OPEN COLLEGE



OPEN UNIVERSITY

DIVISIONS OF THE OPEN LEARNING AGENCY



1999 2000

Calendar

CERTIFICATES • DIPLOMAS • DEGREES



Open College and Open University offer the following certificate, diploma, and degree programs:

Certificate Programs

ABE Intermediate Certificate
ABE Advanced Certificate
Business Skills
Certified Dental Assisting
General Studies
Home Support Attendant
Management Studies
Management of Workplace Instruction
Nurse Refresher
Office Skills
Practical Nurse Refresher
Social Service Worker
Workplace Leadership Foundation

Diploma Programs

ABE Provincial Diploma
General Studies
Information Technology Management
Management Studies

Degree Programs

Associate of Arts
Associate of Science
Bachelor of Arts, General Program
Bachelor of Arts, Major Program
Bachelor of Business Administration
Bachelor of Business Administration (Public Sector Management Option)
Bachelor of Design
Bachelor of Fine Art
Bachelor of General Studies
Bachelor of Health Science (Physiotherapy)
Bachelor of Health Science (Psychiatric Nursing)
Bachelor of Health Science (Respiratory Therapy)
Bachelor of Music (Jazz Studies)
Bachelor of Music (Performance)
Bachelor of Music Therapy
Bachelor of Science, General Program
Bachelor of Science, Major Program
Bachelor of Science in Nursing
Bachelor of Technology (Computing)
Bachelor of Technology (Technology Management)
Bachelor of Tourism Management
Master of Music Therapy

Individual courses are also offered—see pages 113–220.

OPEN COLLEGE AND OPEN UNIVERSITY

Access, Opportunity, and Choice

Open College (OC) and Open University (OU), divisions of the Open Learning Agency (OLA), are dedicated to providing post-secondary students with greater access, opportunity, and choice through open learning. "Open" refers not only to a mandate to provide service across regional boundaries, or to develop and use distance-learning formats; it also means that OC and OU students have greater freedom to determine the place, pace, and format for their own learning experience. OC and OU are committed to providing quality education that fits the lives and goals of students.

Flexible registration and transfer-credit policies; varied and innovative course and program offerings; the use of appropriate technologies; and personalized assistance from advisors, staff, and tutors mean that OC and OU students may make their educational choices with confidence. OC and OU also work in collaboration with government, BC communities, industry, business, professional associations, and other educational institutions to offer a range of unique and responsive programs.

More information on OC and OU's many learning options may be obtained in a variety of ways:

In Person

Open Learning Agency
4355 Mathissi Place
Burnaby, BC

By Mail

Student Services
Open Learning Agency
Box 82080
Burnaby, BC V5C 6J8

OC and OU Web Site

www.ola.bc.ca/ou/

Open College (OC) is a member of the Association of Canadian Community Colleges (ACCC).

Open University (OU) is a member of the Association of Universities and Colleges of Canada (AUCC).

By Telephone and E-mail

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711 (Toll-free in BC)
E-mail: studentserv@ola.bc.ca

- *OC and OU Calendar* orders
- Course and program information
- Admission procedures
- Registration
- Transfer credit
- Course materials, textbooks, and supplies
- Course withdrawals, extensions
- Examination inquiries
- Student records
- Name or address changes
- Financial assistance
- Other student services

Services for First Nations Students
(604) 431-3041
(Yukon residents may call collect)
1-800-663-1663 (Toll-free in BC)

Services for Students with Disabilities
Disability Services Office (DSO)
(604) 431-3043
(Yukon residents may call collect)
1-800-663-1663 (Toll-free in BC)
TTY (604) 431-3361
E-mail: dsoserv@ola.bc.ca

Contact the DSO to receive a copy of the *Open College and Open University Calendar* in electronic format.

Student Library Service
(604) 294-0800
(Yukon residents may call collect)
1-800-663-1699 (Toll-free in BC)
E-mail: illn@ola.bc.ca
Visit or write:
Room 5011
Simon Fraser University Library
Burnaby, BC V5A 1S6

OPEN LEARNING AGENCY

Board of Directors

Anne Cooper
Joanne Ellis (Chair)
Elmer Froese
Ann Frost
George Hayes
Kerry Jang
Sharon McIvor
Stephen Patrick (Vice-Chair)
Jatinder Rai
John Ricketts
Stephanie Tipple
Carmen Kurtz
(Assistant to the Board)

President and CEO,
Open Learning Agency
Jaap Tuinman, Ph.D.

Vice-Presidents,
Open Learning Agency
Richard W. Scales, M.Ed.
Sid Segal, M.B.A.

OC AND OU CALENDAR 1999/2000 PRODUCTION

Editor
Carol Herter

Communications Officer
Donna Dykeman

Copy Editor
Keith Learmonth

Graphic Designers
Lori Goddard, Lillian Lee, Marta Nielsen, Paul Pryce

Special thanks to the Content Team

Printed in Canada

© 1999 Open Learning Agency

ISBN 1-55162-912-7

Freedom of Information and Protection of Privacy

Personal information about students is collected and used under the Freedom of Information and Protection of Privacy Act (1992) for admission, registration, and other purposes consistent with the Open Learning Agency's educational mandate.

A signed application form from a student gives the Open Learning Agency permission to use the personal information on the form for the above stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure.

For further information, contact the head librarian, responsible for Freedom of Information and Protection of Privacy at the Open Learning Agency.

Calendar and Course Disclaimer

The goal of the participating institutions is to serve students efficiently and effectively in their educational plans. In particular, the institutions seek to ensure that students are always treated justly, courteously, and sympathetically. However, eventualities may arise from time to time which require changes or amendments to some of the statements made in this calendar.

While every effort has been made to ensure accuracy in this publication, the contents of this calendar are subject to alteration or amendment without prior notice. The institutions expressly reserve the right to deviate from what appears in this calendar, in whole or part. Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, or schedules.

Many circumstances, both within and beyond the control of the institutions, may cause changes. Again, without limiting the generality of the foregoing, these may include:

- Changes to serve the better interests of the academic or student community, or of the institutions
- Changes occurring through the willful act or negligence of the institutions, their servants, and employees, or otherwise, and whether or not they are beyond the reasonable control of the institutions
- Changes in financial resources
- Natural catastrophes or disasters, labour disagreements, or disputes

The institutions do not accept, and hereby expressly disclaim, any responsibility or liability to any person, persons, or other legal entities, for any loss, injury, damages, or adverse effect, direct or indirect, from what is printed in this calendar, whether such deviation is caused by the negligence of the institutions or otherwise. By registering for a course with the institutions or by having any dealings with a participating institution, a student thereby accepts such disclaimer and releases the institution from any such responsibility or liability.

