Course Information Sheet for entry in 2019~20

Undergraduate Advanced Diploma in Local History

About the course

The Advanced Diploma in Local History is a one-year part-time course at third-year undergraduate level (FHEQ Level 6). This course aims to train students in key concepts and methods of historical studies.

The course is delivered entirely online so students have the advantage of working at home while having access to course material, to their tutor, and to fellow students.

Course syllabus

The course begins with a short preparatory unit to familiarise you with study and discussion online. There are two main modules.

Module 1: Concepts and Methods of Local History

This module will comprise eight units, making extensive use of original sources and case studies. There will be four written assignments, giving students an opportunity to practise historical skills and to write some local history. The units cover approaches to local history, finding primary and secondary sources, the critical use of evidence, personal testimony as a source, a practical guide to statistics and the use of Excel, record linkage, and effective writing and publication.

1. *Local History: its nature and background*
   - Local History: the long tradition
   - Local history: the state of the art
   - Local history on the Internet

2. *The nature of historical evidence I*
   - Types of evidence
   - Finding and selecting evidence
   - Presenting evidence
   - Historical context
   - Critical evaluation of primary sources

3. *The nature of historical evidence II*
   - Introduction to history and theory
   - Models of historical causation and process
   - The use of models in history
   - The question-led and hypothesis-led approaches to local history

4. Living History: the role of personal testimony
- Why keep a diary?
- Testing the evidence
- Interpreting the evidence

5. The relevance of statistics in local history
- Implicit and explicit quantification
- What statistics can and cannot do
- Parish registers 1538-1837
- Census enumerators' books

6. Creating and using a spreadsheet and a database
- Working an Excel worksheet
- Displaying the products of a worksheet
- Spreadsheet exercises
- From spreadsheet to database

7. Record linkage

8. Researching, writing and publishing local history
- The end product
- The interconnectedness of records
- Into print

Module 2: Databases for Historians

The second module consists of six units and uses data sets for two contrasting communities, the Lancashire port of Liverpool 1650-1750 and the Oxfordshire market town of Woodstock in the 17th century. There will be one written assignment and a final project comprising a longer piece of historical writing using data analysis. Students will explore a database already created in order to practise different methods of querying, then move on to learn how to design, create and use their own database for the analysis of historical data. Two further units introduce some of the exciting ways in which historians are now using databases, with up-to-date examples.

1. Querying databases
- Introduction to early modern Liverpool
- Simple queries
- Handling dates and numbers
- Crosstab queries

2. Designing and creating a database
- Introduction to Woodstock
- Database design
- Entering data

3. Presenting the results and exporting data
- Using forms for data entry
- Creating reports
- Exporting data to Excel

4. The uses of databases I
- Nominal linkage and creating life histories
- Family and community reconstitution

5. The uses of databases II
- Coding and the classification of occupations
- Prosopography (collective biography)

6. Summary
- Online research
- Reviewing your progress

Assessment

- Students will submit one assignment of not more than 2,000 words, one assignment of not more than 2,500 words, one assignment of not more than 2,000 words plus supporting tables, and one assignment of not more than 3,000 words, based on the work covered in the Concepts and Methods module (Module 1);
- one assignment of not more than 2,500 words, based on the work covered in the Databases module (Module 2);
- one assignment of not more than 5,000 words, which will be a Local History project involving the use of a database of historical data.

Students will be required to pass all assignments in both modules to be awarded the Advanced Diploma. The first assignment is worth 10% of the final mark, the second, third, fourth and fifth assignments are each worth 15%, and the final assignment is worth 30%.

Students who achieve an overall pass rate of 70% or above AND pass each element at the first attempt will be considered by the examiner for the award of a distinction.

Participation

Students are expected to take an active part on the online forum.

Changes to courses

The University will seek to deliver each course in accordance with the descriptions set out above. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after registration. For further information, please see the University's Terms and Conditions.

Expected length of course

1 year

Annual fees for entry in 2019-20

Fee Status	Tuition fee	College Fee	Total annual fees
Home/EU(including islands)	£2,715	N/A	£2,715
Overseas	£4,650	N/A	£4,650

The fees shown above are the annual tuition fees for this course for entry in the 2019-20 academic year; for courses lasting longer than one year, please be aware that fees will usually increase annually. For details, please see our guidance on likely increases to fees and charges. College fees are not generally payable for non-matriculated courses although a small number of courses may permit college affiliation for which a charge will be made.

Tuition fees are payable each year for the duration of your fee liability (your fee liability is the length of time for which you are required to pay tuition fees).

Additional cost information

The fee includes all online course materials and tuition.