The Open University

Short Course Prospectus

2008/2009


Open Learning
Quality
Innovative learning materials and methods
Top-class teaching
Continual support
Involving
Open to business
Credibility
Recognition
Endorsement
Relevant, work-related study
Continuing professional development
Open to you
Choice
Flexibility
Accessibility
Student experience
Value for money
Open up opportunities
New experience
New knowledge
New community
New life or career
New you

Take a moment... to choose where to take your inspiration

Open University (OU) short courses offer you the chance to explore a subject of special interest to you.

This prospectus will give you more information about studying with the OU, and about how taking an OU course can benefit you.

Currently there are over 40 OU short courses to choose from (see pages 8-53) and more than 570 longer ones. The list is constantly growing – click **www.open.ac.uk/study** for the latest information on all our courses.

Taking a short course will be stimulating and rewarding. It could point you in the right career direction, or simply give you insight into a subject that has always fascinated you. Read on and discover the wealth of opportunities available.

To help you navigate through this prospectus we've broken it down into separate sections and colour coded each one.

If you need further advice, click **www.open.ac.uk/study** or call **+44 (0)845 300 60 90**. We're here to help.

Be part of something special

People study at higher education level for all sorts of reasons. You may want to develop or change your career or you might just want to know more about a subject that interests you.

Our courses are built around you and your life, where the only entry qualification is your motivation.

FACT: 43% of new OU students in the UK don't have the qualifications to enter a traditional university.

Since we started in 1969, over two million people have studied with the OU – collectively achieving 625,000 qualifications – and here are just some of the reasons why.

The OU's **unique, world-leading study approach** is called 'Open Learning' and has been researched, shaped and established for nearly forty years. It is recognised in all quarters – by business, independent bodies and by students – and uses a blend of innovative course materials and top-class teaching methods to provide an exceptional learning experience.

FACT: Two thirds of FTSE 100 companies sponsor, or have sponsored, their staff on an OU course.

You can study at home, work or wherever it suits you. We'll give you all the materials you need in a variety of multimedia formats and, depending on your course, you'll receive online or telephone support.

Many people find our short courses a great way to experience OU study, by 'putting a toe in the water'. Introductory-level courses encourage you to develop study skills and allow you to determine whether you'd like to commit to further, longer-term study.

More advanced level courses can be in-depth and challenging if you already have knowledge or experience in a particular subject that you want to increase.

FACT: We've been voted top for student satisfaction for three years running.[1]

Studying with the OU gives you **flexibility as well as quality**. You can study a course or qualification that fits around your life and commitments. You can still achieve your goals with the OU whether you take time out, move house, start a family, travel or decide to take a different path of study.

Study options for short courses are flexible and can take between 10-24 weeks to complete. The majority of our short courses require about 100 hours' study time.

Most of our short courses have more than one start date in each year – some have four. So you can choose the one that's most suitable for you.

FACT: The OU is one of only two universities in England to be awarded the leadership of four Centres for Excellence in Teaching and Learning by the Higher Education Funding Council for England, and is a partner in a fifth.

[1] *National Student Satisfaction Survey*, 2005, 2006 and 2007

We're not a campus – **we're a community**. Over 215,000 students study with us each year and have the opportunity to chat online and, depending on the course, meet up at tutorials, day schools or residential schools. You'll receive automatic entry to our Students Association (OUSA) when you register with us and you can choose how much, or little, you want to be involved.

FACT: **Many well-known people have studied with the OU: actors Sheila Hancock and Connie Booth; former Scotland football manager Craig Brown CBE; singer/songwriter Joan Armatrading; comedian Lenny Henry; model Jerry Hall; and Air Chief Marshal Sir Brian Burridge.**

Studying with the OU means that you'll be associated with a university that is **highly regarded**. Not only does our ground-breaking research mean that our courses are relevant to today's world, but you'll benefit from the accreditation of many professional bodies in areas such as accountancy, education, engineering, law, psychology, and computing and ICT.

FACT: **An OU designed-and-built machine collected data from the surface of Titan, Saturn's largest moon, as part of NASA's Cassini-Huygens probe.**

FACT: **Our work in medical science includes a technique to stimulate the production of natural DNA agents in the body to fight cancer, HIV and AIDS.**

FACT: **The OU Business School is one of a select group of schools worldwide accredited by the leading international management education associations and industry bodies for its high standards of programmes and teaching.**

Open access: other ways to read this publication

You may find it easier to visit our website **www.open.ac.uk**

If you would like this publication electronically please call **+44 (0)845 300 60 90** or email us at **general-enquiries@open.ac.uk** quoting 'Alternative format' in the subject box.

Other alternative formats are available on request.

How to get started

In the first part of this prospectus you'll have read about what it means to study with the OU and how we can help you to fulfil your learning goals.

So what's the next step? Your starting point largely depends on why you want to study and what you want to achieve.

Here's how you can become an OU student

Step 1: Browse

Take some time to read this prospectus to discover what studying a short course with the OU means and how it all works.

If there's anything you're not sure about, please speak to one of the advisory staff in our Student Registration & Enquiry Service **+44 (0)845 300 60 90**.

Step 2: Choose

Decide on the course that's right for you. For more information on choosing your course, see pages 5-53.

Step 3: Register

Online at **www.open.ac.uk/study**
or by phone
United Kingdom **+44 (0)845 300 60 90**
Republic of Ireland **(01)6785399** or **+44 28 9032 3722**
Other EU countries and Switzerland **+44 191 284 1611**
Elsewhere **+44 845 300 60 90**

or by post
By completing the *Registration agreement* on page 61 of this prospectus.
This is the registration route you must take if you are applying for financial support, see page 57.

Step 4: Pay your fees

You'll need to pay when you register, unless you're applying for financial support. Please see the enclosed list of course fees and the section *Becoming an OU student* on page 54.

That's it. Easy. You are now on your way to becoming an OU student.

Click **www.open.ac.uk/study** or call **+44 (0)845 300 60 90**

Courses and qualifications explained

Before we tell you about the various short courses on offer, please read the following pages on course levels and qualifications, which will be particularly relevant to you if you are planning further study with us. If you would like any further information on the terms we use, please visit www.open.ac.uk/terms

There are no selection procedures or entry requirements for most of our qualifications but that doesn't mean that all courses will be suitable for you.

That's why we try to offer you as much information and advice as possible early on – to help you to make the best choice.

Course levels

The level shown is an indication of the difficulty of the course. There are three levels – 1, 2 and 3 – with Level 1 being the easiest.

We find that students are most successful when they progress from the beginning and work their way up. So our first piece of general advice is to start with a Level 1 course.

This will introduce you to the particular subject and help you to develop the necessary skills if you want to go on to a higher level course.

We've tried to ensure that Level 1 courses are accessible and manageable, even if you have no prior knowledge of the subject.

If you still think you may not be ready for study at this level, check with our Student Registration & Enquiry Service – see back cover.

Credit points

Points indicate how many hours it might take you to study a course and the amount of credit you can count towards a qualification.

One credit point represents ten hours of study, so each 10-point short course will take you around 100 hours of study and each 15-point course about 150 hours of study.

Our longer courses at undergraduate level are worth 30 to 60 points, so if you are thinking of taking a degree, you may need to consider the best way to plan the integration of 10-point and 15-point courses into your degree profile.

You can count these short courses towards an OU qualification, as long as you comply with the other requirements for the award.

You'll need to take a Level 1 course for most of our degrees. These courses are not preparation for degree-level study, they're part of it and the credit points will count towards a degree. Some courses at Level 1 may qualify you for a certificate.

If you're thinking of starting with a Level 2 or 3 course – perhaps you've studied at undergraduate level before or have a professional qualification – we strongly advise that you get some more information about what's in store.

Click on our website at **www.open.ac.uk/study** or talk to staff in our Student Registration & Enquiry Service – see back cover.

Courses and qualifications explained

QAA and SCQF levels

The Quality Assurance Agency (QAA) is an independent body that works with higher education institutions (HEIs) to define academic standards and quality. It has adopted a system of levels that indicates the demand, complexity and depth of learning, and learner autonomy expected at each level. The system is used by many HEIs in England, Northern Ireland and Wales. The chart below shows how OU levels correspond both to the QAA credit levels used in England, Wales and Northern Ireland and to the Scottish Credit and Qualifications Framework (SCQF).

OU course level	QAA credit levels	SCQF
Level 1	4	7
Level 2	5	8 or 9
Level 3	6	10
Masters	7	11
Doctoral	8	12

Qualifications

Certificates

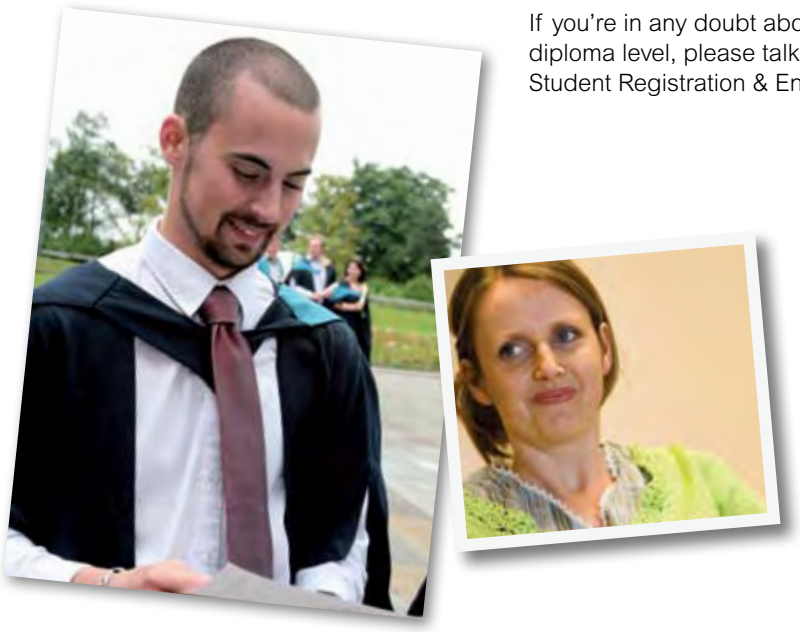
The OU offers a number of certificates (e.g. in contemporary science or in web applications) requiring the successful completion of 60 points of study. You can use these to mark your achievements on the way to a diploma or degree, but they're also university-level awards and valuable qualifications in their own right.

Diplomas

You could go for an OU undergraduate-level diploma, choosing from a wide range of subject areas. Like the certificates, these give you a valuable qualification in their own right as well as a good base from which to go on to a degree if you want to. Each diploma is made up of specified courses adding up to either 120 or 130 points.

Most OU undergraduate diploma courses are at Levels 2 and 3, so it's usually best to start after you've done a Level 1 course, unless you have relevant knowledge and skills from other higher education study or professional training.

If you're in any doubt about your ability to study at diploma level, please talk to one of the advisers in our Student Registration & Enquiry Service.



Degrees

If you want to be able to vary the amount of time you spend on study from year to year, or even not study at all in some years, an OU degree programme is for you.

There are very few restrictions on the time you can take to complete an OU degree – you can even have time off between courses if you want it.

You'll need a minimum of 300 points for a degree without honours and 360 points for a degree with honours.

Most students take no more than one course at a time. But if your circumstances allow it, you could study a maximum of 120 points per year. That would mean you'd be studying full time (32 hours a week) which would equate to the first year of a full-time degree at a campus-based university. If you can keep to this schedule, you could get your degree in just three years.

You can also complete a degree more quickly if you can claim credit for study you've done before. For more information go to **www.open.ac.uk/credit-transfer**

To sum up:

- 10 points = approximately 100 hours of study
- 15 points = approximately 150 hours of study
- You normally need 60 points for a certificate
- Diplomas and degrees are obtained by studying a combination of courses
- 120 or 130 points from specified courses are needed for a diploma
- It's 300 points for a degree without honours and 360 points with honours
- You may be able to get credit for higher education already completed
- Most people only study one course at a time, but if your circumstances allow it, you could study a maximum of 120 points per year
- Whatever qualification you're after, it's best to start with a Level 1 course.

Now read about all the short courses on offer. Whether you want to be a novelist or a nutritionist, have an interest in the Web or the Universe, there's a short course for you.

An introduction to Arts short courses

Arts short courses are introductory and taught online. They develop learning and writing skills that can be usefully applied to courses demanding more extended study. Courses which are categorised as Level 1 courses do not assume any prior knowledge of the study topic.

The start writing suite

Level 1 topic-based courses

Level 2 topic-based course

These courses will give you a good grounding in basic study skills (e.g. essay writing). This will be especially useful if you have never studied before or your study of the arts has been limited.

10-point courses last 12 weeks and 15-point courses for 15 weeks. 10-point courses start in May 2008, late October 2008, February 2009 (with the exception of AT272) and May 2009. 15-point courses start in April 2008, late October 2008 and April 2009.

As the courses are taught online, some familiarity with using a computer for learning will make them easier for you to study. If you have any doubt about the suitability of an arts short course, please contact our Student Registration & Enquiry Service on +44 (0)845 300 60 90.

We strongly recommend that students who are new to higher education, OU study or to a particular subject area, start at Level 1. If you would like further information about arts short courses please click **www.open.ac.uk/arts/short-courses**

The start writing suite

These courses on different aspects of writing are aimed at beginners. The topics range from learning how to write a good essay and writing about family history, to helping you to develop creative writing skills, whether you're interested in writing fiction, poetry or plays.

Topic-based courses

There are five topic-based courses at Level 1 and one course at Level 2. Further details are contained within the individual course descriptions.

Start dates

Our Level 1 courses start in February, April/May and October and our Level 2 course starts in May and late October.

Can I study outside the UK?

The start writing courses (A172-A176) and the topic-based courses (A180-1) are available throughout the world, except South Africa. All other courses (A177-9 and AT272) are available in the OU's general study areas. Please see page 55.

Entry

There are no entry requirements for these courses. If you have any doubt about the level of study, please seek advice from our Student Registration & Enquiry Service.

Qualifications

Arts short courses can count towards most of our degrees at bachelors level. For more information please click **www.open.ac.uk/study**

You'll need

For all courses you will need access to a computer of at least the following specification: Pentium 2GHz processor; 256MB RAM; Windows XP Home operating system; DVD-ROM and internet access. Office software is needed for some courses, but the University provides Sun StarOffice. Internet access is also required. For some courses you'll need additional equipment. Please see the individual course descriptions for further details.

What support will I get?

Level 1

You'll be allocated to a tutor with a group of about 25 other students. Your tutor will run online tutorials and will mark and comment on your written assignments. You can contact your tutor through email and the online forum. If you're new to the OU, you'll find that your tutor is particularly concerned to help you with your study methods. Contact our Student Registration & Enquiry Service if you want to know more about study with the OU before you register.

Level 2

Study advisers organise online tutorials, and will also be available for individual online advice and guidance. Contact our Student Registration & Enquiry Service if you want to know more about study with the OU before you register.

How will I be assessed?

Level 1

The short courses have no examinations. On each course, there are two or three assignments, either tutor-marked assignments (TMAs) or computer-marked assignments (CMAs), which can be submitted and returned electronically. Assessment is an essential part of the course, and you're strongly advised to complete the assignments. You'll be sent more detailed information about the assignments when you begin the course.

Level 2

One computer-marked assignment (CMA) and one end-of-course assessment (ECA). Your course result will be determined by the ECA, which you'll be required to submit online. You'll be sent more detailed information about the assignments when you begin the course.

Arts short courses

The start writing suite

Start writing essays

Code:	**A172**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

Writing essays is a craft that can be learned. This 12-week course will help you to develop as an essay writer and to realise your potential as a student. Through interactive exercises, short readings and longer assignments marked by your tutor you will have an opportunity to practise, improve and reflect on a range of core skills and techniques. The course consists of five blocks:

Getting started provides diagnostic self-tests and a variety of exercises and activities that help you to recognise and eliminate weaknesses in your writing style. It begins with planning, research and the beginnings of structure in essays. The concepts of tone and genre are introduced and some strategies for overcoming psychological obstacles to writing are explored.

Structuring and planning takes you through the process of analysing a question, making notes towards an answer and developing your essay structure further, before moving on to writing introductions.

Making a case is about the argument put forward in an essay. It examines the ways in which evidence and quotations can be used to build a case, the value of considering objections to your position, and the relationship between your argument and your conclusion.

Editing encourages you to become a critic of your own writing, suggesting strategies for rewriting essays.

Improving your writing is designed to help you develop as an essay writer and learn from the comments you receive. It includes analysis of the special requirements imposed by writing in different genres, particularly the examination essay. There is also a section covering the classic mistakes in essays.

These five blocks are presented on a website and supplemented by an audio CD and a printed course guide. You are encouraged to participate in an online forum through which you can interact with other students and with your tutor.

If you have a disability or additional requirements

You will need to spend extensive amounts of time using a personal computer and the internet. If you use special hardware or software you should find out, well before the beginning of the course, whether it is compatible with the course software. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course website, online forums, online library access, audio CD, printed course guide, set book.

Start writing family history

Code:	**A173**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

This 12-week course will help you to interpret and write about family history. Through interactive exercises, short readings and longer assignments marked by your tutor you will have an opportunity to practise, improve and reflect on a range of core skills in historical research, concentrating throughout on family history. These skills include distinguishing between primary and secondary sources and interpreting oral and visual sources. The course consists of five blocks:

What is family history? This introductory block asks the basic questions: why study family history at all; what is the family; and what is history? You will be invited to consider the difference between genealogy and family history, the value of different kinds of sources and how they may be used in writing.

From family tree to family history investigates some of the main sources of family history, including the census and registers of births, marriages and deaths. Through a variety of online exercises and activities you will be encouraged to reflect on the nature of these sources and the ways in which they can be used when

writing family history. The block will demonstrate how you might use individual case studies to make general judgements and arguments about the family in the past.

Writing lives: autobiography, biography and diaries in family history concentrates on diaries, letters and autobiographies. Such first-person narratives can be rich and important sources for writing family history because of the insight they give into the way family life was experienced. Through selected extracts, you will be shown how to critically read first-person narratives and how to use them as evidence. The block will also introduce some of the issues involved in reading and writing biography as history.

Picturing the family: photographs in family history looks at some of the ways photographs can reveal, and sometimes conceal, important information about the past. This block teaches the skills and provides some of the knowledge needed to interpret such pictorial sources.

Family stories: oral history considers how spoken memories can provide information about the past. It will introduce you to the skills needed to record and interpret oral history. The course's audio CD provides examples of oral history that are the basis of exercises and activities for this block. Through them, students will be encouraged to consider the many ways that the family is remembered and the importance of family stories to family history.

These five blocks are presented on a website and supplemented by an audio CD and a printed course guide. You are encouraged to participate in an online forum through which you can interact with other students and with your tutor.

If you have a disability or additional requirements

One section of the course uses visual resources. If you use special hardware or software you should find out, well before the beginning of the course, whether it is compatible with the course software. The course materials are available on audio-cassette and written transcripts are available for the audio-visual material. You will need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course website, online forums, online library access, audio CD, printed course guide.

Start writing fiction

Code:	**A174**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

Have you ever thought of writing short stories or trying your hand at a novel? This 12-week course will show you how to fire your creativity and imagination as well as equipping you with the basic narrative strategies. You will study and practise plot and story structure, character creation, place and voice. You will be encouraged to build up a regular practice of writing by keeping a writer's notebook, doing warm-up exercises, and reading as a writer, adding to your repertoire of techniques by examining other writers' methods. Online discussions with your tutor and group will help you to develop and revise your work. There will be two assessed pieces of work: the first one a set of exercises written to a given theme; the second an entire short story or the beginning part of a longer narrative. The course is written by a novelist and is supported by an audio CD containing interviews with several novelists talking about their own inspirations and methods. The course consists of five blocks.

Setting out will show you how to keep a notebook as a seedbed of ideas, how to discover 'your kind of writing', and to learn by doing. It will encourage you to read as a writer, learning techniques, 'tricks' and solutions from other writers.

Genre and subject matter identifies the many different genres and cross-genres in fiction writing and also suggests possibilities for finding your themes.

Plot, narrative, and time defines the difference between plot and story and looks at the impact of different time-frames on your stories.

