

## Courses for Everyone 2011–2012



The Institute for Lifelong Learning (TILL) forms part of the School of Education at The University of Sheffield. TILL carries out the work of making the resources of the University available to the wider community. Part-time courses in a whole range of subjects are offered to the general public just for interest or in order to gain a qualification.

Staff at TILL are highly skilled in adult education and are aware of the richness and wealth of experience adults can bring into the 'classroom'. 'Classroom' maybe, but there the resemblance to school ends. Most of our courses are held in the evenings (though there is some very interesting daytime provision also) or at weekends. Most teaching and learning takes the form of short lectures, seminar activities and informal discussions.

We are now located at 388 Glossop Road, Sheffield S10 2JA. Our move to Glossop Road means that TILL is now more fully integrated within the School of Education and student access to facilities such as Student Services and the Students' Union are literally across the road.

### No Better Time to Start

From September 2012 higher education in England will be subject to a new fee structure. The potential impact of this on part-time students is as yet uncertain. But please note that these changes will not apply to students who begin their studies in September 2011. Therefore, this year you may want to consider joining one of the programmes described in our *Part-time Degrees and Certificates 2011* brochure or on our webpages instead of joining an individual module, because as a continuing student you will not be affected by the new fee structure introduced in 2012.

If you think you would like to study at university part-time, we do hope you will find courses in this brochure that interest you. For further information, please contact the Institute on 0114 222 7000 or visit our website at [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)

### How to Register

Once you have chosen a course you want to study you will need to complete an *Application to Register* Form. You can download the form from our website [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till) and return BY POST PLEASE to: **REGISTRY SERVICES, The University of Sheffield, Sheffield, S10 2TN**

Please note that students taking TILL modules are subject to the provisions of the University's General Regulations, which cover matters such as admission, health requirements, registration, fees, home or overseas status and attendance.

### Home or Overseas Status

The University is required to assess its students' home or overseas status in line with government regulations and new immigration legislation so that correct information is recorded by the University. We ask all students to provide information about their nationality and residential status in order to ensure that their status is correctly recorded as home or international (overseas). This information is collected via the *Application to Register* Form, which can be found at [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till).

Please note: for students in The Institute for Lifelong Learning this does not affect the level of fee you pay – all students taking courses through the Institute for Lifelong Learning pay the same rates of tuition fee regardless of whether they are classed as a home or international student.

### Passport and Visa Requirements for International Students

If you are assessed as an International student you will be asked to bring your passport and visa to Registry Services, Level 6, University House; the University will retain copies of these documents to satisfy UK immigration requirements. International students who do not have their passport and visa will not be accepted on a course at TILL. For full details of the registration process, please visit our website.

### Part-time Certificates, Diplomas and Degrees

If you would like to study for one of our undergraduate certificate, diploma or degree courses then please request a Part-time Brochure from the Institute on 0114 222 7000. Access to these qualifications is through prior application and formal registration will take place once you have been granted a place on the course.

### Fees and methods of payment

**BAND A: Standard fee: £274 for 20 credits, £137 for 10 credits.**

**BAND B: This fee is 50% of the standard fee: £137 for 20 credits, £69 for 10 credits. It is for:**

- those in receipt of a pension
- students on a full-time course in further or higher education in the UK.

**BAND C: This fee is 25% of the standard fee: £69 for 20 credits, £35 for 10 credits. It is for:**

- those who have a gross household income of less than £16,845.
- those who are registered unemployed, and receiving Job Seekers' Allowance or Income Support as their only income; and those who receive Working Families' Tax Credit, Housing Benefits, Disabled Person's Tax Credit, or New Deal Allowance.

### Please note

- If you qualify for more than one band (for instance, you are aged over 60, and have a gross household income of less than £16,845), then you are eligible for the lower fee band (in this example, Band C).
- If your gross household income is greater than £16,845 per year but less than £25,419 and you are taking at least 60 credits in the 2011–12 academic year, you may be eligible for partial financial support from Student Finance England.
- You may be asked to supply information to support your claim for a reduced fee.

- Fees are payable at the beginning of each course or set of courses which you are attending.
- You may pay by cheque, postal order or debit/credit card. All cheques should be made payable to **The University of Sheffield**.
- There are no facilities to pay by instalment, however, it is hoped that the University credit/debit card facilities will enable you to spread your own payments.
- Further costs may be incurred on some modules that include day schools or field trips.

### Refunds

- If you pre-register for your course, but decide to withdraw before it starts, you are entitled to a full refund, less an administrative charge of 10% (£10.00 minimum charge).
- If you withdraw within the first three weeks of a course, you will receive a full refund, less an administrative charge of 20% (£15.00 minimum charge).
- If you withdraw after week 3 for any reason, refunds will not be given.
- Refunds cannot be given for missed weeks or for cancelling a place on a Day School.

### Cancellations

TILL reserves the right to cancel any course not achieving the viable number of registrations.

