

dundee college guide for school leavers

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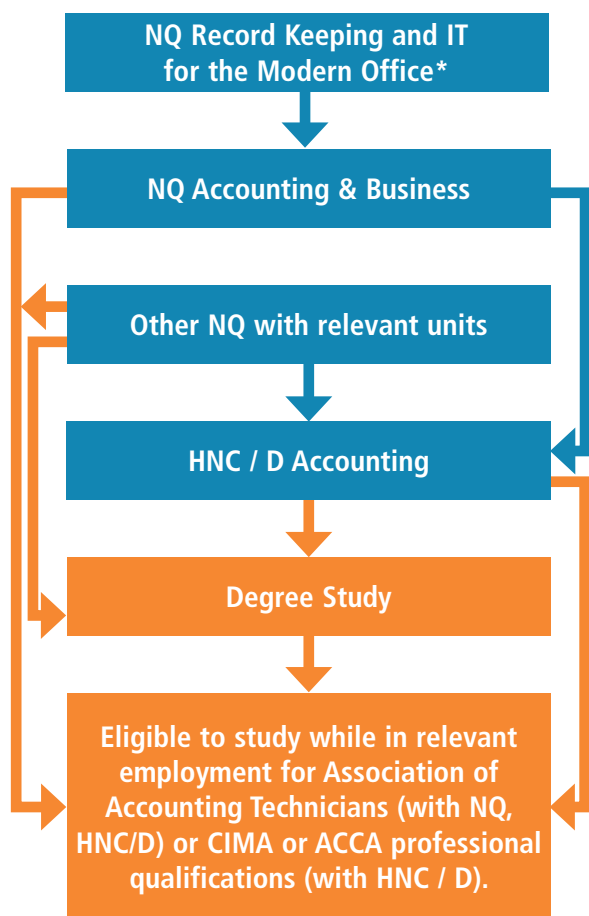
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Live your dream...

WE SAY  
YOU CAN

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



\* See listing under Administration and Information Technology

### CONTENT

This 18 week January start programme of national units is offered over 5 mornings per week (9.30 am start) and covers: Book-keeping; Word Processing; Information Technology Office Applications; Communications; Numeracy. Individual units available on a part-time basis with a Passport to Learning.

## NQ ACCOUNTING & BUSINESS

Campus: Constitution  
Team Leader: Alison Watson  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Four SQA Standard Grades or NQ Record-Keeping and I.T. (January start programme).

### CONTENT

An ideal foundation in accounting related subjects covering: Financial Accounting; Management Accounting; Information Technology; Statistics; Communication; Computerised Accounting (Sage); Law; Economics. This is also an opportunity to gain experience of commercial computing packages.

SCQF Level: 4 - 6

## HNC/D ACCOUNTING

Campus: Constitution  
Team Leader: Alison Watson  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Normally 1 SQA Higher grade pass, or at least 12 appropriate SQA NQ units.

### CONTENT

SQA HN units covered in the programmes include:  
For HNC (HND Year 1): Financial Accounting; Costing; Management Accounting & IT; Economics; Sage Accounting; Payroll; IT; Developing the Individual Within a Team.

For HND (Year 2): Financial Accounting; Management Accounting; World Economics; Auditing; Income Tax; Business Tax and Business Law.

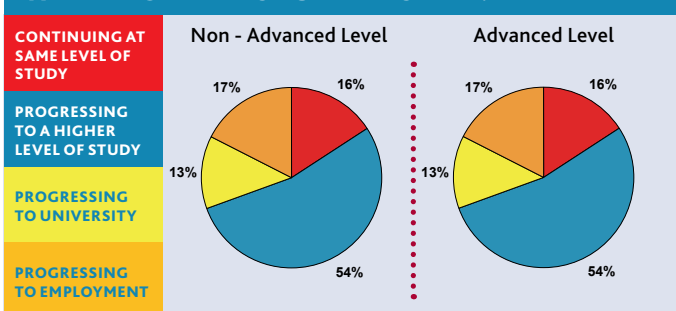
To gain the group award of HNC Accounting a total of 12 credits (including 9 mandatory credits) are required. To progress to Year 2 (HND) 15 credits (including 9 mandatory credits) are required. Also available on a day release basis.

### FUTURE PROSPECTS

HND Accounting may give exemption from 1st or 2nd year of studies on Accountancy/Finance degree courses at the University of Abertay, Dundee and other Universities.

SCQF Level: 7/8

### WHAT FORMER STUDENTS DID:



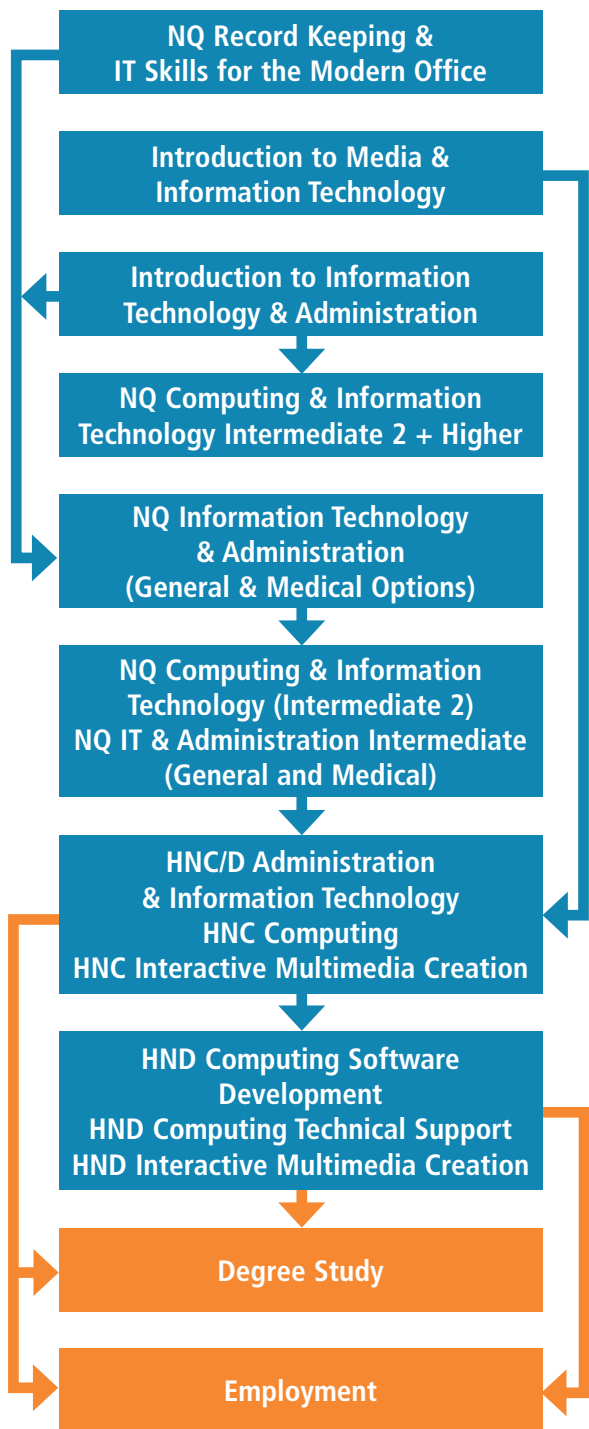
## NQ RECORD-KEEPING & INFORMATION TECHNOLOGY SKILLS FOR THE MODERN OFFICE (INTRODUCTORY)

Campus: Constitution  
Team Leader: Alison Watson  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal qualifications. Suitable for Christmas school leavers.

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## INTRODUCTION TO INFORMATION TECHNOLOGY & ADMINISTRATION

Campus: Constitution  
 Team Leader: Fiona Nunn  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To be aged 16-17 but applications may be accepted from school pupils who are eligible to leave school at Christmas. (Permission from the school will be required in such cases.)

### CONTENT

An opportunity to gain an understanding of what's involved in administration, including: Information Technology; Word Processing; Communications; Reception Skills; Working with Callers and Colleagues; Numeracy; Introduction to Book-keeping; Enterprise Skills.

### FUTURE PROSPECTS

Progression to NQ programmes or employment

SCQF Level: 3/4

## INTRODUCTION TO MEDIA & IT

Campus: Constitution  
 Team Leader: Alasdair Sutherland  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A proven academic ability (e.g. a minimum of 4 good SQA Standard Grades). Each applicant will be interviewed and assessed on their suitability for the programme. You may still be accepted on the programme without the suggested entry requirements. At interview you will be assessed on attitude, motivation and determination to succeed.

### CONTENT

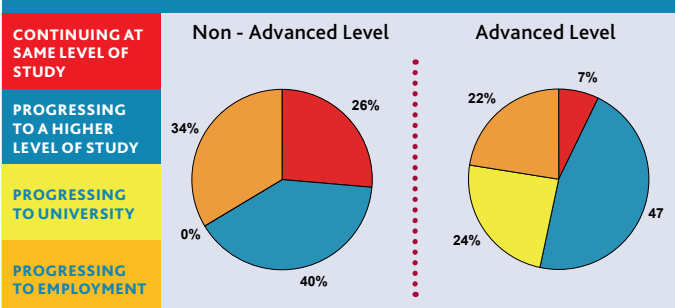
This 20 week programme includes the following units: Word Processing; Spreadsheets; Database Systems; Desktop Publishing; The Internet; Applied Multimedia; Multimedia Technology; Digital Audio; Publishing on the Internet; Computer Generated Imaging.

### FUTURE PROSPECTS

Achievement of this programme could allow progression into the HN Interactive Multimedia Creation and / or HN Animation but this would require a high level of progress and application.

SCQF Level: 5 - 7

## WHAT FORMER STUDENTS DID:



### **NQ INFORMATION TECHNOLOGY & ADMINISTRATION (GENERAL & MEDICAL OPTIONS)**

Campus: Constitution  
Team Leader: Fiona Nunn  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### **ENTRY REQUIREMENTS**

SQA Standard Grade passes (including English). Christmas school leavers also considered.

#### **CONTENT**

Two versions of this programme are available. The 'General' option comprises National units covering: Word Processing; Information Technology Office Applications; Administration; Communication; Reception; Desktop Publishing; Book-keeping. The 'Medical' option comprises National units covering: Word Processing; Medical Terminology; Medical Reception & Records; Communication; Administration; Information Technology Office Applications; Desktop Publishing; Book-keeping. Also available on a part-time basis through Passport to Learning.

#### **FUTURE PROSPECTS**

Progression to intermediate course /HNC/D or employment.

SCQF Level: 4 - 6

### **NQ COMPUTING & INFORMATION TECHNOLOGY (INTERMEDIATE 2)**

Campus: Constitution  
Team Leader: Alasdair Sutherland  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### **ENTRY REQUIREMENTS**

A proven academic ability (e.g a minimum of 4 good SQA Standard Grades). Each applicant will be interviewed. You may still be accepted on the programme without the suggested entry requirements. At interview you will be assessed on attitude, motivation and determination to succeed.

#### **CONTENT**

An ideal foundation in computing and information technology covering: Computer Systems; Software Development; Computing Application Software; Using Information; Database Systems; The Internet; Computer Application Packages (Spreadsheet); Word Processing 1; Desktop Publishing; Computer Networks; Multimedia; Communication 1; Numeracy 1; Working with Others 1; Problem Solving (embedded); Information Technology (embedded); 3D Animation; Web Design.

#### **FUTURE PROSPECTS**

Achievement of this NQ programme could allow progression into the HNC Computing, HNC Interactive Multimedia Creation and HNC 3D Animation programmes, but this would require a high level of progress and application.

SCQF Level: 5

### **NQ IT & ADMINISTRATION INTERMEDIATE (GENERAL AND MEDICAL)**

Campus: Constitution  
Team Leader: Fiona Nunn  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### **ENTRY REQUIREMENTS**

Completion of NQ IT & Administration course or Intermediate 2 passes in Administration and other relevant subjects.

#### **CONTENT**

Word Processing; IT; Shorthand; Desktop Publishing; Communications; Accounts Administration; Study Skills. Emphasis on developing skills and knowledge required for progression to HNC/D.

SCQF Level: 5-7

### **HNC COMPUTING**

Campus: Constitution  
Team Leader: Gerry Mackie  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### **ENTRY REQUIREMENTS**

Four SQA passes, 1 at Higher Grade (band C or above) or relevant employment experience, or national certificate.

#### **CONTENT**

This HN programme contains the following units: Applications Software 1; Computer Architecture 1; Project Management 1; Software Development – Structured Programming; Systems Development – Introduction; Computer Operating Systems 1; Supporting Users and Troubleshooting Desktop Applications; Supporting Users and Troubleshooting Desktop Operating Systems; Working Within a Project Team; Data Communications and Network Technology.

#### **FUTURE PROSPECTS**

Progression to HND Computing Software Development or HND Computing Technical Support.