Point of view helps you decide who is telling your story; to whom; and with what degree of reliability (how much does your teller know, and are they telling the truth?).

Beginnings explores and gets you to practise ways of 'hooking' the reader at the outset of your stories.

If you have a disability or additional requirements

If you use special hardware or software you should find out, well before the beginning of the course, whether it is compatible with the course software. The course materials

Arts short courses

are available on audio-cassette and written transcripts are available for the audio-visual material. You will need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, make sure that you have our booklet *Meeting Your Needs.* You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course website, online forums, online library access, audio CD, printed course guide, StarOffice software including word-processor, database, spreadsheet and presentation software.

Start writing poetry

Code:	**A175**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Length:	**12 weeks**
Start:	**May 08, Oct 08, Feb 09, May 09**
Register by:	**6 weeks before course start date**

Have you ever wanted to write poetry but felt mystified about how to go about it? This 12-week course will introduce you in a gradual and accessible way to the basic 'tools of the trade'. Through examples, exercises and games, you will practise poetic devices and methods, get ideas for subject matter, and learn how to edit your work. You will eventually write in a variety of forms from the haiku to the sonnet and in a range of styles, including satire and parody. The course will also enhance your reading skills and increase your ability to appreciate contemporary poetry. This course is suitable for beginners. The course consists of five blocks:

The introduction discusses what poetry is and what it's for and introduces poetic terms and 'tricks'. You will be shown the building blocks of poems, including line, rhyme, stanza and metre, as well as a variety of verse forms and 'free verse'. Through a balance of reading and writing you will practise the ways in which these poetic elements can be used to shape ideas and convey feeling and mood.

Form and the sonnet will familiarise you with some longer forms, traditional and non-traditional, concentrating on the sonnet form and getting you to write one yourself. You will learn and practise editing techniques.

> *"We had an excellent tutor. He inspired confidence in his abilities, insight and his understanding of the poetic process. I much admired his ability to keep discipline in the online forums. It was reassuring to know that respect for others and their poetic efforts was encouraged and maintained."*

The concrete and the abstract/Beginnings and endings will explore ways of finding original imagery and language and of sharpening your powers of observation and description. You will also learn strategies for capturing and holding your readers' interest.

Small poems will demonstrate the methods and scope of a range of small poems, including haiku and limericks. You will also study some 'found poetry' to discover the effects of reusing and reframing words taken from existing texts before experimenting with your own 'found poems'.

Response poems will explore poetry written in response to real events, news items or other poems and will encourage you to write parodies and narrative or character-based poems inspired by existing poetry.

If you have a disability or additional requirements

If you use special hardware or software you should find out, well before the beginning of the course, whether it is compatible with the course software. The course materials are available on audio-cassette and written transcripts are available for the audio-visual material. You will need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course website, online forums, online library access, audio CD, printed course guide, StarOffice software including word-processor, database, spreadsheet and presentation software.

Start writing plays

Code:	**A176**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start date:	**Oct 08**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

Have you ever thought of writing a play? This 12-week course will help you develop the necessary skills to tell a story on stage, and fully realise the potential of the medium. Through exercises, reading scripts and by doing longer assignments, you will learn how to write scenes and create believable characters. The course will survey various types of performance and you will do exercises which spark your imagination and generate ideas. Eventually you will work on your own short play. Along the way you will learn about script layout and gain a practical vocabulary of dramatic terms. This course should appeal to everyone interested in dramatic writing or creative writing, but also to those seeking to strengthen their transferable media writing skills. The course consists of five blocks:

The stage: imagination, action, dialogue looks at writing visual narratives, explores what a dramatic action consists of, before moving on to writing dialogue.

Story and character explores character creation, how characters function within a story and how stories are built. Characters from the news and from fairy tales are used to create extended scenes.

Plot, theme and structure has more character work, developing ideas of status, attitude and point of view. It also considers how to create causality and conflict, and how to structure a plot and establish an overarching theme.

Style and genre samples a range of theatrical genres and styles, including naturalism, expressionism and absurdism, and looks at how you can find your individual voice.

Re-drafting and editing emphasises the importance of continually reassessing a script and making sure the layout and storytelling are clear. It will also show you how to write a synopsis and scenario.

These five blocks are presented on a website and supplemented by an audio CD, a set book and a printed course guide. You are encouraged to participate in an online forum through which you can interact with other students and with your tutor.

> *"A176 was my first OU course and I thoroughly enjoyed it from start to finish. A lot of the time it didn't feel like I was studying. I even enjoyed doing the two TMAs!"*

If you have a disability or additional requirements

If you use special hardware or software you should find out, well before the beginning of the course, whether it is compatible with the course software. You will need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course website, online forums, online library access, audio CD, CD-ROM, printed course guide, set book, StarOffice, including word-processor, database, spreadsheet and presentation software.

Arts short courses

Level 1 topic-based courses

Shakespeare: an introduction

Code:	**A177**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

This course provides an introduction to Shakespeare's drama through close study of two of his most interesting plays: *The Taming of the Shrew* and *Romeo and Juliet*. It considers the plays in terms of their language and themes, their relation to the time in which they were written, and the possibilities they present for performance.

Shakespeare: an introduction is suitable both for students who want just a taste of OU study and for those intending to proceed to further study at university level. It is designed to equip you with the skills you will need for other OU Literature courses at Levels 1, 2 and 3. You will acquire skills of close reading and analysis and become familiar with some of the main characteristics of comedies and tragedies. You will also learn how to develop a sound critical argument supported by textual evidence and to present that argument in a correctly referenced academic essay. The course will help you to develop valuable study skills such as note taking and time management and give you experience of studying online. The course is divided into three blocks.

It begins with *An introduction to reading Shakespeare*, which is designed to help students with Shakespeare's language, to develop skills of close reading and to consider plays not only as texts to be read but also as works written to be performed.

The course then moves on to the study of a Shakespearean comedy, *The Taming of the Shrew*, one of the most controversial plays Shakespeare ever wrote. The course teaching material looks at the lively critical debate that has surrounded the play and asks whether we should see *The Shrew* as little more than a crude endorsement of male dominance or defend it as a complex work that is more sympathetic to women than might at first appear. You will examine the play's treatment of shrew-taming in relation to its genre and structure and in the context of sixteenth-century ideas about women and marriage. The course material includes a DVD performance of the play, which will help you to consider to what extent the play's meaning depends on how it is translated from the page to the stage or screen.

The final section of the course looks in detail at the Shakespearean tragedy *Romeo and Juliet*. You will analyse the play as a tragedy, examining Shakespeare's portrayal of his young lovers and the world they live in. You will consider in particular the role of the feud in the play's tragic events. The teaching material gives close consideration to the play's social and cultural contexts, its language and style, its treatment of gender issues and the play in performance.

> *"I enjoyed this course a great deal and found it stimulating and thought-provoking, not only with regard to Shakespeare and the plays studied, but other literature as well."*

If you have a disability or additional requirements

A performance of one of the set plays on DVD forms an important part of the course. You'll need to spend considerable amounts of time using a personal computer. If you are a new student, or new to using a computer, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

The two set plays, each with a substantial critical introduction, Sean McEvoy's book *Shakespeare: The Basics*, which provides a good general introduction to studying Shakespeare, a study guide, a DVD performance of *The Taming of the Shrew*, and a DVD performance of *Romeo and Juliet*.

These materials will provide you with interpretations of the plays and examples of how to analyse and discuss specific passages and themes. They will help prepare you for the written work you will undertake on the course.

Online forums are also included.

You'll need

In addition to a PC of the specification given on page 9, you'll need a television and DVD player.

Perspectives on Leonardo da Vinci

Code:	**A178**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

The course introduces the life and work of Leonardo da Vinci, placing him in historical context and examining selected examples of his work in what later became known as the fields of art, science and technology. The course begins by introducing some of the historical sources of knowledge about him, and hence the methods historians use to piece evidence together to try to form a coherent picture. In the process, key features of Leonardo's context are introduced, including the patronage system he depended on for his livelihood, the traditions of arts and crafts he drew on, and the ideas that were circulating in the early Renaissance city states in which he lived. A number of his creative products – paintings, sculptures, anatomical illustrations, sketches of various contraptions and devices – are then examined by specialists from different subject areas.

> *"I liked the use of online teaching and found that the support and discussion available in the tutor group and online forums helped me discover new angles to look at whilst giving me the motivation and encouragement I needed."*

As well as examining his work in an historical context, the course considers how some of Leonardo's ideas for practical projects have been revised, developed and even practically realised. For example, plans for the Galata bridge to link Asia and Europe at the Bosphorus were later realised in twentieth-century Scandinavia. Examining Leonardo's plans illustrates the difficulty of piecing together his intentions from fragmentary evidence, while considering some of the challenges that designers face in building bridges, and how they've learned to cope with these challenges. Another case study is the historical puzzle about two versions of his painting *The Virgin of the Rocks*, now in London and Paris. This again points to the combination of careful sifting of evidence and imagination that contributes to the writing of history, and to the always provisional nature of conclusions reached. The course also considers Leonardo's anatomical sketches, his understanding of light and optics, his experiments with artistic materials, and his fascination with geometrical design.

If you have a disability or additional requirements

You'll need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course books, other printed materials, web pages.

Start listening to music

Code:	**A179**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, Feb 09, May 09**
Length:	**12 weeks**
Register by:	**6 weeks before course start date**

How do you listen to music? Through an exciting and diverse array of musical examples, this short online course introduces you to new ways of listening to music and offers a guide to the principles of perceptive listening. Perceptive listening is a key competency that is central to several areas of the general music curriculum: analysis; stylistic and historical awareness; orchestration; composition; performance; and music engineering.

This course was developed in conjunction with the Centre of Excellence for Teaching and Learning: Music and Inclusivity.

Musical examples range from Handel to The Doors and include examples drawn from classical, jazz, popular, folk and world musics. As you progress through this course, you will learn how to identify and discuss individual elements that contribute to the overall make-up of a piece of music, including metre, rhythm, structure, timbre and texture. You will also learn about the relationships between musical sounds, styles and repertoires as well as the cultural, social and historical contexts in which different pieces of music have originated, been performed and listened to. This course provides a solid foundation for anyone wishing to pursue music courses at Levels 2 and 3.

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Arts short courses

Short courses

The course consists of five blocks:

Introduction: listening asks you to think about the ways in which you listen to music. Here you'll learn about some of the different ways that you can listen to a piece of music in order to gain a greater understanding of it. These 'maps' for aural navigation are explored in greater detail in the following blocks.

In *Structures and forms*, you'll encounter some of the basic ways of structuring pieces of music. You will also learn about the components of a musical work: pulse, rhythm and melody. This block equips you with the skills to focus on these components while listening, and introduces some technical terms to help you describe them.

Sounds and textures explores the ways in which musical sounds are produced. As you progress through this block, you will learn to recognise different types of instruments and voices, and to identify various ways of producing sounds through them. This block also examines the effects of combining different instruments and voices to create a range of musical textures.

Repertoires and styles introduces you to a variety of musical styles and repertoires. Building on the work you have done in Blocks 1–3, you will learn about how different musical traditions share common musical features and values that help us to identify them as belonging to a particular style or repertoire.

Listening frames: contexts, performances, audiences asks you to examine how the way that you 'hear' a piece of music can be informed by the social, cultural and historical contexts with which the music is, or has been, associated. It includes discussions of the values, cultural contexts, and types of music associated with 'popular' music. It looks at the relationships between musical sounds, styles and traditions and the extra-musical contexts that have influenced their creation, performance and consumption.

During the 12 weeks of this course, you will be expected to spend around six and a half hours on study time each week. Time online will be at your discretion, but the course tuition is delivered via an online forum system and you will be given around ten hours of online tutorial time spread across the 12 weeks.

You'll also complete two tutor-marked assignments (TMAs) during the course. Both are based on listening exercises and will help you develop listening skills and find ways of discussing music in written form. By taking part in online tutorials, you will be able to start developing these skills before you attempt the first assignment. You will also have the chance to do a number of student-marked assignments (SMAs) as you progress through the course in preparation for the TMAs and to help you assess your own progress. The first TMA consists of several short exercises covering timbre, structure, pulse, rhythm, melody and musical texture. The second TMA is an essay about one piece of music, and you will be asked to consider its make-up, context and performance.

Preparatory work

There is no set preparatory work. However, you will find that listening to a wide variety of music before starting this course, especially music that is unfamiliar or new to you, will be very helpful.

If you have a disability or additional requirements

This course involves study of the aural aspects of music. The course material includes listening activities and these are assessed in tutor-marked assignments. Course materials will be available in digitally readable format. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services for individual needs, but some of these may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or the support that could be provided.

Course materials

Online course materials, music examples on audio CD, and online forum facilities.

You'll need

An audio-CD player as well as a computer as described on page 9.

NEW Heritage, whose heritage?

Code:	**A180**
Points:	**15**
Level:	**1**
SCQF level:	**7**
Start:	**Oct 08, Apr 09**
Length:	**15 weeks**
Register by:	**6 weeks before course start date**

This course will help you to identify and understand the key issues affecting heritage decision making. For example, who decides what should be preserved from the past as our heritage? Who is this heritage for and how should it be presented and explained? How can I engage actively with my heritage and have an impact on it? It looks at the debate around what to do with places, buildings and things and the memories, myths and traditions associated with them, and enables you to be more effective in pursuing your enthusiasms and meeting the objectives of groups committed to changing policy on heritage matters.

The 15-week course will be organised into five parts, with the teaching material delivered online. You will require a computer and regular online access to complete the course.

Part 1: Definitions and institutions. What meanings are associated with the word 'heritage' and what are the issues they raise? You'll interrogate a range of buildings, places and things considered worthy of protection as 'heritage'. You'll think about heritage in terms of inheritance, public and private memory, judgements of value, conservation of nature, and public access. What issues do these criteria raise? How do heritage sites deal with human experience and memories? You'll look at open air museums and collections that preserve the traces of people's lives.

Part 2: The processes of listing, protecting, conserving, interpreting and managing heritage sites. How is heritage managed in the UK and elsewhere? What are the key official and private organisations that influence decision making and how do they interact? What are the key values that influence decision making in heritage organisations?

Part 3: Processes of inquiry, documentation and evaluation. Here you'll look at the processes of documenting, listing, conserving and interpreting objects of heritage – first as a set of case studies and then as a step-by-step procedure that you can follow. How do I find out about something that interests me? What is significant about it? To whom is it significant? Who do I need to contact? What issues does it raise and what do I think should happen? Questions like these will be discussed and will guide you through the exercise in preparation for the final tutor-marked assignment in week 15.

Part 4: Museums and heritage. Museums present particular problems and issues. It is no longer safe to assume that the prime function of a museum is to store precious objects and preserve them for posterity. Museums now have to engage with a wide variety of social and political debates about how to build their collections and present and interpret them to the public. We look at a number of museum collections with very different approaches to these tasks.

Part 5: Evaluating the issues and deciding what should be done. Here we consider the problem of how to manage heritage. What motivates government to invest in heritage and what does it expect in return? How can expanding visitor participation and tourism be made compatible with conserving the authentic quality of fragile objects, buildings and places?

We will offer a number of specialised case studies that you can select to help you with your assignment.

If you have a disability or additional requirements

Written transcripts of any audio components and PDF versions of printed material are available. Some PDF components may not be available or fully accessible using a screen reader and musical notation and mathematical, scientific, and foreign language materials may be particularly difficult to read in this way. Other alternative formats of the course materials may be available in the future. The website **www.open.ac.uk/disability** has the latest information about availability. There are sections of the course which make heavy use of illustrations, but assessment is not based on visual discrimination. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services for individual needs but some of these may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or the support that could be provided.

Course materials

Website, printed materials, online forums and an audio CD.

Arts short courses

NEW Ethics in real life

Code:	A181
Points:	15
Level:	1
SCQF level:	7
Start:	Oct 08, Apr 09
Length:	15 weeks
Register by:	6 weeks before course start date

This course will help you to understand ethical problems that arise in work and professional life. It deals specifically with decision making with respect to the end of life, with ethical issues of plagiarism and copyright, and issues concerning the responsibilities of companies and shareholders. These discussions are set within a theoretical framework, designed to make us better decision makers. The course has been designed to be of interest to everyone, and goes well beyond these particular issues into the role of ethical thinking in work and daily life. It is taught online, and has one audio CD.

The focus of the course is on exploring some aspects of life that bring forward difficult ethical problems, and how to think through those problems to a solution. It's divided into five blocks of work.

Block 1: Professional Ethics. Many jobs (especially those known as 'the professions') have a 'code of ethics'. These codes perform many functions, one of which is to guide people's ethical decision making. Does this mean we can do without thinking for ourselves? This block explores the nature and limits of this approach.

Block 2: Ethical Theory. If we do need to think for ourselves, how do we go about it? This block draws on the best philosophical writing to explore some of the frameworks of ethical decision making. It considers why appealing to such frameworks might be necessary (or why they might simply be more trouble than they are worth).

Block 3: Health and Social Care: Euthanasia and End-of-life Issues? There are some very difficult ethical decisions involved in the provision of health care. This block looks at how we identify an ethical issue in health care, and then at one particular structure for deciding on practical action. You'll then apply what you have learned to the difficult areas of treatment decisions, care at the end of life, and issues around patient dignity.

Block 4: Using Other People's Words: The Ethics of Plagiarism and Copyright Infringement. Should ideas be free for other people to use? Or, if someone has an idea, do they own it, as they might own their car? Can they bequeath their ownership to others, and, if so, for how long? Is there such a thing as the theft of ideas? The ethics of plagiarism and copyright infringement has become a much-discussed topic recently, particularly with the growth of the internet. This block will explore these and related issues.

Block 5: Business Responsibility. Anyone who runs a company that is owned by its shareholders is running an operation using other people's money. Does this mean that they are under an obligation to do their best by those people? Or do they have a broader responsibility to society? This block explores the 'shareholder' and the 'stakeholder' models of business responsibility.

If you have a disability or additional requirements

Written transcripts of any audio components and PDF versions of printed material are available. Some PDF components may not be available or fully accessible using a screen reader and musical notation and mathematical, scientific, and foreign language materials may be particularly difficult to read in this way. Large print versions of the course material can be provided on request. Other alternative formats of the course materials may be available in the future. The website **www.open.ac.uk/disability** has the latest information about availability. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services for individual needs but some of these may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or the support that could be provided.

Course materials

Website, printed materials, online forums and an audio CD.

NEW FOR 2009 Small country, big history: themes in the history of Wales

Code:	A182
Points:	15
Level:	1
SCQF level:	7

In April 2009 we hope to present a new 15-point course on Welsh history. Please see our website for further information at **www.open.ac.uk/study**

Level 2 topic-based course

Ancient and medieval cities: a technological history

Code:	**AT272**
Points:	**10**
Level:	**2**
SCQF level:	**8**
Start:	**May 08, Oct 08**
Length:	**12 weeks**
Register by:	**2 weeks before course start date**

One of the most fundamental developments in human history is the transition from rural to urban ways of living: this course deals with its technological dimension, which some historians have seen as all-important. The main focus, though not an exclusive one, is on the contribution of technologies to the physical form and fabric of ancient and medieval towns and cities. You will discover through your study of these technological and urban variables how civilisations and societies can be characterised both by their use of certain complexes of technologies, and also by the peculiar political, social and economic pathways through which the potentials of these technologies are channelled and shaped. Your understanding of these broad issues and historians' interpretations of them is developed by case studies of technologies in particular urban settings provided in the audio-visual materials, and in the reader associated with the course textbook.

The main technologies we look at are agriculture, building construction, metallurgy, transport, energy sources, communications, water management and sanitation; but please note that we have assumed no prior technological knowledge, and the depth of technological detail is no more than what is required for investigating the main course themes.

The course has two main aims. The first is to investigate the extent to which major changes in the physical form and fabric of towns and cities have been stimulated by technological developments. The second aim is to use a selection of urban settings (notably Babylon, Thebes, Athens, Rome, Constantinople and Baghdad) to explore the social origins and context of technology. In pursuing these aims, the course shows not only how towns and cities have been shaped by applications of technology, but also how politics, economics, culture and the natural environment have influenced those applications.