### Disability and Dyslexia Support Service

This service provides support and advice to students with a wide range of disabilities including sensory impairments, impaired mobility, as well as unseen disabilities like dyslexia and mental health difficulties. The aim of the service is to enable all disabled students to participate fully in and contribute to University life. If necessary, we are able to arrange dyslexia screening tests and full diagnostic assessments with an Educational Psychologist. We can also help students with applications to Local Authorities for the Disabled Students' Allowances, liaise with academic staff and central services about the support needs of disabled students, organise support workers (e.g. note takers, interpreters); and provide advice on how to obtain assistive technology and equipment. The Disability and Dyslexia Support Service is happy to deal with enquiries from prospective students concerning their support needs. The Service can be contacted on 0114 222 1303 or email: [disability.info@sheffield.ac.uk](mailto:disability.info@sheffield.ac.uk)

### Further information for students taking 60 credits.

#### Are you eligible to study for free?

##### Fee grants

Students taking at least 60 credits during the course of an academic year may be eligible for a fee grant from **Student Finance England**. The grant could pay all or part of your fees:

- if your gross household income is below £16,845, you may be eligible for a full fee grant (i.e. you would pay no fees)

- if your gross household income is between £16,845 and £25,419 you may be eligible for a partial fee grant (i.e. you would pay only a portion of your fees).

Students who already hold a degree qualification will not normally be eligible for the fee grant.

##### Course grants

In addition to the fee grant, part-time students are also eligible to apply to Student Finance England for a course grant of up to £265 for books, travel and other expenditure relating to the course:

- if your gross income is less than £26,030 you may be eligible for a full course grant of £265
- if your gross income is between £26,030 and £28,065 you may be eligible for a partial course grant of between £50 and £264

##### Disabled Students' Allowance

Part-time students with a disability studying at least 60 credits a year may be eligible for help with a Disabled Students' Allowance. This may include:

- Specialist equipment allowance up to a maximum of £5,161 for the whole course.
- A non-medical helper's allowance of up to a maximum of £15,390 a year.
- A general disabled students' allowance up to a maximum of £1,293 a year.
- Extra travel costs that students may have to pay to attend their course as a result of their disability.

##### Help from the University

Part-time students taking at least 60 credits may apply to the University Financial Support Team for additional help from the Access to Learning Fund (ALF). The ALF can provide help with costs such as childcare. In some cases students studying fewer than 60 credits may be considered.

If you have any questions about University Financial Support, please contact 0114 222 1311 or 0114 222 1319 or email to [financialhelp@sheffield.ac.uk](mailto:financialhelp@sheffield.ac.uk)

Access to Learning Fund application forms are available from SSiD in the Union Building or email [ssid@sheffield.ac.uk](mailto:ssid@sheffield.ac.uk) or website: [www.sheffield.ac.uk/ssid/finance/application](http://www.sheffield.ac.uk/ssid/finance/application)

## Working with Communities

The Working with Communities Programme is designed for those working in community organisations and projects throughout Sheffield and the region.

The course, which is two and half years part-time, focuses on challenges facing families and communities within the context of new identities, regeneration and change. You will have the chance to develop a range of personal, professional and academic skills which will be of value to you in your personal and career development. Please contact Dr Anita Franklin, e-mail: [a.franklin@sheffield.ac.uk](mailto:a.franklin@sheffield.ac.uk)

## Foundation Programme in Combined Studies

Our Foundation Programme is specially designed for mature learners who do not have formal academic qualifications or other relevant recent experience of academic study. It is a part-time programme of study at Undergraduate Level 0 for people who feel they need extra preparation to help them to get the most out of their University studies. Successful completion guarantees progression within the part-time BA/BSc Combined Studies Degree track of your choice. It is also used by many learners who hope to progress onto other full-time degree programmes offered at the University of Sheffield or elsewhere. The programme is studied part-time over two years. You will study for 60 credits each year and need 120 credits to progress onto level 1 of our Combined Studies Degree. Modules are held in the evening, with very occasional Saturday schools for some subject areas. Modules are taught by members of staff both from TILL and other University departments, all of whom know what is required for you to flourish in your future studies.

### Who should apply?

We see many learners who have been away from education for a number of years and use the programme to build confidence, refresh or update study skills. We also see many learners who have appropriate work experience but who lack formal academic qualification or appropriate subject area knowledge. Direct entry into the second year is possible for applicants who can demonstrate recent relevant study or suitable qualifications. All applicants attend an informal interview in order to assess the suitability of the programme to their particular needs.

### How is the programme structured?

**Year One:** The first year of study on the programme provides you with a firm grounding in those study skills, including language and numerical skills needed for successful progression throughout your University career. Optional modules in semester two introduce you to those subject areas that are offered in the second year of the programme.

**Year Two:** During the second year of the programme you will take a core study skills module plus two subject-specific modules (20 credits each) which provide grounding in some of the specific theories, methods and critical skills needed to succeed in particular subject areas at higher levels of University study. Subjects offered in year two usually include the following: Biology, Chemistry, English Language and Literature, History, Mathematics, Psychology, Social and Political Studies.

### How do I apply?

Please complete the online Named Awards application form at [www.sheffield.ac.uk/till/prospective/applying/applying.html](http://www.sheffield.ac.uk/till/prospective/applying/applying.html). The closing date for applications is 31 July for a September entry. Late applicants should check availability by ringing 0114 222 7000. For other queries email [till@sheffield.ac.uk](mailto:till@sheffield.ac.uk)



## Music and Creative Media

For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)

### Music in Theory and Practice

#### Level 1, 20 credits (12 meetings)

ACE1762.B.04.1

This module aims to provide foundation skills in musicianship (including rhythm training, improvisation, performance and aural discrimination), as well as providing an introduction to musical and stylistic analysis. Students will experience both workshop style tuition in skills such as improvisation and seminar sessions in examining music in close detail.