SCQF Level: 7

### **HNC/D ADMINISTRATION & INFORMATION TECHNOLOGY**

Campus: Constitution  
Team Leader: Fiona Nunn  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### **ENTRY REQUIREMENTS**

Ideally Higher Administration & English but will consider Administration and Communication at Intermediate 2 or above plus other relevant qualifications, or to have undertaken NQ IT and Administration Intermediate course prior to joining this programme. The use of IT applications and report writing are essential components within these programmes.

## CONTENT

This programme of SQA HN units allows specialisation in General Administration or Medical Administration.

For HNC (HND Year 1) Mandatory HN units include: Developing Skills for Personal Effectiveness; Office Administration; IT in Business Database; IT in Business Spreadsheet; IT in Business Word Processing and Presentation Skills; Recording of Financial Transactions; Office Technologies; Communications; Group Award Graded Unit 1. Optional units may include: Creating a Culture of Customer Care; IT in Business Desktop Publishing; Using Financial Accounting Software (Sage); IT in Business Word Processing; Spreadsheets & Databases – An Introduction; Medical Terminology for Medical Staff; GP Medical Administration or Hospital Administration; Call Centre Operations – Working with Call Centre Customers; Legal Secretarial Practice. 12 credits are required for HNC. To progress to year 2 (HND) a minimum of 14 credits is required, including Graded Unit with an A or B Pass.

For HND (Year 2) Mandatory units include: IT in Business – Advanced Word Processing; IT in Business – Advanced Spreadsheets; IT in Business – Advanced Databases; Presentation Skills; Developing the Individual within a Team; Project Management; Office Management; Business Information Management; Group Award Graded Unit 2; Group Award Graded Unit 3. Optional units may include: Preparing Financial Forecasts; Business Accounting; Payroll; Business Law – An Introduction; Using Financial Accounting Software (Sage); Shorthand; Hospital Administration in Practice.

## FUTURE PROSPECTS

Progression to HND/Degree courses at University or employment.

SCQF Level: 7/8

## HNC/D INTERACTIVE MULTIMEDIA CREATION

Campus: Constitution

Team Leader: Jim Knox

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

## ENTRY REQUIREMENTS

Good IT and Communication skills and be able to successfully meet the demands made on you by the programme. Successful applicants for the HND programme are likely to have: 4 SQA Grades, 1 at Higher grade pass (Grade C or above) and 3 at Standard Grade; or SSGA IT qualification; or an equivalent qualification.

## CONTENT

Year 1: This programme includes the following HN units: Multi-Media Fundamentals; Researching Multi-Media Applications; Developing Multi-Media Applications; Graphics for Creative Multi-Media Design; Audio Visual Techniques; User Interface Development; Interactive Multimedia Creation – Graded Unit; Communication. Additional required units for progression to Year 2 HND: IT Application Software 1; 2-D Animation. Year 2: Core Units include: Project Management; IT Applications Software 1; User Interface: Testing & Evaluation; Interactive Multimedia Creation. Optional units include: Internet: Client Services; Scripting for Interactivity; Developing Data Driven Applications; Advanced Bitmap Graphics; Advanced Vector Graphics; 2D Digital Imaging and Animation; Video Production: Making a Video Programme; Developing Entrepreneurial Skills.

SCQF Level: 8

## HND COMPUTING TECHNICAL SUPPORT

Campus: Constitution

Team Leader: Gerry Mackie

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

## ENTRY REQUIREMENTS

Five SQA passes, 2 at Higher Grade (band C or above) or an equivalent qualification or relevant employment experience.

## CONTENT

A programme of SQA HN units to prepare for employment as a computer engineer or technician. Core units include: Applications Software 1; Computer Architecture 1; Professional Issues in Computing; Project Management 1; Networking; Systems Development; Software Development; Computer Operating Systems; Client Operating Systems; Network Operating Systems; Network Infrastructure; Desktop Support; Working Within a Team; Data Communications and Network Technology. Course may contain study in Europe.

## FUTURE PROSPECTS

Progression to University or work in computer industry.

SCQF Level: 8

## HND COMPUTING SOFTWARE DEVELOPMENT

Campus: Constitution

Team Leader: Gerry Mackie

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

## ENTRY REQUIREMENTS

Five SQA passes, 2 at Higher Grade (band C or above) or an equivalent qualification or relevant employment experience.

## CONTENT

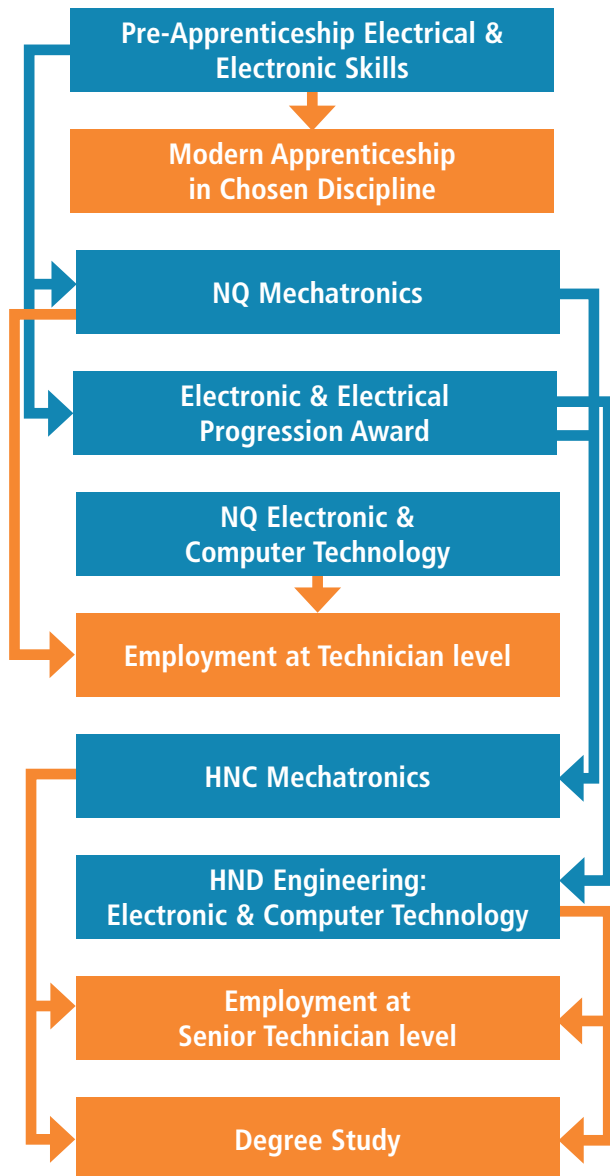
A programme of SQA HN units including: Applications Software 1; Computer Architecture 1; Professional Issues in Computing; Project Management 1; Software Development; Systems Development; Computer Operating Systems; Desktop Support; Working Within a Project Team; Visual Basic; Java; Data Communications and Network Technology. Course may contain study in Europe.

## FUTURE PROSPECTS

Progression to University or work in computer industry.

SCQF Level: 8

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## PRE-APPRENTICESHIP ELECTRICAL & ELECTRONIC SKILLS

Campus: Kingsway  
 Team Leader: Bob Golden  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To be between the ages of 16 and 18 with good Standard Grade passes in maths, English and a science / technology subject.

### CONTENT

This 18 week programme (August / September and January start dates) is of a practical and applied nature, developing skills and underpinning knowledge of electronic system construction and testing. As well as preparation for electrical installation it provides the foundation knowledge for progression to a more advanced level of study and basic underpinning knowledge for related vocational qualification.

### FUTURE PROSPECTS

Successful candidates may apply for apprenticeships within the Electrical, Electronic & Engineering Construction industries.

## ELECTRONIC & ELECTRICAL PROGRESSION AWARD

Campus: Kingsway  
 Team Leader: Bob Golden  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Ideally to have completed one of the pre-apprenticeship courses in engineering (Electrical / Plumbing / Electronics) or to have gained good Standard Grade passes in mathematics, English, computing & science / technical subjects.

### CONTENT

This 18 week (January start) programme is designed to provide the basic knowledge background that enables those completing a linked pre-apprenticeship programme to progress to full-time HNC and HND levels of study in selected engineering disciplines.

## NQ ELECTRONIC & COMPUTER TECHNOLOGY

Campus: Kingsway  
 Team Leader: Bob Golden  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

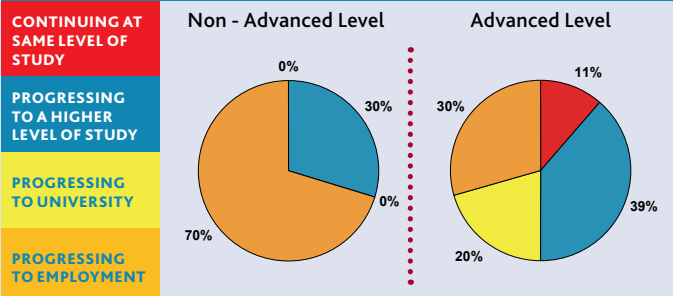
### ENTRY REQUIREMENTS

SQA Standard Grade passes or successful completion of an NQ in Electrical Fundamentals. Applicants without formal qualifications should still apply as it may be possible to suitably adapt their programme of study.

### CONTENT

This programme is primarily aimed at students wishing to become industrial technicians or, by continuing to an HNC/D or degree to become industrial engineers. It would also provide useful background for those wishing to follow careers in Computer Control System Installation and Maintenance. Subjects studied include: Electronics – Analogue and Digital; Use of Test Equipment; Circuit Assembly Techniques; Control Programming; PC Systems.

### WHAT FORMER STUDENTS DID:



## NQ MECHATRONICS

Campus: Kingsway  
 Team Leader: Jim Peters  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

SQA Standard Grade passes, although applicants without formal qualifications should still apply as it may be possible to suitably adapt their programme of study.

### CONTENT

An ideal foundation in Mechatronic related subjects. NQ units include: Introduction & Application of Mechatronic Principles; Control; Mechanical Engineering Principles; Microelectronics; Electrical Engineering Principles; Computer Microprocessor Systems.

SCQF Level: 5

## HNC MECHATRONICS

Campus: Kingsway  
 Team Leader: Jim Peters  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

SQA NQ, including the appropriate group of units in Mechatronics. Other appropriate equivalent qualifications will also be considered.

### CONTENT

HN units covered include: Mechatronic Systems; Microelectronics; Applied Engineering Computing; Engineering Project; Communications; Application of PPLC's Engineering Programming; CAD; Materials Selection and Testing; Engineering Principles; Robotic Systems; Quality; Introductory Maths for Engineering. Twelve credits are required to achieve an HNC award. It is possible to achieve a total of 15 credits on full-time and 12 credits on part-time.

SCQF Level: 7

## HNC ENGINEERING - ELECTRONIC & COMPUTER TECHNOLOGY

Campus: Kingsway  
 Team Leader: Bob Golden  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

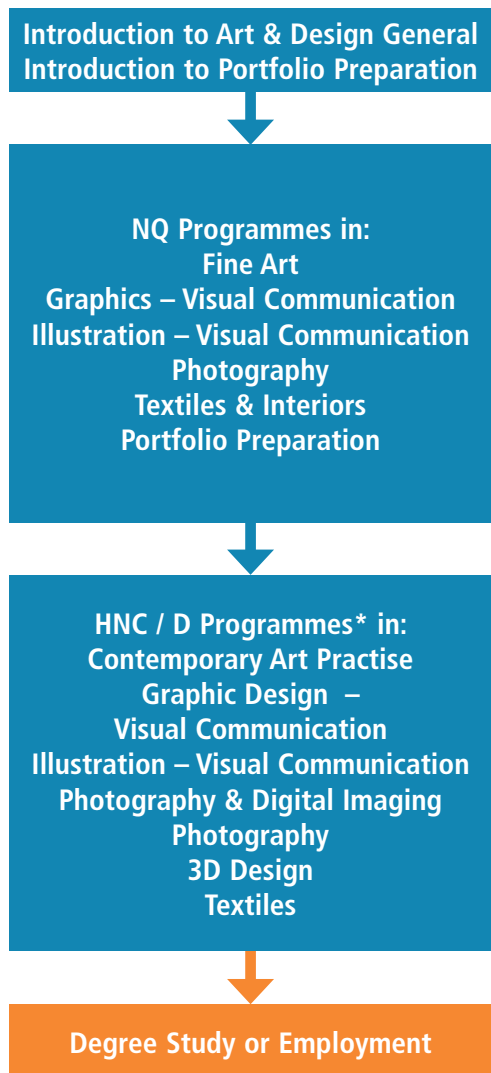
### ENTRY REQUIREMENTS

NQ in Electronics and Computer Technology or Mechatronics (or equivalent) or a suitable grouping of SQA Higher Grade units. Applicants over 21 without formal qualifications may be considered on the basis of aptitude or experience.