There are four main chronological and geographical divisions in the course: the Ancient Near East (above all Mesopotamia and Egypt); Ancient Greece; Ancient Rome; and Medieval Europe (interpreted broadly to include Islamic cities). Among the topics you will explore are V. Gordon Childe's concept of an 'Urban Revolution', which posited a range of technological conditions, such as irrigation, metallurgy and wheeled transport, for the emergence of cities in the Near East; the influence of the geology of the Aegean region on the pattern of ancient Greek urbanisation; the 'concrete revolution' in ancient Roman architecture, and its bearing on the debate about the Romans' technological creativity; the relationship between the labyrinthine layout of many medieval Islamic cities and the absence of wheeled transport; and the view of Lynn White, Jr. that innovations such as the iron ploughshare and collar horse-harness underlay the urban revival of the Latin West.

If you have a disability or additional requirements

The course materials are available in PDF format. Components may not be available or fully accessible using a screen reader and mathematical, scientific, and foreign language materials may be particularly difficult to read in this way. Large print versions of the course material can be provided on request. DVD and audio programmes are important parts of the course. Written transcripts are available for the audio-visual material. You will need to spend considerable amounts of time using a personal computer and the internet. If you are a new student, or new to using a computer, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

Course materials

Course books, other printed materials, DVD, CDs, web pages.

You'll need

A television, DVD and CD player as well as a computer as described on page 9.

This course will be presented for the last time in October 2008.

20 An introduction to a Business short course

Short courses

The OU Business School is dedicated to providing high quality, practical, work-related learning in business and management. The new short course *Introduction to bookkeeping and accounting* (B190) will enable you to try out a specific subject to study by distance learning before committing yourself to a longer course or top up your knowledge and skills between longer courses.

How much time does it take?

Introduction to bookkeeping and accounting (B190) consists of around 100 hours of study. The course can be studied over a flexible period of time from twelve weeks up to twenty-four weeks. It is up to you. Studying at the usual rate for material at this level would take twelve weeks for approximately ten hours a week, but if that does not fit into your schedule, you can choose to take longer.

What support will I get?

Once you start the course you will be given access to a course-specific website including an online discussion forum moderated by bookkeeping and accounting specialists who will help with academic questions and provide advice about assessment and how to study.

You can also contact other students on your course via the online forum and get information about additional resources and events that may be useful to your studies.

These support arrangements are different from those we offer for our longer Level 1 OU Business School courses where you will be allocated a tutor and which usually include tutorials held at regional or national centres. If you would like to know more about studying with the OU, ask our Student Registration & Enquiry Service.

Can I study outside the UK?

Introduction to bookkeeping and accounting (B190) is available for study in the OU's general study areas. Please see page 55.

When can I start?

There are normally four presentations a year with the first presentation for this course starting on 1st November 2009.

Because of the flexibility of the study period, you can register by telephone, in some cases, up to two weeks after the start date of the course, providing that places are still available. You can expect to receive the course material in the week prior to the course start date, unless you register late.

Business short course

Level 1

NEW Introduction to bookkeeping and accounting

Code:	**B190**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**Nov 09**
Register by:	**Course start date**

In this three-month course you will gain practical skills in spreadsheets and double-entry bookkeeping, both manual and computerised, as well as knowledge and understanding of the essential principles, concepts, ethics and limitations that underpin bookkeeping and financial accounting. The course can be counted towards an undergraduate degree and is a recommended preparatory course for the Certificate in Accounting (C32). We plan to obtain International Association of Bookkeepers (IAB) accreditation for this course.

Entry

Introduction to bookkeeping and accounting (B190) caters for people who want a good grounding in double-entry bookkeeping and the production of basic financial statements as well as anyone who wants to proceed to professional qualifications as bookkeepers, accounting technicians or fully qualified accountants.

The course is suitable for applicants who are ready for study at higher education level, and is open to all. To cope with the printed material you should be able to understand in outline the sort of articles printed in 'quality' newspapers, and you should be able to write your thoughts down comprehensibly. Mathematically you need only to be able to add, subtract, multiply and divide simple numbers. A short maths skills section is provided in the course guide to help you with, for example, fractions, percentages, reading graphs and tables, as required by the course.

If you have any doubt about the level of study, please seek advice from our Student Registration & Enquiry Service.

If you have a disability or additional requirements

The printed course materials will be available in PDF format. However, some of the CD-ROMs may not be available or fully accessible using a screen reader, and bookkeeping and accounting spreadsheets may be particularly difficult to read in this way. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We can provide a range of other support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking a course, or about the support that could be provided. The website **www.open.ac.uk/disability** has the latest information about availability.

Course materials

One study book, a course guide, two CD-ROMs, assessment, course website.

You'll need

The use of a basic calculator and frequent access to a computer with an internet connection, and the facility to work with CD-ROMs.

Assessment

To earn the 10 credit points for your short course, you will need to complete one piece of work to an acceptable standard and submit this electronically at the end of the course. There is no examination.

Qualifications

Successful completion of *Introduction to bookkeeping and accounting* (B190) will entitle you to 10 credit points that can count towards the: Certificate in Business Studies (C63); BA (Hons) Business Studies (B04); Foundation Degree in Business (G07); Foundation Degree in Leadership and Management (G08). We advise you to refer to the relevant award descriptions for information on the circumstances in which the course can count towards these qualifications, because from time to time the structure and requirements of a qualification may change. For further information please click **www.open.ac.uk/study**

22 An introduction to Digital Technology short courses

The Faculty of Mathematics, Computing and Technology has two programmes of short courses: *Relevant knowledge*, covering the interaction of technology and society; and the *Certificate in Web Applications Development*, an award made up of six courses in the area of internet technologies. They are delivered electronically with minimal printed support material and require extensive use of internet and electronic communications.

You need to be a fairly confident computer user, able to install software, use 'office-type' applications, browse the internet, and save and locate files and folders on your computer.

Relevant knowledge

Certificate in Web Applications Development

What support will I get?

You will have access to moderated national online forums where you can ask for help and advice.

Qualifications

All of these courses can count towards most of our degrees at bachelors level, and are equally appropriate to a BA or BSc. We advise you to refer to the relevant award descriptions for information on the circumstances in which the course can count towards these qualifications because from time to time the structure and requirements of a qualification may change. It is up to you to ensure that you are properly informed about the circumstances in which the course can count towards these qualifications. You should think carefully about fitting 10 points into a programme of study that consists mostly of 30-point and 60-point courses. You must successfully complete all six courses in the Certificate in Web Applications Development (C39) to gain the award.

If you have a disability or additional requirements

If you use special hardware or software you must, well before the course begins, find out whether it will work with the course software. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We provide a range of support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking this course, or about the support that could be provided.

You will need

To successfully study these courses you will need access to a computer with an internet connection and broadband is strongly recommended. Details of the specifications for the computer requirements for each course can be found on our website at **www.open.ac.uk/study**

Can I study outside the UK?

All our courses are available throughout the world, except South Africa.

Relevant knowledge

Relevant knowledge asks the question 'does technology matter?' Our answer is that it's what makes our modern lives possible. But even as technology expands the range of human possibilities, it also creates major social, ethical and environmental problems. And the strange thing is that the more we come to depend on technology, the less most of us know about it. So if you're interested in acquiring some new skills, or exploring the relationship between society and technology, or just plain curious, why not see what we have to offer? For further information visit **www.open.ac.uk/study**

Our *Relevant knowledge* courses cover the following topics:

- *Beyond Google* (TU120)
- *Design and the Web* (T183)
- *Digital photography* (T189)
- *Robotics and the meaning of life* (T184)
- *Vandalism in cyberspace* (T187).

Start dates

These courses start on 1 May and 1 October each year and are ten weeks long.

Entry

There are no entry requirements for these courses. If you have any doubt about the level of study, please seek advice from our Student Registration & Enquiry Service. We strongly advise against studying two or more courses at the same time.

Assessment

You will need to complete one multiple-choice assessment and submit an end-of-course assignment, both via the internet.

Digital Technology short courses

Certificate in Web Applications Development

The Certificate in Web Applications Development (C39) has been developed for all those people who need to understand web practitioners and make decisions on technical requirements. The six courses that make up the certificate will provide a breadth of coverage on different programming languages although these courses do not teach programming to any depth. They will introduce you to the fundamental principles, standards and protocols of the Web; they will enable you to critically evaluate relevant technologies; and they will enable you to apply your knowledge and understanding appropriately in such activities as analysis, abstraction, problem solving, design and testing. These courses are delivered electronically, with minimal printed support material.

Our Certificate in Web Applications Development courses cover the following topics:

- *Web applications: design, development and management* (TT280)
- *The client side of application development* (TT281)
- *The server side of application development* (TT282)
- *Databases within website design* (TT380)
- *Open source development tools* (TT381)
- *Web server management, performance and tuning* (TT382).

Start dates

These courses start twice a year either in February, May or October and are 12 weeks long.

Entry

These are Level 2 and 3 courses and as such place certain academic requirements on students. For example you need to be able to complete a report at the end of the course with little help or advice. We strongly advise against studying two or more courses at the same time as they have been written to be studied sequentially.

Assessment

You will need to complete three multiple-choice assessments and submit an end-of-course assignment, all via the internet.

Relevant knowledge

Please ensure that you have read the general information on pages 22-23 and further information about these courses available on our website **www.open.ac.uk/study** before registering.

Beyond Google: working with information online

Code:	**TU120**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

This course will appeal to all kinds of people who are interested in using the internet to find and publish their own information. You will have the opportunity to explore some recent developments in the information landscape, try out new tools and develop new skills.

> *"I've actually learnt a lot, and now I'm having to think about what I thought was good practice."*

Experienced internet searchers will be able to experiment with some new approaches and perhaps discover that some familiar search tools are not quite what they seem. If you are new to internet searching, you will develop both your skills and confidence.

The course will also encourage you to question the quality of the information you find and to reflect on the value of different kinds of information for different purposes. Finally, you will experiment with a range of tools for organising your own information and sharing it with other people. The course is friendly, accessible and fun and includes interactive activities, podcasts and blogging. The course aims to:

- explore the information landscape and how it has changed with the growth of the World Wide Web
- appreciate the importance of search in the information landscape
- introduce techniques to help you conduct effective searches
- encourage you to explore new kinds of content available online
- teach you to critically evaluate information you find online
- encourage you to value your own information and be able to organise and share it effectively.

Design and the Web

Code:	**T183**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

This is a course on design, and how design principles can be applied to the creation of well-designed web pages and websites. The course is intended for three types of student: those who know little or nothing about design or the creation of websites; those who may know a lot about design but little about the creation of websites; and those who may know a lot about creating websites but little about design.

> *"This has to be the first step in web design. It gives you a good start and has lots of practice at building web pages. I enjoyed this course so much I would sit it over and over."*

Expert web designers may find the level very elementary, but still find the discussion of design principles illuminating. The course aims to:

- teach design theory and principles and show how they apply to the Web
- teach some basic technical skills enabling novices to publish their own web pages
- teach students how to critique web pages and websites from a design perspective
- let students experiment with design principles to create well-designed websites.

This course will be presented for the last time in May 2009.

Digital Technology short courses

Digital photography: creating and sharing better images

Code:	**T189**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

Whether you're new to digital photography or want to improve your existing skills, this 10-week online course will develop your ability to create and share digital images you are proud of. If you're just starting out, you'll be able to compare notes with many other people in the same situation. If you're already a keen amateur digital photographer, being part of an active online community will develop your fluency. Visually focused, with text kept to a minimum, the course will develop your technical, visual and creative skills. A series of weekly hands-on assignments will allow you to practise your newly acquired skills.

The course is a creative mix of practice, learning, sharing and reflection:

- *Practice:* each week you do a practical photographic activity that broadens and strengthens your photographic experience. Together these activities form the basis of your portfolio that you'll draw upon for your end-of-course assessment.
- *Learning:* each week you learn about different aspects of photographic techniques, as well as relevant aspects of the technology behind digital photography.
- *Sharing and reflection:* each week you share your work within the T189 online community of photographers. You'll steadily develop your ability to reflect upon your own and others' work, and to write about your increasing visual awareness.

The course will:

- teach you the key principles of capturing digital images and manipulating these with Adobe Photoshop Elements 5 (a copy of which is included in the course)
- equip you with basic skills to navigate technological developments in digital photography
- teach you how to critically evaluate your own and others' work in the spirit of continuous technical and artistic improvement
- encourage you to experiment with the principles of digital photography and imaging as part of a supportive online community
- help you to develop a portfolio to be proud of.

Robotics and the meaning of life: a practical guide to things that think

Code:	**T184**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

This course will introduce you to robotics and the design of intelligent machines. It allows you to investigate the relationship between robots and humans, and to question what it means for a machine to be intelligent in the context of what it means to be human. Even if you are a complete beginner, you will be able to build simulations of autonomous robots according to easy-to-follow instructions.

> *"If you want to study in computers, technology or even the world, this course is a must! It really opens your eyes and gives you a very strong foundation on technology and life!"*

These will be programmed using special software appropriate for complete novices. You can choose at any time to take up the kit option that makes use of LEGO MindStorms™ Robotics Invention kit (which you'll need to provide; however, we do not recommend that this kit is bought specially for the course). The books *Robotics: Bringing Intelligent Machines to Life?* by Ruth Aylett and *I, Robot* by Isaac Asimov are also included. The course has a CD-based interactive teaching laboratory created specially for T184. This includes OU-RobotLab, a specifically written software package to enable complete beginners to program real and simulated robots. The course aims to:

- provide an intellectual framework for examining the impact of robotics on human thought and societies
- introduce the capabilities and limitations of contemporary robots
- describe the technologies underlying robotics and artificial life
- understand the ethical and social issues surrounding technology, robots and artificial life.

Vandalism in cyberspace: understanding and combating malicious software

Code:	**T187**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

Vandalism in cyberspace (T187) is an introduction to the downside of computing – the junk email (spam), hoaxes, viruses and other kinds of malicious software (sometimes called malware) which are making life a misery for internet users.

> *"This was my sixth 10-point Level 1 course and my favourite! I really enjoyed the course and found it very interesting. As well as learning, I have actually put into practice some of the recommendations given in the course for protecting your PC at home. Thoroughly enjoyable and would highly recommend!"*

Working on the basis that the worst kind of fear is fear of the unknown, the course is designed to demystify these nuisances and to teach you how you can protect yourself from them. After studying the course you will understand:

- the differences between the various terms usually grouped by the media under the general heading of 'computer virus'
- how viruses, worms and trojans operate
- the driving forces behind spam and how it affects users' perceptions of the internet
- some theories about what motivates the authors of malicious software
- how to combat the problem in relation to your home or office
- how malicious software impacts on businesses in terms of cost, loss of confidence in IT systems, etc.
- how legislation is being used to redress the problems caused by malicious software
- how to apply a systematic approach to identifying and addressing the risks to IT systems by malicious software.

NEW FOR 2009 Digital worlds: designing games, creating alternative realities

Code:	**T151**
Points:	**10**
Level:	**1**
SCQF level:	**7**

From the earliest days of computing, computer games have led the way in exploring how we interact with digital media. In this 10-week online course, you will discover how computer games and interactive digital experiences are designed and made, marketed and played.
Through designing, creating, sharing and reviewing your own games, you will learn how complex computer games are often constructed from simple building blocks.
You will also see how the evolution of communities around computer games helps drive an international industry that extends from casual single player games to interactive online entertainment and 'serious' educational games.

This course is subject to University approval.

Digital Technology short courses

Certificate in Web Applications Development

Please ensure that you have read the general information on pages 22-24 and further information about these courses available on our website, before registering:
http://telemat.open.ac.uk/webapps

Web applications: design, development and management

Code:	**TT280**
Points:	**10**
Level:	**2**
SCQF level:	**8**
Start:	**Oct 08, Feb 09**
Register by:	**2 weeks before course start date**

This course is the first of six that make up the Certificate in Web Applications Development. It explores the broad issues of web application development with particular emphasis on standards, compatibility, usability and accessibility. You will gain a good understanding of the key principles of website design including: site architecture and navigation; typography, graphics and colour; page layout and whitespace; and the role of mark-up languages. You will also learn how to design and create web pages using the Extensible Hyper Text Mark-up Language, XHTML, and Cascading Style Sheets (CSS), the essential prerequisites for the other courses of the Certificate.
By the end of the course you will be able to:

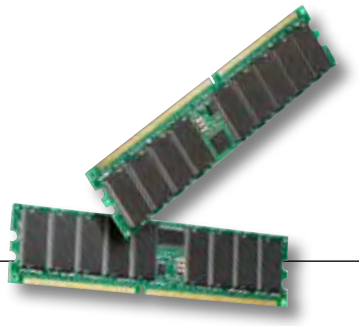
- describe how the development of the internet and the Web has shaped the creation of new forms of information systems
- explain the underlying client-server model of the Web and its associated protocols
- critically evaluate the role of standardisation bodies, and their published recommendations and standards, in the development of Web applications
- outline a plan for a Web application and apply your understanding of the requirements for usability and accessibility
- create a diagram for a Web application to illustrate its functional structure
- construct document templates for a Web design that demonstrate an understanding of the navigational requirements to further the goals of usability and accessibility
- use the XHTML mark-up language and the CSS stylesheet specifications to construct a range of static web pages
- combine all these concepts and skills to create a multi-page website incorporating text, graphics and hyperlinks.

The client side of application development

Code:	**TT281**
Points:	**10**
Level:	**2**
SCQF level:	**8**
Start:	**May 08, Feb 09, May 09**
Register by:	**2 weeks before course start date**

This course is the second of six that make up the Certificate in Web Applications Development. It will introduce you to the tools and techniques for developing the client side of business applications. You will discover that a clear understanding of the underlying client-server model is a key element of any application development. Such processing may focus on the validation of information entered by the user prior to submission to the server. Alternatively, scripting may relate to the user interface by way of dynamic menus, image roll-overs, or event handling.
By the end of the course you will be able to:

- explain the various options within client-server architecture and properties of these
- discuss the benefits of client-side interactivity for web applications
- explain the Document Object Model as it relates to recent web browsers
- validate data entered into form elements within web pages
- construct and apply JavaScript functions
- employ advanced techniques such as cookies, dynamic HTML, Cascading Style Sheets (CSS) and event handlers
- appreciate the impact of client-side scripting on factors such as accessibility and internationalisation
- combine the above concepts and skills to create a multi-page website demonstrating examples of JavaScript used with framesets, form elements, navigation functions, pop-up windows and CSS.