**Time:** 18:00 Wednesday 28 September to 14 December 2011

### Short Film Production

#### Level 1, 20 credits (12 meetings)

ACE1861.B.01.1

Due to advances in digital video and editing technology, the opportunities and potential for film production is becoming increasingly more accessible. This module is designed to reflect this enhanced accessibility, enabling students to explore and utilise a variety of video and film production methods.

**Time:** 18:00 Tuesday 27 September to 13 December 2011

### Sound Recording

#### Level 1, 20 credits (12 meetings)

ACE1866.B.01.1

This is a practical introduction to the techniques of sound recording. Knowledge of the techniques of sound recording is becoming increasingly valuable to musicians wishing to represent their work in a variety of settings, including live, studio and web-based presentations. This module will promote an understanding and appreciation of the principles, facilities and practices of recording multisource live sound and translating it into a recorded stereo image.

**Time:** 18:00 Monday 6 February to 14 May 2012

## Musical Composition: Styles and Techniques

**Level 1, 20 credits (12 meetings)**

**ACE1239.B.04.1**

The course is aimed at introducing students to composing for instruments and voices in a variety of styles and genres. The compositional techniques of both classical and popular composers, and of western and non-western music will be explored. Students will be encouraged to compose in some of these styles, and to develop more original modes of expression.

**Time:** 18:00 Tuesday 7 February to 21 May 2012

## Music In theory & practice II

**Level 1, 20 credits**

**ACE1881.A.01.1**

This module is designed to extend the knowledge and practice of musical elements introduced in the module ACE 1762, Music in theory & practice. Students will be introduced to more advanced aspects of the theory of music including four-part harmony, modulation, chord function & extended harmonic techniques, larger-scale forms and the theory of tonal function.

**Time:** 18:00 Wednesday 8 February to 16 May 2012

# Creative Writing

**For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)**

## The Creative Self: Autobiographical Writing

**Level 1, 20 credits (11 meetings)**

**ACE1779.B.02.1**

We use published autobiographies, including poetry, prose, journals, diaries, journalism, letters and essays, to explore the concept of the creative 'self' and as a way of developing writing practice. A core module for the Certificate in Creative Writing and places are prioritised for those students.

**Time:** 18:00 Monday 26 September to 12 December 2011

## Writing and Responding

**Level 1, 20 credits (11 meetings)**

**ACE1176.F.05.1**

The course aims to inspire writers to experiment with different types of writing, in prose, poetry and scriptwriting and to help develop a personal voice. A core module for the Certificate in Creative Writing and places are prioritised for those students.

**Time:** 18:00 Wednesday 28 September to 14 December 2011

## Writing Fiction: Short Stories

**Level 1, 20 credits (11 meetings)**

**ACE1326.G.03.1**

We read and analyse a range of published short fiction as a way of understanding the genre. Students study the writing process, including the importance of editing, to develop their own work from an original idea to finished story.

**Time:** 18:00 Tuesday 27 September to 13 December 2011

## Writing Poetry

**Level 1 20 credits (12 meetings)**

**ACE1340.D.04.1**

The course uses examples from a range of poetry to learn how poetry is made in different forms and styles. Producing work using these as models, students also develop ideas from out-of-class exercises. Types of poetry will include: sonnets, free verse, narrative verse, and the poetic sequence.

**Time:** 18:00 Wednesday 8 February to 16 May 2012

## Writing for Radio

**Level 1, 20 credits (12 meetings)**

**ACE1863.A.03.1**

This module provides practical experience of the resources of radio and an awareness of how to use these effectively as a dramatist. Students learn about dramatic structure and technique and how to evaluate the work of others at the draft stage.

**Time:** 18:00 Thursday 9 February to 17 May 2012

## Themes and Issues in Modern English Studies

**Level 1, 20 credits (12 meetings)**

**ACE1231.C.01.1**

The module explores the relationship of contemporary literature in English to the issues of ideology, gender, class and race. Using examples from a range of genre, including prose fiction, poetry and drama, we will investigate how the formal features of these genres can constrain, reveal or challenge ideological positions.

**Time:** 18:00 Tuesday 7 February to 15 May 2012

## Travellers' Tales

**Level 2, 20 credits (12 meetings)**

**ACE2342.B.03.1**

Students engage intellectually and creatively with a selection of migration narratives from 1776 to 1999. These texts represent the travellers' experience of forced and voluntary migration, including writing on the effects of the Transatlantic Slave Trade and contemporary accounts of cultural displacement and settlement in our modern world.

**Time:** 18:00 Thursday 9 February to 17 May 2012

# Literature

## The Victorian Novel

**Level 2, 20 credits (12 meetings)**

**ACE2072.C.01.1**

This module aims to examine the Victorian novel in its cultural setting. Attention will be paid to the major authors of the 'classic' Victorian period such as the Brontës and Dickens, but time will also be spent looking at less well known Victorian writers, and students will be encouraged to read widely and enjoy the experience.

**Time:** 18:00 Tuesday 27 September 2011 to 27 March 2012



## Thinking Critically about Literature and the Arts

**Level 2, 20 credits (12 meetings)**

**ACE2079.C.01.1**

An introduction to critical approaches and their application to literature, theatre, visual culture and music. Critical theory has gained an important place in contemporary study of the arts; this course aims to de-mystify the jargon associated with theory and reveal its strengths. Guaranteed to make you think differently about authors, films and drama.