The institutions will assist students with any questions or problems which may arise concerning the interpretation of academic regulations. It is, however, the responsibility of students to see that their academic programs meet the regulations of a particular institution in all respects.

Though some select courses may be offered in alternate languages, the language of business at Open College and Open University is English and therefore services are provided in English.

The Open Learning Agency will not be responsible for computer hardware, software, or course interruptions resulting from students' personal computers not being Year 2000 (Y2K) compliant.

WELCOME

FROM THE PRESIDENT



As divisions of the Open Learning Agency (OLA), Open College (OC) and Open University (OU) emphasize learning that is flexible, accessible, and innovative. Working with OLA's other divisions (Open School, Workplace Training Systems, Knowledge Network) and services, OC and OU play a crucial role in increasing learning opportunities for people throughout BC, across Canada, and beyond.

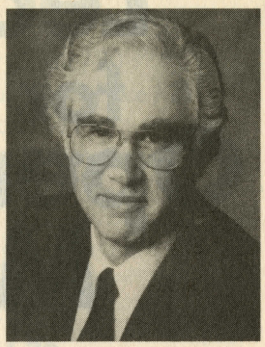
The integrated divisions and services of OLA are dedicated to serving learners in all walks of life, using a wide variety of alternative delivery methods. This comprehensive approach means that OLA is a unique, powerful force in modern education—charged by the skills, talent, and imagination of people who see no limit to the ways that knowledge can be made accessible.

OC and OU contribute to this collective strength through a focus on providing high-quality, post-secondary educational services when, where, and how learners need them. I extend to you a personal welcome and invitation to explore the possibilities available through Open College, Open University, and the other divisions and services of the Open Learning Agency. Together, we can continue to grow from and build on OLA's reputation as a leader in lifelong open learning.

Jaap Tuinman, Ph.D.

President and CEO, Open Learning Agency
President, Open College
President and Vice-Chancellor, Open University

FROM THE PROVOST



Welcome to Open College (OC) and Open University (OU). By exploring this calendar, you are wisely expanding your knowledge of the range of post-secondary choices now available to you. OC and OU are dedicated to delivering high-quality education to your home, community, or place of work, in a way and time to suit your needs.

Part of BC's post-secondary system since 1978, OC and OU are both fully recognized, fully accredited public institutions. Our specially developed courses and programs enable you to achieve your educational goals without sacrificing your other commitments. From basic skills to degree programs to professional upgrading, OC and OU provide choice, convenience, and unparalleled levels of personal and professional service.

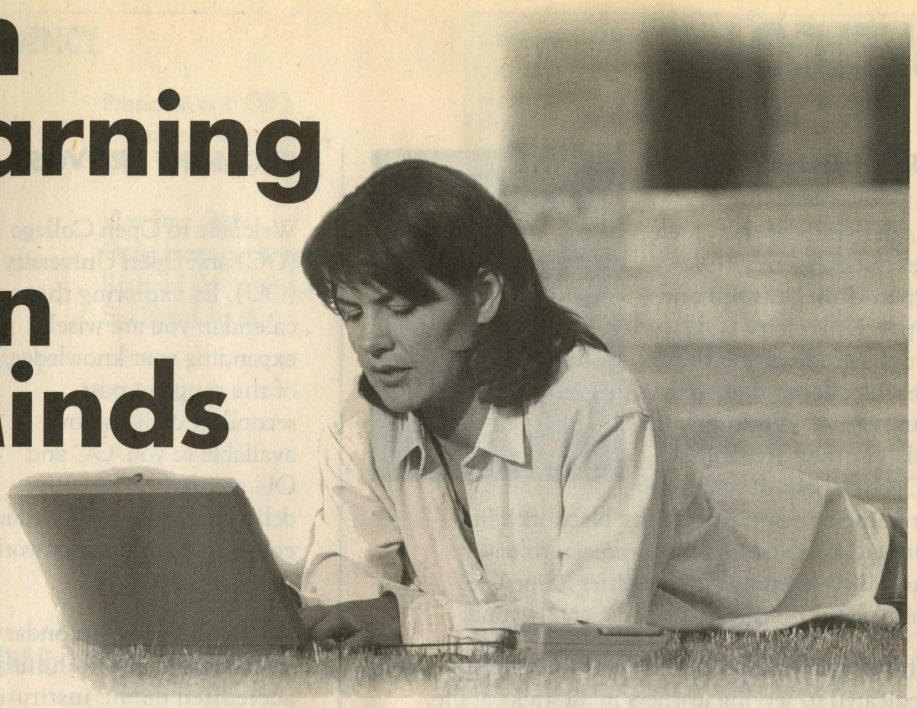
Last year OC and OU helped more than 15,000 students prepare for, pursue, and complete their post-secondary studies. To personalize OC and OU's print, audio, video, on-line, and Web course offerings, every effort is taken to ensure a high level of interaction between students and their tutors. Consequently, our students may receive more individual attention than those who study at more conventional institutions. At the same time, they develop the skills of independent learning which are so valuable in today's knowledge-based society.

OC and OU are proud to have a dedicated, enthusiastic staff of education specialists ready to help you achieve your educational goals. Please do not hesitate to contact us to find out more about how we are open to you.

Martin Petter, D.Phil.

Provost, Open College and Open University

Open Learning for Open Minds



Learning is about understanding the world, and finding your place within it. But these days the world is a quickly changing place.

What does the future hold for a six-year-old, a sixteen-year-old, or for that matter, a sixty-year-old? While none of us can see the future, most would agree that flexibility, openness, and adaptability are vital to meeting it successfully.

Open learning is a lot like preparing for the future. It's about learning that is flexible, open, and adaptable. It's about developing and delivering different educational approaches, for different people, in different places and stages in their lives.

There is one institution doing more than just talking about open learning, one that is living and breathing it. That institution is the Open Learning Agency (OLA).

From the youngest pre-schooler to the senior citizen, from the college or university student to the working professional, people look to OLA for learning that meets their needs. OLA meets these needs by providing innovative educational opportunities—at home, in the community, in schools, and in the workplace.

Offering an integrated, "lifelong" package of divisions and services under one roof, OLA also works in partnership with other educational institutions, media, professional associations, local communities, government, and the business sector to develop learning solutions for tomorrow.