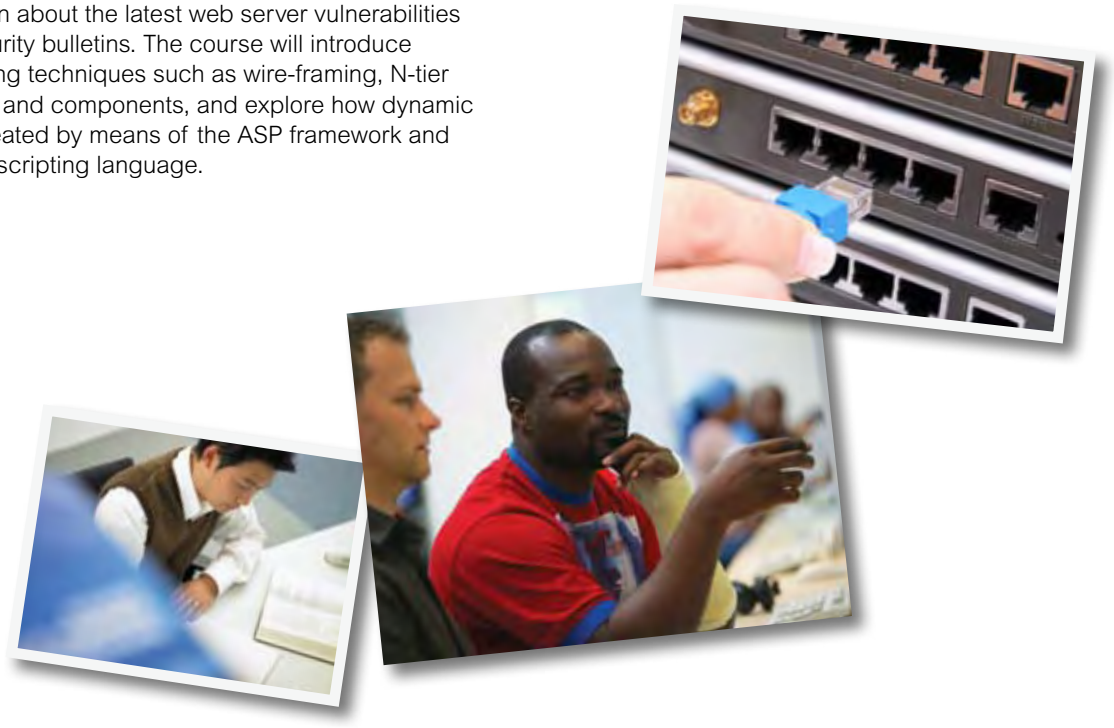
The server side of application development

Code:	**TT282**
Points:	**10**
Level:	**2**
SCQF level:	**8**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

This course is the third of six that make up the Certificate in Web Applications Development. The course starts with a review of the role of the web server in ensuring the availability and security of a site's content and explores some of the tools and techniques for developing the server side of business applications. It will also introduce you to the N-tier architecture and various techniques to plan an application, estimate client and server workloads, and assess the overall system performance. The server-side activity is based around Microsoft's ASP technology and VBScript and you will be provided with access to a web host for developing and testing your applications. The course is devoted to the server side of web application development and takes a broad look at the entire planning and development process. Starting with the role of the web server, you will explore the factors that determine how to maximise content availability – through such techniques as loadsharing and clustering – and where to learn about the latest web server vulnerabilities and find security bulletins. The course will introduce you to planning techniques such as wire-framing, N-tier architectures and components, and explore how dynamic content is created by means of the ASP framework and the VBScript scripting language.

By the end of the course you will be able to:

- discuss the role of the 'server' in the development of secure and reliable web applications
- estimate the performance of a single web server to deliver static and dynamic content
- explain how encryption and public key infrastructures (PKI) support the creation of secure web applications
- relate the history of server-side interaction through the development of CGI, server-side scripting, and re-usable components
- discuss the benefits of N-tier architecture in terms of scalable web applications
- discuss the performance and security implications of server-side interaction
- describe and apply server-side scripting to:
  - processing and validating form data
  - reading and writing server files
  - tracking users' activities
- combine these concepts and skills to create a web application.



Databases within website design

Code:	**TT380**
Points:	**10**
Level:	**3**
SCQF level:	**10**
Start:	**Oct 08, Feb 09**
Register by:	**2 weeks before course start date**

This is the fourth course in the Certificate in Web Application Development. Databases have proven to be the vital technology of business applications providing the means to store and retrieve data rapidly; process complex queries; and maintain data integrity and security. In this course, you will be introduced to basics of database design, through the use of 'entity-relationship' diagrams, and learn how to construct simple queries using the structured query language (SQL).

The course also explores an alternative server-side development tool, namely the ColdFusion (CF) server extension with its ColdFusion Mark-up Language (CFML). By the end of the course you will be able to:

- discuss the role of databases in dynamic website design
- discuss the criteria used to select an appropriate database server for web applications
- explain how transaction processing is managed through commitment, and rollback
- describe the use of Entity-Relationship diagrams for database design and documentation
- explain the relative performance of native drivers versus ODBC for database connectivity
- discuss the role of ColdFusion as a development tool within the framework of web applications
- utilise the following ColdFusion elements with a web application:
  - CFML tags
  - CF variables and variable scope
  - CF flow control
  - CF functions
  - CF action pages
- construct SQL queries against single and multiple tables
- utilise ColdFusion to gather and track user preferences within a web application.

Open Source development tools

Code:	**TT381**
Points:	**10**
Level:	**3**
SCQF level:	**10**
Start:	**May 08, Feb 09, May 09**
Register by:	**2 weeks before course start date**

This course is the fifth in the Certificate in Web Applications Development. The Open Source movement has had a significant and lasting impact on the way that software can be engineered, distributed and used. This course introduces the origins and aims of the Open Source movement, and its principles of software development and distribution. The course also examines the 'distributed team' nature of Open Source development and how versioning tools, such as CVS, can be used to help manage collaborative developments. The course highlights the characteristics of Open Source components for use in web applications, and provides an appreciation of the range of tools available with some experience of applying one such scripting tool (PHP) to application development. By the end of the course you will be able to:

- describe the origins and main actors in the Open Source movement
- discuss the issues and principles behind Open Source distribution and outline the different licensing terms that can be considered for distribution
- explain the advantages and disadvantages of applying Open Source components as part of an application
- describe a range of major Open Source projects
- describe how Open Source is developed in a distributed fashion and the role of CVS
- discuss reasons for the growth of PHP for web application development
- apply PHP variables, flow control constructs, and functions to the creation of web pages
- create PHP scripts to validate form data and create server-side response pages
- create PHP scripts to process stateless transactions utilising cookies and session variables
- combine these concepts and skills to construct a small web application using PHP.

Web server management, performance and tuning

Code:	**TT382**
Points:	**10**
Level:	**3**
SCQF level:	**10**
Start:	**May 08, Oct 08, May 09**
Register by:	**2 weeks before course start date**

This is the sixth and final course in the Certificate in Web Applications Development. The web server is the key to dynamic, responsive and efficient applications: it is also crucial to application security through the use of authentication and authorisation; security protocols; and the deployment of digital certificates. In this course, you'll learn about the role of server administration and the part it plays in managing the overall performance of a web application. You'll be introduced to tools for monitoring server usage and performance and to techniques for estimating server capacity. By the end of the course you will be able to:

- explain the role of server administration in relation to server security, firewalls and proxy servers, access controls and permissions, and application performance monitoring
- describe the Transaction Cost Analysis method and utilise it to assess system requirements at the capacity planning stage of development
- explain the role of 'stress testing' and develop scripts to assess the capacity of single and clustered web servers
- discuss a range of tools for assessing security and performance monitoring
- analyse and interpret performance logs and reports and utilise them for troubleshooting and tuning
- assess the requirements for and applicability of digital certificates to specific types of application
- combine these concepts, skills, and strategies into an overall application development plan.

32 An introduction to Science short courses

Short courses

The Faculty of Science has prepared a series of short courses covering contemporary topics in science. These enable you to try out an area of science to study by open learning before you commit yourself to a longer course, or to top up your knowledge and skills between longer courses.

Level 1

How much time does it take?

Each course is worth 10 points and consists of up to 100 hours of study. The courses can be studied over a flexible period of time. You can take from two months up to five months over each one; it is up to you. Studying at the usual rate for material at this level would take eight to ten weeks, ten hours a week, but if that does not fit into your schedule, you can choose to take longer.

What support will I get?

Once you start studying a science short course, you can contact our expert science study advisers by phone or by email, to help you with academic questions and advise you about the assessment and how to study.

The science short course telephone advice line will be open for several evenings a week and part of the weekend. The phone lines will be staffed by rota, so you may not speak to the same adviser each time you call.

You will also be able to contact a study adviser by email or through an online discussion forum. There is a separate discussion forum for each course where study advisers answer questions about the course and help you to plan your studies. You can also contact other students on your course via the forum and get information about additional resources and events that may be useful to your studies.

These support arrangements are different from those we offer for longer science courses, where you will be allocated a personal tutor and which often include tutorials held at local centres. If you would like to know more about studying with the OU, ask our Student Registration & Enquiry Service.

What do I need to know before I start?

The courses are suitable for applicants who are ready for study at higher-education level, and are open to all. To cope with the printed material you should be able to understand in outline the sort of articles printed in 'quality' newspapers, and you should be able to write your thoughts down comprehensibly. Mathematically you need only to be able to add, subtract, multiply and divide simple numbers. A maths skills ebook is provided on most courses to help you with, for example, fractions, percentages, reading graphs and tables, and scientific units as required by the course. The structured teaching will take you to a level at which you are happy to use maths as a tool in a range of contexts.

Any additional entry advice is provided in the description for each course.

To check if you have the necessary skills you should try the interactive quiz *Are you ready for Level 1 science?*, which is available at:
www.open.ac.uk/science/courses-qualifications/are-you-ready-for-science/interactive-materials

If you have any doubt about the level of study, please seek advice from our Student Registration & Enquiry Service.

When can I start?

There are normally four presentations a year, starting in February, May, September and November. The start dates for the 2008/9 presentations are given below.

Because of the flexibility of the study period, you can register by telephone up to two weeks after the start date of the course, providing that places are still available.

You can expect to receive the course material in the week prior to the course start date, unless you register late.

For information on presentations after May 2009 you should visit our website at **www.open.ac.uk/science/short**

How will I be assessed?

To get the 10 credit points for your short course, you will need to complete one piece of work to an acceptable standard and send it to the OU for assessment at the end of the course. There is no examination. On most courses the end-of-course assessment will require written answers to a series of questions that have to be submitted electronically.

On courses where the form of assessment is different, it is mentioned in the course description. On all courses, electronic submissions will be compulsory from July 2009.

For each course presentation there will be a choice of two alternative dates by which you have to submit this assessment:

Course start date	Choice of assessment submission dates
17 May 2008	31 July 2008 or 31 Oct 2008
1 Sep 2008	31 Oct 2008 or 30 Jan 2009
15 Nov 2008	30 Jan 2009 or 30 Apr 2009
14 Feb 2009	30 Apr 2009 or 31 Jul 2009
16 May 2009	31 Jul 2009 or 30 Oct 2009

Which course should I do?

The course descriptions on the following pages will tell you what the course covers, what materials are included and what you need to know before you start. You should read the descriptions carefully and choose the course that interests you most, while paying particular attention to any special guidance given.

If you are looking for an introduction to Open Learning, the first four courses described, *Understanding human nutrition* (SK183), *Human genetics and health issues* (SK195), *Archaeology: the science of investigation* (SA188) and *Understanding the weather* (S189) provide the most advice on study skills and would be good starting points. If these subjects do not interest you, then *Molecules, medicines and drugs: a chemical story* (SK185), *Life in the oceans: exploring our blue planet* (S180), *Fossils and the history of life* (S193), *Volcanoes, earthquakes and tsunamis* (S186), *Introducing astronomy* (S194), *Planets: an introduction* (S196) or *Darwin and evolution* (S170) would be appropriate courses with which to start your OU study.

If you wish to start by studying one of the other courses (S187, S197, S199, SMK184, S151), or if you have any doubt about the level of study on any course, please seek advice from our Student Registration & Enquiry Service on +44 (0)845 300 60 90.

If you are new to OU study, you are strongly advised not to register for more than one of these courses at a time, until you have gained some experience of Open Learning.

An introduction to Science short courses

What will I need to provide?

All courses require the use of a basic scientific calculator and the course description will state if a personal computer is essential for studying the course.

On all courses from February 2009 you will need regular access to an internet-enabled computer and be able to use online communications for study and administrative purposes, including submitting your assessment.

To use our online services you will need access to a computer with an internet connection that is of at least the following specification: Pentium 2GHz processor; 256MB RAM; Windows XP Home operating system; DVD-ROM. Office software is needed by some courses, but the University provides Sun StarOffice free, if you don't already have a suitable office package. For more information about computing visit our website at **www.open.ac.uk/personal-computing** or contact our Student Registration & Enquiry Service.

If you have a disability or additional requirements

Some of the printed course materials are available in PDF format, however some components may not be available or fully accessible using a screen reader and mathematical and scientific materials may be particularly difficult to read in this way. Large print versions of the course materials can be provided on request. If you are a new student, make sure that you have our booklet *Meeting Your Needs*. You can obtain a copy by contacting our Student Registration & Enquiry Service. We can provide a range of other support services but some may take several months to arrange. Please contact us for advice if you have concerns about taking a course, or about the support that could be provided. The website **www.open.ac.uk/disability** has the latest information about availability.

If there are features specific to a course, they are given in that course description.

Qualifications

Successful completion of each course will entitle you to 10 credit points that can count towards an OU bachelors degree, and would be particularly suitable for inclusion in the BSc (Hons) Natural Science (B16) degree alongside other 10-point science courses. Information on how each course contributes to an honours degree is given in the course description but we advise you to refer to the relevant award descriptions for information on the circumstances in which the course can count towards these qualifications, because from time to time the structure and requirements of a qualification may change.

Students who pass six 10-point Level 1 science short courses will be eligible for a Certificate in Contemporary Science (C70).

Can I study outside the UK?

All the Science short courses can be taken by residents of the countries listed on page 55. The following courses are also available throughout the world, except South Africa: *Introducing astronomy* (S194), *Planets: an introduction* (S196), *How the Universe works* (S197), *Maths for science* (S151).

Science short courses

Level 1

Understanding human nutrition

Code:	**SK183**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

This course will provide a useful background for you if you are interested in your own and your family's diet, or if you are involved in the nutrition and health of others, e.g. in schools, hospitals or residential care.

Are we really what we eat? What is the link between food and our health and well-being? This course will provide you with information about the components of the human diet, and how food is processed in the body. It enables you to apply this information to understand the links between nutrition and health for people of all ages and a range of lifestyles.

After an introduction to nutrition and food, the course deals with the chemistry of the main nutrient types – proteins, fats, carbohydrates, vitamins and minerals – and their importance in diet, and energy intake and output. The final part of the course applies this knowledge to the diet of different groups such as children, adults, and the elderly, and makes links between diet and health issues such as exercise, heart disease and cancer.

The course is based on two books: a specially written study book and an abridged OU edition of parts one and three of *Human Nutrition* by Mary E. Barasi. The study book provides the background science and guides you through the chapters of the course book with interesting questions and activities to help your understanding and to develop scientific and study skills.

Entry

This is one of the science short courses that has the most advice on study skills, so it is particularly suitable for students new to Open Learning. Although the course does not assume any previous scientific background, during it you will be introduced to the chemical structure of some of the molecules in food so a basic knowledge of chemistry would be useful, as would some basic biology. However, for much of the course you need little more than an interest in nutrition and the motivation to understand more of the science behind it.

Course materials

Two books (the OU study book and *Human Nutrition*, parts one and three), study guide, glossary, maths skills booklet, assessment and website.

Assessment

The end-of-course assessment must be submitted on paper until April 2009 and electronically from July 2009.

Qualifications

SK183 is a specified course in our BSc (Hons) Life Sciences (B28), BSc (Hons) Molecular Science (B26), BA (Hons) or BSc (Hons) Health Studies (B17) degrees and in the Certificate in Contemporary Science (C70).

Human genetics and health issues

Code:	**SK195**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

This course deals with a subject of importance to us all – our genes, which is an area at the forefront of developments in medical science. Our characters, including our appearance, depend on the functions of genes. Genes also contribute to a person's behaviour and health, including susceptibility to certain diseases, such as heart disease. The course examines: the patterns of inheritance of genes, including those associated with genetic diseases; the Human Genome Project, which aims to discover all the genes found in the cells of a human being; how genes function; how the physical and biochemical characteristics of the body are produced; and why there are differences between individuals and between populations. Finally, it explores some of the issues surrounding research into genes, from biological, medical and ethical points of view, for example, how knowledge of our genes has the potential to revolutionise our ability to change the genetic fates of individuals. The course will equip you with sufficient background to understand these issues and to engage with discussions presented in newspapers and popular scientific journals. As well as some of the biology of genes, you will learn biology that you can apply to other situations. You will also engage with key issues of concern to health professionals.

Science short courses

If you are a beginner in biology, you will find that the course introduces new ideas, concepts and skills as they are needed, progressively developing more sophisticated concepts and skills.

If you have already done some biology at school, college or elsewhere, you will find that the course extends your knowledge about our genes and the biological, medical and ethical issues behind research on genes.

The course covers some biological concepts introduced in our Level 1 science course *Exploring science* (S104) and its predecessor *Discovering science* (S103), and will develop your understanding of health issues introduced in *Understanding health and social care* (K100) and its replacement course *An Introduction to health and social care* (K101).

Entry

This is one of the science short courses that has the most advice on study skills, so it is particularly suitable if you are new to Open Learning. You need little more than an interest in biology (and genetics in particular) and debates in health and the motivation to discover more about these topics.

Course materials

Book, study guide with activities, articles and a glossary, DVD containing video sequences and a TV programme, assessment and website.

Assessment

The end-of-course assessment must be submitted on paper until April 2009 and electronically from July 2009.

You'll need

The facility to play DVDs.

Qualifications

SK195 is a specified course in our BSc (Hons) Life Sciences (B28), BSc (Hons) Molecular Science (B26), BA (Hons) or BSc (Hons) Health Studies (B17) degrees and in the Certificate in Contemporary Science (C70).

Excluded combination

Because *Human genetics and health issues* (SK195) is a slightly updated version of the discontinued course S195, you can count only one of the two towards each OU qualification.

NEW Archaeology: the science of investigation

Code:	**SA188**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Archaeology is about reconstructing the physical past to obtain an understanding of how different civilisations and cultures have developed over time. In this course, you will develop an appreciation of the processes involved in the discovery, investigation and interpretation of a wide variety of artefacts and archaeological sites, and apply a range of scientific techniques commonly used in the field and laboratory. You will then learn how this scientific information can provide archaeologists with new insights into how various aspects of societies and cultures may have evolved.

This will be achieved by investigating a series of case studies within four main topics: reading the archaeological landscape; from bog bodies, skeletons and mummies to forensic archaeology; making sense of materials: insights into ceramics, stones, metals, food and textiles; and our archaeological heritage: protecting finds for the future. Within each of these topics, you will be introduced to new scientific ideas and concepts as you need them and consider different ways of communicating the results effectively. By the end of the course, you will have developed a greater awareness of the role of scientific investigation in archaeology and how it provides new insights into the evolution of past cultures and societies, as well as developing a range of study skills associated with finding, interpreting and communicating different forms of information.

The course is based around two books – a specially written OU study book and *Archaeology: An Introduction* by Kevin Greene – along with an interactive DVD containing the case studies and a course website, which will link to an active archaeological dig. The study book will guide you through specific sections of the course book and DVD, and provide questions and activities to help test your understanding and appreciation of different scientific, social and cultural aspects of archaeology.

This course has been produced in partnership with the British Museum and York Archaeological Trust.

Entry

This is one of the science short courses that has the most advice on study skills, so it is particularly suitable for students new to Open Learning. It is designed for people who are new to the subject areas, and although a little basic knowledge of general science would be useful, all you need is an interest in archaeology and the motivation to discover much more about the scientific techniques used in archaeological investigations.

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. A large proportion of the course is based on educational software, delivered on DVD-ROM, which must be studied in order to complete the course. You will need to make considerable use of a personal computer. You may be required to draw diagrams, and then to use either a scanner or a digital camera to produce files of these diagrams for inclusion in your assessment.

Course materials

Two books (the OU study book and *Archaeology: An Introduction* by Kevin Greene), DVD-ROM of case studies, study guide, assessment, website.

You'll need

Frequent access to a computer with an internet connection of the specification given on page 34, the facility to play DVD-ROMs and access to a scanner or digital camera.

Qualifications

SA188 is a specified course in our BSc (Hons) Geosciences (B25), BSc (Hons) Molecular Science (B26), BA (Hons) or BSc (Hons) Environmental Studies (B19) and BA (Hons) Humanities (B03) and in the Certificate in Contemporary Science (C70).

NEW Understanding the weather

Code:	**S189**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

This course provides an introduction to weather patterns and events around the world, explaining the main drivers that determine the weather on a seasonal and daily basis. The weather arises from physical processes within the atmosphere as it responds to the rotation of the Earth and the heating effect of the Sun. In this course you will discover how these processes determine the weather, how they vary depending on location and time of the year and the extent to which they can be forecast. You will also consider some of the ways in which typical variations in the weather and extreme weather events affect a wide range of human activities.

Scientific concepts relating to temperature, humidity, air pressure, air density, clouds, precipitation and wind will be explained and you will see how many factors operate together in the atmosphere to produce various types of weather system. This in turn will give you a better understanding of the information conveyed by weather maps. You will also learn about the ways in which meteorological data, including surface and upper-air measurements as well as satellite information, are collected and fed into the computer models that underlie weather forecasting. This will enable you to understand how the professional weather forecasts for your area will have been made and how reliable they are likely to be. You will be able to apply this knowledge in making your own short-term predictions of your local weather. Through the course, there will be plenty of opportunity to consolidate your understanding of the scientific concepts by investigating different weather systems in a variety of climatic zones across the world.