**Time:** 18:00 Wednesday 28 September to 14 December 2011

## Reflections on Critical Issues in Literature and the Arts

**Level 3, 20 credits (5 meetings)**

**ACE1819.A.05.1**

This module examines contemporary literature, theatre and cinema through the lens of the most recent critical approaches and considers the relationship of the arts to cultural identity. The module will be of interest to anyone with a desire to debate how we see ourselves and our society.

**Time:** 18:00 Wednesday 8 February to 16 May 2012

**ACE3045.D.01.1**

# French Language and Cultures

**For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)**

## Intensive French 1

**Level 1, 20 credits (16 meetings)**

**ACE1870.A.02.1**

This module focuses on improving students' confidence in speaking and understanding the French language whilst providing them with a fundamental grammatical knowledge. It also provides an elementary insight into the areas where the language is spoken and the culture(s) of the people who speak the language. Learners should therefore already possess basic conversational language skills.

**Time:** 19:00 Tuesday 27 September 2011 to 31 January 2012

## Intensive French 2

**Level 1, 20 credits (16 meetings)**

**ACE1871.A.02.1**

This module is designed to improve confidence in expressing opinions and views on topics of everyday conversation as well as on more sophisticated topics both orally and in writing. An insight into the social and cultural life of the people living in the areas where French is spoken will also form part of this module.

**Time:** 19:00 Tuesday 7 February to 19 June 2012

## French Communication Skills A

**Level 1, 10 credits (11 meetings)**

**ACE1682.A.07.1**

**Time:** 19:00 Wednesday 28 September to 14 December 2011

*And its continuation in Semester 2*

## French Communication Skills B

**Level 1, 10 credits (12 meetings)**

**ACE1683.B.07.1**

**Time:** 19:00 Wednesday 8 February to 16 May 2012

These modules aim to develop a good level of competence in written and spoken French, with a strong emphasis on communicative exercises and the understanding and practice of grammatical structures. Translation, composition and presentations are an important part of the course. The course also provides an introduction to the study of French writing, media, culture, society and area studies.

## Introduction to French Cinema

**Level 1, 10 credits (11 meetings)**

**ACE1232.B.04.1**

This module offers an opportunity to gain an insight into French-speaking culture and society as portrayed by filmmakers. The course will begin with a brief general introduction to French Cinema, highlighting the work of important directors and artists. It will then focus on one or several of the influential periods such as the New Wave.

**Time:** 19:00 Monday 26 September to 12 December 2011

## Français Deuxième Niveau A

**Level 2, 10 credits (11 meetings)**

**ACE2346.A.04.1**

**Time:** 19:00 Wednesday 28 September to 14 December 2011

*And its continuation in Semester 2*

## Français Deuxième Niveau B

**Level 2, 10 credits (12 meetings)**

**ACE2347.A.04.1**

**Time:** 19:00 Wednesday 8 February to 16 May 2012

Dans ces cours les étudiants auront l'occasion d'améliorer leurs compétences linguistiques, tant à l'écrit qu'à l'oral. Ce module sera centré sur le langage professionnel en utilisant des articles de presse et les ressources de la Bibliothèque et de l'Internet. Il se prêtera à la pratique d'un nombre d'activités communicatives telles

que la traduction de français en anglais et vice-versa, l'analyse de textes, l'écriture de lettres, des commentaires et discussions dans la langue cible ainsi que des présentations individuelles. La grammaire formera une partie intégrante de ce cours en utilisant un livre de travail qui permet une révision en profondeur ainsi que la pratique des structures grammaticales françaises.

## Français Troisième Niveau A

**Level 3, 10 credits (11 meetings)**

**ACE3239.A.04.1**

**Time:** 19:00 Thursday 29 September to 15 December 2011

*And its continuation in Semester 2*

## Français Troisième Niveau B

**Level 3, 10 credits (12 meetings)**

**ACE3240.A.04.1**

**Time:** 19:00 Thursday 9 February to 17 May 2012

Dans ces cours les étudiants auront l'occasion d'améliorer leurs compétences linguistiques, tant à l'écrit qu'à l'oral. Ce module sera centré sur l'actualité française (Module A) et les arts et technologies françaises (Module B). Il se prêtera à la pratique d'un nombre d'activités communicatives telles que la l'analyse de textes, des commentaires et discussions dans la langue cible ainsi que des présentations individuelles. La grammaire formera une partie intégrante de ce cours en utilisant un livre de travail qui permet une révision en profondeur ainsi que la pratique des structures grammaticales françaises.

## Writing and French Cinema

**Level 3, 10 credits (11 meetings)**

**ACE3241.B.01.1**

This course aims to address the intersection between writing and cinema in a French context by taking a different approach to adaptation studies. As opposed to adaptation of great literature, this module will look at distinctive auteurs' adaptations. Encompassing other sources of written texts will help us go beyond the question of fidelity that defines adaptation studies.

**Time:** 19:00 Monday 6 February to 21 May 2012



# Spanish and Latin American Studies

**For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)**

## Español Intermedio 2

**Level 1, 20 credits (24 meetings)**

**ACE1879.A.01.1**

For those who have been learning Spanish for 2/3 years. The aim is to achieve a good level of competence in listening, speaking, reading and writing. Also, to develop confidence and accuracy and to extend the knowledge of Hispanic cultures. A textbook is used: *Via rápida*. (Libro del alumno + 2 CDaudio) (Difusión, isbn9788484436553).