OLA Divisions: Open School, Open College, Open University, Workplace Training Systems, Knowledge Network.

OLA Services: Canadian Learning Bank, International Credential Evaluation Service, and more.

Want to know more about open learning for your future? Contact the **Open Learning Agency** at:

Address: **4355 Mathissi Place**
Burnaby, BC
Canada V5G 4S8

Phone: **(604) 431-3000**
1-800-663-1663
(Toll-free within BC)
TTY (604) 431-3361

Fax: **(604) 431-3333**

E-mail: **olainfo@ola.bc.ca**

Web site: **www.ola.bc.ca**

OPEN LEARNING AGENCY

Canada's Lifelong Learning Provider

CONTENTS

Choices for Learning: Programs Overview / 1

Choices for Learning / 2
Choice of Courses and Programs / 2
Year-round Registration / 2
Flexible Course Scheduling / 2
Varied Course Formats / 2
Tutor Support / 2
Credit for Prior Learning / 3
Student Services / 3

Career and College Preparation / 4
Courses and Programs / 4
Adult Basic Education Program / 4
Choosing Courses / 5

Open College Programs / 6
Courses and Programs / 6
Earning an Open College Credential / 6
Recognition and Accreditation / 7

Open University Programs / 8
Degree Programs / 8
Earning an Open University Credential / 9
Completing a Degree Program through Open University / 9

Student Services Guide / 11

General Information / 12
Education Information and Advising / 12
Course Availability / 12
Course Credit Options / 12
Course Prerequisites / 13
Course Costs / 13
English and Mathematics Assessments / 13
Library Services / 14
Services for First Nations Students / 14
Services for Students with Disabilities / 14

Registration and Admission / 15
Admission to a Program / 15
Who Can Enrol / 15
How to Register / 16
Registration Time Lines / 17
After Registration / 17
Course Completion Time / 18
Extensions / 18
Examinations / 18
Unofficial Transcripts / 19
Course Withdrawals / 19
Application for Graduation Deadlines / 19

Transfer Credit / 20
Transferring Credit to Other Institutions / 20
SFU, UBC, UVic Transfer Credit / 20
Visiting Students / 20
Assessment of Formal Transfer Credit / 20
International Credential Evaluation Service / 21
Prior Learning Assessment (PLA) / 21

Tuition, Other Course Costs, Other Fees / 22
Schedule of Tuition Fees / 22
Other Course Costs / 23
Other OC and OU Fees / 24
Schedule of Other OC and OU Fees / 25
Income Tax Receipts / 25

Financial Aid and Awards / 26
How to Apply for Financial Assistance / 26
Part-time Bursaries and Grants / 26
Full-time Student Loans / 27
Awards / 28

Academic and Administrative Policies / 31

Student Conduct / 32
Formal Transfer Credit / 34
Prior Learning Assessment (PLA) / 37
Cancellations, Withdrawals, Changes, Extensions, Repeat Registrations / 38
Examinations / 41
Final Grades / 43
Program Completion and Graduation / 45
Release of Student Information / 45

Career and College Preparation / 47

Literacy and English as a Second Language / 48
Adult Basic Education / 49
Certificate Programs / 49
Diploma Program / 50

Arts and Science / 51

Degree Programs / 52
Associate of Arts / 52
Associate of Science / 53
Open University Degrees and General Education Requirements / 54
Bachelor of Arts, General Program / 55
Bachelor of Arts, Major Program / 56
Bachelor of Design / 58
Bachelor of Fine Art / 59
Bachelor of Music (Jazz Studies) / 60
Bachelor of Music (Performance) / 61
Bachelor of Music Therapy / 62
Master of Music Therapy / 63
Bachelor of Science, General Program / 64
Bachelor of Science, Major Program / 66

Business, Management, Technology, and Tourism / 69

Business Programs Chart / 70
Certificate Programs / 71
Certificate in Business Skills / 71
Certificate in Office Skills / 71
Certificate in Management Studies / 72
Certificate in Management of Workplace Instruction / 73
Workplace Leadership Foundation Certificate / 74
Diploma Programs / 75
Diploma in Fire Services / 75
Diploma in Information Technology Management / 75
Diploma in Management Studies / 76
Degree Programs / 78
Bachelor of Business Administration / 78
Bachelor of Business Administration (Public Sector Management Option) / 80
Bachelor of Technology (Computing) / 82
Bachelor of Technology (Technology Management) / 83
Bachelor of Tourism Management / 84
Business Courses Chart / 87
Profiles of Professional Associations / 90

General Studies / 93

Certificate and Diploma Programs / 94
General Studies Program / 94
Certificate in General Studies / 94
Diploma in General Studies / 94
Degree Program / 95
Bachelor of General Studies / 95

Health and Human Services / 97

Certificate Programs / 98
Certificate in Certified Dental Assisting / 98
Home Support Attendant Certificate / 100
Criminal Records Search / 101
Social Service Worker Certificate / 102
Refresher Programs / 104
Nurse Refresher / 104
Practical Nurse Refresher / 105
Practical Nurse Qualifying Courses / 106
Degree Programs / 107
Bachelor of Health Science (Physiotherapy) / 107
Bachelor of Health Science (Psychiatric Nursing) / 109
Bachelor of Health Science (Respiratory Therapy) / 110
Bachelor of Science in Nursing / 111
Continuing Education Opportunities / 112

Course Descriptions / 113

Course Description Information / 114
Reading a Course Description / 114
Delivery Options / 116
Subject Index to Courses / 117
Course Offerings / 118
Courses Under Development / 214

Distance Education Offered by BC's Other Public Post-Secondary Institutions / 221

SFU, UBC, UVic Distance Education Programs / 222
Simon Fraser University / 222
University of British Columbia / 228
University of Victoria / 230
RRU, TECHBC, UNBC Distance Education Programs / 234
Royal Roads University / 234
Technical University of British Columbia / 236
University of Northern British Columbia / 236

BC's Other Public Post-Secondary Institutions / 237

Provincial Institutes / 237
University Colleges and Universities / 237
Colleges / 238