By the end of the course you will have developed a range of study skills associated with retrieving and interpreting information in the form of tables, charts, maps and graphs. You will be required to undertake some small projects in which you will develop your ability to observe your local weather in a systematic way and to interpret forecasts.

Science short courses

The course is based on a specially written OU study book, together with a DVD-ROM containing an image gallery and a course website which will link to particular weather stations. The study book will provide questions and activities to help you to test your understanding, and that you can use for self-assessment as you progress through the course.

This course is produced in partnership with the Royal Meteorological Society.

Entry

This is one of the science short courses that has the most advice on study skills, so it is particularly suitable for students new to Open Learning.

The course is designed for people who are new to science and to meteorology, and all you really need is an interest in how the weather works and the motivation to find out more about the science underlying meteorological phenomena and forecasting. You must be prepared to study some physical science and to learn how to interpret satellite images, maps, weather charts and graphs. You will need to access various types of forecast through the internet. You must also be willing to make some observations of the weather in your own locality and to keep a record of what you see.

If you have a disability or additional requirements

You will need to make considerable use of a personal computer. A proportion of the course is delivered via images on a DVD-ROM and this must be studied in order to complete the course. You must be able to download material from the course website and information from local weather stations via the internet. You must also be able to produce your course assessment on the computer and upload it to the University. You may be required to draw diagrams or to annotate by hand diagrams that you download, and then to use either a scanner or a digital camera to produce files of these diagrams for inclusion in your assessment.

You must also be able to undertake simple observations of the weather in your locality over a period of several consecutive days.

The course relies heavily on coloured images, complicated maps and charts, and direct observations of the sky. One of the aims of the course is that students should develop an ability to interpret cloudscapes, weather maps, satellite images and their own observations. No textual descriptions of diagrams will be available and the use of a sighted assistant to interpret the images or describe the sky would conflict with the course learning outcomes. The assessment will require students to demonstrate that these learning outcomes have been achieved.

Students who think they will find use of the teaching materials challenging are encouraged to contact our Student Registration & Enquiry Service for advice before registering for this course.

What's included

OU study book, DVD-ROM of images and other material, study guide, website, maths skills ebook, assessment.

You'll need

Frequent access to a computer with an internet connection of the specification given on page 34, the facility to play DVD-ROMs and access to a scanner or digital camera.

Qualifications

S189 is a specified course in our BA (Hons) or BSc (Hons) Environmental Studies (B19) degrees and the Certificate in Contemporary Science (C70).

Molecules, medicines and drugs: a chemical story

Code:	**SK185**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

From Hippocrates to modern times, society has sought ways of relieving pain and curing or preventing disease. From ancient wisdom to herbal remedies there have been important discoveries resulting in the development of medicines that are commonplace today. Modern research at the molecular level constantly adds to the range of drugs available to combat ill-health. This course tells the fascinating story of the development of a variety of drugs and explores chemical strategies to minimise the risk of infection and disease.

After a brief introduction in which the development and testing of drugs is discussed within a social and economic setting, the course moves on to explore the discovery and development of a range of drugs and medicines that relieve pain, effect cures and alleviate the symptoms of ill-health. You'll find out how drugs interact with and affect their target areas in the human body. There is a model kit

to help you to visualise the 3-dimensional structures and shapes of the molecules concerned. As you work through the course you'll build models of the drugs you're studying and use them to develop an understanding of how the drugs work.

The story includes such topics as aspirin relieving aches and pains, Ventolin treating the symptoms of asthma, penicillin combating harmful bacteria and Tamiflu helping in the fight against bird flu. SK185 makes use of some basic ideas from chemistry and develops some of the skills associated with studying our world at the molecular level. The chemical ideas are explained when they are needed. However, if you're entirely new to the language of chemistry you'll need patience while you become familiar with the vocabulary and practise applying the new skills that you're learning. The reward will be an understanding of some of the science behind the discovery, development and mode of action of a range of medicines and drugs.

Entry

The course does not assume any previous scientific background and teaches the ideas and skills needed as and when they are required. This includes an understanding of how the structures of molecules underpin their properties and hence the uses to which they can be put. You'll probably find you can move faster through the course if you've studied some chemistry and/or biology before, but the essential things are an interest in the subject and the motivation to understand some of the science behind it.

If you have a disability or additional requirements

If you have severely impaired manual dexterity, you may find the parts of the course relating to the use of molecular models challenging.

Course materials

Book, a molecular model kit, four radio programmes on audio CD, study guide and glossary, maths skills booklet, assessment, website.

You'll need

The facility to play audio CDs.

Assessment

The end-of-course assessment must be submitted on paper until April 2009 and electronically from July 2009.

Qualifications

This is a specified course in our BSc (Hons) Life Sciences (B28), BSc (Hons) Molecular Science (B26), BA (Hons) or BSc (Hons) Health Studies (B17) degrees and in the Certificate in Contemporary Science (C70).

Excluded combination

Because the subject matter of SK185 overlaps with the discontinued courses S191 and ST240 you can only count one of the three towards each OU qualification.

Life in the oceans: exploring our blue planet

Code:	**S180**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Using a course book and a compilation of material from the spectacular *Blue Planet* BBC TV series, this course asks:

- What are the challenges of living in the oceanic environment, and how have marine organisms adapted to cope with them?
- Why do some parts of the ocean constantly teem with life, while others have seasonal bursts of activity?
- How have our ideas about the deep ocean environment evolved? And why do discoveries in the abyssal depths continue to amaze us?
- Is it too late to tackle global overfishing? How can we reverse its disastrous effects on life in the oceans?

In working towards answers to these questions, you will see that to understand life in the oceans we need to consider not just marine biology, but also geology, chemistry and physics; the shape of the ocean basins, the chemistry of seawater, and ocean tides and currents all play crucial roles in shaping the marine environment.

The course assumes that you are new to science and introduces new scientific ideas as you need them, though if you have already done some science at school, college or elsewhere, you will find opportunities to explore some topics further. The course should help you to develop a variety of skills, which become more sophisticated as the course progresses, and there are questions to help you to check your understanding as you go along.

Science short courses

"S180 is a fabulous course, really interesting! I am currently sitting on the edge of my seat awaiting my results. And of course there are the videos – breathtaking."

Entry

You need an interest in life in the oceans, and the motivation to discover more about this exciting and important topic. In the course you will meet a wide range of scientific subjects; if you think you may find this too demanding you may prefer to try a short course in a narrower area first, such as one of those particularly recommended for students new to distance learning (see page 33).

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging as it depends heavily on video material, although the programme narrations are provided in PDF format.

Course materials

DVDs containing some complete programmes and compilations from the *Blue Planet* BBC TV series, a specially written course book, study guide and glossary, maths skills booklet, assessment and website.

You'll need

The facility to play DVDs.

Assessment

The end-of-course assessment must be submitted on paper until April 2009 and electronically from July 2009.

Qualifications

S180 is a specified course in our BSc (Hons) Geosciences (B25) and BSc (Hons) Life Sciences (B28) degrees and in the Certificate in Contemporary Science (C70).

Fossils and the history of life

Code:	**S193**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

This course will give you a basic understanding of fossils and an overview of the history of life. It will enable you to explain how organisms become fossilised, help you to identify the common fossils you are likely to find, and show you where they fit into the story of evolution.
The course books also cover (in colour) spectacular fossils such as dinosaurs and other vertebrates; rare fossils that have soft parts preserved; human evolution; mass extinctions, and other key events in the evolution of life. We give you some replica fossils on which you can learn to make and record observations on specimens. The course will encourage you to think critically about reconstructions of prehistoric animals and plants, and the environments in which they lived. It will give you a perspective on life today and how it has changed over geological time.

"I loved this course. The texts were wonderful, the material was enjoyable and the end of course assessment (ECA) was clear in what it was trying to assess but stretched you just that tiny bit. I'd recommend this course wholeheartedly to anyone who's even remotely interested in fossils."

The course is based on two books: the *Atlas of the Prehistoric World* and a specially written OU study book. You will also study video footage on DVD, do some practical work that involves making observations on replica fossils, and have the opportunity to study an optional multimedia package on DVD-ROM.

Entry

The course is designed for people who are new to science, but is also suitable for those who have some scientific background. A little basic knowledge of natural history would be useful, but you need little more than an interest in fossils and the history of life, and the motivation to discover more about this exciting topic. Many people will also find the course useful for extending their knowledge of this popular subject: teachers, for example, and those involved in communicating natural history to the public.

If you have a disability or additional requirements

If you have severely impaired sight, you might find parts of this course challenging: studying details of the fossil replicas, for example.

Course materials

Two books (the OU study book and *Atlas of the Prehistoric World*), study guide, DVD (optional use as DVD-ROM), practical kit, assessment, website.

You'll need

The facility to play DVDs.

Assessment

The end-of-course assessment is a multiple-choice, computer-marked assignment (CMA) which you can choose to submit electronically or on paper.

Qualifications

S193 is a specified course in our BSc (Hons) Geosciences (B25) and BSc (Hons) Life Sciences (B28) degrees and in the Certificate in Contemporary Science (C70).

Volcanoes, earthquakes and tsunamis

Code:	**S186**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

If you have ever been intrigued or affected by volcanic eruptions, earthquakes or tsunamis and want to find out more about why they happen and what they do, then this is the course for you. The course covers:

- the basic plate tectonic structure of the Earth and its relationship to the global distribution and types of earthquakes and volcanoes
- the factors contributing to the origin and styles of eruption of magma from volcanoes
- the hazards posed to humans and the environment as a whole by volcanic eruptions, and the extent to which risk can realistically be mitigated
- the nature of ground motion during earthquakes, the hazards posed thereby, and ways to reduce vulnerability to earthquake damage
- the nature of tsunamis and the volcanic, seismic and other events that can trigger them
- the nature and outcome of some notable historic eruptions, earthquakes and tsunamis, and methods to predict and monitor these phenomena.

The course is based around two books – a specially written OU study book and *Teach Yourself Volcanoes, Earthquakes and Tsunamis*, along with a DVD-ROM containing video material and computer animations, and a course website which will link to several hours of guided activities using international volcanic, seismic and tsunami websites. These are used to show you reports and descriptions of recent and current events, and to give you confidence in navigating a website and finding relevant information.

Entry

This course is designed for people who are new to the subject areas, and although a little knowledge of general science would be useful, you will need little more than an interest in volcanoes, earthquakes and tsunamis and the motivation to discover more about them.

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You will need to make considerable use of a personal computer and the internet.

Course materials

Two books (the OU study book and *Teach Yourself Volcanoes, Earthquakes and Tsunamis*), study guide, DVD-ROM, maths skills ebook, assessment, website.

You'll need

Frequent use of a computer with an internet connection of the specification given on page 34 and the facility to play DVD-ROMs.

Qualifications

S186 is a specified course in our BSc (Hons) Geosciences (B25) and BA or BSc (Hons) Environmental Studies (B19) degrees and in the Certificate in Contemporary Science (C70).

Science short courses

Introducing astronomy

Code:	**S194**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Astronomy is often in the headlines with the regular occurrence of topics such as violent stellar explosions, distant galaxies and the 'big bang'. This course will develop your understanding of such topics, with sections on planets, stars, galaxies, extraterrestrial life, and the origin of the Universe. It will also develop your understanding of some aspects of science that you can apply to other situations.

If you are a beginner in science, you will find that the course book introduces new scientific ideas as you need them, progressively developing more sophisticated concepts and skills. If you are an amateur astronomer, or have read popular books on astronomy, you will find that the course develops your understanding and introduces areas of astronomy that you have not met before.

Entry

You need little more than an interest in astronomy and the motivation to discover more about it.

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You'll need to make considerable use of a personal computer.

Course materials

Course book, CD-ROM (containing images, data and software), study guide, planisphere (a special kind of star map), maths skills ebook, assessment, website.

Some of the course materials are not available electronically via the course website so if you are studying this course outside the EU and register close to the start date you may have to plan to study the course over the longer (five-month) time period.

You'll need

A few items of household equipment for practical work. Frequent use of a computer with an internet connection of at least the specification provided on page 34.

Some of the course software is dependent on your computer's memory configuration and even if the minimum requirement is met, some computers may not be able to run the software correctly without additional memory.

Qualifications

S194 is a specified course in our BSc (Hons) Physical Science (B27) degree, the Certificate in Contemporary Science (C70) and Certificate in Introductory Astronomy (C91).

Planets: an introduction

Code:	**S196**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Want to know more about planets? Although they have many characteristics in common, each of the planets in our solar system is different. This course concentrates on the planets and planet-sized objects in orbit around our own star (the Sun), but also delves into our rapidly advancing knowledge of planets of other stars.

You will examine some of the amazingly detailed images of planetary surfaces available thanks to the space programme and modern telescopes. This course will also develop your understanding of some aspects of science that you can apply to other situations.

If you are a beginner in science you will find that the course guide introduces new scientific ideas as you need them, progressively developing more sophisticated

concepts and skills. If you are an amateur astronomer, or have read popular books on astronomy, you will find that the course develops your understanding and introduces areas of planetary science that you have not met before.

If you are keen on geology or meteorology, you will find much to interest you in the study of comparable processes on other planetary bodies. This course is based on the *Teach Yourself Planets* book supported by a library of planetary images on CD-ROM.

Entry

You need little more than an interest in planets and the motivation to discover more about them.

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You'll need to make considerable use of a personal computer.

Course materials

Two books (OU study book and *Teach Yourself Planets*), study guide, image CD-ROM, maths skills ebook, assessment, website.

Some of the course materials are not available electronically via the course website so if you are studying this course outside the EU and register close to the start date you may have to plan to study the course over the longer (five-month) time period.

You'll need

A computer of the specification given on page 34.

Assessment

The style of assessment will change during 2008. Please click **www.open.ac.uk/study** for the latest information.

Qualifications

S196 is a specified course in our BSc (Hons) Physical Science (B27) and BSc (Hons) Geosciences (B25) degrees, the Certificate in Contemporary Science (C70) and Certificate in Introductory Astronomy (C91).

NEW 2009 Darwin and evolution

Code:	**S170**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**Feb 09, May 09**
Register by:	**Course start date**

Charles Darwin's famous book *On the Origin of Species* was published in 1859. In it, he set out his arguments and evidence for the theory of evolution by means of natural selection, sparking the most profound revolution in the history of science concerning our understanding of life, and of our own origins and nature.

The theory has been resoundingly vindicated by research in many branches of science in the following 150 years, replacing the more or less supernatural speculations of Darwin's predecessors. The year 2009 also marks the bicentenary of his birth and in celebration of these important anniversaries this course explains and explores the science of evolution for those with little or no scientific background.

A richly illustrated, OU-authored popular-style book, *99% Ape – How Evolution Adds Up* forms the core of the course, explaining modern evolutionary theory and its relevance to current issues, as well as illustrating a number of fascinating evolutionary case histories, including the origins of our own species and of the ways our minds work. The book is accompanied by a series of three television programmes on DVD that illustrate Darwin's working methods, and a practical website-based exercise in which you'll investigate variation and evolution in snails. An online study guide integrates these three components. This course is suitable for those with little or no relevant background in science who wish to find out more about the now well-established scientific basis for the Darwinian theory of evolution and its implications for us today.

Entry

The course does not assume any previous scientific background and teaches the ideas and skills needed as and when they are required. It's designed for people who are new to the subject, and although a little basic knowledge of general science would be useful, all you need is an interest in evolution. You'll have to be prepared to understand some basic science, e.g. biology, chemistry and geology in order to do this. If you have read popular books on the subject, you will find the course develops your understanding and introduces topics that you have not met before.

Science short courses

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You'll need to make considerable use of a personal computer. A proportion of the course is based on educational software, delivered on the internet, which must be studied in order to complete the course.

Course materials

OU-authored popular-style book, DVD-ROM containing three one-hour TV programmes, practical exercise built around the online Evolution Megalab, study guide, website, assessment.

You'll need

Frequent use of a computer with an internet connection of the specification given on page 34 and the facility to play DVD-ROMs.

Qualifications

S170 is a specified course in our BSc (Hons) Life Sciences (B28) and BSc (Hons) Geosciences (B25) degrees and the Certificate in Contemporary Science (C70).

NEW Elements of forensic science

Code:	**S187**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Forensic science is the application of scientific knowledge to questions of civil and criminal law. Interest in forensic science has grown considerably in recent years and this is reflected in the abundance of media coverage and popular TV programmes. This course is for people who have a basic knowledge of chemistry, DNA and genetics and who want to understand how this science is applied to crime scene investigations. The course explores how forensic scientists work, the techniques they use and how they reach the conclusions they present in court. Forensic science uses a wide range of scientific techniques and so it can become very complex to study although every attempt is made in the course to ensure that the science is accessible. In this course we focus on topics relating to the human body. You will learn about fingerprints, body fluids, drugs and DNA. DNA testing is a fascinating topic and many controversial cases hinge on DNA evidence. You will find out why DNA is such a useful substance in forensic science and some of the reasons why its use can be controversial.

Forensic science is not just about making scientific measurements. For a successful and safe prosecution in court it is crucial that the correct processes and procedures are followed to tie the accused to the crime scene unambiguously. You will learn about the 'forensic process'; how the police and forensic scientists work together to take a structured and logical approach to collecting, analysing and presenting forensic data. The understanding you will gain of the importance and significance of scientific evidence can be applied in a wide range of other contexts.

Some of the scientific concepts underpinning forensic science will be introduced and reinforced at appropriate points in the course, including the techniques used to separate one substance from another.

By the end of the course you will have a good understanding of some of the processes involved in forensic science from the crime scene to the courtroom. You will also have developed a range of study skills associated with retrieving and interpreting information from a variety of sources. At the end of the course you will be asked to use some articles and other information about a particular crime or crimes to analyse the processes and comment on the use of data in that situation.

The course is based around about half of the chapters in the course book *Forensic Science* by Andrew and Julie Jackson. You will be guided through these chapters by a specially written study book which provides some of the background science, and questions and activities to help you to test your understanding. There will also be a course website with activities and links to other interesting and informative sites.

Entry

The course assumes a basic knowledge of chemistry and biology, particularly DNA and genetics. The nature of the subject means that some parts of the course are conceptually fairly demanding so if you are new to studying at university level, you are advised not to take this as your first course. We recommend *Molecules, medicines and drugs: a chemical story* (SK185) and *Human genetics and health issues* (SK195) as suitable short courses to study before S187. Alternatively, the science in *Exploring science* (S104) (or the discontinued course S103) is excellent preparation. If your science background is limited or 'rusty', revision material will be available on the course website but study of it will be outside the time allocated for the course.

If you already have some scientific knowledge there is still plenty for you to learn as forensic science has its own challenges and disciplines. You must be prepared to study some parts of the course book in detail while other, often more complex, sections you will be asked to study at a more superficial level and will have to be prepared not to understand in depth all you are reading. This is an important skill that professional scientists have to develop.

Course materials

Two books (the OU study book and *Forensic Science*, second edition by Andrew and Julie Jackson), activities, study guide, website with links to resources on forensic science, maths skills ebook, assessment.

You'll need

Access to a computer with an internet connection of the specification given on page 34 and the facility to play DVD-ROMs.

Qualifications

S187 is a specified course in our BSc (Hons) Molecular Science (B26) degree and the Certificate in Contemporary Science (C70).

Modelling the climate

Code:	**S199**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08**
Register by:	**Course start date**

This course provides an introduction to the sciences of weather, climate modelling and climate change. It is being presented in conjunction with the climate*prediction*.net experiment, which has been developed to allow a state-of-the-art climate prediction model to be run on personal desktop computers. Climate*prediction*.net is a 'distributed-computing project', where the spare processing power of thousands of personal computers is used to contribute to a large-scale scientific experiment.