### CONTENT

This programme is designed to provide the underpinning knowledge, and practical skills, required for a wide variety of technician posts within the general area of electronic and computer technology, or to permit articulation to degree courses in these areas. Core subjects covered include: Information Technology; Communications; Quality Principles and Practice; Engineering Project (2). Principles / Technology topics from Electronics covered include: Electronic Devices; Power Electronics; Logic; Power Supply Circuits. Principles / Technology topics from Computer Technology covered include: Computer Operating Environments; Hardware Installation and Maintenance (2); Engineering Programme (H11); Data Communications; Microcontrollers. Other topics may include: Application of PLC's; Digital Systems Testing; Optical Fibre Principles; Mathematics for Engineering; Multimedia Systems; Network Technology; Robotics. A total of 12 credits are required to obtain the HNC award.

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



\* It is usual for school leavers to progress to HNC/D programmes after having undertaken an NQ or portfolio building programme.

## INTRODUCTION TO PORTFOLIO PREPARATION

Campus: Graham Street  
 Team Leader: Ian Ritchie  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Evidence of potential and interest in drawing and painting through submission of portfolio at interview. Applicants without academic qualifications for art college entry will be considered.

### CONTENT

A programme of SQA National Qualifications designed to develop foundation skills in drawing, painting, mixed media and sculpture. A programme of study in other Higher subjects may be included if necessary. This programme is designed to prepare students for further study at Portfolio Preparation level or Higher Education. For many programmes applicants over 21 without formal qualifications may also be considered on the basis of experience.

SCQF Level: 5

## INTRODUCTION TO ART & DESIGN GENERAL

Campus: Graham Street  
 Team Leader: Jim Buchan  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A small portfolio of work or enthusiasm for the subject should be evident at the interview.

### CONTENT

A programme of SQA units to introduce students to drawing, 2 dimensional and 3 dimensional design processes and other aspects of Art and Design. National units include: Drawing; Design Process; IT Skills; Communication. These programmes can be studied part-time from 3 – 18 hours per week, subject to availability.

## PORTFOLIO PREPARATION PROGRAMME

Campus: Graham Street  
 Team Leader: Ian Ritchie  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

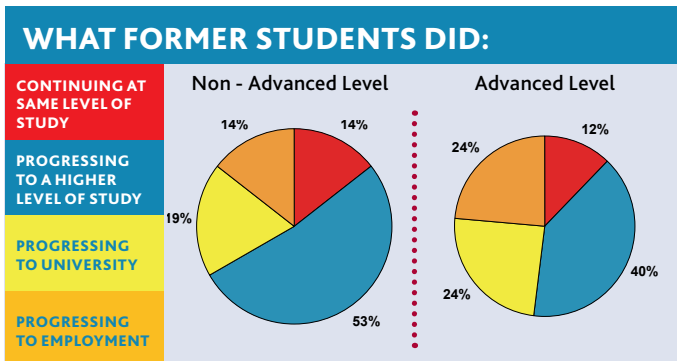
### ENTRY REQUIREMENTS

The minimum academic requirements for entry to degree courses at a College of Art. All applicants should submit a portfolio at interview.

### CONTENT

A structured programme designed to extend visual awareness and individual expression covering: Design; Composition; Textiles; Figure / Life and Analytical Drawing; Painting Technique; Environmental Studies. This programme is designed to bring work to the standard required for entry to a programme in visual arts in higher education e.g. College of Art. For many programmes applicants over 21 without formal qualifications may also be considered on the basis of experience.

SCQF Level: 5/6





## NQ FINE ART

Campus: Graham Street  
 Team Leader: Ian Ritchie  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Four SQA Standard Grade passes at band 3 or above, including English. A portfolio of work is also required.

### CONTENT

A programme of SQA National Qualification units designed to develop foundation skills in drawing, painting, printmaking, sculpture and mixed media. This programme is designed either for personal development or entry to higher level study at HNC/D Fine Art or degree level. For many programmes applicants over 21 without formal qualifications may also be considered on the basis of experience.

SCQF Level: 5

## NQ TEXTILES & INTERIORS

Campus: Graham Street  
 Team Leader: Jim Buchan  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A minimum of 4 SQA Standard Grades (including English) at Grade 3 or above and evidence of an ability and enthusiasm for the subject by the submission of a folio of work.

### CONTENT

A programme of SQA units to extend visual awareness through drawing, design processes and problem solving exercises.

## NQ GRAPHICS – VISUAL COMMUNICATION

Campus: Graham Street  
 Team Leader: Mark Cassidy  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To present a substantial portfolio of work. Ideally you will have studied Art & Design to SQA Higher level. Evidence of a good sense of design as well as good drawing skills is required. Sketchbooks with illustration or graphic design work would also be beneficial.

### CONTENT

The NQ Graphics programme is a portfolio building programme which allows students to develop their drawing and design skills simultaneously while stressing an emphasis within the area of graphic design. This structured programme will allow students to develop strong graphic design and conceptual skills while continuing to develop drawing and visual awareness. The programme will give students the opportunity to build a comprehensive and creative skill base which will allow them to progress to an advanced programme within the subject area. Subjects studied include: Typography; Design for Print; Corporate Identity; Magazine Design and Layout; Information Graphics; Label & Packaging; Book Design; Design Process; Sketchbook Development; Colour; Mixed Media; Analytical Drawing; General Drawing; Life Drawing; Vector Drawing; Photoshop; Freehand; Illustrator; Indesign;

Pictorial Illustration; 3D Illustration; Photography; Screen Printing; Communications. NQ programmes run for 36 weeks, starting at the end of August through to mid June. There will be 18 hours of focused tuition each week. The subjects will be taught in blocks and students will undergo continuous assessment throughout their course. There will be formal assessments twice within the year, an interim assessment at Christmas with the main assessment taking place in June.

## NQ ILLUSTRATION – VISUAL COMMUNICATION

Campus: Graham Street  
 Team Leader: Mark Cassidy  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To present a substantial portfolio of work. Ideally you will have studied Art & Design to SQA Higher level. Evidence of a good sense of design as well as good drawing skills is required. Sketchbooks with illustration or graphic design work would also be beneficial.

### CONTENT

The NQ Illustration programme is a portfolio building programme which allows students to develop their drawing and design skills simultaneously while stressing an emphasis within the area of illustration. Good drawing skills are a fundamental part of the programme along with the development of conceptual and compositional skills in order to allow students to fully maximise their creativity within the area of illustration. The programme will give students the opportunity to build a comprehensive and creative skill base which will allow them to progress to an advanced programme within the subject area. Subjects studied include: Pictorial Illustration; 3D Illustration; Vector Illustration; Printmaking; Analytical Drawing; General Drawing; Location Drawing; Life Drawing; Design Process; Sketchbook Development; Colour; Mixed Media; Watercolour; Photoshop; Freehand; Illustrator; Indesign; Typography; Design for Print; Label & Packaging; Book Design; Photography; Screen Printing; Communication. NQ programmes run for 36 weeks, starting at the end of August through to mid June. There will be 18 hours of focused tuition each week. The subjects will be taught in blocks and students will undergo continuous assessment throughout their programme. There will be formal assessments twice within the year, an interim assessment at Christmas with the main assessment taking place in June.

## NQ PHOTOGRAPHY – VISUAL COMMUNICATION

Campus: Graham Street  
Team Leader: Douglas Mullen  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Four SQA Standard Grades at band 3 or above, including English, or equivalent. Portfolio of photographs at appropriate level.

### CONTENT

An ideal foundation in photography related subjects covering: The Camera in Theory & Practice; Monochrome Processing and Printing; Lighting & Studio Work; Location Work; Digital Photography. Training is to a professional standard. Equipment available includes: large and small photographic dark rooms for monochrome printing; processing rooms; a studio with photographic lighting; cameras and enlargers for 35mm, medium and large format work.

## HNC VISUAL COMMUNICATION – ILLUSTRATION

Campus: Graham Street  
Team Leader: Mark Cassidy  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To present an appropriate portfolio of work that clearly demonstrates good drawing skills and a strong ideas sketchbook of concepts and application of design problems. Evidence of appropriate computer design software is also required. Applicants should have 3 SCE Higher Grade passes. It is recommended that applicants have also undertaken an NQ or portfolio building programme in a relevant subject prior to undertaking the HNC award.

### CONTENT

The subjects covered include: Life Drawing; Developmental Drawing; Mixed Media; Printmaking; Graphic Production; Digital Image Manipulation; Multimedia; Software Application Using Photoshop; Freehand; Illustrator and InDesign. The HND programme will also focus on professional Portfolio Preparation.

## HNC/D TEXTILES

Campus: Graham Street  
Team Leader: Jim Buchan  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A portfolio of appropriate artwork at National Qualification level 3 or similar. Mature candidates without formal qualifications may be considered after pre-programme assessment on the basis of prior experience.

### CONTENT

Ideas are developed through drawing and a variety of design processes. Historical influences, traditional and contemporary fabrics and finishing techniques are also studied. Core studies include: Drawing Skills; Research and Experimental Design – covering Textile Crafts & Techniques and Pattern Cutting; Communication; Business Studies; Computer Aided Design.

### FUTURE PROSPECTS

Study can be geared towards the fashion industry, costume design or textile art producing a portfolio for presentation to a textile degree programme at an institute of higher education.

## HNC/D 3D DESIGN

Campus: Graham Street  
Team Leader: Jim Buchan  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To present, at interview, a portfolio of appropriate artwork at NQ level 3 or similar.

### CONTENT

A programme of SQA units covering practical and aesthetic skills needed by interior designers to develop design concepts for commercial and business clients. Students gain an understanding of the use of space, lighting, colour, materials, furnishing and decorative detail. Students work within a creative environment in a specialist design studio. Work experience is given to all students during second year.

## HNC PHOTOGRAPHY

Campus: Graham Street  
Team Leader: Douglas Mullen  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

You need a portfolio of photography to the appropriate level. Normally SQA NQ with a minimum of 12 units.

### CONTENT

A programme of SQA units to develop skills in photography, digital image capture and computer image manipulation. This programme will cover: Photography; Digital Photography; Portraiture; Applied Photography; Still Life and Social Photography; Digital Image Editing; Corporate; Large Format and Stock Photography.

## HNC VISUAL COMMUNICATION – GRAPHIC DESIGN

Campus: Graham Street  
Team Leader: Mark Cassidy  
Tel: (01382) 834800  
Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To present an appropriate portfolio of work that clearly demonstrates good drawing skills and a strong ideas sketchbook of concepts and application of design problems. Evidence of appropriate computer design software is also required. Applicants should also have 3 SCE Higher Grade passes. It is recommended that applicants have also undertaken an NQ or portfolio building programme in a relevant subject prior to undertaking the HNC award.

### CONTENT

The subjects covered include: Graphic Design; Digital Image Manipulation; Software Application Using Photoshop; Freehand; Illustrator; InDesign and Quarkxpress; Multimedia; Graphic Production; Packaging Design; Advertising; Typography; Corporate Identity; Photography and Screen Printing.

## HNC CONTEMPORARY ART PRACTISE

Campus: Graham Street  
 Team Leader: Ian Ritchie  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Evidence of ability in basic drawing and painting skills through submission of portfolio at interview.

### CONTENT

A programme of SQA HN units designed to increase visual awareness and individual expression including: Art; Techniques; Materials and Presentation; Drawing and Painting from the Human Form; Environmental Studies; Water-colour Techniques; Photography; Printmaking; Contextual Studies. For many programmes applicants over 21 without formal qualifications may also be considered on the basis of experience.

SCQF Level: 7

## SQA HIGHERS & INTERMEDIATES PROGRAMMES

Campus: Melrose  
 Team Leader: TBC  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

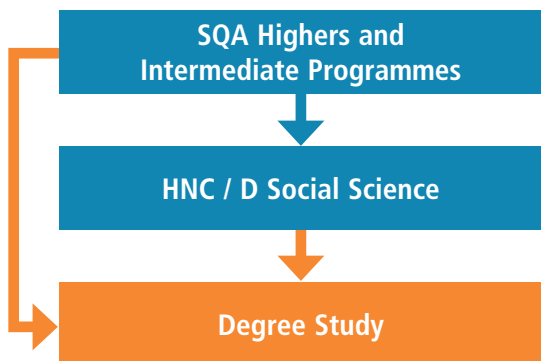
No formal qualifications.

### CONTENT

This programme is designed to enable students to make up a full or part-time programme which would include not only those programmes formerly available through the Academic Studies programme, but also a wide range of Highers and Intermediate programmes available across the college. It is anticipated these will include: Art & Design; Astronomy; Biology; Biotechnology; Business Management; Chemistry; Communication; Computing; Economics; English; French; Geography; Geology; German; History; Human Biology; Information Systems; Mathematics; Modern Studies; Philosophy; Physics; Psychology; Sociology; Spanish; Tourism.