**Time:** 19:00 Monday 3 October to 12 December 2011

## Español 5: Intermedio Avanzado A

**Level 1, 10 credits (12 meetings)**

**ACE1838.A.04.1**

**Time:** 19:00 Wednesday 28 September to 14 December 2011

*And its continuation in Semester 2*

## Español 5: Intermedio Avanzado B

**Level 1, 10 credits (12 meetings)**

**ACE1839.A.04.1**

**Time:** 19:00 Wednesday 8 February to 17 May 2012

Estos dos cursos son apropiados para estudiantes que han estudiado español en clases de adultos o tienen un buen GCSE o un AS/A2. El objetivo es introducir a la conversación en español a través de actividades y ejercicios comunicativos. La gramática también es importante. Usamos un libro de texto: *Aula Internacional 3* (Difusión, isbn 8484432327).

## Español 6: Voces Hispanas A

**Level 1, 10 credits (12 meetings)**

**ACE1877.A.01.1**

**Time:** 19:00 Monday 26 September to 12 December 2011

*And its continuation in Semester 2*

## Español 6: Voces Hispanas B

**Level 1, 10 credits (12 meetings)**

**ACE1878.A.01.1**

**Time:** 19:00 Monday 6 February to 21 May 2012

Para estudiantes que han completado Español 5 o un curso similar al de A Level. El objetivo principal es mejorar la comunicación, comprensión, gramática y uso del lenguaje. El curso introduce un estudio de los aspectos culturales que aparecen cuando leemos textos hispanos o hablamos y escuchamos a hispanohablantes. Basado en un libro de texto: *Todas las voces*. Edición revisada Libro+CD+DVD (publicado por Difusión), isbn 9788484437222.

## Español 7: Comunicación A

Level 2, 10 credits (12 meetings)

ACE2362.A.03.1

Time: 19:00 Thursday 29 September to 15 December 2011

And its continuation in Semester 2

## Español 7: Comunicación B

Level 2, 10 credits (12 meetings)

ACE2363.A.03.1

Time: 19:00 Thursday 9 February to 17 May 2012

Para los que han estudiado *Español 6: Tertulia A y B* o que tengan un nivel equivalente. Es necesario consultar con el director del curso antes de la inscripción. El objetivo principal es aprender a hablar con soltura y con un buen nivel de corrección gramatical. Las actividades se centran en textos relacionados con los medios de comunicación hispanos y con los eventos que ocurran durante la duración del módulo. La práctica de gramática incluye un repaso de aspectos importantes del español según las necesidades del grupo.

## Español 8: Perfeccionamiento A

Level 3, 10 credits (12 meetings)

ACE3252.A.03.1

Time: 19:00 Wednesday 28 September to 14 December 2011

And its continuation in Semester 2

## Español 8: Perfeccionamiento B

Level 3, 10 credits (12 meetings)

ACE3253.A.03.1

Time: 19:00 Wednesday 8 February to 16 May 2012

Éste es el módulo más avanzado del programa. Es para aquéllos que han estudiado *Español 7* o quienes tengan un nivel equivalente. Es necesario consultar con el director del curso antes de la inscripción. Las actividades del grupo están basadas en ejercicios de uso de la lengua en relación a temas de actualidad. Otro objetivo importante es permitir el desarrollo de la competencia cultural, de manera que al visitar países hispanos podamos participar y disfrutar de la experiencia.

## Cultural Modules

### Faces of Latin America: Cuba and Peru

Level 1, 10 credits (12 meetings)

ACE1793.A.05.1

This is an introduction to Latin America and cross-discipline Latin American Studies by means of a comparative study of two representative countries: Cuba and Peru. The module gives an overview of the history, politics and culture. Film, music and popular culture will form the basis of the sessions. The module is taught in English.

Time: 19:00 Tuesday 27 September to 13 December 2011

### Introduction to Spanish Cinema

Level 1, 10 credits (12 meetings)

ACE1233.C.05.1

This module will examine how the changing national and cultural identity of Spain in the second half of the twentieth century has been reflected in its cinema. The films studied are: Buñuel's *Viridiana*, 1961; Saura's *Cria Cuervos*, 1975; ¡*Ay, Carmela!*, 1990; and Almodóvar's *Todo sobre mi madre* (All about my Mother), 2000. The module is taught in English.

Time: 19:00 Tuesday 7 February to 15 May 2012

### Latin American Society and Culture

Level 2, 10 credits (12 meetings)

ACE2033.C.04.1

This module consists in the study of Latin American Popular Culture. We study *la nueva canción* in Chile, *la nueva trova* in Cuba, beisbol in Cuba, football in Argentina and Brazil; cinema, the muralists and Frida Khalo in México, soaps in Perú, etc. Different approaches to the study of popular culture are considered and participants contribute to the module by applying one or more of the approaches to a cultural expression of their choice. This module is taught in Spanish.

Time: 19:00 Monday 26 September to 11 December 2011

### Translation Studies: Spanish - English

Level 3, 10 credits (12 meetings)

ACE3063.B.01.1

This module offers a basic theoretical grounding in the areas of translation studies and linguistics of relevance to the translation of texts from Spanish into English. Participants complete weekly translation tasks. The challenges of translation are considered in a variety of domains, such as literary, journalistic, technical, and legal, depending on the interests of the group. Activities involve discussion, evaluation of translations and translation commentary.

