; Production of structured written communication; Understanding accessible spoken communication; Delivery of sustained spoken communication; Participation in sustained spoken communication.

COMMUNICATION 4 (NQ UNIT EE3T 12)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 80 hours.

ENTRY REQUIREMENTS

Communication 3 or Standard Grade English at Credit level.

CONTENT

Understanding complex written communication; Production of complex written communication; Understanding complex spoken communication; Delivery of complex spoken communication in formal settings; Participation in complex spoken communication in formal settings.

LITERATURE 1 (NQ UNIT E9X8 12)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4 or Standard Grade English at Credit level.

CONTENT

Evaluation of literary texts in poetry, prose & drama; Critical evaluation of the use of literary techniques; Analysis of the main ideas & meanings of an unseen literary text.

LANGUAGES: CONVERSATIONAL

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

None.

CONTENT

The course comprises the use of a commercially produced book and audio tapes. Topics covered include: First words & talking about yourself; Food & drink; Shopping; Time; Building sentences & using numbers; Asking directions; Talking about the weather; Travel arrangements; Likes / dislikes; Grammar; Where you live. Please note: these units are self-study with no tutor support.

EMPLOYMENT DRIVER

Tel: (01382) 834851

Email: openlearning@dundeecollege.ac.uk

Employment driver is a highly imaginative, interactive computer based learning resource designed to develop people's confidence and skills in job seeking. It takes learners through a series of units that mirror the job application process.

ENTRY REQUIREMENTS

None

CONTENT

Employment Driver is a highly imaginative, interactive computer based learning resource designed to develop peoples' confidence and skills in job seeking. It takes learners through a series of units that mirror the job application process.

The course covers units in Job Skills; CV Preparation; Application Letters & Forms; Interviews and Job Search.

LEARNING BYTES – PREPARING TO PROGRESS

Tel: (01382) 314210

Email: d.scobie@dundeecollege.ac.uk

This new programme, delivered on-line, is designed to help participants brush up on communication and organisational skills with support available if required from our experienced staff. It is a user-friendly new course and aims to help make those initial steps into full-time or part-time education much easier.

ENTRY REQUIREMENTS

None

CONTENT

The course is divided into two stages and covers topics such as: Effective Learning Skills; Internet; Email; Communication; Motivation and Numbers

MAINTAINING AND MONITORING HEALTH (D88R 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have studied human biology or had previous work experience in a care setting.

CONTENT

The models of care and factors which can affect health. Strategies which assist patients/clients to maintain an optimal level of activities. Practical procedures involving health care measuring techniques.

HEALTH CARE POLICY (D88T 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience in a care setting or some understanding of the role of a health care worker. A good knowledge of the internet and computer skills required for research in this unit would be highly advantageous.

CONTENT

To identify the purposes of networks of health and social care services; To describe the ways in which care legislation and policy can provide opportunities for health promotion.

PRINCIPLES OF HEALTH CARE PRACTICE (D89A 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience in a care setting or some understanding of the role of a health care worker.

CONTENT

The principles of regulation for professional practice; The principles of practice in relation to care processes; The principles of health and safety in the care environment; The roles of members of the health/social care team.

BEHAVIOURAL SCIENCE IN HEALTHCARE (D88V 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience in a care setting or some understanding of the role of a health care worker.

CONTENT

Review of two psychological theories of individual development; Review of two sociological theories and the relationship between social factors and health.

PHYSIOLOGY FOR HEALTH CARE PROFESSIONS (D88P 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 80 hours.

ENTRY REQUIREMENTS

Previous study in biology/physiology and chemistry at Higher or Intermediate 2 and/or Credit level Standard Grades.

CONTENT

The central role of water and its related systems in the normal functioning of the body; The mechanisms involved in regulating, controlling and protecting the normal healthy human body; How selected body systems are involved in producing the energy required to maintain a healthy body; The principles of muscle and skeletal physiology applied to body movement; The physiological changes occurring during pregnancy.

INDIVIDUALS IN NEED OF HEALTH CARE (D88Y 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience in a care setting or some understanding of the role of a health care worker.

CONTENT

Examination of the developmental process and its effect upon physical, psychological and social aspects of health; Identifying the care needs of the individual with a specific health related problem; Investigation of the resources necessary to establish and maintain a positive care setting for the individual.