SCQF Level: 4 - 7

## ARTS & SOCIAL SCIENCES FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## HNC/D SOCIAL SCIENCES

Campus: Melrose  
 Team Leader: Tony Spirling  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Passes in 2 relevant SQA Higher courses.

### CONTENT

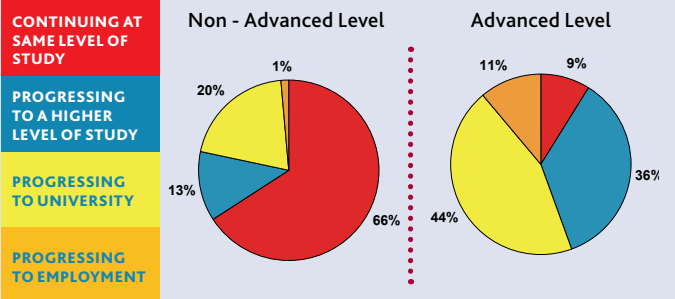
The HNC (first year of the HND) covers: Social Sciences: Research and Methodology; Sociology; Psychology; Economics; History. Twelve credits must be achieved for an HNC but to progress to the second year of the HND in Social Sciences or into an undergraduate programme at university you will need fifteen credits. As well as the individual units, students sit an exam based on the programme as a whole. The final grade of the award will depend on the exam. The second year of HND includes Social Sciences: Research Issues. A wide range of social sciences subjects can be studied at an advanced level depending on first year choices. A project and exam will be taken. The final grade of the award will depend on the project and the exam.

### FUTURE PROSPECTS

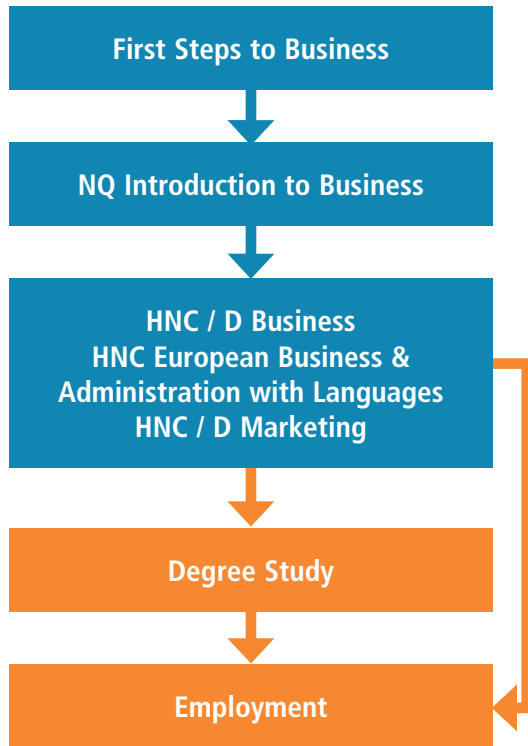
Thirty credits are required for the HND. This qualification may give exemption from 1st or 2nd year of studies on selected degree programmes at University of Abertay, Dundee, Dundee University, Robert Gordon's University, Aberdeen University and some other British universities.

SCQF Level: 7 & 8

### WHAT FORMER STUDENTS DID:



## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



### FUTURE PROSPECTS

Successful completion of this course will allow you to progress to an HNC/D after the summer holidays.

SCQF Level: 5/6

## NQ INTRODUCTION TO BUSINESS

Campus: Constitution

Team Leader: Elaine Roberts

Tel: (01382) 834800

Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal qualifications, just enthusiasm and a genuine commitment to study. This year long programme has been designed for younger students (16–20) who are interested in a business career or progressing to higher levels of study.

### CONTENT

SQA units include: English / Communication; Maths 2; Economics of the Market; Marketing Mix; Legal Framework; Enterprise Activity; Numeracy 1 / 2; Information Technology; Marketing – Basic Principles; Market Research; Consumer Studies; Selling Skills. If you are a poor writer, speller or have any learning or physical difficulty which has prevented you from reaching your potential in school or work, we are particularly interested in hearing from you. We may be able to offer assistance to help you study.

### FUTURE PROSPECTS

On successful completion you can progress to a range of HNC programmes within the College.

## HNC/D BUSINESS

Campus: Constitution

Team Leader: David McAllister

Tel: (01382) 834800

Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

One SQA Higher Grade pass.

### CONTENT

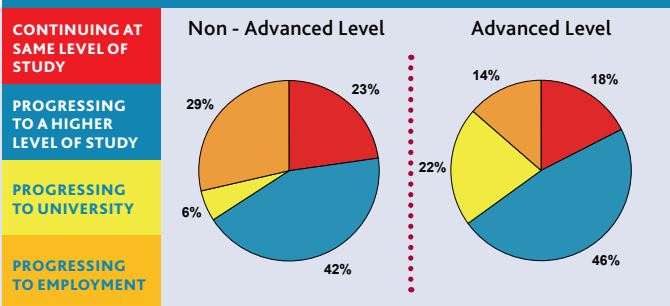
SQA HN units covered in this programme include: For HNC (HND Year 1):

Communications; Information Technology; Managing People; Business Accounting; Economics; Marketing; Group Award Graded Unit 1.

For HND (Year 2): Business Culture and Strategy; ICT in Business; Behavioural Skills for Business; Preparing Financial Forecasts; Business Statistics; Economics; Business Law; World Economy; Group Award Graded Unit 2; Group Award Graded Unit 3. Optional units include: Human Resource Management; Developing Entrepreneurial Skills; European Institutions; Languages; International Marketing; Customer Care; Public Sector Services. The HNC can be studied on a part-time basis over two years day release.

SCQF Level: 7/8

### WHAT FORMER STUDENTS DID:



## FIRST STEPS TO BUSINESS

Campus: Constitution

Team Leader: Stuart Lester

Tel: (01382) 834800

Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal qualifications.

### CONTENT

This shortened version of our one year Business programme runs for 20 weeks (January – June). It comprises a programme of SQA NQ units, including: Communication; Basic Marketing Principles; Internet / Computing; Economics of the Market; Numeracy; Marketing Mix; Micro Economics Concepts; Legal Framework; Recording Credit Data. If you are a poor writer, speller or have any learning or physical difficulty which has prevented you from reaching your potential in school, we are particularly interested in hearing from you. We may be able to offer assistance to help you study.

## **HNC/D EUROPEAN BUSINESS & ADMINISTRATION (WITH LANGUAGES)**

Campus: Constitution

Team Leader: David McAllister

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### **ENTRY REQUIREMENTS**

One SQA Higher Grade pass.

### **CONTENT**

SQA HN units covered in the programme include:

For HNC (HND Year 1): European Law; Constitution and Functions of European Institutions; Socio-Economic Issues in the European Community; Industry and Commerce in Europe; Economics; Elementary French 1; Elementary German 1; Research Skills; Structure of Business Organisation. Optional units: European Comparisons; Introduction to Marketing; Spanish and / or Italian 1; Information Technology; Cultural Studies; Workplace Experience.

For HND (Year 2): Single European Market; Elementary German; European Union Institutions; Organisations and Management Theories; International Marketing; International Economics. Optional units: Developing Personal Effectiveness; Cultural Studies; Customer Care; Managing Change; Preparing Financial Forecasts.

### **FUTURE PROSPECTS**

Students will have the opportunity to undertake exchange visits in other European countries and visit the institutions in the European Union as part of their programme. The College also arranges work placements abroad during summer months.

SCQF Level: 7/8

## **HNC/D MARKETING**

Campus: Constitution

Team Leader: David McAllister

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### **ENTRY REQUIREMENTS**

One SQA Higher Grade pass.

### **CONTENT**

The HNC / HND (Year 1) core units include: Principles of Marketing; Promotion; Distribution; Selling; Consumer Behaviour; Marketing Research; Accounts; Law; IT; Economics.

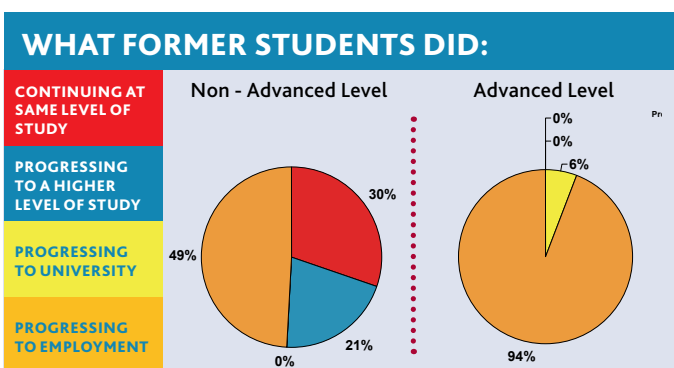
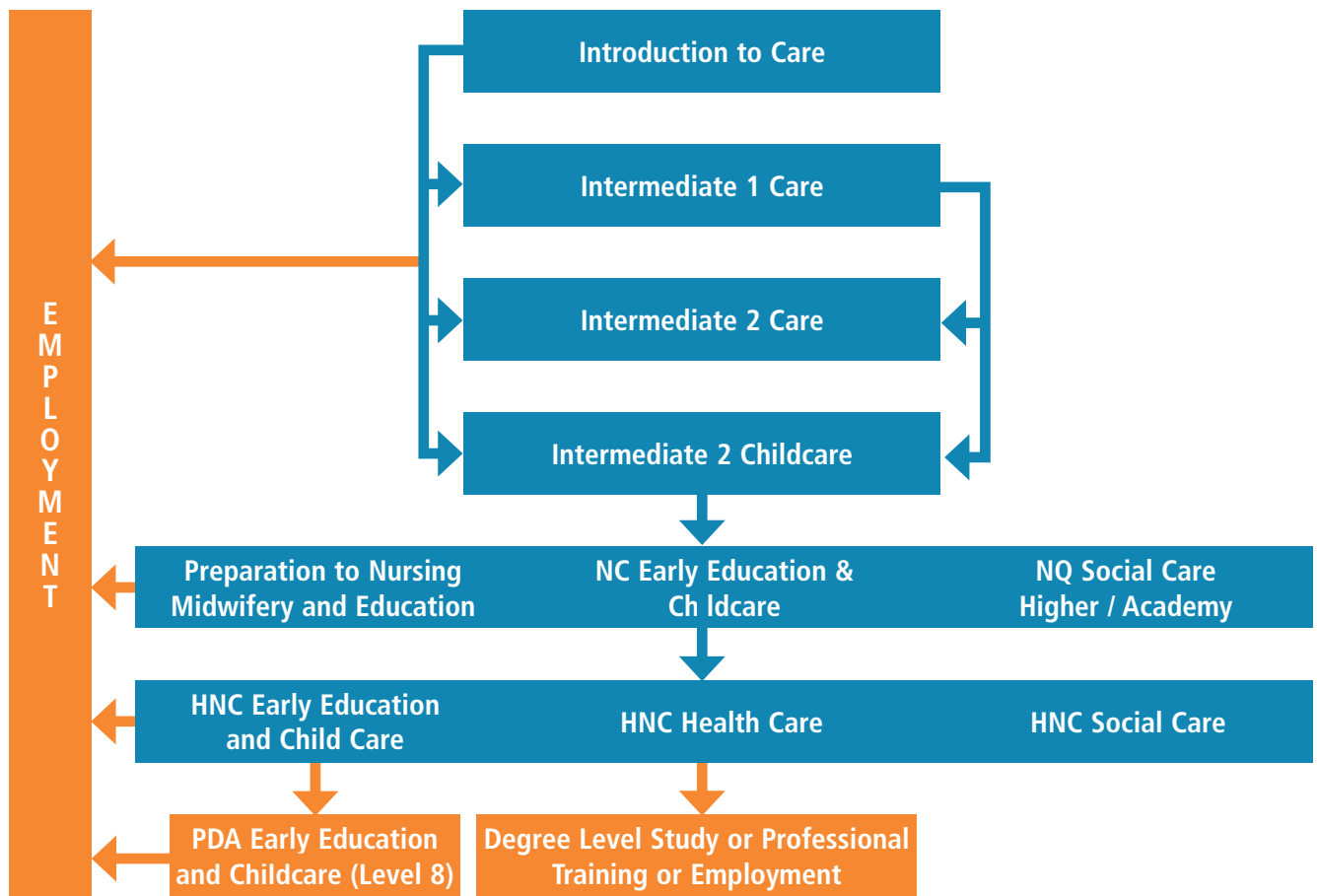
The HND (Year 2) core units include: Marketing Planning; Marketing Communications; Organisational Behaviour; International Marketing; Sales Management. During the second year, students undertake a local work placement as part of their programme. Additional work experience and placements in Europe are also available to students during the summer months.