Time: 19:00 Tuesday 27 September to 13 December 2011

### The Cinema of the Cuban Revolution

Level 3, 10 credits (12 meetings)

ACE3245.A.04.1

This module examines the growth and development of the Cuban film industry from the Revolution to the present day. It introduces a number of representative films, and places them within the social, political and cultural context of the Revolution. Some films included are: *Suite Havana* (Perez), *Lejos de la isla* (Salas), *La muerte de un burócrata*, *Memorias del subdesarrollo*, *La Última cena*, *Fresa y Chocolate* (Gutiérrez Alea), etc.

Time: 19:00 Tuesday 7 February to 15 May 2012

# Social and Political Studies

For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)

### Modern British Politics

Level 1, 20 credits (12 meetings)

ACE1097.B.09.1

This module provides an introduction to major developments and issues in British politics since 1945. Areas of focus include: the post-war era of social democracy (1945-1979); 'Thatcherism' and the re-ordering of British politics; New Labour ideology and policy; the new constitutional and devolutionary framework in Scotland, Wales and Northern Ireland; the 'new' politics of the coalition government.

Time: 18.30 Wednesday 28 September to 14 December 2012

### Sociology

Level 1, 20 credits (12 meetings)

ACE1099.C.03.1

This module introduces students to the discipline of Sociology. We examine the ideas of Marx, Durkheim and Weber and analyse the primary divisions in society, namely, class, sex and gender, race and ethnicity, age and generation. Other areas explored are the sociology of work and the nature of the relationship between the individual and society.

Time: 18.30 Monday 26 September to 12 December 2011

### State and Economy: Understanding Contemporary Economic Issues

Level 1, 20 credits (12 meetings)

ACE1794.C.02.1

This module examines the theoretical and historical relationship between state and market activity, focusing mainly on the post-war UK experience. The module traces the rise and collapse of the post-war Keynesian consensus and examines the boom and bust years of the 1980s. The module concludes with a discussion of the alternative responses to the current economic situation.

Time: 18.30 Wednesday 8 February to 16 May 2012

### Aspects of Social and Political Theory

Level 2, 20 credits (12 meetings)

ACE2093.A.04.1

This unit introduces students to key themes and thinkers in the field of social and political theory. The first part of the unit explores the theme of Justice, focusing in particular on John Rawls and his critics. The second part of the unit introduces students to the ideas of influential thinkers such as Chomsky, Foucault, and Habermas.

Time: 18.30 Monday 26 September to 12 December 2011

### Visions of a Better World

Level 2, 20 credits (12 meetings)

ACE2140.B.04.1

This module explores the history and function of 'utopias', defined as visions of a better world, and utopianism, defined as 'social dreaming'. The module looks at literature (e.g. News from Nowhere, 1984), historical events (e.g., the English Revolution), films (e.g., Blade Runner), political movements (e.g. 19th century utopian socialism), political theory (e.g., Marxism and Utopia), and much more.

Time: 18.30 Thursday 9 February to 17 May 2012

### Key Issues in Criminology

Level 2, 20 credits (12 meetings)

ACE2024.B.03.1

Why do people commit crime? How much crime is there in British society? Who are the 'criminals'? Who are the key players in the criminal justice system? What can be done about crime and criminals? In examining such questions, students will be encouraged to critically evaluate conservative, interactionist and Marxist approaches to the study of crime.

Time: 18.30 Monday 6 February to 14 May 2012

### The Politics of Ireland

Level 3, 20 credits (12 meetings)

ACE3008.B.03.1

This module looks firstly at Northern Ireland—the ideologies and policies of the political parties and interest groups, the difficulties in implementing devolved government—before turning to the Irish Republic—the ideologies and policies of the political parties; the role of the Roman Catholic Church; the modern Irish state.

Time: 18.30 Wednesday 8 February to 16 May 2012

### Political Sociology

Level 3, 20 credits (12 meetings)

ACE3231.C.04.1

This module explores the relationship between the State and civil society, focusing in particular on the concept of power. Different approaches to this relationship are examined, such as pluralism, elitism and Marxism. General discussions of the capitalist state are supplemented by case studies of, for example, new social movements and mass communications.

Time: 18.30 Thursday 29 September to 15 December 2011



# Natural and Human Environments

For further details and venues please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)

### Investigating Woodlands in the Local Region

Level 1, 20 credits (11 meetings plus 4 fieldtrips)

ACE1797.B.02.1

This module examines the history of trees and woodlands in Britain from the last ice-age to the present, including several field studies. It also considers aspects of woodland management, such as coppicing and pollarding and fuel provision and the introduction of exotic plants.

Time: 18:30 Friday 17 February to 18 May 2012

Field trip dates: Saturday 28 April, Sunday 6 May, Sunday 13 May, Saturday 19 May 2012

### Introduction to British Prehistory

Level 1, 20 credits (10 meetings plus 3 fieldtrips)

ACE1774.A.05.1

This introduces British Prehistory, with a focus on the period from the end of the Ice Age to the Roman invasion of AD43. It traces evidence for the human colonisation of Britain, the transition from gathering and hunting to farming and for the emergence of increasingly complex society.