Other Divisions and Services of the Open Learning Agency /239

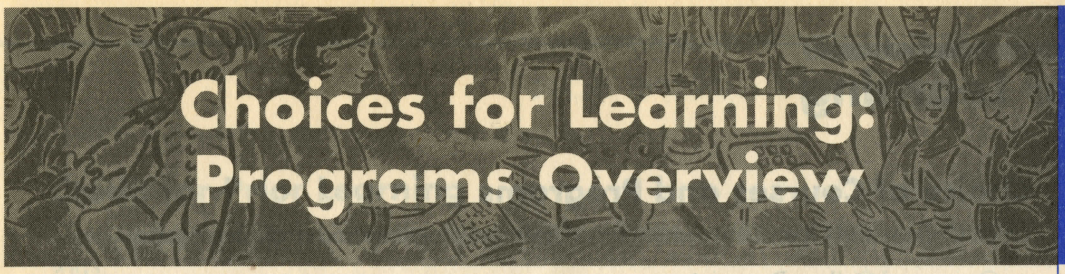
Open School (OS) / 240
Workplace Training Systems (WTS) / 240
Knowledge Network (KN) / 241
International Credential Evaluation Service (ICES) / 241
First Nations Educational Resources / 241
Educational Collaborations / 242
Learning Resource Marketing, Distribution, and Licensing / 242

Administration, Faculty, and Professional Staff / 243

Index / 247

Forms

Course Registration
Application for Transfer Credit



Choices for Learning: Programs Overview

OC and OU Calendar
1999
2000

Choices for Learning

Career and College Preparation

Open College Programs

Open University Programs

Open College (OC) and Open University (OU) offer a wide range of programs and individual courses so that students may pursue career programs or college and university studies. OC and OU deliver 250 courses on their own, while educational partners Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic) deliver another 300. Collaborative approaches such as this among OC, OU, and other institutions offer students a range of quality choices in public post-secondary education.

OC and OU students may complete their Grade 12 equivalency, gain a diploma or certificate, earn a degree, complement studies elsewhere, or satisfy general-interest and career goals. Throughout each student's learning experience, specialists are available to assist with course and program planning. Because OC and OU offer registration throughout the year and flexibility in course scheduling and format, students may make educational choices that suit their needs.

Choices for Learning

Open College and Open University offer courses and programs that reflect flexibility in a number of ways so that students can make choices suitable for them.

Choice of Courses and Programs

Open College and Open University offer courses and programs in the following areas:

- Career and College Preparation
- Arts and Science
- Business, Management, Technology, and Tourism
- General Studies
- Health and Human Services

Year-round Registration

- As most OC and OU courses are offered on a continuous basis, students may register throughout the year.

Flexible Course Scheduling

- Most OC and OU courses are "independent study," which means students work to complete them within a specified time frame at a place and pace that suits them.

Varied Course Formats

Many OC and OU courses are offered in a variety of formats, including:

- Print materials with tutor support
- Print materials with audio or on-line discussions with a tutor and other students
- Print materials with audio and video providing demonstrations, dramatizations, and other components of the learning experience
- Web-based and on-line delivery, including some of the above features

Tutor Support

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

All students registered in credit or non-credit courses receive support from highly qualified tutors, including:

- Ongoing telephone assistance with any course-related questions or problems
- Toll-free long-distance assistance for students in BC and Yukon
- Interaction via e-mail for students registered in on-line and Web courses
- Assignment marking, feedback, and exam preparation assistance

Credit for Prior Learning

Prior Learning Assessment Web site
www.ola.bc.ca/pla

Open College and Open University give credit for previous learning experiences in several ways:

- **Credit Transfer**
  While many other educational institutions have a residency requirement which does not allow the transfer of more than fifty percent of the credit required for a credential, Open College and Open University have minimal restrictions on the amount of formal transfer credit allowed for completion of a credential. Of the minimum number of credits required for each OU degree program, Open University usually requires that only six credits of upper-level courses be completed from the courses listed in this calendar. (This requirement may be waived for certain collaborative degree programs.) Associate degrees also require that six credits be selected from the calendar.

- **Evaluation and Recognition of Prior Learning**
  Open College and Open University give students the opportunity to earn credit for formal or non-formal learning—skills and knowledge obtained traditionally or outside a formal classroom. OC and OU also consider appropriate courses and programs which have content and evaluation methods similar to those of formal courses, but which normally do not transfer to college- or university-level programs. These include courses and programs offered through continuing education, professional associations, and accredited private educational institutions.

- **Building on Existing Credentials**
  Open College and Open University provide students with an opportunity to build on a completed credential to earn a further credential. For example, if a student has completed a business certificate at a college in BC which has been articulated by Open College, that credential can be applied toward a business diploma. This diploma may then be applied to an Open University Bachelor of Business Administration degree program.

Student Services

Disability Services Office
(604) 431-3043
(Yukon residents may call collect)
1-800-663-1663
(Toll-free in BC)
TTY (604) 431-3361
E-mail
dsoserv@ola.bc.ca

First Nations Advisor
(604) 431-3041
(Yukon residents may call collect)
1-800-663-1663
(Toll-free in BC)

Student Services offers a variety of resources to help students define and achieve their goals (refer to page 12 for further information):

- For students with disabilities, the Disability Services Office (DSO) can provide course materials in alternate formats, access and referrals to adaptive technology and equipment, and student aides. (Refer to page 14 for further information.)
- First Nations students who prefer to learn with their peers in a classroom setting may be able to study in a community-based First Nations Learning Centre that offers OC and OU programs. These centres are located in several areas across BC. (Refer to page 241 for further information.)

Career and College Preparation

Courses and Programs

Career and College Preparation offers the following courses and programs for students interested in completing Grade 12 or entering the workforce:

- Mathematics and the Sciences
- Introductory Data and Information Technology
- Career and Educational Planning
- English Language Training and English as a Second Language
- Adult Basic Education (ABE) Certificate or Diploma programs
  Intermediate Certificate (Adult Grade 10)
  Advanced Certificate (Adult Grade 11)
  Provincial Diploma (Adult Grade 12)

Adult Basic Education Program

The Adult Basic Education program (ABE), designed for adults by the Ministry of Advanced Education, Training and Technology, is similar to ABE programs offered by other colleges in BC. OC provides:

- A partial program at the fundamental level and a wide range of courses at the intermediate, advanced, and provincial levels
- The flexibility to transfer courses from other colleges and schools or to demonstrate knowledge acquired through less formal learning
- A chance to take prerequisites needed for entry to other post-secondary institutions
- A wide range of related services

Fundamental Certificate
(up to and including Grade 9)
↓
Intermediate Certificate → ♦ Some vocational programs
(represents Grade 10)
↓
Advanced Certificate → ♦ Some vocational programs
(represents Grade 11)
↓
Provincial Diploma → ♦ Technical or vocational programs and university transfer in a college
(adult secondary school completion) ♦ Direct entry into universities or institutes

Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who wish to enrol in courses for the Provincial Diploma do not necessarily need the Advanced Certificate. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement.
- The courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward a Provincial Diploma. To obtain a Provincial Diploma, students are required to complete at least two courses they have taken as an adult.
- The choice of courses depends on the student's educational goals. Students who plan to go to a college and transfer to a university later on, or plan to take certain vocational programs, usually have to complete an advanced-level mathematics course and four provincial-level courses. Students who plan to go directly to a university or an institute usually are required to complete at least eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language. Students are required to submit their ABE Provincial Diploma and a record of their courses and marks to the educational institution they wish to attend.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course, or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- Students undecided about their educational and career goals, or who need to improve their time-management and study skills, may enrol in an Education and Career Planning (EDCP) course.
- Most ABE courses should be completed in six or eight months, but students have the option to finish sooner.