### **FUTURE PROSPECTS**

These qualifications can be used to obtain exemptions from qualification or subjects leading to professional recognition by the Chartered Institute of Marketing and the Institute of Sales and Marketing.

SCQF Level: 7/8

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



### INTRODUCTION TO CARE

Campus: Melrose  
 Team Leader: Helen Duncan  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

#### ENTRY REQUIREMENTS

A reference from school and an interest in working in the care field. Applicants should be at least 16 years old on application or within a few months of the programme start date.

#### CONTENT

Participants get the opportunity to study a specific care subject with the aim of giving a better understanding of what work in care related fields may be like. Participants also get the opportunity to develop core skills such as communication, numeracy, and information technology. The programme includes non-assessed subjects in a range of introductory care related subject areas. (There may be opportunities for students to be assessed for appropriate SQA non-advanced units).

SCQF Level: 3

## PREPARATORY COURSE FOR NURSING & MIDWIFERY EDUCATION

Campus: Melrose

Team Leader: Marie McArthur

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

5 SQA Standard Grades (including English) at band 1 or 2. In addition it is desirable that applicants have qualifications in numeracy, information technology and science. Applicants must be at least 17 years old.

### CONTENT

This programme of SQA Higher and NQ units covers: Communication; Mathematics; Computing; Science; Personal and Social Development; Health Promotion; Higher Sociology; Higher Care. Students will be undertaking Higher programmes which will require them to sit 2 external exams.

SCQF Level: 6

## NQ EARLY EDUCATION & CHILDCARE

Campus: Melrose

Team Leader: Moira Jensen

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To be at least 17 years of age and have a good standard of education i.e. a minimum of 3 SQA Standard Grades at bands 1 or 2. Candidates will have to undergo a Disclosure Scotland check.

### CONTENT

This programme of SQA units includes the subject areas of: Child Development and Behaviour; Holistic Approaches to Child Health; The Early Years Curriculum; Creative and Aesthetic Experiences for Children; Experiential Approaches to Early Years Care and Education; Play in Practice. The programme will also involve a period of work experience within an Early Years and Childcare setting. Candidates will also have the opportunity to undertake external assessment for the Higher Early Years Care and Education, and successful students will achieve the Scottish Group Award.

### FUTURE PROSPECTS

Successful completion can lead to registration with SSSC as a support worker in Early Education and Childcare.

SCQF Level: 6

## NQ SOCIAL CARE (SQA HIGHER CARE)

Campus: Melrose

Team Leader: Helen Duncan

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

3 SQA Standard Grade passes at band 3 or above or the modular equivalent (including Communications 3). Applicants must be at least 17 years of age. Because this programme involves a placement element, students accepted for a place are required to undergo an enhanced Disclosure Scotland check.

### CONTENT

This programme of SQA units covers a range of the following: Higher Care National Programme; Practical Care Skills; Interpersonal Skills for Care; Communications; Numeracy; Information Technology. Students have one placement working with a range of service users in a variety of settings, for two days each week for 18 weeks. Some placements may require shift work. Note: This programme may be subject to amendments and / or may be replaced.

SCQF Level: 6

## NQ SOCIAL CARE (SOCIAL CARE ACADEMY)

Campus: Melrose

Team Leader: Helen Duncan

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

3 SQA Standard Grade passes at band 3 or above or the modular equivalent (including Communications 3). There will be an additional interview with the Social Work Department. Some placements may require shift work. Because this programme involves a placement element, students accepted for a place are required to undergo an enhanced Disclosure Scotland check, a medical questionnaire and a self declaration form. Applicants must be at least 17 years of age.

### CONTENT

This programme of SQA units covers a range of the following: a minimum of SVQ Care level 2 unit; Practical Care Skills; Interpersonal Skills for Care; Equal Opportunities; Human Development and Behaviour; Communication; Numeracy; Information Technology.

### FUTURE PROSPECTS

This programme is run in partnership with Dundee City Council Social Work Department and the independent care sector as part of the Social Care Training and Employment Academy. Successful completion of the programme, to the satisfaction of the Social Work Department may lead to employment in the Social Care field in specified areas at first level. Students will attend an extended placement where they will undertake a minimum of SVQ Care level 2 unit. Students will be expected to undertake shift work whilst on placement. Note: This programme is subject to confirmation by the Social Work Department.

SCQF Level: 5

## INTERMEDIATE 1 CARE

Campus: Melrose

Team Leader: Helen Duncan

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

3 SQA Standard Grades Foundation/General. Because this programme involves a placement in a care setting, students accepted for this programme must undergo a Disclosure Scotland check. Applicants must be at least 16 years of age.

### CONTENT

This programme is intended to allow candidates to develop academic and practical skills. There is a short placement experience to introduce candidates to what it is like to work in care.

### FUTURE PROSPECTS

Participants get the opportunity to study SQA units at Intermediate 1 level and specific care subjects to gain a better understanding of what work in care related fields may be like. Participants will get the opportunity to develop care skills at Intermediate 1.

SCQF Level: 4

## INTERMEDIATE 2 CARE

Campus: Melrose

Team Leader: Marie McArthur

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A good standard of education. It is desirable but not necessary that you have completed some study in the care area, for example, related units, SQA short programmes in health related subjects or work experience within a care setting. Applicants must be at least 16 years of age.

### CONTENT

This programme of SQA units includes the subject areas of: Human Development; Care Issues for Society; Accident and Emergency Procedures; Social Influences on Behaviour; Understanding the Needs of the Older Person; Special Needs and Support Services. Candidates have to undergo assessment within college and participate in external assessments such as exams and submission of project work.

SCQF Level: 5

## INTERMEDIATE 2 CHILDCARE

Campus: Melrose

Team Leader: Moira Jensen

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

To be at least 16 years of age and have a good standard of education. You will be expected to complete an application/interview/exercises and provide a reference. Preference will be given to candidates who have achieved a core skills profile which includes some or all of the following subjects: Communication; Information Technology; Numeracy; Problem Solving and Working with Others. Applications are welcomed from males and females. Because the programme involves a placement with children, students accepted for this programme must undergo a Disclosure Scotland check.

### CONTENT

This programme of SQA units includes the subject areas of: Human Development; Accident and Emergency Procedures; Social Influences on Behaviour; Play; Parenting Today; Child Protection; Family Issues. Candidates have to undergo assessment within college and participate in external assessments.

### FUTURE PROSPECTS

Progression onto other programmes will depend on individual performance. Students will have the opportunity to undertake a placement working with pre-school children in the private sector. Timings of placements may vary from the traditional college day.

SCQF Level: 5

## HNC EARLY EDUCATION & CHILDCARE

Campus: Melrose

Team Leader: Moira Jensen

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

3 SQA Higher Grades including English, plus experience of working with children, professional or voluntary. Before you can be accepted for a programme which has a placement element working with children you are required to undergo a criminal records check, which is repeated with each change in placement. Prospective students should be aware that all offences must be declared but do not necessarily bar them from entrance to the programme and subsequent employment.

### CONTENT

This programme includes 12 HNC credits at SCQF level 7, including units relating to: Children's Rights; Theoretical Approaches to Development & Learning; Curriculum & Assessment; Children's Behaviour; Additional Support Needs; Contemporary Issues; Children's Health & Wellbeing; Language, Literacy & Numeracy; a Workplace Practice Unit; a Graded unit.

### FUTURE PROSPECTS

This nationally recognised programme leads to registration by the School Social Services Council in Early Education and Childcare as a Practitioner.

SCQF Level: 7



## HNC HEALTH CARE

Campus: Melrose

Team Leader: Marie McArthur

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

One SQA Higher Grade pass and 3 Standard Grade passes or equivalent. Applicants must be at least 17 years of age. Because this programme includes a placement element, students accepted for a place are required to complete a Disclosure Scotland form.

### CONTENT

This programme of SQA HN units cover: Principles of Health Care Practice; Physiology; Health Care Policy; Health Promotion; Behavioural Science in a Health Care Context; Workplace Experience; Maintaining and Monitoring Health.

SCQF Level: 7

## HNC SOCIAL CARE

Campus: Melrose

Team Leader: Helen Duncan

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

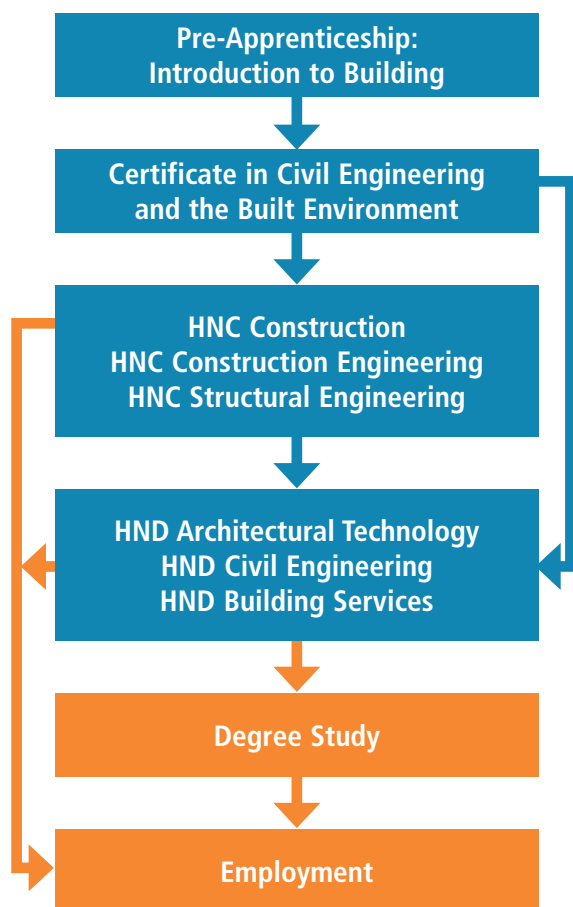
Two SQA Higher Grade passes at band C or above (including English) and you must be 18 years old within 2 months of beginning the programme. Because this programme includes a placement element, students accepted for a place are required to undergo an enhanced Disclosure Scotland check. Applicants must have related care experience and will be interviewed. Candidates who wish to be considered for the part-time route must be in suitable employment in a care setting and must seek agreement from their employer to be assessed in the workplace by college based assessors.

### CONTENT

This programme of SQA HN units and SVQ Care level 3 units covers all aspects of social care theory and values. (N.B. Candidates who already possess the SVQ Care Level 3 award will be exempt from the SVQ element of the programme.) Students have a work placement in a Social Care setting throughout the year which may involve shift work, for 2 days per week. Students will be assessed in the workplace by assessors for the SVQ units.

SCQF Level: 7

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## PRE-APPRENTICESHIP ELECTRICAL WIRING & PLUMBING SKILLS

Campus: Kingsway  
 Team Leader: Andy Bruce  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

To attend an interview. No formal qualifications are required.

### CONTENT

This 18 week programme provides pre-apprentice level 1/2 training in electrical and mechanical services. It covers all of the essential skills and knowledge required to pursue careers in plumbing, electrical heating and ventilating and welding. Modern apprenticeship schemes are in operation in all of these areas, provided suitable placements can be arranged. September & January start dates.

### FUTURE PROSPECTS

The programme can also lead to entry to NQ / HNC programmes.

## PRE-APPRENTICESHIP: INTRODUCTION TO BUILDING – CLUSTER OF CONSTRUCTION UNITS

Campus: Kingsway  
 Team Leader: Frank Murray  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

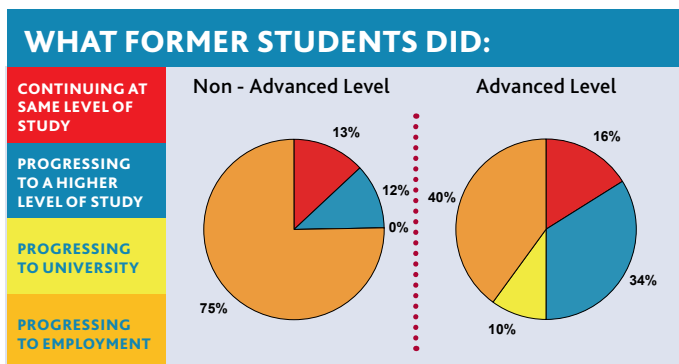
### ENTRY REQUIREMENTS

To be able to demonstrate a reasonable standard of educational achievement, preferably Grade 3 in Standard Grade maths & English. Also one science or graphical communication.

### CONTENT

This six month programme provides pre-apprentice training in construction and building crafts. It equips students with the knowledge and skills necessary to undertake further study in construction subjects, or to take up an apprenticeship in any of the crafts listed (provided suitable industrial placement can be arranged). Units offered include: Bricklaying; Carpentry & Joinery; Electrical Installation; Machine Woodworking; Painting & Decorating; Plastering; Plumbing; Learning Skills; Construction Numeracy. "Hands on" practical skills are practised to allow students the opportunity to select chosen trade skills. Starts in August and January.