CHILD DEVELOPMENT: AN INTRODUCTION (NQ UNIT ED2L 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 60 hours.

ENTRY REQUIREMENTS

None: although Communication 3 would be helpful.

CONTENT

The development of children from birth to seven years; Factors which may affect the development of the child; Strategies which may be used to assess a child's development.

PLAY EXPERIENCES FOR THE YOUNG CHILD (NQ UNIT ED2N 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 80 hours.

ENTRY REQUIREMENTS

None: although Communication 3 would be helpful.

CONTENT

Play experiences appropriate to promoting development & wellbeing of young children; How children learn through play experiences; The role of the adult in providing a range of play experiences.

PROMOTION OF CHILD HEALTH (NQ UNIT ED2M 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 80 hours.

ENTRY REQUIREMENTS

None: although Communication 3 would be helpful.

CONTENT

The health needs of a child; The provision of food & drink for children; Providing for the health needs of a child; The prevention of infection in relation to the health of a child; The response by a child care worker to illness in a child.

PROMOTING POSITIVE BEHAVIOURS IN CHILDREN (NQ UNIT D36T 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Child Development: An Introduction and Communication 3 would be helpful.

CONTENT

Definition of positive behaviour in children; Factors which may influence the promotion of positive behaviour in children; Methods of managing children's behaviour; The role of the adult in a framework for the management of children's behaviour. This unit is an option in the Group Award - PDA Classroom Assistants and PDA Support for Learning.

INTRODUCTION TO HUMAN DEVELOPMENT: INFANCY TO OLD AGE (NQ UNIT E9NS 04)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 60 hours.

ENTRY REQUIREMENTS

Standard Grade English at General level. Students are also advised to discuss programme suitability with the Care tutor.

CONTENT

The concept of human development from infancy to old age; Common behaviour patterns in the course of development from infancy to old age.

HIV, HEPATITIS B AND HEPATITIS C INFECTIONS (DM5T 12)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

CONTENT

The entry and spread of HIV and possible progress of the infection towards AIDS; The entry and spread of Hepatitis B and C and possible effects of the infection; How people's attitudes can influence the care given to those with HIV infection or Hepatitis B and C; Evaluating how the carer can assist those with HIV infection or Hepatitis B and C to assume responsibility for the well-being of themselves and others.

WORKING IN PARTNERSHIP WITH PEOPLE WHO HAVE A LEARNING DISABILITY (D11C 11)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Explain current thinking on learning disability and analyse its significance for the lives of individuals; Promote advocacy and empowerment through person-centred approaches to partnership; Facilitate inclusion in all aspects of life.

STRESS MANAGEMENT (DH3Y 35)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Approximately 20 hours.

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Examine both the casual factors and the effects of stress on the individuals; Investigate strategies for managing stress.

UNDERSTANDING LOSS AND THE PROCESS OF GRIEF (DH3V 34)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Evaluate theoretical models and explain the process of grief; Identify a range of helping strategies to individuals and significant others in a range of settings, in the event of a loss; Describe the individual and cultural needs associated with religious and cultural differences in society.

SUPPORTING SPIRITUAL WELLBEING (DH3X 34)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Explain the current thinking on spiritual wellbeing, including its significance for the quality of life of the individual; Explore the experiences which can be provided to enable individuals to reflect on their spiritual wellbeing.

YOUTH AND COMMUNITY JUSTICE (DH42 34)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Investigate theories relating to crime, deviance and normality; Explain the legislative and policy framework in relation to adults and young people who offend; Examine the disposal available in youth and community justice systems, and evaluate their effectiveness; Examine developments towards restorative justice.

CARING FOR YOUNG PEOPLE IN SECURE CARE SETTINGS

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Understand the principles, values and legislative context of secure care; Explain the social and psychological circumstances of young people entering secure care; Explore the key practice skills required in secure care.

CONTRIBUTE TO MEETING HEALTHCARE NEEDS

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Contribute to care planning; Explain the importance of using a holistic approach when contributing to healthcare / nursing support; Perform procedures to support health / nursing care, safely and in accordance with organisational policy.