For information about the Career and College Preparation program, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Open College Programs

Open College (OC) is a member of the Association of Canadian Community Colleges (ACCC). OC offers a range of top-quality, recognized career programs.

Courses and Programs

Open College courses and programs are for students interested in attaining college or professional certificates and diplomas in the following areas:

- **Business, Management, Technology, and Tourism**
  - Certificate in Business Skills
  - Certificate in Office Skills
  - Certificate in Management Studies
  - Certificate in Management of Workplace Instruction
  - Workplace Leadership Foundation Certificate
  - Diploma in Information Technology Management
  - Diploma in Management Studies
- **General Studies**
  - Certificate in General Studies
  - Diploma in General Studies
- **Health and Human Services**
  - Certificate in Certified Dental Assisting
  - Home Support Attendant Certificate
  - Social Service Worker Certificate
  - Nurse Refresher
  - Practical Nurse Refresher

Earning an Open College Credential

Students should identify a program or programs that interest them and then contact Student Services, Education Information, to:

- Review and confirm educational goals.
- Clarify the process for receiving credit for previous formal and non-formal learning. For some programs, earning credit in courses not offered in this calendar is necessary.
- Develop a program plan with an advisor to reach goals.
- Determine which courses are needed to complete a program.

Note that in some cases students may combine certificate or diploma studies to continue on toward a university degree or other credential. To do this, students are advised to begin by enrolling in the lower-level program and obtaining its credential first.

Recognition and Accreditation

Many professional associations, businesses, industries, community colleges, provincial institutes, and some universities recognize the credits earned through Open College courses and programs. Professional associations that recognize Open College programs include:

- Applied Science Technologists and Technicians of BC
- Appraisal Institute of Canada, BC
- Association of Administrative Assistants
- Association of Dental Surgeons of BC
- Association of Tourism Professionals
- BC Dental Hygienists Association
- Canadian Dental Assistants Association
- Canadian Healthcare Association
- Canadian Institute of Management
- Certified Dental Assistants of BC
- Certified General Accountants' Association
- Certified Management Accountants Society of BC
- College of Dental Hygienists of BC
- College of Dental Surgeons of BC
- College of Licensed Practical Nurses of BC
- Commission on Dental Accreditation of Canada
- Credit Union Institute of Canada
- Institute of Canadian Bankers
- Institute of Chartered Accountants
- Institute of Chartered Secretaries Association
- Municipal Officers' Association
- Pacific Rim Institute of Tourism
- Purchasing Management Association of Canada
- Real Estate Institute of Canada
- Registered Nurses Association of BC

For information about Open College programs, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Open University Programs

Open University (OU) is a member of the Association of Universities and Colleges of Canada (AUCC). OU offers a range of top-quality, recognized post-secondary programs and degree options.

Degree Programs

Open University offers programs of study that lead to associate, bachelor's, and master's degrees. Students may complete some degree programs through courses listed in this calendar. Many of these programs can only be completed in conjunction with campus-based studies at other institutions. Some OU degrees are offered in association with colleges in BC and elsewhere in Canada. Degree programs offered with other institutions provide opportunities for students to earn a credential that would otherwise not be available to them. Individuals interested in pursuing such programs are required to gain admission to the other institution and complete a prescribed program of studies with that institution before completing the degree requirements.

Open University offers the following degrees, some in association with other institutions:

- **Arts and Science**
  - Associate of Arts
  - Associate of Science
  - Bachelor of Arts, General Program
  - Bachelor of Arts, Major Program
  - Bachelor of Design
  - Bachelor of Fine Art
  - Bachelor of Music (Jazz Studies)
  - Bachelor of Music (Performance)
  - Bachelor of Music Therapy
  - Bachelor of Science, General Program
  - Bachelor of Science, Major Program
  - Master of Music Therapy
- **Business, Management, Technology, and Tourism**
  - Bachelor of Business Administration
  - Bachelor of Business Administration (Public Sector Management Option)
  - Bachelor of Technology (Computing)
  - Bachelor of Technology (Technology Management)
  - Bachelor of Tourism Management
- **General Studies**
  - Bachelor of General Studies
- **Health and Human Services**
  - Bachelor of Health Science (Physiotherapy)
  - Bachelor of Health Science (Psychiatric Nursing)
  - Bachelor of Health Science (Respiratory Therapy)
  - Bachelor of Science in Nursing

Earning an Open University Credential

Students should identify a program or programs that interest them and then contact Student Services, Education Information, to:

- Review and confirm educational goals.
- Clarify the process for receiving credit for previous formal and non-formal learning.
- Develop a program plan with an advisor to reach goals.
- Determine which courses are needed to complete a program.

Note that students can often combine certificate, diploma, or associate degree studies with additional courses to qualify for a bachelor's degree. To do this, students are advised to begin by enrolling in the lower-level program and obtaining its credential first.

Completing a Degree Program through Open University

Many of the programs can be completed through distance learning, though there are some limitations:

- Not all courses needed to complete certain programs are offered through Open University. In most cases, courses taken at other universities—with a Letter of Permission from OU—may be taken to complete the requirements.
- Collaborative degree programs have specific admission and residency requirements. As procedures may be different for each collaboration, students should talk to an OU advisor or refer to specific programs for contact information.