SCQF Level: 3



## CERTIFICATE IN CIVIL ENGINEERING AND THE BUILT ENVIRONMENT

Campus: Kingsway

Team Leader: Brian Cook

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

SQA Standard Grade passes at Credit level.

### CONTENT

This programme is designed for candidates aspiring to become technicians in the areas of civil and structural engineering, architectural technology and construction. The programme guarantees entry into the range of part-time and full-time HNC/Ds in Civil Engineering, Architectural Technology, Facilities Management, Construction Management, Inspection and Supervision and Quantity Surveying. Subjects include CAD, Surveying and Design.

SCQF Level: 6

## HNC CONSTRUCTION

Campus: Kingsway

Team Leader: Brian Cook

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Two SQA Higher Grade passes. Applicants over 21 without formal qualifications may also be considered on the basis of experience.

### CONTENT

Recent research has highlighted the need for qualified competent practitioners in the construction industries. This need includes the requirement for technician skills as the construction industry changes its emphasis from a predominantly craft to a technical / assembly form, utilising all the modern equipment and techniques available for surveying, setting out and construction drawing. Potential employers range from Architects, Contractors, and Building Control to Housing Associations and other Property functions. In education, the Scottish Credit and Qualifications Framework have stressed the need for clarification of the relationship between qualifications, and for making routes for progression easier.

### FUTURE PROSPECTS

The HNC Construction therefore is the basic foundation course providing the essential skills and knowledge for the construction technician progressing to either specialist HNC's or more likely, to the second year of a specialist HND. The qualification also provides certain transferable core skills. The HNC Construction, representing 12 units of the 15 unit HNDs in the Built Environment specialisms, allows the full-time candidate to exit at the end of year 1 of an HND programme, with an HNC. This is in accordance with the need for acknowledged exit points for candidates who may obtain appropriate employment and transfer from full-time to part-time / flexible training.

SCQF Level: 7

## HNC/D ARCHITECTURAL TECHNOLOGY

Campus: Kingsway

Team Leader: Brian Cook

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

A relevant introductory course or Highers or applicable experience.

### CONTENT

An Architectural Technician should be able to establish the purpose, methods and techniques for preparing detailed design solutions in the context of the design of new buildings and adaptation of existing buildings. The required level of academic qualification for the function of the architectural technician so defined is an HNC with appropriate experiential learning or a full-time HND followed by structured and evidenced experiential learning. The mechanism for verifying the experiential learning is the Professional and Occupational Performance Record required as part of the process of attaining Technician membership of the British Institute of Architectural Technologists (TBIAT). The Architectural Technician function includes "the preparation, coordination and communication of technical information including drawings, graphical information, reports and schedules, contributing to meeting relevant statutory regulations and controlling projects by monitoring agreed quality standards and obtaining, recording and organising information."

### FUTURE PROSPECTS

Architectural Technicians are employed in private practise and work with Architects, Surveyors, Interior Designers and Architectural Technologists. They can also be employed by specialist design/build contractors, local authorities and larger organisations to provide in-house design/drafting services. The proposed HNC and HND in Architectural Technology has been designed to meet the functions defined above and also to allow progression to appropriate degree courses in Architectural Technology.

SCQF Level: 7/8

## HNC/D CIVIL ENGINEERING; HNC CONSTRUCTION ENGINEERING; HNC STRUCTURAL ENGINEERING

Campus: Kingsway

Team Leader: Brian Cook

Tel: (01382) 834800

Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

### ENTRY REQUIREMENTS

Three SQA Higher Grade passes in any of the following subjects: Mathematics, English, Physics, Chemistry. Applicants over 21 without formal qualifications may be considered on the basis of experience.

### CONTENT

The need for technician awards to be enabling, relevant and to add value is recognised in recent reports such as the Malpas and Hawley reports. The proposed suite of awards offers this and in addition presents maximum flexibility for learners, employers and educational establishments. This should increase the attractiveness and availability of the proposed qualifications. The foundation course, the HNC Construction Engineering, is the main stepping stone for learners

entering the full-time courses with Highers, or transferring from other disciplines and represents 12 of the 15 units of the first year of the HND Civil Engineering. Important relevant core skills such as Construction Communication Skills, Construction Site Surveying, and 2D CAD for Construction reflect the industry move to E-technology. Thus the HNC Construction Engineering presents an opportunity for a variety of entrants and allow students to be certified for one year of full-time study. Learners following the traditional part-time route, with underpinning knowledge gained from NQ type programmes, and skills gained in relevant employment, may be granted Accreditation of Prior Experiential Learning (APEL) from some of the units of the HNC Construction and would proceed directly to the HNC Civil Engineering or the HNC Structural Engineering. Both these qualifications would advance learning in areas such as site surveying. The Civil Engineering qualification would contain specialist areas such as water, roads and railways. The Structural Engineering qualification provides the opportunity for those students from design offices requiring further structural design units. Both qualifications would contain a common core of units and consequently, the two specialist areas together with areas common with the Built Environment awards in Construction Management, Architectural Technology, Quantity Surveying and Building Surveying, would encourage common delivery and teamwork with a range of specialist areas.

**FUTURE PROSPECTS**

Finally, the new structure of awards presents opportunities for candidates on a part-time programme to obtain an HND. For example, on the basis of a candidate awarded 6 units APEL from the HNC Construction Engineering, and gaining the 12 unit HNC Civil Engineering or HNC Structural Engineering, required a further 12 units from the HND Construction Engineering (HND Year 1) who may be successful in obtaining employment, and could then elect to do HND Civil Engineering on a part-time basis. It is also envisaged that some units might be delivered and assessed on a flexible and distance learning basis.

SCQF Level: 7

**HND BUILDING SURVEYING**

Campus: Kingsway  
 Team Leader: Brian Cook  
 Tel: (01382) 834800  
 Email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

**ENTRY REQUIREMENTS**

Two SQA Higher Grade passes or approved entry course such as NQ Construction.

**CONTENT**

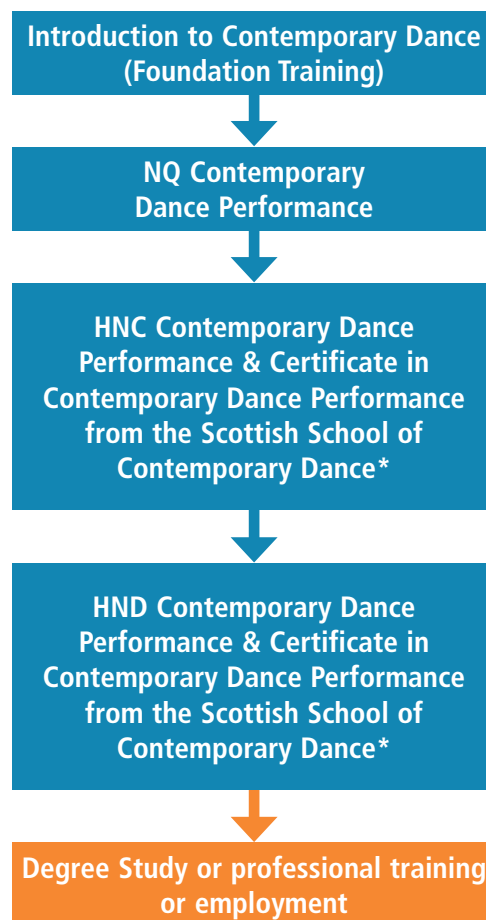
This programme includes units in: Architectural Design; Building Inspection; Building Maintenance; Building Services; CAD; Construction Technology; Facilities Management; Structural Mechanics; Mathematics for Construction; Surveying Historic Buildings.

**FUTURE PROSPECTS**

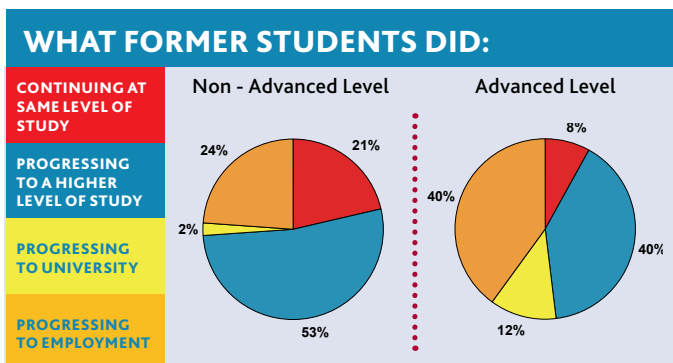
Progression is possible from this programme into year 3 of a relevant degree course and gives varied opportunities within the Construction and related industries both in supervision, inspection, surveying and design.

SCQF Level: 7/8

**DANCE  
 FULL-TIME PROGRAMMES AND  
 PROGRESSION OPPORTUNITIES**



\* IT is usual for school-leavers to progress to HNC/D level programmes after having successfully completed Introduction / Foundation and NQ level programmes. Please refer to our general prospectus or request an Information Sheet for details of these programmes.



## INTRODUCTION TO DANCE

Campus: Gardyne Road  
 Team Leader: Peter Royston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No set entry requirements: selection is through audition and interview.

### CONTENT

This programme is for students with potential who wish to develop their skills across a broad area of practical dance styles including Jazz, Street, Funk etc with the necessary back-up of Pilates based body conditioning and fundamental ballet and contemporary classes and opportunities to learn how to choreograph.

SCQF Level: 6

## INTRODUCTION TO CONTEMPORARY DANCE (FOUNDATION TRAINING)

Campus: Gardyne Road  
 Team Leader: Peter Royston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No set entry qualifications; selection is through an audition and interview.

### CONTENT

This programme is for students with potential who need a year's training prior to undertaking our 3 year training in Dance Performance. The programme comprises SQA units and Dundee College subjects and covers many aspects of dance experience including: Contemporary; Classical Ballet; Choreography; Range of other Dance Styles; Performance; Core Skills. The core of this highly practical programme will be a focus on Classical Ballet Technique and Contemporary Dance Technique. Students on the programme will be given early auditions for our 3 year training programme.

### FUTURE PROSPECTS

This programme also allows students to get a grounding in dance which enables them to move on to a career other than contemporary dance.

SCQF Level: 6

## NQ CONTEMPORARY DANCE PERFORMANCE

Campus: The Space, Kingsway  
 Team Leader: Peter Royston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No set entry qualifications although previous experience is preferable. Students are selected through auditions and interview.

### CONTENT

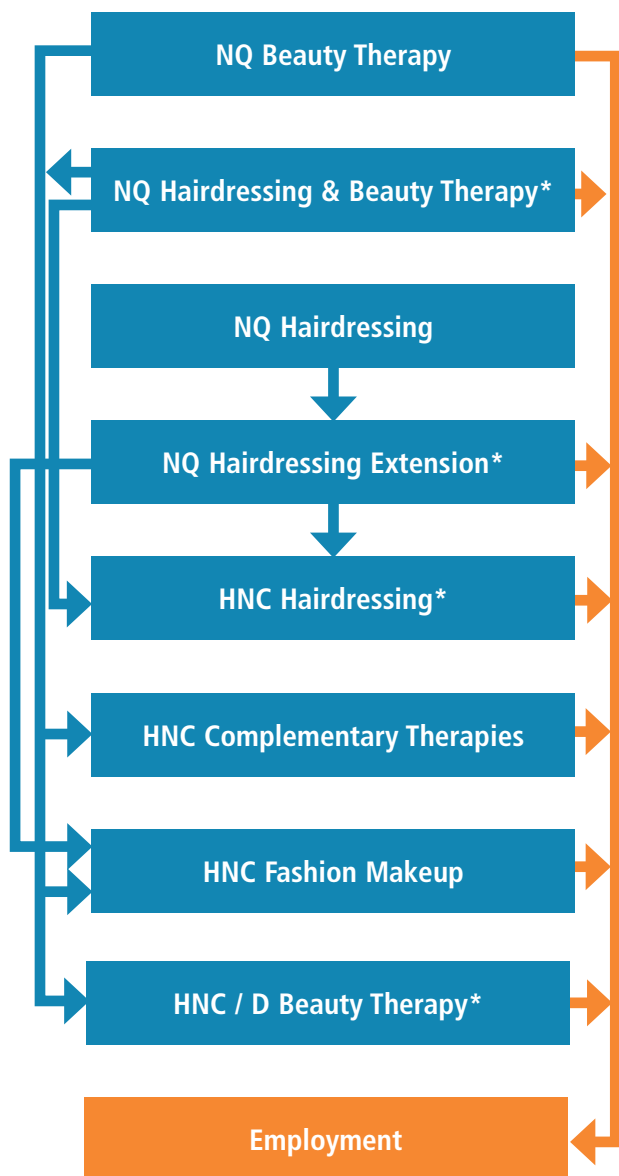
This programme is the 1st year of our 3 year full-time training in Contemporary Dance Performance to a professional level. The programme comprises SQA units and Dundee College units, and covers many aspects of dance experience including: Contemporary; Classical Ballet; Choreography; Release; Creative Improvisation; Choreographic and Performance Analysis; Communication Skills (optional for students with Higher English); Performance; Contact Improvisation. The core of this highly practical programme will focus on Classical Ballet Technique and Contemporary Dance Technique with the aim of moving on to advanced training and a performance career. Choreographic and performance opportunities will be given on a regular basis, 3 or more performances will be created. Past performance work includes: School Programmes; Collaborative Performance with Drama Students; New Choreographic Work by Course Tutor; Site Specific Work. A range of performance pieces are also developed through residencies, visiting guest tutors (visiting groups and lecturers have included Scottish Dance Theatre, V Tol, Doug Elkins, Richard Alston, Alan Grieg, Janet Smith, Sean Feldman, Scottish Ballet, David Hughes, Wayne McGregor, Random, Angus Balbernie, Ricochet, Mark Murphy, Alan Irvine, Stephen Petronio) and students own choreographic work. The quality of our Dance and Theatre performances have gained national recognition. They are always exciting, demanding and often innovative. Tutorials offer in-depth advice on technical and performance skills and provide guidance on future training and the range of career opportunities helping students to make informed choices. As well as superb teaching and facilities at our custom built studio and theatre complex, the Scottish School of Contemporary Dance at Dundee College offers excellent contact hours, with students taking part in daily technique class.