Time: 19:00 Wednesday 5 October to 7 December 2011

Field trip dates: Sunday 23 October, Sunday 6 November, Sunday 20 November 2011

### Field Techniques in Archaeology

Level 1, 20 credits (6 fieldtrips)

ACE1112.D.06.1

This module will demonstrate and explain the various techniques used to survey, record and sample archaeological remains in the field. It involves several day-long sessions in the field.

Field trip dates: Sunday 4 March, Sunday 11 March, Sunday 18 March, Sunday 25 March, Sunday 1 April, Sunday 29 April 2012

### Introduction to Archaeology and the Historic Landscape

Level 1, 20 credits (8 meetings plus 2 fieldtrips)

ACE1856.A.03.1

This introduces the fundamental theory, methods and practice, which underpin the study of archaeology and the historic landscape. It will outline the chronology of human settlement and explore techniques used to understand the material evidence left behind. It examines the interpretation of remains of past human activity in the study of the wider landscape.

Time: 19:00 Monday 3 October 2011 to 14 May 2012

Dayschool dates: Sat 29 October 2011, Sat 17 March 2012

### Introduction to Geology and Landform

Level 1, 20 credits (8 meetings plus 2 fieldtrips)

ACE1854.A.03.1

This module introduces those basic concepts of geology central to an understanding of the physical landscape of Britain. This includes an introduction to geological processes, from the global to the local, and to geological materials.

Time: 19:00 Monday 10 October 2011 to 21 May 2012

Field trip dates: Saturday 5 November 2011, 31 March 2012

### Introduction to Natural History and Ecology

Level 1, 20 credits (8 meetings plus 2 fieldtrips)

ACE1855.A.03.1

An introduction to natural history and ecology, introducing the study of plants, animals and other organisms; their interactions with others, with their environments, and with humans. The module will also investigate 'ecosystems', the effects of climate, water and soils; factors affecting the distribution and abundance of plants and animals.

Time: 19:00 Monday 26 September 2011 to 7 May 2012

Field trip dates: Saturday 22 October 2011, Saturday 5 May 2012

### Introduction to the Peak District

Level 1, 20 credits (12 meetings plus 3 fieldtrips)

ACE1824.C.03.1

The Peak District is an area of outstanding natural beauty at the southern end of the Pennines. The module will study selected themes concerning the natural and human-made environment of Britain's first National Park. Field studies will form a significant and integral part of this module.

Time: 19:00 Thursday 29 September to 15 December 2011

Field trip dates: Saturday 15 October, Sunday 30 October, Saturday 12 November 2011

# IT and Organisations

For further details about these modules please visit [www.sheffield.ac.uk/till](http://www.sheffield.ac.uk/till)

## Level 1

### Creative Photoshop 1

Level 1, 20 credits (24 meetings)

ACE1819.A.05.1

Students are introduced to computer graphics through the creative use of Adobe Photoshop. They will study digital image theory including resolution, colour modes, and alpha channels, using the tools, palettes and menus in Photoshop. Students must be computer literate and should have an interest in the creative arts.

Time: 17.15 Thursday 29 September 2011 to 17 May 2012



### Effective Web Page Design

**Level 1, 10 credits (12 meetings)** **ACE1664.B.11.1**

This course introduces students to the principles of visual web page design. The course covers the skills necessary to produce attractive, visually interesting and functional web pages using Dreamweaver software. Students must be computer literate and have taken ACE1234, or have similar internet experience and knowledge of basic HTML code.

**Time:** 19.30 Thursday 9 February to 17 May 2012

### Elements of Computing

**Level 1, 20 credits (24 meetings)** **ACE1834.A.04.1**

This module aims to provide students with sufficient knowledge of computer systems and their operation to select appropriate systems for differing operational environments. Students will study the basics of computer programming and systems design, and how to choose hardware and software.

**Time:** 17.15 Monday 26 September 2011 to 21 May 2012

### Information Resources

**Level 1, 10 credits (12 meetings)** **ACE1742.A.10.1**

This module introduces students to the wide variety of information resources available globally, develops their information seeking skills and understanding of the issues around information seeking behaviour, aiming to produce information literate students. Students must be computer literate and internet experience is useful.

**Time:** 17.15 Tuesday 27 September to 13 December 2011

### Introduction to Access Databases

**Level 1, 10 credits (12 meetings)** **ACE1269.F.05.1**

Databases are a means of organising data into useable, structured information. This course will introduce participants to techniques of organising and processing data in a variety of ways, using the Microsoft Access database package. Students must be computer literate and familiarity with Microsoft Excel is recommended for this module.

**Time:** 19.30 Tuesday 27 September to 13 December 2011

### Technical Writing

**Level 1, 10 credits (12 meetings)** **ACE1734.B.10.1**

This is a practical, hands-on introduction to the effective communication of technical information via the written word. Students will explore the use of traditional ways of transmitting written information such as reports, presentations, instructions, and articles. Familiarity with word-processing is strongly recommended for this module.

**Time:** 17.15 Wednesday 8 February to 16 May 2012

### Website Development

**Level 1, 10 credits (12 meetings)** **ACE1765.C.03.1**

Building on basic knowledge of creating websites, this module introduces the tools and techniques needed to tackle larger websites, introducing web standards built around HTML, e.g. XML, XHTML, CSS, and current web design challenges. Students must be computer literate and have knowledge of basic HTML coding; ACE1234 is a pre-requisite.