For information about Open University programs, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Open to You

Looking for learning options that fit your life? Open College and Open University offer you:



Quality • Distance learning specialists since 1978 • Part of the BC system • Fully recognized programs • Transferable credits • Staff, librarians and faculty dedicated to your needs

Flexibility • Courses delivered where you are, when you want • Year-round registration • Open admission policies • Credit evaluation and transfer • Specialized student services

Choice • 39 certificate, diploma, and degree programs • Career-training and university-transfer options • Varied course-delivery formats • Credit partnerships with other colleges, universities, and professional associations

Phone: (604) 431-3300
Toll-free in BC: 1-800-663-9711
E-mail: studentserv@ola.bc.ca
Web site: www.ola.bc.ca/ou/

OPEN COLLEGE

OPEN UNIVERSITY

DIVISIONS OF THE OPEN LEARNING AGENCY



Student Services Guide

General Information

Registration and Admission

Transfer Credit

Tuition, Other Course Costs, Other Fees

Financial Aid and Awards

This section provides information to students registering in courses and programs offered by Open College and Open University and courses delivered by collaborative institutions, and information about services for students, including First Nations students and students with disabilities.

General Information

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Education Information and Advising

Students can get assistance in developing educational plans consistent with their goals and objectives. Student Services staff and program advisors answer questions concerning prerequisites and entrance requirements to specific programs, transfer credit, challenge credit, assessment of informal credit, program planning, course sequencing, and course selection. Information is provided for students who need help with study skills or other education-related concerns. Contact Student Services, Education Information, by telephone, mail, e-mail, or in person at the Open Learning Agency in Burnaby, or visit the OC and OU Web site: http://www.ola.bc.ca/ou/

Course Information

Course Availability

The courses listed in this calendar may be offered only during specific terms of the academic year, or they may not be offered every year. Contact Student Services, Education Information, or visit the OC and OU Web site (Student Services, Courses and Programs, Course Offerings and Fees): http://www.ola.bc.ca/ou/home.html

The institution delivering the course determines: Course content and availability of courses, prerequisites, start dates, course completion deadlines, examinations, and instructional services such as assignment marking and tutor support.

Course Credit Options

Credit

Credit courses require that students complete all required course work including the final examination or project. Full tutorial support throughout the duration of the course is provided for all credit courses.

Credit-free

Some courses offer a credit-free option; this allows students to complete course work with full tutorial support but without taking the final examination. This option is identified with (M) on the course title line in the course descriptions section. An "M" appears on a student's transcript, indicating that the student successfully completed all course work but did not write the examination or complete the project. An "I" appears on a student's transcript if the student does not complete all required course work. Students who wish to pursue the credit-free option are required to declare their intention at the time of course registration.

Audit

Students may pursue private study without a tutor or a formal course of instruction by auditing a course. An audited course requires that students purchase the Open College or Open University course package and textbooks and pay the course administration fee. Students receive course materials and other supplies at the regular cost. However, students do not pay for or receive the assistance of a tutor, do not submit assignments or projects, and do not write examinations. Audited courses do not form part of the Student Permanent Record. Not all courses are suitable for audit, and some courses such as lab courses, on-line, and Web courses are not available for audit. For clarification, contact Student Services, Education Information.

Students who wish to audit a course from Simon Fraser University (SFU), the University of British Columbia (UBC), or the University of Victoria (UVic) should contact the institution directly.

Refer to telephone numbers of post-secondary institutions on pages 237–238.

Course Prerequisites

Course prerequisites are specified in the course descriptions section of this calendar. Transcripts are not required to register in a course. However, students are required to meet the stated prerequisites and are requested to specify how formal or equivalent prerequisites have been met.

BC's Ministry of Education is introducing new applied versions of certain secondary-school academic subjects into the school system. For further information, or to inquire about the acceptability of applied academic courses, contact Student Services, Education Information.

Course Costs

OC and OU, SFU, and selected UVic course costs include tuition, textbooks, course materials, and course administration fees. UBC and most UVic courses require that textbooks and/or additional materials be purchased separately.

Services for Students

Students' success and satisfaction with the programs and courses offered are important to OC and OU. Student Services offers a variety of resources and services to help students define and achieve their goals. Some of these are listed below.

English and Mathematics Assessments

For students wishing to upgrade their English or mathematics skills, there are voluntary assessments available to help determine skill levels.

- The *English Language and Writing Assessment* can help students choose an Open College or Open University English course at the level best suited to their needs. OC and OU courses require a high level of reading and writing skills, and students registering for the first time are encouraged to make use of an English assessment.
- An English assessment with First Nations content is available for First Nations students.
- The *Mathematics Assessment* self-test helps students to select an Open College or Open University mathematics course at the right level.

If desired, a provincially recognized assessment—the Language Proficiency Index (LPI)—is available for a fee from UBC's Applied Research and Evaluation Services.

Applied Research and Evaluation Services
Room 6
Scarfe Building
2125 Main Mall, UBC
Vancouver, BC
V6T 1Z4
(604) 822-4145

Two books of interest to prospective LPI takers that can be ordered from OLA are *Preparing to Write the LPI* and *Perfecting Your Second Language*.

The chart below indicates LPI score levels and the corresponding levels of OC and OU English recommended.

LPI	Required Level of Study
Level 6	Enrol in first-year university literature, e.g., ENGL 100, or ENGL 107 if suitable for student's goals
Level 5	Enrol in first-year university courses, e.g., ENGL 100, or a college course suitable for student's goals
Level 4	Enrol in college-level ENGL 106 or Adult Basic Education ENGL 030
Level 3 or below	Remedial English is required—discuss level of study with an OLA advisor

For further information, contact Student Services, Education Information.

Library Services

Library Services
(604) 294-0800
Yukon residents may call collect)
1-800-663-1699
(Toll-free in BC)
E-mail
illn@ola.bc.ca

Library and information services are provided to all students currently registered in Open College and Open University courses. The service is accessible by telephone, fax, e-mail, regular mail, and in person at the Simon Fraser University Library. Students residing outside BC are required to absorb telephone costs. Data base searching, access to electronic data base and research tips, and study skills information are some of the core services provided. Photocopies of journal articles and small portions of books are mailed first class to students wherever they reside. This is provided at no additional cost; students retain the articles. For students taking courses with a television component, videos for some courses are available on loan.

Students are encouraged to use the Simon Fraser University Library in Burnaby if convenient. Students should contact the OLA librarian there beforehand to ensure they are free to assist them and to provide a library card. Note that because of library loan policies at Simon Fraser University, books borrowed through SFU may only be loaned to students who live in BC. The library is currently expanding its services by developing Web-based services to facilitate greater access to information in support of students' successful completion of Open College or Open University programs and courses.

Students are responsible for all charges associated with overdue or lost library materials. Official transcripts are withheld until charges are cleared.