### FUTURE PROSPECTS

Progression to HNC, HND, Degree or a Profession.

SCQF Level: 6

## FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## NQ HAIRDRESSING

Campus: Kingsway  
 Team Leader: Barbara Colliston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal entry qualifications, but applicants should have a good general education, an interest in the subject area and the ability to work with people.

### CONTENT

A programme of NQ units: Analysis of Hair & Scalp; Shampoo Hair & Scalp; Condition Hair & Scalp; Setting & Finishing; Dry Hair into Style and Create a Finished Look; Introduction to Ladies Haircutting; Perm & Neutralise Hair; Practical Skills for Salon Assistants; Customer Service; Communication; Information Technology; Selling Skills. This programme includes practical work in a realistic salon environment with members of the public.

SCQF Level: 6

## NQ HAIRDRESSING & BEAUTY THERAPY

Campus: Kingsway  
 Team Leader: Barbara Colliston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal entry qualifications, but applicants should have a good general education, an interest in the subject area and the ability to work with people.

### CONTENT

A programme of SQA units covering: Analysis of Hair & Scalp; Shampooing Hair & Scalp; Conditioning Hair & Scalp; Setting & Finishing; Dry Hair into Style and Create a Finished Look; Ladies Haircutting; Hair Colouring; Perming Hair; Styling Long Hair; Haircutting – Creative Styling, Special Effects; Facial Care; Eye Treatments; Nail Care; Facial Massage; Depilation; Composite Skills in Beauty; Science Units; Communication; Selling Skills; Introduction to Body Massage; Personal Presentation. This programme includes practical work in a realistic salon environment with members of the public.

SCQF Level: 6

## NQ BEAUTY THERAPY

Campus: Kingsway  
 Team Leader: Barbara Colliston  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal entry qualifications, but applicants should have a good general education, an interest in the subject area and the ability to work with people.

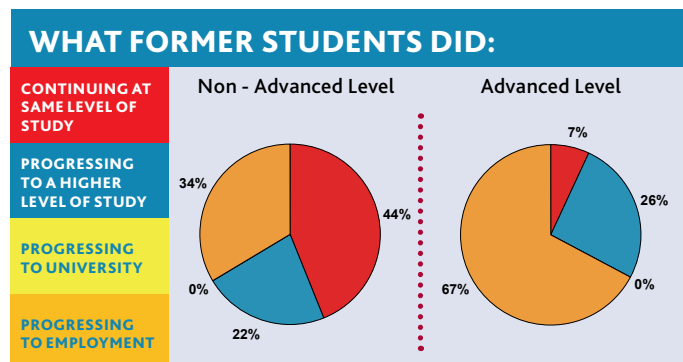
### CONTENT

Content (full-time): a programme of SQA NQ units covering: Facial Care – Skin Care and Make-up Techniques; Nail Care – Manicure and Pedicure; Depilation Using a Variety of Techniques; Eye Treatments; Facial Massage; Composite Skills in Beauty; Communication; Selling

\* NQ Hairdressing & Beauty Therapy is a two year programme. Progression from year 1 to year 2 is dependant on achievement.

\* Details of NQ Hairdressing Extension, HNC Hairdressing and HNC/D Beauty Therapy are available in our general prospectus and in the programme Information Sheets.

School-leavers progress to these programmes having successfully completed NQ programmes.



Skills; Science Units; Introduction to Body Massage. If taking the course part-time, only the following units are covered: Facial Care; Nail Care; Facial Massage; Eye Treatments. The part-time programme includes practical work in a realistic salon environment with members of the public. Students may purchase a toolkit costing approximately £125 and should purchase protective clothing.

SCQF Level: 6

## HNC COMPLEMENTARY THERAPIES

Campus: Kingsway  
 Team Leader: Doug Neilson  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

At least 1 SQA Higher and 3 SQA Standard Grades or equivalent. In addition students should have an interest in the subject area and an ability to work with people.

### CONTENT

A programme of SQA HN units (revised) including: Complementary Therapies; Anatomy and Physiology Complementary Therapies; Professional Issues and Practice; Health and Safety Legislation: An Introduction; Research and Methodology; Perspectives of Health; Body Massage; Aromatherapy; Reflexology; Complementary Therapies: Graded Unit 1.

SCQF Level: 7

## HNC FASHION MAKE-UP

Campus: Kingsway  
 Team Leader: Doug Neilson  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Usually a programme of relevant SQA NQ units or an SVQ level 2, although candidates without these qualifications may be considered.

### CONTENT

A programme of SQA HN units to enhance employment opportunities in the area of fashion and photographic make-up including: Make-up Artistry - Basic Make-up, Skin Care & Eye Treatments; Make-up Artistry - Fashion & Photographic Make-up; Principles & Practice of Selling; Using Software Application Packages; Customer Care; Fashion Make-up - Graded Unit 1. Another 4 credits are required from the options to complete the award.

SCQF Level: 7

## HNC/D BEAUTY THERAPY

Campus: Kingsway  
 Team Leader: Doug Neilson  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

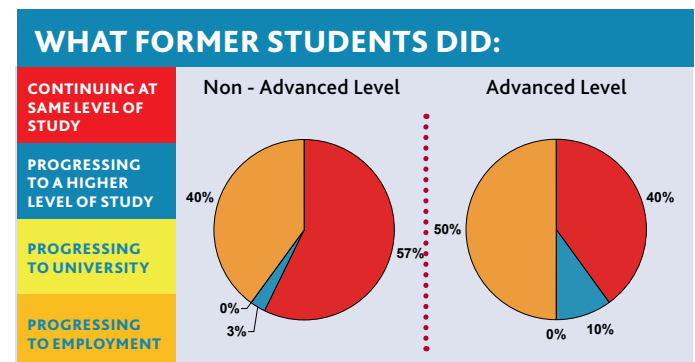
Usually a programme of relevant SQA NQ units or an SVQ level 2, but candidates without these qualifications may be considered.

### CONTENT

These qualifications will enhance employment opportunities in Health and Beauty establishments in, for example Leisure Centres, Health Farms, Hotel Complexes and Beauty Salons. SQA HN units included in these programmes: HNC (HND Year 1): Facial Treatments; Body Massage; Anatomy & Physiology of the Human Body; Beauty Make-up; Face & Body Electrotherapy; Employment Experience; Management and Practice of Facial Therapies; Management & Practice of Body Therapies: Graded Unit 1. HND (Year 2): Principles & Practice of Selling; Employment Experience 2; Preparing and Presenting a Business Plan; Lifestyle Advice for Clients; Graded Unit 2, plus additional units totalling 4 credits.

SCQF Level: 7/8

## HORTICULTURE FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## INTRODUCTION TO HARD & SOFT LANDSCAPE GARDENING

Campus: Kingsway  
 Team Leader: Gordon Croll  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

To have a definite interest in the outdoors, the desire to create hard landscape features as well as the handling and growing of plants. Some prior experience would be helpful but is not essential.

### CONTENT

This programme covers the following units of elementary landscaping and growing plants, including: Plant Propagation; Plant Identification; Plant-care & Maintenance; Lawn Care; Basic Garden Planning; Planting Techniques; Use of Hand Tools & Machinery; Allotment Gardening; Landscape Project Work; Brickwork; Woodwork; Core Skills (Computing, Communications, Numeracy); Garden Visits & Exhibitions; Flower Shows; Work Experience and much more.

**FUTURE PROSPECTS**

Having successfully completed this programme you may consider applying for NQ Hard / Soft Landscape Gardening course at Dundee College.

SCQF Level: 5

**HOSPITALITY  
FULL-TIME LEVEL 1 PROGRAMMES**

**HOSPITALITY LEVEL 1 A**

Campus: Kingsway  
Team Leader: Evelyn Wood  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

**ENTRY REQUIREMENTS**

No formal qualifications are required. This would be an attractive programme for a young person who has a limited academic background and who is unlikely to achieve Standard Grades. Students may be referred by guidance Learning Support teacher. Consideration will be given to pupils who have not reached their 16th birthday.

**CONTENT**

This programme would be an attractive choice for youngsters who have perhaps experienced some learning difficulties. It is highly practical and will cover a range of subjects such as: Food Preparation, Bakery and Counter Service of Food and Beverage. Great emphasis is placed on personal and social development and this will be encouraged through integrated subjects such as: Communication; Catering Calculations; Computing Skills; Customer Contact; Social Interaction.

SCQF Level: 3

**HOSPITALITY LEVEL 1 B**

Campus: Kingsway  
Team Leader: Evelyn Wood  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

**ENTRY REQUIREMENTS**

To have completed four years of secondary education and, normally, to be 16 years of age.

**CONTENT**

This programme follows on from Hospitality Level 1 A. It is of a highly practical nature and the emphasis is on developing further personal and social skills. The aim of the programme is to improve confidence and to develop thinking and problem solving skills to prepare students for employment. The range of subjects covered includes: Food Preparation; Bakery; Bistro Food Service; Communication Skills; Catering Calculations; Food and Personal Hygiene; Customer Service Skills; Computer Skills.

SCQF Level: 4

**HOSPITALITY LEVEL 1 C**

Campus: Kingsway  
Team Leader: Evelyn Wood  
Tel: (01382) 834800  
Email: enquiry@dundeecollege.ac.uk

**ENTRY REQUIREMENTS**

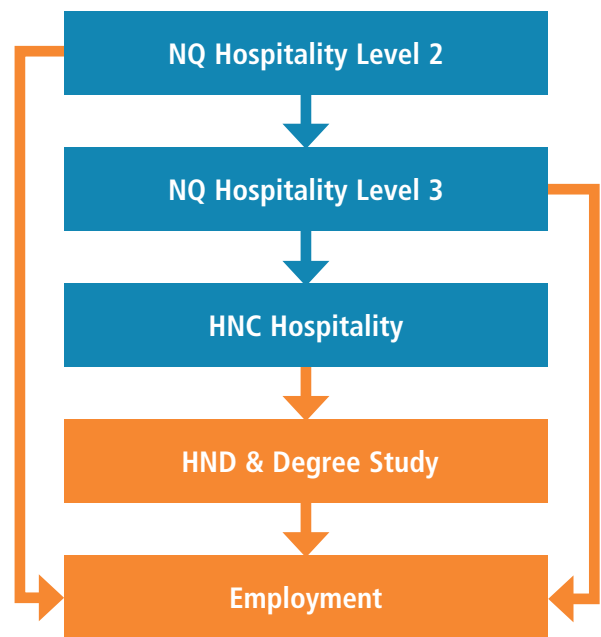
To have completed four years of secondary education and, normally, to be 16 years of age.

**CONTENT**

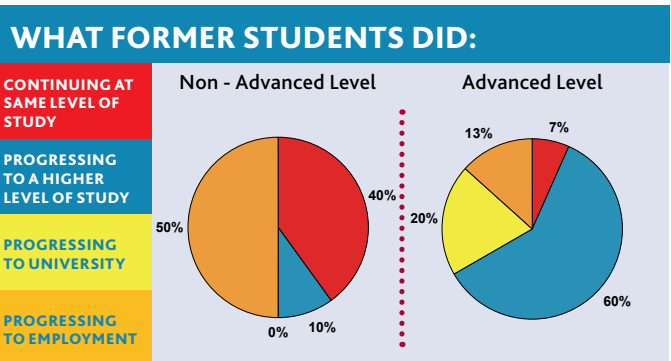
The key feature of this programme is the broad based curriculum, which offers students the opportunity to gain vocational and life skills qualifications in realistic working environments within the college. Collaboration with the hospitality industry in the local community will enhance the opportunity for exploring and developing the future potential of students. The programme includes SQA NQ and SVQ units relating to: Food Preparation; Bakery; Food Service; Personal and Social Development; Customer Service Skills; Computer Skills; Food and Personal Hygiene.