You'll study the science underpinning the modelling of the Earth's climate at the same time as you run a unique version of this model on your own personal computer. You'll interact with the model using software that will enable you to interpret some of the data your model produces. Specifically you will learn about: atoms and molecules; atmospheric composition and structure; energy and energy transfers within the atmosphere; temperature; pressure; various weather phenomena, including rainfall and clouds; and how all of this is being simulated in your climate model running on your PC. The course also guides you through running and extracting data from your model and displaying it in the form of maps and graphs.

Entry

The course assumes you are confident using a computer for studying. If you are not a fairly experienced computer user, **you are advised not to take this as your first OU course**. In terms of background science, you need little more than an interest in the subject and the motivation to discover more about it. However, concepts are introduced and developed fairly quickly so if you are new to science you may be better advised to try one of the other Level 1 science short courses recommended for students new to distance learning (see page 33).

If you have a disability or additional requirements

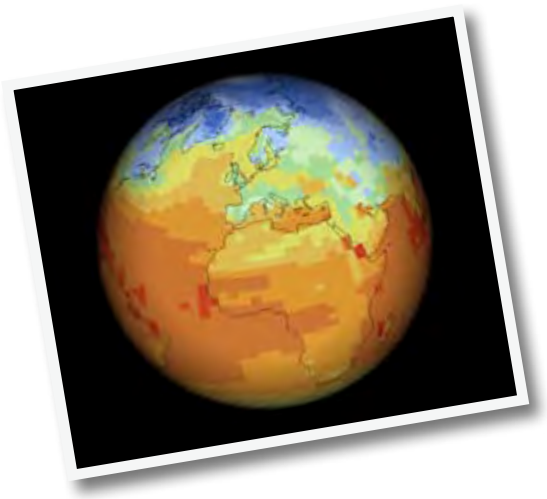
If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You'll need to make considerable use of a personal computer.

Course materials

OU study book, CD-ROM, study guide, modelling guide, maths skills ebook, assessment and website.

You'll need

A computer with an internet connection and of at least the following specification: Pentium 1GHz processor; 128MB RAM memory; Windows 2000 or XP operating system; 10GB hard disk with at least 1 GB free space; 32x CD-ROM (or DVD-ROM).



Science short courses

The essential software for this course will *not* run on a computer with *any* other specification. Note in particular the requirement for Windows 2000 or XP. If you have Windows Vista then you should refer to **www.open.ac.uk/personal-computing**. If you intend to complete the course over the shorter period, you must be prepared to leave your computer on for extended periods of time, sometimes continuously; this is not advisable for a laptop computer.

The climate prediction model and related visualisation software will be provided on a CD-ROM. However, you will need to register the model over the internet and download personalised parameters before you can run the model. The model is a state-of-the-art computer simulation and as such requires up to six weeks to run to completion even on the fastest modern PC. It is not a requirement of the course that you run the model to completion, but if you choose to do so your results will be invaluable to climate*prediction*.net. The climate prediction model and related visualisation software is intended primarily for use by students at home. If you wish to run climate*prediction*.net on your PC at work, it is essential that you seek permission and advice from your employer.

Assessment

The end-of-course assessment will require you to keep a record of your interaction with the climate model and to submit some of the results from your model.

Qualifications

This is a specified course in our BSc (Hons) Geosciences (B25), BSc (Hons) Molecular Science (B26) and BSc (Hons) Physical Science (B27) degrees and in the Certificate in Contemporary Science (C70).

Excluded combination

Because the subject matter of S199 overlaps with the discontinued course S190, you can count only one of the two towards each OU qualification.

Course starting dates

This course will be presented for the last time in May 2008.

How the Universe works

Code:	**S197**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Have you ever wondered about the fundamental interactions that make the Universe work; or how the Universe came to be as it is; or how it may evolve in the future? This course presents answers to questions like these by introducing cosmology and particle physics at a level beyond the descriptive approach of many 'coffee-table' books on the subject. It includes results from cutting-edge research to illustrate the science behind the media headlines. Specific topics covered include: measuring the speed and distance to galaxies; the expansion of space; the cosmic microwave background radiation; atoms, nuclei, quarks and neutrinos; the electromagnetic, strong, weak and gravitational forces; unified theories; dark matter and 11-dimensional space-time!

If you have read popular books on astronomy and modern physics, you will find that the course develops your understanding and introduces areas of cosmology and particle physics that you have not met before.

This course is based on a revised and updated version of *Universal Processes*, one of the books from our longer science course, *Discovering science* (S103) which was last presented in 2007. Much of the material here also appears in one of the books for *Exploring science* (S104) its replacement course.

Entry

You need little more than an interest in the Universe and the motivation to discover more about it. However, the nature of the subject means that some parts of the course are conceptually fairly demanding. If you are a beginner in science this course is not recommended as your first OU course; *Introducing astronomy* (S194) would be a better starting point.

If you have a disability or additional requirements

If you have severely impaired sight you may find the course challenging, as it relies heavily on coloured images. You'll need to make considerable use of a personal computer.

Course materials

OU study book, glossary, study guide, bookmark, DVD-ROM containing interactive activities, maths skills ebook, assessment, website.

Some of the course materials are not available electronically via the course website so if you are studying this course outside the EU and register close to the start date you may have to plan to study the course over the longer (five-month) time period.

You'll need

Frequent use of a computer with an internet connection and of at least the specification mentioned on page 34.

Assessment

The end-of-course assessment must be submitted electronically and comprises some multiple-choice, computer-marked questions and some questions that require written answers.

Qualifications

This is a specified course in our BSc (Hons) Physical Sciences (B27) degree, Certificate in Contemporary Science (C70) and Certificate in Introductory Astronomy (C91).

Excluded combination

Because the subject matter of S197 overlaps with *Exploring science* (S104) or the discontinued course *Discovering science* (S103), you can count only one of the two towards each OU qualification. However, if you successfully complete S197 and go on to study S104, you will get a discount of £30 off your S104 registration fee.

Chance, risk and health

Code:	**SMK184**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Does statistics play a major role in science in general and in medicine in particular? This course unequivocally answers 'yes' and aims to convince you of that fact. It will introduce you to some of the main ideas of modern statistics, from scratch, in the context of important health issues. It will show you how statistics can shed considerable light on such topics as the controversy surrounding the MMR vaccine and the link between smoking and cancer. The course is not a 'how-to-cookbook' introduction to basic statistics. Rather, its role is to help you appreciate the importance of statistical analysis and thinking, particularly in modern medicine. Its emphasis is on understanding the kinds of statistical tools that are available; what issues they can address; and how to interpret statistical results.

The course is based on large parts of the book *Dicing with Death: Chance, Risk and Health* by Stephen Senn. Senn's book provides an introduction to some of the key ideas and controversies in medical statistics, enhanced by historical sketches of important figures in statistics and science. There's also a specially written OU study book, which guides you through Senn's book and adds explanation, consolidation and, in places, a little more depth. It also provides numerous exercises.

Entry

If you are new to studying at university level, you are advised not to take this course as your first course. It would be better to try one of the other Level 1 science short courses, which provide more support with study skills. The course requires the use of some basic mathematics. It assumes that you have encountered negative numbers before and that you can add, subtract, multiply and divide positive and negative numbers and understand the use of brackets in numerical calculations. You should know how to express numbers as fractions and decimals and know what simple powers mean (e.g. know that 2^3 means 2 x 2 x 2).

Science short courses

You should be able to use symbols to represent quantities, and to substitute numerical values into simple formulae. You will find the course more straightforward if you know how to add and multiply numerical fractions, interpret simple graphs and rearrange simple algebraic equations. However, the course does not assume great confidence in all these topics and they are introduced gently and used sparingly. There is a course taster pack available, which is designed to give you a feeling of what it is like to study SMK184. This can be found at **http://statschoices.open.ac.uk/tasters/SMK184**

Course materials

Two books (the OU study book *Chance, Risk and Health*, which includes explanations, expansion of material where appropriate and many exercises, and *Dicing with Death: Chance, Risk and Health* by Stephen Senn), study guide, two associated TV programmes on DVD, maths skills ebook, assessment, and website.

You'll need

The facility to play DVDs.

Assessment

The end-of-course assessment must be submitted electronically and comprises some multiple-choice, computer-marked questions and some questions that require written answers.

Qualifications

This is a specified course in our Certificate in Contemporary Science (C70) and Certificate in Health Sciences (C78) and is also particularly suitable if you are doing a degree in Life Sciences, Natural Sciences, Mathematics or Mathematics and Statistics.

Maths for science

Code:	**S151**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 08, Sep 08, Nov 08, Feb 09, May 09**
Register by:	**Course start date**

Do you want to take a science course with the OU or elsewhere, but worry that you lack confidence in using mathematics as a tool in science? Then this course could be for you. Mathematical techniques are explained, and worked examples are included throughout the course, but the main emphasis is on providing examples for you to try for yourself. Many of the examples have a scientific flavour and detailed answers are also provided. As you work through the questions you will be able to revise the mathematical skills you already have, as well as learning and practising new ones, and your confidence in handling maths should increase. There are two online interactive assessments which give you instantaneous feedback on your answers; one can be attempted at any point during the course and provides practice for the end-of-course assessment with the same format.

The course assumes some knowledge of arithmetic, but other topics, such as addition and multiplication of fractions, are revised; while algebraic techniques, such as rearranging and combining equations, are taught from first principles. You will also have an introduction to scientific notation, logarithms, radians, trigonometry, differentiation, and some scientific uses of statistics and probability.

Entry

You are advised to attempt the short diagnostic quiz 'Is *Maths for science* the right course for you?' to assess whether S151 is appropriate for your needs. You can download the quiz from the website: **www.open.ac.uk/science/short**

The course is not meant for absolute beginners in mathematics and is not recommended as your first OU course. It is only one of a number of Level 1 mathematics courses available to you. If you intend to study *Exploring science* (S104), you are advised to do so *before* studying S151. The maths in S151 would be excellent preparation for *The physical world* (S207) or *Astronomy* (S282). However, it is not an adequate preparation if you intend to go on to OU physics courses at Level 3 or mathematics courses at Level 2 or 3.

The course assumes that you can add, subtract, multiply and divide positive and negative numbers and understand the use of brackets in numerical calculations. You should know how to express numbers as fractions and decimals and as simple powers (e.g. know that 1000 can be written as 10^3). You should be able to: measure angles in degrees; plot and read data from straight-line graphs; use symbols to represent quantities; and substitute numerical values into simple formulae. You will find the course more straightforward if you know how to add and multiply numerical fractions, rearrange very simple algebraic equations and find the gradient of a straight-line graph. But the course does not assume great confidence in these topics and they are all revised.

Course materials

Course book including explanations, worked examples and questions, study guide, CD-ROM, book of revision questions, online interactive assessments, website.

Some of the course materials are not available electronically via the course website so if you are studying this course outside the EU and register close to the start date you may have to plan to study the course over the longer (five-month) time period.

You'll need

A computer with an internet connection and of at least the specification mentioned on page 34.

Assessment

You will be required to submit an end-of-course assessment that must be completed online via the internet.

Qualifications

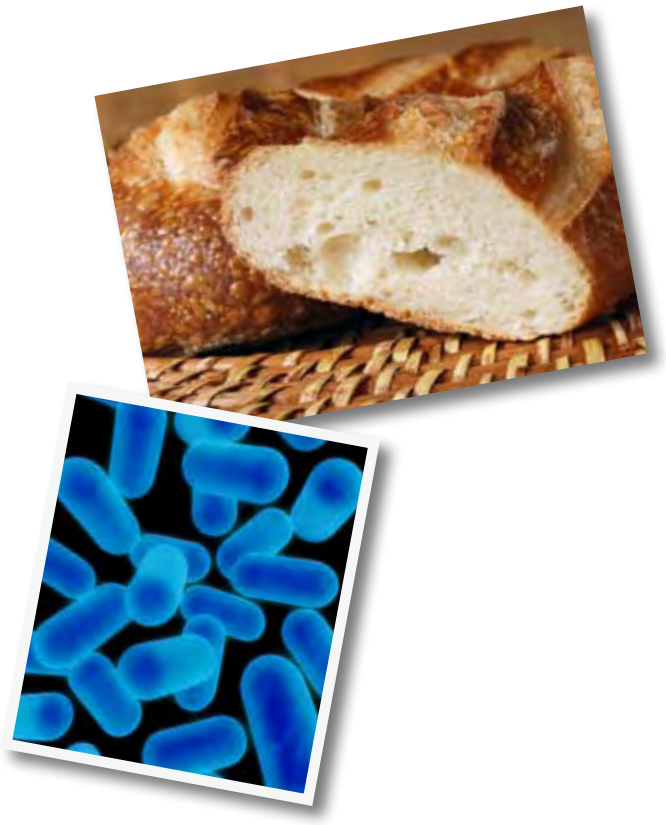
This is a specified course in our BSc (Hons) Geosciences (B25), BSc (Hons) Life Sciences (B28), BSc (Hons) Molecular Science (B26), BSc (Hons) Physical Science (B27) degrees and in the Certificate in Contemporary Science (C70) and Certificate in Introductory Astronomy (C91).

NEW 2009 Empire of the microbes

Code:	**S171**
Points:	**10**
Level:	**1**
SCQF level:	**7**
Start:	**May 09**

What have hospital superbugs got to do with beer? Both involve microbes. Since the birth of civilisation humans have had an uneasy alliance with the microbial world. These single-celled creatures have brought us terrible diseases such as Black Death, flu pandemics and hospital superbugs, but at the same time they ferment our beer and wine and help our bread rise. This introductory course will explore the fascinating world of microbes – the history of their discovery, their practical uses and their important role in environmental and health sciences and even the possibility of their discovery on other planets.

This course is due to start in May 2009. A full course description will be available from autumn 2008 on **www.open.ac.uk/study**



50 An introduction to Social Sciences short courses

The Faculty of Social Sciences has developed four new 15-point courses that offer you the chance to explore an interesting and thought-provoking topic within the social sciences curriculum. Two of the courses are at Level 1 and two are at Level 2.

Level 1

Level 2

These courses are taught online and each lasts 12 weeks. The details given here are for the courses that start in late October 2008 and May 2009.

As the courses are taught online, some familiarity with using a computer for learning will make them easier for you to study. If you have any doubt about the suitability of a social sciences short course, please contact our Student Registration & Enquiry Service (see back cover).

We strongly recommend that students new to higher education, OU study or to a particular subject area, start at Level 1.

Start dates

All our short courses start in late October and May.

Can I study outside the UK?

Our courses are available in the OU's general study areas. Please see page 55.

Entry

There are no entry requirements for these courses. However, the Level 1 courses are particularly suitable for students new to distance learning. You will also find study of the Level 2 courses to be much more rewarding if you have completed some study at Level 1. If you have any doubt about the level of study, please seek advice from our Student Registration & Enquiry Service.

Qualifications

Level 1 short courses can be counted toward the free choice element of the BA or BSc (Hons) Social Sciences (B06) degree. The Level 2 courses will be options for this degree.

You'll need

For all courses you will need access to a computer of at least the following specification: Pentium 1GHz processor; 128MB RAM memory, Windows XP Home operating system; 32x DVD-ROM. Office software is needed for some courses, but the University provides a free copy of Sun StarOffice. Internet access is also required.

What support will I get?

Level 1

You'll be allocated to a tutor with a group of other students. Your tutor will run online tutorials and will mark and comment on your written assignments. You can contact your tutor through email and the online forum. If you're new to the OU, you'll find that your tutor is particularly concerned to help you with your study methods. Contact our Student Registration & Enquiry Service if you want to know more about study with the OU before you register.

Level 2

Study advisers organise online activities and may also offer individual advice or guidance. In addition you will receive individual written feedback on your assignment. Contact our Student Registration & Enquiry Service if you want to know more about study with the OU before you register.

How will I be assessed?

Level 1

At Level 1, these 15-point courses have no examinations. On each course, there are two tutor-marked assignments (TMAs), both submitted and returned electronically. Assessment is an essential part of the courses, and you're strongly advised to complete the assignments. You will be sent more detailed information about the assignments when you begin the course.

Level 2

At Level 2 you will be assessed through one tutor-marked assignment (TMA), submitted and returned electronically and one end-of-course assessment (ECA) submitted electronically. You will be sent more detailed information about the assignments when you begin the course.

Level 1

This sporting planet

Code:	**D170**
Points:	**15**
Level:	**1**
SCQF level:	**7**
Start:	**Oct 08, May 09**
Register by:	**Course start date**

This sporting planet (D170) is a course for everyone who is interested in sport, whether as a fan, a participant or as someone who is interested in why sport occupies media space. The course offers some explanations of why sport is a massive global phenomenon and why sport matters so much to individuals, communities and nations. It will introduce you to core debates in the social science of sport and you'll explore the links between sport, society, culture and politics. The course uses the example of sport to introduce social science explanations of society and you'll apply the social science concepts explained in the course to sporting case studies, accessed online.

The course aims to develop students as critical participants in sport and as users and readers of sports media coverage. As well as learning about the social significance of sport, you will develop skills in using the internet critically and in working with online tools, such as blogs, wikis and discussion forums. In addition you'll learn more about time management, how to reflect on your learning, summarise ideas in note form, reference material and write academic essays.

The course will develop some of the skills needed in the expanding field of employment in the sport and leisure industries. It also offers preparation for further study in the social sciences and sports studies, whether you are a beginner or seeking to refresh your study skills.

Course materials

The course is delivered online and through hard copy text. You will participate in a range of activities, on and offline, and you will be supported in your learning through etutorials.

Social Sciences short courses

Introduction to counselling

Code:	**D171**
Points:	**15**
Level:	**1**
SCQF level:	**7**
Start:	**Oct 08, May 09**
Register by:	**Course start date**

There has been tremendous growth in counselling in recent years with increasing numbers of people recognising the value of professional support in dealing with problems in living. This has led to more people seeking careers in counselling and the helping professions more generally. In addition, there has been widespread recognition of the value of an understanding of counselling theory and skills to other 'people-oriented' professions, such as human resources, whether in the private or public sector. This course provides a starting point for people interested in pursuing a career in counselling or those who simply want to know more.

Introduction to counselling (D171) is designed to provide an accessible and interesting introduction to the theory and practice of counselling. Whilst this Level 1 course is primarily academic it will also seek to develop some awareness of basic skills in counselling practice. The course will introduce a range of key topics in counselling, including the cultural and historical origins of counselling, different theoretical approaches to counselling, and the vital role of the counselling relationship in enabling growth and change. In addition, basic skills in listening, attending and responding appropriately will be introduced and developed through audio-visual materials and structured self-directed activities.

Course materials

The course is taught primarily through a textbook and other text-based study materials. Counselling skills are also introduced through a specially produced DVD and by practising self-directed activities. Etutorials are offered to further support students in their learning.

Level 2

Family meanings

Code:	**D270**
Points:	**15**
Level:	**2**
SCQF level:	**8**
Start:	**Oct 08, May 09**
Register by:	**Course start date**

This course provides a strong grounding for any student who is interested in exploring families and personal relationships, and the connections between 'family' and wider social concerns. We think about many of our relationships through the lens of 'family' not only in our personal world views and inner lives, but also in our wider social interactions. Indeed, it is difficult to think about policy and practices in many areas of social and personal life such as health, caring, education, housing and criminal justice without 'family' being somewhere in the background. And yet, what is meant by 'family' in all these contexts is often taken for granted without being explained or questioned.

Family meanings (D270) directly addresses this puzzle by taking two different approaches: first, by looking at evidence about families and learning how both qualitative and quantitative data have been used to build an understanding of family life. You will be analysing interviews with people talking about their everyday lives in order to think about the many ways ideas about family are significant – for the interviewees, for researchers and for you. You will also be interpreting statistics about change and continuity in households and families over time, and how these categories came to be firmly established in quantitative social research.

The second approach is to look at ideas and debates about the family. You will read and discuss some key texts from sociologists who have not only questioned common-sense concepts of 'the family' and even challenged the idea of 'family' as different from other social relationships, but also offered alternative ways of framing our personal relationships. Comparisons with concepts in other kinds of societies and in other historical periods will also be made to further explore our assumptions about what 'family' means in western societies today. To bring these two approaches together, the course turns to social policies and professional practices to explore how assumptions, ideas and evidence about families are built into the heart of welfare provision and services.