Students registered in courses originating with SFU, UBC, or UVic acquire library services through the institution delivering the course.

Services for First Nations Students

First Nations Advisor
(604) 431-3041
(Yukon residents may call collect)
1-800-663-1663
(Toll-free in BC)

First Nations students may wish to contact the First Nations advisor for individual assistance. The First Nations advisor finds appropriate people for First Nations students to talk to regarding specific needs such as:

- Financial assistance and funding
- Educational planning

Services for Students with Disabilities

Disability Services Office
(604) 431-3043
(Yukon residents may call collect)
1-800-663-1663
(Toll-free in BC)
TTY (604) 431-3361
E-mail
dsoserv@ola.bc.ca

Students who have a permanent or temporary disability may wish to contact the Disability Services Office (DSO) to discuss the services that may be available to them. Services provided by the DSO include:

- Student aides
- Access and referrals to adaptive technology and equipment
- Course materials in alternative formats
- Examination modifications/accommodations
- *Open College and Open University Calendar* in electronic format

Adaptive equipment and/or material may take time to arrange. Therefore students are advised to register a minimum of two months prior to the date they wish to start their course.

In order to receive services, students need to indicate on the Course Registration form that they have a disability.

Registration and Admission

Admission to a Program

Normally, students do not have to apply for admission to Open College or Open University before applying for admission to a program or registering in a course. Students do not require a certain grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted unless they want to receive transfer credit. A GPA may affect the amount of transfer credit awarded.

For some programs, students are required to meet specific criteria before their application is considered. (Refer to pages 4–9, 47–112 for detailed information on programs offered by Open College and Open University.)

Students are required to apply for admission to a program if:

- They wish to receive credit for previous learning (formal or non-formal).
- They wish to have it noted on their Student Permanent Record that they are completing an Open College or Open University program.
- They are enrolled in a collaborative degree program.
- They wish to enrol in any of the Open College Health and Human Services programs.

Students applying for admission to a program are required to complete the Application for Transfer Credit form (in this calendar), or the admissions application form for the program, and submit it to Admissions, Open College and Open University.

Students applying for transfer credit are advised to wait for the results of their transfer credit assessment and program plan before registering in a course.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Refer to transfer credit policies on pages 34–37.

Who Can Enrol

British Columbia Residents

All British Columbia (BC) residents are eligible for admission. BC residents are defined as Canadian citizens or permanent residents of Canada living in BC or in the Yukon Territory.

Residents in Provinces and Territories of Canada Other than BC

All permanent residents of provinces and territories other than BC and the Yukon are eligible for admission, subject to differential fees and services.

Canadian Citizens Residing Outside Canada

Canadian residents temporarily living abroad are admissible as above.

International Students

Residents of countries other than Canada are not normally considered for admission.

Persons who are not permanent residents of BC may be admitted provided they are legally resident in BC for the duration of their studies. Open College and Open University courses may not be used to establish or extend a student authorization (student visa).

SFU, UBC, UVic Course Availability

Courses originating with Simon Fraser University and the University of British Columbia may not be available to students outside North America. Contact these institutions directly for further details.

Courses originating with the University of Victoria may not be available to students outside BC. Contact the specific program area at UVic for further details.

Refer to telephone numbers of post-secondary institutions on pages 237–238.

How to Register

Students should:

1. Select the course(s) they want to enrol in.
2. Ensure they have the prerequisites outlined in the course descriptions section of this calendar and state on the Course Registration form (located at the end of the calendar) how they meet the necessary prerequisites. For assistance contact Student Services, Education Information.
3. Confirm that they have the equipment required (such as access to the Internet for an on-line or Web course). Required equipment is specified in the course descriptions section of this calendar.
4. Be aware of the application deadline and the start date of the course, especially if the course originates with SFU, UBC, or UVic. For assistance contact Student Services, Education Information.
5. Disclose a disability if they require adaptive services, put this information on the Course Registration form, and submit an official written request, including relevant medical documentation, at least eight to ten weeks prior to the start date of the course.
6. Select one of the following methods of payment.

Note:

- Registrations are not processed until all course fees have been received.
- Payment is required in Canadian funds. Cheques are to be drawn on Canadian financial institutions.
- Payment is deposited on receipt.
- Payment is refunded for registrations not processed.

Register by Telephone
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)

Register by Fax
(604) 431-3382

Register by Mail
Open Learning Agency
Student Services
Box 82080
Burnaby, BC V5C 6J8

Register in Person
Open Learning Agency
Student Services
4355 Mathissi Place
Burnaby, BC

Register On-line
www.ola.bc.ca/ou/services/enrol.html

Register by telephone with Visa or MasterCard

Call Student Services, with course details and credit card information, on any weekday from 8:30 a.m. to 4:00 p.m.

Register by fax with Visa or MasterCard

Fax the completed Course Registration form in this calendar to Student Services. (Do not mail the original Course Registration form when it is sent by fax.)

Register by mail with Visa, MasterCard, cheque, or money order

Mail the completed Course Registration form with full fee payment to Student Services. Cheque or money order is payable to the Open Learning Agency.

Register in person with full fee payment

Visit Student Services on any weekday from 8:30 a.m. to 4:00 p.m., with full fee payment by Visa, MasterCard, debit card, cheque, money order, or cash.

Register on-line with Visa or MasterCard, or print the form and fax or mail with full fee payment

Complete the secure Course Registration form on the OC and OU Web site. Include credit card information. This information is transferred directly to OLA in an encrypted format. The OC and OU Web site also includes a printable version of the form which may be sent by mail or fax with full fee payment to Student Services.

Registration Time Lines

A brief explanation of registration deadline dates and course start dates follows. Detailed information is available in the *OC and OU Courses Currently Available* list, which can be obtained from Student Services.

Courses Currently Available list is available from Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Open College and Open University

Registration in most OC and OU courses is continuous and can take place anytime throughout the year. Exceptions are lab courses, clinicals, and other selected courses.

Simon Fraser University

Courses start in September, January, and May. Refer to the *OC and OU Courses Currently Available* list. The registration deadline is fifteen working days prior to the start date of the course. However, space is limited and early registration is advised. Not all courses are offered every semester.

University of British Columbia

Some courses are offered six times a year—January, March, May, July, September, and November. Other courses are offered three times a year, and a selected number of courses are available only once or twice a year. The registration deadline is five working days prior to the start date of the course.