SCQF Level: 4

**LEVEL 2 & ABOVE  
FULL-TIME PROGRAMMES AND  
PROGRESSION OPPORTUNITIES**



For programmes on food preparation, see "Professional Cookery".





## NQ HOSPITALITY LEVEL 2

Campus: Kingsway  
 Team Leader: Evelyn Wood  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

To have completed 4 years secondary of education and, normally, to be 16 years of age.

### CONTENT

This programme can enhance opportunities for employment and entry to higher level study e.g. Hospitality Level 3. It includes SQA NQ and SVQ units relating to: Professional Cookery; Food & Beverage Service; Accommodation Service; Food Hygiene; Hospitality Reception Skills; Communication; Information Technology; Work Experience; Customer Service Skills; Bakery.

SCQF Level: 5

## NQ HOSPITALITY LEVEL 3

Campus: Kingsway  
 Team Leader: Evelyn Wood  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Four SQA Standard Grades, including English.

### CONTENT

This qualification can provide entry to higher level study e.g. HNC Hospitality Operations at Dundee College. It can enhance career prospects leading to supervisory posts and includes SQA NQ and SVQ units relating to: Professional Cookery; Food & Beverage Service; Hospitality, Reception and Marketing; Hospitality Administration; Food Hygiene; Information Technology; Hospitality Costing; Customer Care; Communication. An integral component of the course design is a two day paid work placement within the Hospitality Industry.

SCQF Level: 6

## HNC HOSPITALITY

Campus: Kingsway  
 Team Leader: Susan Chapple  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Two National Qualifications at Higher together with 3 Standard Grade passes at level 3 or above, an SVQ at level 2 or 3 in a relevant area, an appropriate combination of National Qualifications and Vocational Qualifications, equivalent qualifications from other awarding bodies or relevant work experience. Applicants over 21 without formal qualifications, may also be considered on the basis of experience.

### CONTENT

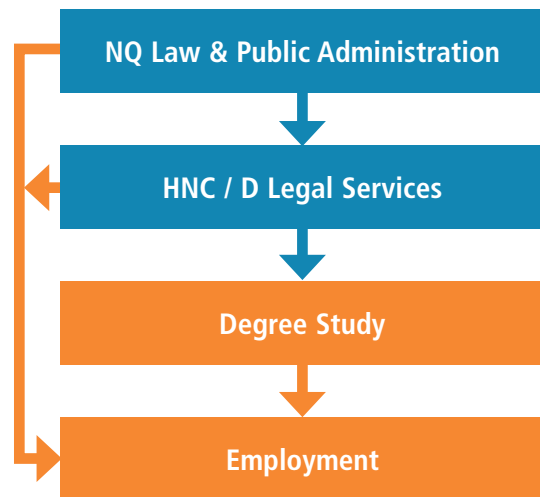
Mandatory SQA HN units: Hospitality Industry; Hospitality Supervision; Hospitality Financial and Control Systems; Food Hygiene Intermediate; Food and Beverage Service; Food Production Processes; Accommodation Servicing; Hospitality Front Office Procedures 1; Hospitality Group Award Unit 1.

### FUTURE PROSPECTS

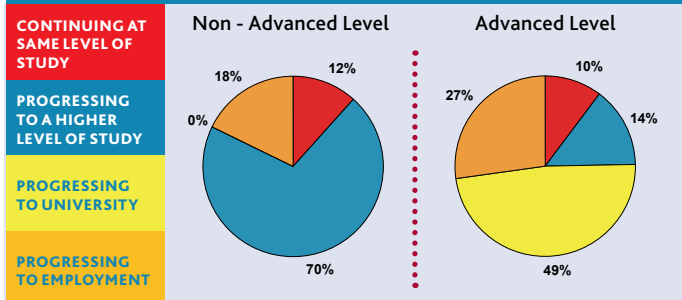
This qualification, with additional units, will enable you to progress to HND level study and enhance your employment opportunities at first-line management level.

SCQF Level: 7

## LAW & PUBLIC ADMINISTRATION FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



### WHAT FORMER STUDENTS DID:



## NQ LAW & PUBLIC ADMINISTRATION

Campus: Constitution  
 Team Leader: Peter McLaren  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Four SQA Standard Grades at General level.

### CONTENT

A programme of SQA NQ units including: Scottish Legal Framework; Employment Law; Law of Contract; Prosecution of Crime in Scotland; Consumer Law; Central Government; People and Politics; Communication; Introduction to Computer Applications; Local Government Operations in Scotland. The programme comprises 18 credits in total.

### FUTURE PROSPECTS

Progression on to the relevant HN Programme.

SCQF Level: 6

## HNC/D LEGAL SERVICES

Campus: Constitution  
 Team Leader: Peter McLaren  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

One SQA Higher pass.

### CONTENT

Units include: Scots Private Law; Information Technology Applications; Scottish Criminal Law; Scottish Legal System; Mercantile Law; Employment Law; Accounting and Tax for Executives; Conveyancing; Executry Law and Practice; Sheriff Court Civil Procedures; Sheriff Court Divorce Procedure; Scottish Criminal Procedure; Law and the Communication Industries; Administrative Law; Company Law;

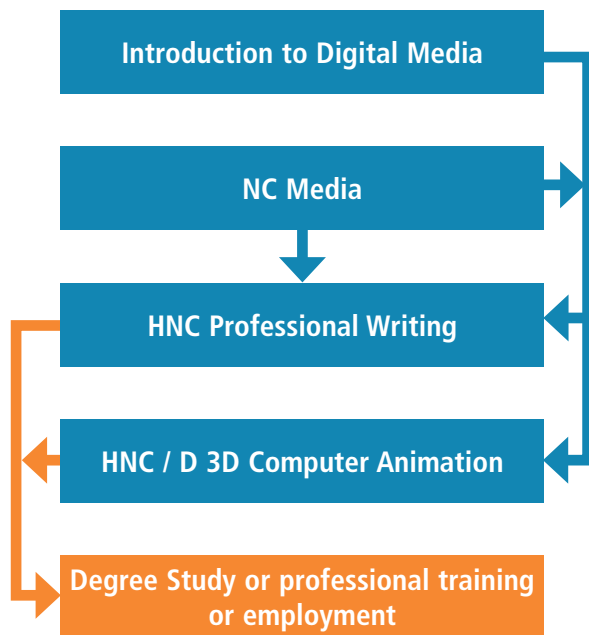
Customer Care. The programme is designed so that students who wish to leave the full-time programme after 1 year will have sufficient credits (12) to qualify for the HNC in Legal Services.

### FUTURE PROSPECTS

The HNC qualification can be used as a basis for progression on to various BA courses offered by certain universities and any exemptions would be dealt with on an individual basis. It may also be used as an entrance qualification for the LL.B courses at the University of Abertay, Dundee (subject to conditions) and the University of Dundee also has a limited number of places available on its LL.B course.

SCQF Level: 7 & 8

## MEDIA FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## INTRODUCTION TO DIGITAL MEDIA

Campus: Constitution  
 Team Leader: Jim McAra  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal qualifications.

### CONTENT

Subjects studied include: Software Graphics; Video Production; Computer Aided Design; Introduction to Animation; Introduction to 3D Modelling.

SCQF Level: 5

## NC MEDIA

Campus: Graham Street  
 Team Leader: Jean Lee  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

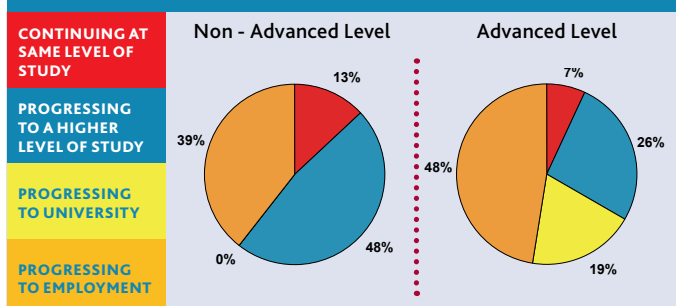
### ENTRY REQUIREMENTS

Four SQA Standard Grades, at grade 3 or above, including English.

### CONTENT

A programme of SQA NQ units and subjects relating to: Video; Radio; Television; Desktop Publishing; Press and Magazine; Communication; Computing; Music. This qualification can give entry to HNC/D and degree level courses and enhance opportunities for employment in the media.

## WHAT FORMER STUDENTS DID:



## HNC CREATIVE INDUSTRIES: PROFESSIONAL WRITING SKILLS

Campus: Graham Street  
 Team Leader: Jean Lee  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

Five SCE subjects, with 2 at Higher grade, one of which to be English or a relevant NQ which includes Communication 4.

### CONTENT

A programme of SQA HN units. Core subjects include: Basic Interview Techniques; Editing and Proof Reading; Research Skills for Journalists; Introduction to Desktop Publishing; Journalism 1; Law and the Communication Industries; Writing for Print and Broadcast Media; English for Journalists. Optional units may include: Freelance Working Skills; Feature Writing 1; Journalism 2; Feature Writing 2; Magazine Journalism; Scripting for Radio; Advanced Desktop Publishing; Scripting for TV. A minimum of 12 credits (8 core and 4 options) are required to achieve an HNC. Students benefit from industry experienced staff and visiting specialist speakers. Students are encouraged to take up placements throughout Scotland.

SCQF Level: 7

## HNC/D 3D COMPUTER ANIMATION

Campus: Constitution  
 Team Leader: Jim McAra  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

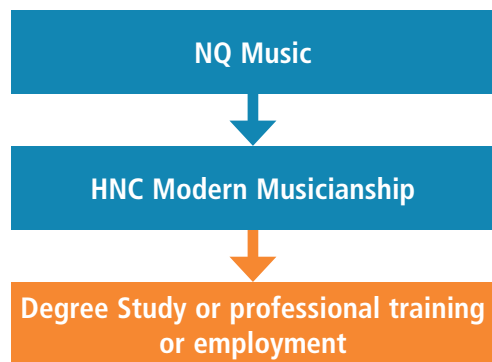
All applications are at the discretion of the interviewing team.

### CONTENT

This programme covers computer generated imaging and animation for games; film; video and digital post-production and includes SQA HN units in: Character Generation; 3D Modelling; 3D Animation; Surface and Environmental Texturing; Lighting Effects; Games Analysis; Camera and Virtual Camera Techniques; Digital Post-production; Video Capture and Editing. As the programme progresses all disciplines required to produce 3D content for film and game industries are covered. Lighting, texturing, animating, rendering and camera techniques are all studied in depth.

SCQF Level: 8

## MUSIC FULL-TIME PROGRAMMES AND PROGRESSION OPPORTUNITIES



## NQ MUSIC

Campus: Graham Street  
 Team Leader: John McAvoy  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

### ENTRY REQUIREMENTS

No formal qualifications, but you will be required to take part in an audition. Entry is by interview.

### CONTENT

Subjects studied include: Solo Instrument; Group Performance; Composition; Recording; Music Theory; Digital Technology. Assessment is by a combination of practical projects and written assignments.

## HNC MODERN MUSIC

Campus: Graham Street  
 Team Leader: John McAvoy  
 Tel: (01382) 834800  
 Email: enquiry@dundeecollege.ac.uk

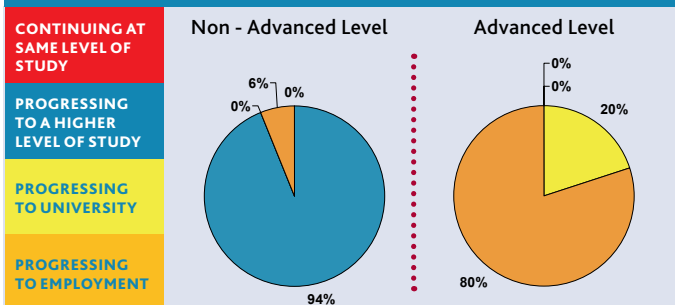
### ENTRY REQUIREMENTS

Revised SQA Higher Grade Performing; Associated Board Grade 5.

### CONTENT

The programme covers Musicianship; Solo; Group; Recorded and Live Performance; Music Theory; Composing and Arranging; Music Technology; Recording Technologies; Midi; Digital Technology. Students also study Music Business; Law; Marketing; Promotion; Image.

## WHAT FORMER STUDENTS DID:



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[www.dundeecollege.ac.uk](http://www.dundeecollege.ac.uk)