**Time:** 19.30 Tuesday 7 February to 15 May 2012

### Working with Information and Communication Technologies

**Level 1, 10 credits (12 meetings)** **ACE1234.A.13.1**

Nowadays, ICT plays a vital part in everyday life. This module is aimed at computer literate students who want to know more about the Internet. Current systems are explained in detail, and include effective ways of searching the Internet, the use of email, discussion groups, file transfer and web authoring.

**Time:** 17.15 Thursday 29 September to 15 December 2011

### Introduction to Desktop Publishing

**Level 1, 10 credits (12 meetings)** **ACE1716.B.01.1**

The module introduces students to Desktop Publishing software, which will enable them to manipulate text and pictures to produce enhanced publications, reports, brochures, newsletters, etc. Students will learn design principles to enable the creation of appealing layouts and effects. Students must be familiar with Microsoft Word before beginning this course.

**Time:** 19.30 Thursday 29 September to 15 December 2011

### Digital SLR Photography

**Level 1, 10 credits (12 meetings)** **ACE1853.A.03.1**

This module explores the science of controlling light (natural or artificial) to produce images of good technical quality, the use of software such as Adobe Photoshop to process them, and the art of producing images that are interesting and/or aesthetically pleasing. Students must have their own digital SLR camera.

**Time:** 17.15 Wednesday 8 February to 16 May 2012

### Introduction to Information Handling

**Level 1, 10 credits (12 meetings)** **ACE1741.B.10.1**

This module introduces students to concepts of information organisation, processing and retrieval in differing environments. Information management and the information society issues will be discussed from the perspective of information needs and use within organisations. Students must be computer literate and have experience of the internet.

**Time:** 17.15 Tuesday 7 February to 15 May 2012

### Learning to Learn On-Line

**Level 1, 10 credits** **ACE1757.A.08.1**

This module develops the research and writing skills necessary for a higher education qualification. The focus is on the practice of such skills as essay-writing, correct referencing, analysing texts, locating information, and ways to approach heavy reading loads. The module is primarily delivered online, at the student's own pace.

From Monday 26 September to 12 December 2011

### Study Skills in Higher Education Part A

**Level 1, 10 credits (12 meetings)** **ACE1786.B.03.1**

By concentrating on developing the study and presentation skills necessary for a higher education qualification, this module is intended to support learners new to higher education. The course develops skills such as academic writing and oral presentation, note-taking and revision, locating information, and managing deadlines and heavy reading loads.

**Time:** 19.30 Monday 26 September to 12 December 2011

### Study Skills in Higher Education Part B

**Level 1, 10 credits (4 meetings)** **ACE1787.A.05.1**

This module follows on from ACE1786 to develop the skills and knowledge gained, with emphasis on the effective use of ICT in an academic context. Students will enhance their presentation and communication skills using a variety of software. The module is delivered via blended learning using workshops and on-line resources.

**Time:** 19.30 Monday 6 February to 14 May 2012

### Level 2

### Professional Development

**Level 2, 20 credits (20 meetings)** **ACE2160.B.04.1**

This module develops students' interpersonal skills appropriate for organisational environments. Students' skills in verbal and written communication will be developed through practical work as well as interpersonal skills such as team-working, negotiating, and managing people. Issues in self-management, e.g. goal-setting, problem solving, reflective learning, and ethical practice, will be explored.

**Time:** 19.30 Wednesday 5 October 2011 to 9 May 2012

### Website Design and Maintenance

**Level 2, 20 credits (12 meetings plus 1 dayschool)** **ACE2356.A.03.1**

This module covers the skills necessary for setting up and maintaining a website. Topics studied include interactions between browsers, the web and the individual, the HTTP protocol, HTML standards, semantic mark-up, design techniques, layout, accessibility and usability. Students should have taken ACE1234 or have a working knowledge of HTML coding.

**Time:** 18.00 Monday 26 September to 12 December 2011

**Dayschool date:** Saturday 29 October 2011

### Website Scripting

**Level 2, 20 credits (24 meetings; attendance for this module is twice weekly)** **ACE2357.A.03.1**

ACE2357 follows on from ACE2356. Server-side (PHP5) and client-side scripting (JavaScript) are taught, covering access to databases, interactive manipulation of web pages, data validation, preprocessing of data, and dynamic update of web page components. Students must have knowledge or experience of web server maintenance, UNIX, and awareness of programming languages.

**Time:** 18.00 Monday 6 February to 21 May 2012

**AND Time:** 18.00 Thursday 9 February 2012 to 17 May 2012

### Level 3

### Perspectives on Digital Cultures

**Level 3, 20 credits (12 meetings)** **ACE3248.A.03.1**

The web now plays an important part in people's lives but is a constantly changing phenomenon. In this module, students will explore the rise of digital cultures, the development of Web 2.0, and the impact on society: social networking and virtual spaces will be investigated as new modes of communication.

**Time:** 17.15 Monday 10 October 2011 to 14 May 2012

### Developments in E-commerce

**Level 3, 20 credits (18 meetings)** **ACE3098.A.04.1**

Developments in E-commerce provides students with an insight into e-commerce and its place in the business world. Implementation requirements and technical and business issues are discussed, aiming to give students knowledge and experience of electronic business, associated concepts, tools and approaches, and enable them to make appropriate strategic decisions.

**Time:** 17.15 Tuesday 4 October 2011 to 1 May 2012



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