SUPERVISION IN CARE SETTINGS

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Explain the concept of supervision in care settings; Describe systems of supervision in care settings; Explain the importance of effective communication skills in supervision; Explain how supervision can contribute to individual and organisational development.

UNDERSTANDING DEMENTIA

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

It would be beneficial if you have previous work experience of working in the care industry or setting. Knowledge of the Internet and computer skills required for research in this unit would be highly advantageous. A personal statement must be completed and approved by the course tutor.

CONTENT

Explain the meaning of dementia and the different forms it can take; Promote an awareness of interventions / activities which may assist communication with individuals with dementia; Promote an awareness of the effect of the living environment on an individual with dementia.

ACCESS TO PRIMARY EDUCATION

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Higher English; Preparation for HE (requiring one meeting in College every month with tutor) Intermediate 2 Maths; a Modern Languages module (choose from French, German and Spanish, to be studied in class); ECDL (European Computer Driving Licence) and one of the following Highers; Psychology, Philosophy, Sociology, or History.

ACCESS TO SOCIAL WORK

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

START DATE

Available from September 2009

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 4 with Statistics 1; ECDL (European Computer Driving Licence); Higher Sociology and Higher Psychology. An Equal Opportunities module must also be completed.

ACCESS TO COMMUNITY EDUCATION

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

START DATE

Available from September 2009

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 4 with Statistics 1; ECDL (European Computer Driving Licence); Higher Sociology and Higher Psychology. An Equal Opportunities module must also be completed.

ACCESS TO ARTS & SOCIAL SCIENCES DEGREES IN HISTORY, ENGLISH, PHILOSOPHY, SOCIAL & CULTURAL STUDIES

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 3 (Core Maths 4 for Philosophy degrees at the University of St. Andrews); ECDL (European Computer Driving Licence); Higher Philosophy and Higher History.

ACCESS TO ARTS & SOCIAL SCIENCES DEGREES IN PSYCHOLOGY, SOCIOLOGY & BEHAVIOURAL SCIENCE

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 4 with Statistics 1; ECDL (European Computer Driving Licence) Level 1 and two of the following Highers; Philosophy, Psychology or Sociology.

ACCESS TO ARTS & SOCIAL SCIENCES DEGREES IN POLITICS, EUROPEAN STUDIES & AMERICAN STUDIES

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 3; ECDL (European Computer Driving Licence) Level 1; Higher History and Higher Modern Studies.

ACCESS TO ARTS & SOCIAL SCIENCES DEGREES IN CRIMINOLOGY

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

The programme can last from 18 months to 2 years.

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

Students will benefit from a personal learning plan which will take into account any qualifications already passed and those still required. This course will require satisfactory completion of these modules; Communications 4 and Literature 1; Preparation for HE (requiring one meeting in College every month with tutor) Core Maths 3 (Core Maths 4 for Philosophy degrees at the University of St. Andrews); ECDL (European Computer Driving Licence) Level 1; Higher Psychology and Higher Sociology.

INTERMEDIATE 2 CARE

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

One year

ENTRY REQUIREMENTS

Interview with course tutor. No formal entry requirements, though any relevant qualifications will be taken into account.

CONTENT

This course will cover the: Values & Principles in Care; Psychology in Care; Sociology In Care; Core Skills for Care. Successful completion of this course will guarantee a place onto NQ Health and Social Care.*

Subject to disclosure and interview

THEORETICAL APPROACHES TO DEVELOPMENT AND LEARNING

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Six months

ENTRY REQUIREMENTS

Must hold NC in EEC or SVQ3 CCLD

CONTENT

This Unit is designed to enable candidates to research and gain theoretical understanding of the development and learning of children. This Unit highlights the role of play in children's development and learning. This theoretical knowledge will be linked to practice.

This unit is intended for candidates who are on work placement or employed in an early years setting and/or who are undertaking the HNC Early Education and Childcare.

On completion of the unit the candidate should be able to:

- 1 Analyse theories/approaches to children's development and learning
- 2 Analyse theories/approaches to play/ Playwork

SOCIOLOGY OF CHILDHOOD

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Six months

ENTRY REQUIREMENTS

Must hold HNC in EEC or SVQ3 CCLD

CONTENT

On Completion of this unit the candidate should be able to:

Examine the history of the sociological perspectives of childhood

Examine the impact of the sociological perspectives of childhood on the child

Examine and critically analyse how the views of childhood and the child are reflected in the 21st century

Analyse and evaluate the implications of current UK perspectives of childhood for practice and the future planning of children's services, locally and nationally.