Studying D270 will teach you the skills of reflecting on everyday family life in the context of social policies and practices. It will give you an insight into the ways social scientists research and conceptualise families.

Course materials

These include a course reader, other written materials, audio CDs and a course website.

Politics, media, war: 9/11 and its impacts

Code:	**D271**
Points:	**15**
Level:	**2**
SCQF level:	**8**
Start:	**Oct 08, May 09**
Register by:	**Course start date**

Politics, media, war: 9/11 and its impacts (D271) provides a fascinating introduction to contemporary, cutting-edge issues in international politics and media studies. It will help you make sense of contemporary global events and evaluate the public policies such events prompt.

By examining the international consequences of the events of September 11th, you will explore the impacts of the terrorist threat posed by individuals and groups who claim Islamic legitimisation for their actions, witnessed at work in countries as far apart as the US, the UK, Spain, Iraq, Afghanistan, Israel, Egypt and Indonesia. You will examine the military and political response of the US, the UK and their allies to this terror threat both at home and abroad. Through the course you will come to understand how contemporary international politics increasingly reflect the modern phenomenon of 'asymmetrical warfare', one waged by states and non-state actors, and when terrorist organisations are seen to threaten the peace and stability of the world.

This course offers, therefore, a short and straightforward introduction to the changing nature of war and terrorism. It discusses the growing securitisation of many areas of social life and explores how the British state balances the trade-off between security and civil liberty in the face of the terrorist threat. It also examines the role the media plays in defining the nature of political violence, representing global conflicts and shaping popular and elite perceptions of the terrorist threat. As a D271 student, you will develop your skills of critical thinking and analysis as well as your understanding of core ideas and concepts in this field of study.

Course materials

The course includes a course website, online library access, audio CDs, and a study guide.

Becoming an OU student

General information

Entry and study requirements

There are no formal academic requirements or selection procedures for any of our short courses. If you apply and we have a place on the course you want to take, we'll accept you. All our courses are open to students in the countries listed on page 55, as well as British Forces Post Office (BFPO) addresses. Some Arts, Science and Digital Technology courses can also be studied elsewhere. Please see the appropriate section for information on this.

If you're studying full time at another institution, you must get written permission from its principal to study with us.

You may not take courses that amount to more than 120 points at any one time, except for:

- the addition of up to two related standalone residential school courses; or
- an overlap of course presentations of no more than one month;

or both.

Examination resits, deferrals and resubmissions are included in the 120-point limit. If you want to go over this limit, please contact our Student Registration & Enquiry Service on **+44 (0)845 300 60 90** for approval before registering.

All the courses are taught in English, so your spoken and written English must be of an appropriate standard for undergraduate study. If you're not sure whether you English is good enough, there is some help available at **www.open.ac.uk/skillsforstudy/english-for-learning.php**

Equality and diversity

At the OU, students and staff are treated solely on the basis of their merits, abilities and potential.

Our open admission policy reflects our belief that everyone should have an equal opportunity to study, regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

For Welsh speakers

If you're a Welsh speaker and you'd prefer to discuss your study needs in Welsh, please contact The Open University in Wales (phone **029 2047 1170**; email Wales@open.ac.uk).

I siaradwyr Cymraeg

Os rydych yn siarad Cymraeg a fyddai'n well gennych trafod eich anghenion drwy gyfrwng y Gymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru yng Nghaerdydd os gwelwch yn dda (ffôn **029 2047 1170**; ebost Wales@open.ac.uk).

elearning and computers

You'll get a lot more out of your OU study if you've got regular access to an internet-enabled computer. You'll be able to take full advantage of our online services, including an OU email account, online forums and our vast online library.

Your *Welcome Pack* will include the computer specification and details of the online needs for your particular course. For further information, advice and support please contact our Student Registration & Enquiry Service, your regional or national centre or country representative, or click **www.open.ac.uk/personal-computing**

Course software

Some courses include software that is intended for use on computers using Microsoft Windows but is tested only on UK English versions. If you use localisations of Windows (for example, a French version), you may find that the software doesn't perform as described in the course materials, although this isn't a common problem. Commercial software provided for educational use may also be designed for specific Windows versions.

If you do have any problems with the software, please email ou-computing-helpdesk@open.ac.uk or phone our OU Computing Helpdesk on **+44 (0)1908 653972**.

Studying outside the UK

Most of our courses are open only to residents of the following countries. Please check the specific course information as availability outside the UK varies for different courses. We have local representatives in some countries (see page 67) who can help with advice and information. Click **www.open.ac.uk/worldwide** for more information about studying outside the UK.

Austria
Belgium
Bulgaria
Channel Islands
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Gibraltar
Greece
Hungary
Isle of Man
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Poland
Portugal
Republic of Ireland
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland

Registering for a course

If you're paying your course fee by credit or debit card, you can register on our website at **www.open.ac.uk/study** or by phoning **+44 (0)845 300 60 90**.

Alternatively, please post your completed *Registration agreement* and payment or financial award application (as appropriate) to:

Student Registration & Enquiry Service, The Open University, PO Box 197, Milton Keynes, MK7 6BJ, UK

or for students in Scotland to:

The Open University in Scotland, 10 Drumsheugh Gardens, Edinburgh, EH3 7QJ, UK.

Paying the course fee

UK fees

UK fees apply if:

- you are resident within the UK prior to the start date of your course and will remain in the UK for the duration of the course or you have a BFPO address

and

- **either** you've been living in the UK (excluding Channel Islands and Isle of Man), the European Economic Area (EEA)[1], Switzerland or an Agreed Overseas Territory[2] for at least three years before starting your course and you are a national of one of these countries
- **or** you are not from the areas above but have 'exceptional leave to enter or remain' or 'indefinite leave to remain' in the UK and have been resident in the UK for at least three years prior to the course start date (i.e. not on a temporary or renewable visa)

or

- you are a UK income tax payer who is temporarily and unavoidably outside the UK (for no more than three years) and you remain liable for UK income tax whilst resident outside the UK; or you are a dependant of such a person.

If you are not sure if you are eligible to pay UK fees, contact our Student Registration & Enquiry Service on **+44 (0)845 300 60 90**.

If you're not eligible to pay a UK course fee, your fee will be higher than the UK fees. Fees for students in the UK are substantially less than the full cost of teaching because the UK government gives the OU a grant which covers the majority of those costs; this grant can only be used to support the teaching of citizens of the European Economic Area (EEA), Switzerland and Agreed Overseas Territories who are resident within the UK. It cannot be used to meet the costs of teaching students who are resident elsewhere.

Fees for students resident in the Irish Republic are lower than those for residents in other EU countries because the teaching costs are lower. Students in the Channel Islands and the Isle of Man also pay higher fees. These territories are not part of the EEA and their citizens do not pay UK tax, so a UK government grant cannot be used to contribute to the costs of teaching students there.

Becoming an OU student

To work out how much your course will cost, please see our website **www.open.ac.uk/study** or refer to the separate *Short Course Fees 2008/2009* leaflet.

[1]EEA countries:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovak Republic, Slovenia, Spain, Sweden and United Kingdom (excluding Channel Islands and Isle of Man).

[2]Agreed Overseas Territories:

Anguilla; Aruba; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Faroe Islands; French Polynesia; French Southern and Antarctic Territories; Greenland; Mayotte; Montserrat; Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten); Pitcairn, Henderson, Ducie and Oeno Islands; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan da Cunha); St Pierre et Miquelon; The Territory of New Caledonia and Dependencies; Turks and Caicos Islands; Wallis and Fortuna.

Cheques

Please make cheques payable to 'The Open University' and write your name and personal identifier, if you have one, clearly on the back. We are unable to accept post-dated cheques.

If you live outside the UK you can pay by cheque in the currencies of all European Union countries, as well as Swiss francs and US dollars. We'll use the exchange rate which applies on the day we process your *Registration agreement*.

Credit or debit card

We accept payment by Maestro, Mastercard, Visa or Delta. Please complete the credit/debit card authorisation form on the *Registration agreement*, including the start and end dates, and ensure that the cardholder signs the form where indicated.

OUSBA

The Open University Student Budget Account (OUSBA) is a convenient way to pay your course fee. You can 'buy now and pay later', either before the course begins or in monthly instalments. If you have any questions about OUSBA accounts, please contact:

OUSBA
PO Box 508
Milton Keynes
MK7 6HX
UK

www.open.ac.uk/ousba

Phone **+44 (0)845 7697 937**. Calls to this line are charged at local rate when calling from a UK landline.

OUSBA credit agreements are regulated by the Consumer Credit Act 1974.

OU gift vouchers

OU vouchers make an inspiring present, ideal if you're looking for an unusual gift for someone special. Or ask family and friends to support your own study by buying vouchers for special occasions. To buy or redeem vouchers, see our website at: **www.openuniversity.co.uk/vouchers**

Tesco Clubcard Deals tokens

An innovative partnership between the OU and Tesco allows shoppers to exchange their Clubcard vouchers for Deals tokens, worth four times their value, to pay for part or all of any OU undergraduate course. For every £10 of Clubcard vouchers, Tesco shoppers will receive £40 in Deals tokens towards paying for their course. To find out more about the terms and conditions of this scheme, which is running in the UK and the Republic or Ireland, go to **www.openuniversity.co.uk/clubcarddeals**

Financial support (UK students only)

We offer financial support to help some students who would otherwise find it difficult to pay their fees. For short courses we're only able to offer financial support to students who are claiming state benefits.

If you're on state benefits and wish to apply for financial support from us please complete one of the forms depending on where you live (*Financial support application for short courses for students resident in England, Wales or Northern Ireland* or *Financial support application for short courses for students resident in Scotland*). You must provide evidence of the benefit you are receiving. The arrangements for financial support are different for students living in Scotland from those for students living in England, Wales or Northern Ireland.

Please fill in the form that relates to where you live, using the appropriate guidance notes (there's one set for Scotland and one for the rest of the UK). Return the form and your evidence of benefits with your *Registration agreement* to the address on the form.

Due to the amount of processing time required, you should apply for financial support in good time before the course start date. Financial support applications cannot be handled over the telephone or online.
If you're applying for financial support, you don't need to include payment when you send back your *Registration agreement*.

You should note that in England, Wales or Northern Ireland, there is a limited amount of money available, which will be granted on a first-come, first-served basis – a good reason to get your application to us as early as possible.

Individual Learning Accounts (Students in Scotland)

The Open University in Scotland is an approved provider under the ILA Scotland scheme. If your personal income is £18,000 or less a year, or if you are on certain benefits you can claim up to £200 a year towards the cost of many OU courses.

More information is available for students resident in Scotland at **www.open.ac.uk/financialsupport** or by phoning The Open University in Scotland on **0131 226 3851**.

Completing the *Registration agreement*

Notes on completing your *Registration agreement*

We are required to collect statistical information about our students for the Higher Education Statistics Agency (HESA). HESA observes strict rules of disclosure required by the Data Protection Act and will not give your details to third parties. Further information on our Data Protection Policy can be found in the *Conditions of Registration*, or on page 68 or on our website at **www.open.ac.uk/our-student-policies**

You'll be asked to provide your HESA information in Section 5. This information will not affect your registration with the OU and you may also be asked to fill in some of these questions when you first logon to your StudentHome website.

Note 1 – Your personal identifier

If you know your personal identifier (for example, U123456), please write it on the form. It is important that you quote this number whenever you contact the University.

Note 2 – If you have a disability, health condition, mental-health disability or specific learning difficulty

We are committed to meeting the requirements of people with disabilities and we'll help you to participate as fully as your circumstances allow in all aspects of study. If you tick the 'Yes' box in section 1 we will send you our booklet, *Meeting Your Needs*, that describes our services and invites you to fill in a form telling us your requirements.

Note 3 – HESA number

A HESA number is issued to each higher education student in the UK. We give each student a HESA number. If you have studied recently at a UK university and already have one, please enter it on your *Registration agreement* so that we can use it instead of issuing a new one.

Note 4 – Education on entry

Tell us what was your highest level of education when you **first** joined the OU, using the codes below:

Code	Qualifications	
01	None	No formal education qualifications
02	Below GCSE or O level	CSE (other than grade 1), GCSE (grades D to G), S/NVQ 1, Standard grade (general level), or vocational equivalent
03	1 to 4 GCSE or O levels	CSE (grade1), GCE O level or SCE/SQA O grade or Standard grade (credit level), GCSE (grades A to C), or School Cert in one to four subjects, or SQA Intermediate 1, S/NVQ 2, or vocational equivalent
04	5 or more GCSE or O levels	CSE (grade 1), GCE O level or SCE/SQA O grade or Standard grade (credit level), GCSE (grades A to C), or School Cert in 5 or more subjects, or SQA Intermediate 2, or vocational equivalent
05	1 A level	A level, Scottish Higher, Advanced GNVQ, NVQ 3, Higher School Cert in one subject, ONC, SQA National Certificate, or vocational equivalent
06	2 or more A levels	A level, Scottish Higher, Advanced GNVQ, Higher School Cert in two or more subjects, OND, or vocational equivalent
07	HNC	HNC, NCEA/HETAC National Certificate, Cert HE, SQA Advanced Higher, or vocational equivalent
08	HND	HND, NCEA/HETAC National Diploma, Dip HE, Foundation Degree, Certificate in Education, S/NVQ 4 or equivalent professional and technical qualifications
09	First degree	First degree of CNAA or University, or vocational equivalent
10	Postgraduate degree	Masters or PhD, Postgraduate Diploma or Certificate, or vocational equivalent

Note 5 – Educational institution

Use the codes below to tell us the type of educational institution you attended before starting OU study.

4901	UK state school
4911	UK independent school
4921	UK Further Education college
4931	Any non-UK institution
4941	UK Higher Education institution
0000	Home tutored or no formal schooling

Note 6 – Parents' level of education

This question includes natural parents, adoptive parents, step-parents or guardians who have brought you up.

Note 7 – Dependants

'Young people or children' refers to people aged 17 and under who are financially or otherwise dependent on you.

Note 8 – Ethnic origin

We aim to ensure that our services are accessible and that we achieve fair outcomes for people of all ethnic groups. We use the ethnicity classifications from the Census in England and Wales, Scotland and Northern Ireland as recommended by the Commission for Racial Equality, in order to monitor the extent that we are achieving this. Please use the codes given below to tell us which group best describes your ethnic or cultural background.

10	White	29	Other Black background	34	Chinese	42	Mixed-White and Black African
14	Irish Traveller	33	Asian or Asian British-Bangladeshi	39	Other Asian background	49	Other mixed background
21	Black or Black British-Caribbean	31	Asian or Asian British-Indian	43	Mixed-White and Asian	80	Other ethnic background
22	Black or Black British-African	32	Asian or Asian British-Pakistani	41	Mixed-White and Black Caribbean	98	I prefer not to answer this question

Note 9 – Welsh National Identity

If you live in Wales, please use the letters below to tell us what you consider to be your National Identity (you may select up to two).

B	British	E	English	W	Welsh	S	Scottish
I	Irish	O	Other	R	I prefer not to answer this question		

Note 10 – Occupation

Please provide information about your occupation status, type and title, using the codes below.

Occupation status		Occupation type	
01	In full-time work / self-employed	01	Modern professional occupations
02	In part-time work / self-employed	02	Clerical and intermediate occupations
03	Looking after the home / family	03	Senior managers or administrators
04	Retired from paid work	04	Technical and craft occupations
05	Doing unpaid voluntary work	05	Semi-routine manual and service occupations
06	Unable to work due to long-term sickness or disability	06	Routine manual and service occupations
07	Unemployed and looking for a job	07	Middle or junior managers
08	Not in paid work for some other reason	08	Traditional professional occupations
		09	Never been in paid work

Occupation title

Please tell us what is (or was) the full title of your main job; for example, 'Car Mechanic', 'Television Service Engineer', 'Benefits Assistant'. Please give your job title and not a grade or pay band.

Note 11 – Primary area of study interest

Please use the codes below to tell us which of the following best represents your primary area of study interest:

AHU	Arts and Humanities	HSC	Health and Social Care
BMA	Business and Management	LAN	Languages
CYS	Child and Youth Studies	LAW	Law
CIT	Computing and ICT	MST	Mathematics and Statistics
EDU	Education	PSY	Psychology
ETE	Engineering and Technology	SCI	Science
EDI	Environment, Development and International Studies	SSC	Social Sciences
		BOP	BA/BSc Open degree (this is a degree that is tailored to your own requirements and allows you to take courses from any area of the curriculum). If you're interested in studying across a wide range of subjects, please use this code.

Registration agreement

Please send your completed form to: **Student Registration & Enquiry Service, The Open University, PO Box 197, Milton Keynes, MK7 6BJ**

or if you live in Scotland, to: **The Open University in Scotland, 10 Drumsheugh Gardens, Edinburgh, EH3 7QJ**

SECTION 1 Your personal details

Last name

First names

Date of birth | Title | Sex M/F

Open University Personal Identifier (note 1)

Address

Postcode or BFPO number

Landline telephone number (inc. dialling code)

Mobile number

Email address

Do you have a disability, health condition, mental-health disability or specific learning difficulty (such as dyslexia), or additional requirement that might affect your studies, examination or assessment and for which you might need support? (note 2)

YES ☐

NO ☐

SECTION 2 Your courses

Title of course(s) you want to register for	Course code	Starting date

SECTION 3 Your award

If you want to link your short course to an existing OU award, please enter the code of the award here. Please see our website for further details.

SECTION 4 Payment

I enclose a cheque / banker's draft for the amount of: £
(Payable to The Open University with your personal identifier, name and address on the back.)

I authorise the course fee to be charged to my OUSBA account: £

I enclose OU gift vouchers/Tesco tokens to the value of: £

I wish to pay by Visa / Mastercard / Maestro / Delta. Please debit my account with the amount of: £

Card or Maestro number (The Maestro number is the series of numbers across the middle of the card, not the 'card number')

Start date | Expiry date | Issue number (Maestro cards only)

SIGNATURE OF CARDHOLDER

PRINT NAME

SECTION 5 HESA information

Please read the accompanying notes, and use the codes listed there to fill in this section.

HESA number (note 3)

Education on entry (note 4)

Educational institution (note 5)

Have you ever started a higher education course (i.e. above A level or equivalent) in the UK before, and if so, did you attend this course for six months or more? YES NO

If you live in Wales, have you undertaken a Welsh Baccalaureate Advanced Diploma?

YES, I achieved the qualification

YES, I have undertaken the Diploma but did not achieve the qualification

NO

Do any of your parents (as defined in the accompanying notes) have any higher education qualifications, such as a degree, diploma or certificate of higher education? (note 6)

YES DON'T KNOW

NO I prefer not to answer this question

If you live in Scotland, do you have any dependants? (note 7)

YES, young people or children YES, other relatives or friends

YES, young people or children AND other relatives or friends NO

Ethnic origin (note 8)

What is your nationality?

Welsh National Identity (note 9)

If you live in Wales, are you a Welsh speaker? YES NO

Occupation status (note 10)

Occupation type (note 10)

Occupation title (note 10)

What are your reasons for applying to study with the OU?

Mainly employment / career development

Mainly personal development

Employment / career and personal development are equally important

Don't know

Which subject area from the accompanying notes best represents your primary area of study interest? (note 11)

SECTION 6 Data protection

In accordance with the Data Protection Act, the OU will create a record in your name and we may use the information you provide to contact you, offer services or carry out research to help us plan and improve our services. We will provide information to a limited number of organisations such as the Higher Education Statistics Agency (HESA), in line with your statutory reporting requirements. By providing this information you are giving us explicit consent to use this data. For full details of how we will use your personal information, please refer to our Data Protection Policy.
If you do not wish to be contacted please tick the box

SECTION 7 Your signature

I confirm that I wish to register for the course(s) indicated on this agreement. I have read and understood the *Conditions of Registration* and I agree to be bound by them.

If you do not have a copy of the *Conditions of Registration*, you can access them on our website at **www.open.ac.uk/our-student-policies**, or telephone us on **+44 (0)845 300 60 90** and we will send you a copy.

If I am paying a UK course fee, I confirm that I am eligible to pay this fee as set out on page 55.