INTERNATIONAL PERSPECTIVES IN EARLY EDUCATION AND CHILDCARE

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Six months

ENTRY REQUIREMENTS

Must hold HNC in EEC or SVQ3 CCLD

CONTENT

This unit is designed to enable candidates to understand how study of a comparison of international perspectives in Early Education and Childcare can underpin their own developing good practice.

On completion of the unit candidates should be able to:

1. Investigate a range of perspectives and approaches to Early Education and Childcare within the Early Education and Childcare Scottish and international community.
2. Critically analyse an identified, documented element of international good practice and make a comparison with a similar documented element of good practice from Scotland
3. Plan the implementation of the identified aspect of international practice fro your own setting.

COMMUNICATION IN CARE (INTERMEDIATE 2)

Tel: (01382) 834886

Email: openlearning@dundeecollege.ac.uk

DURATION

Six months

ENTRY REQUIREMENTS

None

CONTENT

Being a competent communicator is the key to success in many aspects of life and work. This unit seems to develop the ability to respond to and produce written and oral communication.

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT) INTERACTIVE BOOKKEEPING CERTIFICATE

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Evidence of numeracy and communication skills and/or relevant experience.

CONTENT

Introduction to business; Accounting adjustments; Practical bookkeeping; Final accounts; Self-test questions; Assessments.

USING FINANCIAL ACCOUNTING SOFTWARE (SAGE) (DE59 34)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

A good knowledge of IT skills and Introduction to Financial Accounting Statements. It would also be advantageous for students to have previous bookkeeping experience.

CONTENT

Installing a commercial software accounts package; Entering data for opening balances; Adjusting accounts for various occurrences; Preparing financial reports. Special requirement: Students are required to have access to SAGE software for enrolment on this unit.

ADVERTISING (E7PR 12)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 3 or Standard Grade English at General level.

CONTENT

The commercial relationships that exist between the advertising agency and media; The structure of an advertising agency, and the functions of each department; The media available to advertisers and the importance of selecting the media best suited to their needs; Legal and voluntary controls in advertising; Features of any advertising campaign and the reason for their selection.

INTRODUCTION TO MARKETING (A6H8 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4.

CONTENT

The role of marketing within organisations; The elements of the marketing process within organisations.

ECONOMICS OF THE MARKET (E9KJ 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 3 or Standard Grade English at General level and a basic knowledge of economics.

CONTENT

The basic economic problem; The determinants of demand; The determinants of supply; The interaction of demand and supply in a given situation.

THE MICRO-ECONOMIC ENVIRONMENT (A6GX 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4 and Economics of the Market.

CONTENT

The behaviour of market forces; Applying market forces to decision-making processes; The impact of government policies on industry, on organisations and on consumers.

THE MACRO-ECONOMIC ENVIRONMENT (A6GY 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4 and Economics of the Market.

CONTENT

The behaviour of the economy as a whole; Analysis of the levels of employment and prices in the UK; Predicting the impact of macro-economic policy on the UK economy.

THE INTERNATIONAL ECONOMIC ENVIRONMENT (A6H0 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4 and Macro-Economic Environments.

CONTENT

The effect of international trade on British organisations; The importance of economic integration to British organisations; Analysing exchange rates and the balance of payments.

EUROPEAN UNION INSTITUTIONS (A6H2 04)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

ENTRY REQUIREMENTS

Communication 4 or Higher English.

CONTENT

Analysis of the nature of the European Union; Analysis of the functions of the main European institutions; Analysis of the mechanisms by which the European institutions formally and informally interact.

INTRODUCTION TO LEGAL RIGHTS, OBLIGATIONS AND PROCESSES (D0WD 11)

Tel: (01382) 834834 ext. 2254

Email: openlearning@dundeecollege.ac.uk

CONTENT

The legal problems typically encountered in society today; Sources from which the law derives; The relevance of age to criminal responsibility and civil liability; The principle ways in which contractual agreements are regulated; Liabilities in respect of a breach of the duty of care.