SIGN HERE TO SHOW THAT YOU AGREE TO THE CONDITIONS OF REGISTRATION

Signature Date

Short course financial support guidance notes for students resident in England, Wales or Northern Ireland

If you need help completing any part of the application form ask for advice from our Student Registration & Enquiry Service on **0845 300 60 90**.

Applications will not be considered from those who:

- are not claiming state benefits
- are full-time students at another institution
- are in debt to the University
- are prisoners. (Continuing students resident in UK prisons may be eligible for course fee support instead. Please contact our Student Registration & Enquiry Service on 0845 300 60 90.)

How to complete the form

Personal details

Please complete with your name, address and OU personal identifier (if known).

State benefit status

You should complete this section if you're applying for a financial award because:

- you receive Income Support, Housing or Council Tax Benefit, income-based Employment and Support Allowance, or Child/Working Tax Credit **and** are in receipt of an NHS Tax Credit Exemption Certificate

or

- Department for Work and Pensions (DWP) or Job Centre Plus benefits are the only source of income in your household

or

- you're receiving income-based Jobseeker's Allowance/ New Deal Allowance.

If you tick the Child/Working Tax Credit box, you should send a copy of your Tax Credit Award notice, or front cover of your benefit book plus the page showing the type of award, as evidence plus a copy of the NHS Tax Credit Exemption Certificate.

If you tick any other box you must provide evidence of your entitlement to regular, long-term payments from the Job Centre Plus or Department for Work and Pensions. Evidence may be in the form of:

- a copy of your most recent letter from the Job Centre Plus, Job Centre or local authority confirming your entitlement

or

- copy of the cover of your benefit book confirming your name and address and a copy of the relevant page showing the type of benefit you or your household receive.

If you tick the box to say that you are receiving income-based Jobseeker's Allowance/New Deal Allowance you must take your financial support application form to your Job Centre Plus to be certified.

It's very important that the Job Centre Plus certification is completed in full.

If you're not receiving any of the benefits listed above, then you can't claim financial support.

Signature and date

Please sign and date the financial support application form and make sure that you enclose all the evidence requested when you post your financial support application form with your *Registration agreement*. Failure to do so will mean that we have to return your application to you and this could delay your registration. Please don't send evidence after submitting your application, unless asked to do so.

We suggest you keep a copy of your application and the evidence you have sent us. You are strongly advised to obtain proof of posting, which is available free of charge from any post office.

Financial support application for short courses for students resident in England, Wales or Northern Ireland

Please read the guidance notes before you complete this form. If you don't sign and date the form your application is invalid and will be returned to you. Please return the completed form and evidence requested together with your *Registration agreement* to the **Student Registration & Enquiry Service, The Open University, PO Box 197, Milton Keynes, MK7 6BJ.**

You don't need to enclose any payment.

The information you give will be kept confidential.

Your personal details

Name

Address

OU Personal Identifier (see note 1 on page 58)

State benefit status

a) Do any of the following statements apply to your financial circumstances? *(please tick any appropriate boxes):*

- I'm in receipt of Income Support
- I'm in receipt of Housing Benefit
- I'm in receipt of Council Tax Benefit
- I'm in receipt of income-based Employment and Support Allowance
- I'm in receipt of Child/Working Tax Credit **and** an NHS Tax Credit Exemption Certificate
- Department for Work and Pensions (DWP) or Job Centre Plus benefits are the **only** source of income in my household.

If you are receiving either of those allowances, please take this form to your Job Centre Plus to be certified.

b) I'm currently receiving income-based Jobseeker's Allowance/New Deal Allowance.

If you are receiving either of these allowances please take this form to your Job Centre Plus to be certified. You'll get a financial award only if all sections: (i), (ii), (iii) and (iv) are completed in full.

To be completed by Job Centre Plus	iv) OFFICIAL STAMP
I certify that the person named above is currently in receipt of income-based Jobseeker's Allowance/New Deal Allowance	
(i) Date current period of unemployment commenced	
(ii) Signature of certifying officer	
(iii) Date	

Signature and date

Signature

Date

Please make sure that you have enclosed all the necessary evidence with your application form and post it together with your *Registration agreement* to the address at the top of this form.

Short course financial support guidance notes for students resident in Scotland

If there's anything on the form that you are not sure about, please phone The Open University in Scotland on **0131 226 3851**.

Applications will not be considered from those who:

- are not claiming state benefits – please refer to the information about Individual Learning Accounts on page 57 if your income is below £18,000
- are full-time students at another institution
- are in debt to the University.

How to complete the form

Personal details

Please complete with your name, address and OU personal identifier (if known).

State benefit status

You should complete this section if you're applying for financial support because:

- your family household is in receipt of Income Support, Housing Benefit or Working Tax Credit

or

- Department for Work and Pensions benefits/credits are the only source of income in your household

or

- you're in receipt of Severe Disablement Allowance, Disability Living Allowance or Incapacity Benefit/ income-based Employment and Support Allowance

or

- you're a registered jobseeker and have been so for a continuous period of no less than six weeks prior to the date of application.

If you tick the Working Tax Credit box, you should send a copy of your Tax Credit Award notice, or front cover of your benefit book plus the page showing the type of award as evidence.

If you tick any other box you must provide evidence of your entitlement to regular, long-term payments from the Job Centre Plus or Department for Work and Pensions. Evidence may be in the form of:

- a copy of your most recent letter from the Job Centre Plus, Job Centre or local authority confirming your entitlement

or

- copy of the cover of your benefit book confirming your name and address and a copy of the relevant page showing the type of benefit you or your household receive.

If you tick the box to say that you are a registered jobseeker and have been so for a continuous period of no less than six weeks prior to the date of application you must take your financial support application to your Job Centre Plus to be certified.

It's very important that the Job Centre Plus certification is completed in full.

If you are not receiving any of the benefits listed above, then you can't claim financial support.

Signature and date

Please sign and date the financial support application form and make sure that you enclose all the evidence requested when you post your financial support application form with your *Registration agreement*. Failure to do so will mean that we have to return your application to you and this could delay your registration. Please don't send evidence after submitting your application, unless asked to do so.

We suggest you keep a copy of your application and the evidence you have sent us. You're strongly advised to obtain proof of posting, which is available free of charge from any post office.

Financial support application for short courses for students resident in Scotland

Please read the guidance notes before you complete this form. If you do not sign and date the form your application is invalid and will be returned to you. Please return the completed form and evidence requested together with your *Registration agreement* to **The Open University in Scotland, 10 Drumsheugh Gardens, Edinburgh, EH3 7QJ.**

You don't need to enclose any payment.

The information you give will be kept confidential.

Your personal details

Name

Address

OU Personal Identifier (see note 1 on page 58)

State benefit status

a) Do any of the following statements apply to your financial circumstances? *(please tick any appropriate boxes)*:

- My family household is in receipt of Income Support
- My family household is in receipt of Housing Benefit
- My family household is in receipt of Working Tax Credit
- Department for Work and Pensions benefits/credits are the only source of income in my household
- I'm in receipt of Severe Disablement allowance
- I'm in receipt of Disability Living Allowance
- I'm in receipt of Incapacity Benefit/income-based Employment and Support Allowance

If you're receiving any of these benefits please enclose evidence of your benefit entitlement (see guidance notes).

b) I'm a registered jobseeker and have been for a continuous period of no less than six weeks prior to the date of application. Take this form to your Job Centre Plus to be certified. You'll get a financial award only if all sections: (i), (ii), (iii) and (iv) are completed in full.

To be completed by Job Centre Plus	iv) OFFICIAL STAMP
I certify that the person named above is currently a registered jobseeker and has been for the previous six weeks	
(i) Date current period of unemployment commenced	
(ii) Signature of certifying officer	
(iii) Date	

Signature and date

Signature

Date

Please make sure that you have enclosed all the necessary evidence with your application form and post it together with your *Registration agreement* to the address at the top of this form.

Contact points for advice and registration

In the UK, the Channel Islands, the Isle of Man, British Forces Post Office (BFPO) addresses outside the UK and all other countries, except the EU and Switzerland.

See back page for further information.

In the Republic of Ireland

Phone our Enquiry and Advice Centre in Dublin on **(01) 6785399** or

The Open University in Ireland on **+44 (0)28 9032 3722**

Email Ireland@open.ac.uk

In other EU countries and Switzerland

Phone your country representative (see below) or on **+44 191 284 1611** The Open University in the North

Email Europe@open.ac.uk

OU representatives outside the United Kingdom

We have local representatives in most countries where we register students. Their main duties are to offer information and advice.

Republic of Ireland
The Open University in Ireland
Enquiry and Advice Centre, Dublin
Phone (01) 6785399
Fax (01) 6785442
Email Ireland@open.ac.uk

or

The Open University in Ireland
National Centre, Belfast
Phone 028 9024 5025
Fax 028 9023 0565
Email Ireland@open.ac.uk

Austria
Open University Representative
Phone 01 533 2390
Fax 01 533 3073
Email Austria@open.ac.uk

Belgium
Open University Coordinator
Phone (02) 644 3372
Fax (02) 644 3368
Email Belgium@open.ac.uk

France
Open University Coordinator
Phone 01 47 58 53 73
Fax 01 47 58 55 25
Email France@open.ac.uk

Germany (North)
Open University Representative
Phone 040 42883 2478
Fax 040 42883 2651
Email Germany-North@open.ac.uk

Germany (Central)
Open University Coordinator
Phone 0221 1626 235
Fax 0221 1626 350
Email Germany-Central@open.ac.uk

Germany (South)
Open University Coordinator
Phone 089 4583 5354
Fax 089 4488 896
Email Germany-South@open.ac.uk

Greece
Open University Coordinator
Phone and fax 22970 26069
Email Greece@open.ac.uk

Italy
Open University Coordinator
Phone and fax 02 813 8048
Email Italy@open.ac.uk

Luxembourg
Open University Coordinator
Phone 44 40 91 801
Fax 44 40 91 650
Email Luxembourg@open.ac.uk

Netherlands
The Open University Coordinator
Phone and fax 070 360 7443
Email Netherlands@open.ac.uk

Spain
Open University Coordinator
Phone (91) 577 7701
Fax (91) 435 8635
Email Spain@open.ac.uk

Switzerland
Open University Coordinator
Phone and fax 022 361 5774
Email Switzerland@open.ac.uk

Enquiries from other countries

If you live in other EU countries, please contact The Open University in the North (see above).

If you live elsewhere, please go to **www.open.ac.uk/contact** or use the UK contacts (see back page).

Wherever you are in the world, you may be able to study some of our courses directly with the OU or through one of our educational partners or by buying our course materials from a local distributor. Visit **www.open.ac.uk/worldwide** to find out what is available in your area and how much it will cost.

Further information

The admission of students under the age of 16

Very exceptionally, the University will consider applications from particularly gifted students who are under the age of 16. Success in distance learning depends on self-motivation, and a commitment to independent study, as well as a deep interest in the discipline concerned. Therefore, the OU will wish to confirm, as far as possible, that entry to the University and/or registration on a particular course is in the interest of the child.
Our courses have been designed with the adult learner in mind, and it may be the case that some courses are considered inappropriate for those of such a young age. In accordance with University policy, applicants and enquirers who are under the age of 16 will be invited for an informal interview with their parent/guardian/carer at their nearest regional or national centre to discuss their wish to study with us. Acceptance will be at the discretion of the Regional or National Director.

Our high quality service

Our aim is to provide a high quality service to you. We have statements of service covering careers, complaints, queries and appeals against University decisions, disability, educational advice and equal opportunities. You can get copies of all of these from our website at **www.open.ac.uk/our-student-policies**

If you have any problems with our services, please let us know as soon as possible so that we can do our best to put things right. As a first step you should get in touch with the area that provides the service. If you're not sure whom to contact, our Student Registration & Enquiry Service will help.

Data protection

We record your personal information when you contact us, and use this to manage registration, study, examination and other student services. It may also be used to help plan and improve our services – we may contact you directly or ask external research agencies to do so. When you register, we'll tell you more about how we process and use your personal information.

The data controller is The Open University. Under the Data Protection Act 1998, you can request a copy of any personal information we hold about you. Please write to the: Data Protection Coordinator, The Open University, PO Box 497, Milton Keynes, MK7 6AT. You'll need to pay a small fee (currently £8).

If you don't want to receive any further OU information or take part in research please:

- tick the box in Section 6 of the *Registration agreement* form (see page 62)
- phone our Student Registration & Enquiry Service on **+44 (0)845 300 60 90**
- email general-enquiries@open.ac.uk or
- write to:

  Student Registration & Enquiry Service
  The Open University
  PO Box 197
  Milton Keynes
  MK7 6BJ
  UK

Recording phone calls

We may record our phone calls with you to make sure that we've carried out your instructions correctly and to help us improve our services through staff training.

Freedom of information

Information about the University can be found in our publication scheme at **www.open.ac.uk/foi**

You have a general right of access to non-personal information we hold that is not in our publication scheme. Please write to:

Freedom of Information Office
The Open University
PO Box 497
Milton Keynes
MK7 6AT
UK

or email Freedom-of-Information@open.ac.uk for more details.

Open access: other ways to read this publication

If you have any comments or suggestions on how we can improve access, please email communications@open.ac.uk

Ordering other prospectuses

We have a range of prospectuses that describe our qualifications and courses. If you would like any of the publications listed below and you're living in the UK or any of the countries listed on page 55, please:

- Order a printed copy or download a PDF from **www.openuniversity.co.uk/prospectus**
- call **+44 (0)845 300 60 90** or
- email general-enquiries@open.ac.uk

Undergraduate

Undergraduate Prospectus

Openings Prospectus

Arts and Humanities Prospectus

Childhood and Youth Prospectus

Computing and ICT Prospectus

Environment, Development and International Studies Prospectus

Languages Prospectus

Law Prospectus

Psychology Prospectus

Science Prospectus

Social Sciences Prospectus

Undergraduate and Postgraduate

Education Prospectus

Engineering and Technology Prospectus

Health and Social Care Prospectus

Mathematics and Statistics Prospectus

OU Business School Prospectus

Postgraduate

Postgraduate Prospectus

Postgraduate Career Development for Computing, Information Systems and Technology Management Prospectus

Professional Graduate Certificate in Education Prospectus

Research Degrees Prospectus

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Student Registration & Enquiry Service
The Open University
PO Box 197
Milton Keynes
MK7 6BJ
United Kingdom

Contact points

for advice and registration

Please visit our website:

www.open.ac.uk/study

or, students in the UK, the Channel Islands, the Isle of Man, British Forces Post Office (BFPO) addresses outside the UK and all other countries, except the EU and Switzerland, please phone our Student Registration & Enquiry Service on:

+44 (0)845 300 60 90

Our lines are open (UK time):

Monday to Friday 08:00 to 20:00

Saturday 09:00 to 17:00

Calls to this line are charged at the UK local rate when calling from a UK landline.

Email general-enquiries@open.ac.uk

Contact points for students resident in the EU and Switzerland are available on page 67.

SUP 006459

The Open University

Short Course Fees

2008/2009

Course Fees 2008/2009

The fees for all the courses described in the *Short Course Prospectus* are supplied in this lea et. F or your chosen course, look for the course code given at the top of the course description in the prospectus and then use it to find the fees below.

For advice choosing the right course and qualification for you, visit **www.open.ac.uk/study** or call our Student Registration & Enquiry Service on **+44 (0)845 300 60 90** (Monday to Friday 08.00 to 20.00 and Saturday 09.00 to 17.00 UK time) or email **general-enquiries@open.ac.uk**.

We're here to help.

All prices shown are in pounds sterling.

How to pay

We have several ways to help you pay fees – please see page 55 of the *Short Course Prospectus*. Depending on your circumstances, you may be able to take advantage of our financial support services and apply for a grant for your course fees and for help with study costs – please see page 57 for full details.

Studying outside the UK

If you're not eligible to pay a UK course fee (please see page 55 of the *Short Course Prospectus*), your fee will be higher. This is because we don't receive UK government funding for you.

We accept payment in currencies of all European Union countries, in Swiss francs or in US dollars, and by bank transfer. We'll use the exchange rate which applies on the day we process your registration agreement.

Course title	Start dates	UK fee (£)	Republic of Ireland fee (£)	Other countries fee (£)
Arts				
Ancient and medieval cities: a technological history (AT272)	May 08 Oct 08	130 140	300 340	325 395
Ethics in real life (A181)	Oct 08 Apr 09	215 215	495 495	595 595
Heritage, whose heritage? (A180)	Oct 08 Apr 09	215 215	495 495	595 595
Perspectives on Leonardo da Vinci (A178)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Shakespeare: an introduction (A177)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Start listening to music (A179)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Start writing essays (A172)	May 08 Oct 08 Feb 09 May 09	130 140 140 140	300 340 340 340	325 395 395 395
Start writing family history (A173)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Start writing fiction (A174)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Start writing poetry (A175)	May 08 Oct 08 Feb 09 May 09	145 155 155 155	315 355 355 355	340 410 410 410
Start writing plays (A176)	Oct 08	155	355	410
Business				
Introduction to bookkeeping and accounting (B190)	Nov 09 fees for this course will be available in 2009			
Digital Technology				
Beyond Google: working with information online (TU120)	May 08 Oct 08 May 09	165 175 175	350 375 375	400 430 430
Databases within website design (TT380)	Oct 08 Feb 09	210 210	410 410	465 465
Design and the Web (T183)	May 08 Oct 08 May 09	165 175 175	350 375 375	400 430 430
Digital photography: creating and sharing better images (T189)	May 08 Oct 08 May 09	165 175 175	350 375 375	400 430 430
Open source development tools (TT381)	May 08 Feb 09 May 09	190 210 210	375 410 410	425 465 465
Robotics and the meaning of life (T184)	May 08 Oct 08 May 09	165 175 175	350 375 375	400 430 430

Course title	Start dates	UK fee (£)	Republic of Ireland fee (£)	Other countries fee (£)
The client side of application development (TT281)	May 08 Feb 09 May 09	190 210 210	375 410 410	425 465 465
The server side of application development (TT282)	May 08 Oct 08 May 09	190 210 210	375 410 410	425 465 465
Web applications: design, development and management (TT280)	Oct 08 Feb 09	210 210	410 410	465 465
Web server management, performance and tuning (TT382)	May 08 Oct 08 May 09	190 210 210	375 410 410	425 465 465
Vandalism in cyberspace: understanding and combating malicious software (T187)	May 08 Oct 08 May 09	165 175 175	350 375 375	400 430 430
Science				
Archaeology: the science of investigation (SA188)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Chance, risk and health (SMK184)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Darwin and evolution (S170)	Feb 09 May 09	140 140	340 340	395 395
Elements of forensic science (S187)	Nov 08 Feb 09 May 09	140 140 140	340 340 340	395 395 395
Fossils and the history of life (S193)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
How the Universe works (S197)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Human genetics and health issues (SK195)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Introducing astronomy (S194)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Life in the oceans: exploring our blue planet (S180)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Maths for science (S151)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Modelling the climate (S199)	May 08	130	235	235
Molecules, medicines and drugs: a chemical story (SK185)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Planets: an introduction (S196)	May 08 Nov 08 Feb 09 May 09	130 140 140 140	235 340 340 340	235 395 395 395
Understanding human nutrition (SK183)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Understanding the weather (S189)	Sep 08 Nov 08 Feb 09 May 09	140 140 140 140	340 340 340 340	395 395 395 395
Volcanoes, earthquakes and tsunamis (S186)	May 08 Sep 08 Nov 08 Feb 09 May 09	130 140 140 140 140	235 340 340 340 340	235 395 395 395 395
Social Sciences				
Family meanings (D270)	Oct 08 May 09	215 215	495 495	595 595
Introduction to counselling (D171)	Oct 08 May 09	215 215	495 495	595 595
Politics, media, war: 9/11 and its impacts (D271)	Oct 08 May 09	215 215	495 495	595 595
This sporting planet (D170)	Oct 08 May 09	215 215	495 495	595 595

While we've done everything possible to make sure the information in this price list is accurate, it may change due to regulations or policy or because of financial or other changes.

Student Registration & Enquiry Service, The Open University, PO Box 197, Milton Keynes, MK7 6BJ **www.open.ac.uk/study**

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