University of Victoria

Course start dates are specific to the department offering the course. Registration deadline dates and course start dates are given in the course descriptions.

After Registration

Open College and Open University Courses

Students receive their course package and/or software by courier approximately two weeks after registering. Students also receive information about the course tutor. The tutor contacts students registered in a credit or credit-free (M grade) course, or the student may choose to contact the tutor first.

SFU, UBC, UVic Courses

Students receive a letter from OLA Student Services confirming their registration in the course. They also receive information from the institution delivering the course.

- SFU course packages include all the required textbooks, course materials, and instructions on how to proceed.
- UBC course packages do not include textbooks. Course materials and instructions on how to proceed are included in the course package.
- UVic course packages do not include textbooks. Registered students receive instructions by mail on how to purchase course materials.

Refer to policies on cancellations, withdrawals, course changes, extensions, repeating courses on pages 38–40.

Course Completion Time

Open College and Open University

Most 3-credit courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week. However, the maximum course completion time for these courses is thirty weeks. Students may usually choose from three examination session times, over the thirty-week period (starting at time of registration). By choosing an early examination session, a student may complete a course in less than thirty weeks. Students are required to submit an application for the examination session one month before their selected examination session. This schedule is included in the student's confirmation of registration package.

Simon Fraser University

Students are required to complete the course in thirteen weeks commencing from the start date of the course (normally the first Monday in January, May, or September), and assignments are submitted according to established time lines. Final examinations are scheduled in weeks fourteen or fifteen and are arranged by SFU. Course completion times are indicated in the course descriptions section of this calendar.

University of British Columbia

Courses are of variable lengths. A schedule for course completion is included in the course package, together with time lines for submitting assignments. Course completion times are also indicated in the course descriptions section of this calendar.

University of Victoria

Course completion times are indicated in the course descriptions section of this calendar. If not listed, consult with the specific program area at the University of Victoria.

Refer to telephone numbers of post-secondary institutions on pages 237–238.

Extensions

One extension per course is granted for a fee for *most* Open College and Open University courses. Extension policies are different for courses originating with SFU, UBC, and UVic. (Refer to "Academic and Administrative Policies" in this calendar for further information.)

Refer to examinations policies on pages 41–43.

Examinations

Open College and Open University

The final examination for a course is either a supervised written examination held in an Open Learning Agency examination centre or a project examination completed at the student's workplace or home. Students are required to complete all assignments and pass the final examination to receive credit for a course. Students who fail the final examination or project, fail the course. There is an option for a repeat registration.

Instructions for writing examinations are included in a student's confirmation of registration package and Student Handbook. Read them carefully and keep them for further reference. Receipt of examination applications is required by Student Services, Examinations, on or before the application deadline for each examination session.

Students living outside of BC should contact Student Services, Examinations, at least six weeks before the examination session they want, in order to make arrangements for taking the examination and to pay any expenses related to writing their examinations.

1999–2000 OC and OU Examination Sessions

October 16–19, 1999
December 4–7, 1999
February 12–15, 2000
April 15–18, 2000
June 10–13, 2000
August 12–15, 2000

Student Services, Examinations, informs students by mail of the date, time, and location of the examination approximately two weeks prior to the requested examination session. If students have not received the information by that time, they should contact Student Services, Examinations, by telephone.

Students in courses that have a project examination do not need to submit an examination application. These students follow the directions included in their course package.

SFU, UBC, UVic

Refer to "Academic and Administrative Policies" in this calendar for information about writing examinations for courses originating with Simon Fraser University, the University of British Columbia, and the University of Victoria.

Unofficial Transcripts

After writing their examination, students automatically receive an unofficial transcript with their grade. (Refer to the "Schedule of Other OC and OU Fees" for the fee for additional unofficial transcripts.)

Course Withdrawals

Students who wish to withdraw from a course are required to write to Student Services, Records, by the withdrawal deadline, or they receive an "I" (incomplete) on their transcript. The "I" may be treated as an "F" grade by some institutions.

Application for Graduation Deadlines

Degree Programs Only

1999–2000 Deadlines

December 1, 1999
March 1, 2000
May 1, 2000
August 1, 2000

Students are required to apply for graduation from any program offered by Open College and Open University. (Refer to graduation policies.)

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Refer to the "Schedule of Other OC and OU Fees" on page 25.

Refer to graduation policies on page 45.

Transfer Credit

Refer to transfer credit policies on pages 34–37.

Transferring Credit to Other Institutions

BC's post-secondary education system has a well-established transfer credit system, particularly designed for students planning to take individual courses or a partial university program through a community college or university college.

Students planning to enrol in Open College or Open University courses who plan to complete a program offered by another institution are advised to obtain that institution's calendar to determine initial program requirements. Transfer information is also available in the *BC Transfer Guide*.

SFU, UBC, and UVic courses in this calendar are OU courses and credit is granted on OLA transcripts. It is the student's responsibility to be aware of transfer credit policies prior to registration in courses they wish to transfer to other institutions.

For information on transferring courses to a professional association's program, refer to pages 87, 90–92.

BC Transfer Guide is available for reference at all BC colleges and universities. Web site www.bccat.bc.ca

SFU, UBC, UVic Transfer Credit

Students are advised that courses originating with Simon Fraser University, the University of British Columbia, or the University of Victoria may not automatically be accepted for transfer credit to a specific program of studies by the institution delivering the course. Students wishing to take such a course through Open University and then have it transferred for credit to another institution should consult the *BC Transfer Guide* or obtain a Letter of Permission from their home institution that the course is accepted for transfer credit.

Enrolment in a course originating with Simon Fraser University, the University of British Columbia, or the University of Victoria does not mean admittance to that institution.

Visiting Students

Students wishing to take courses at OC and OU for transfer to another institution can register in courses without submitting transcripts. Although a Letter of Permission is not required by OC and OU, it is normally required that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study. Courses taken at OC and OU for transfer to partner institutions (SFU, UBC, UVic) are considered transfer credit by those institutions, and students are cautioned not to exceed the maximum transfer credit limits allowed in their selected program.

Assessment of Formal Transfer Credit

Students who wish to receive formal transfer credit for courses and programs completed elsewhere should follow these procedures:

- Identify the Open College or Open University program to be completed. Students who need help choosing a program should contact Education Information Services.
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.
- Foreign documents may need to be evaluated by the International Credential Evaluation Service (ICES). To determine whether this is required students should contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

- Complete the Application for Transfer Credit form in this calendar and forward it, with the required fees for transfer credit assessment as stated on the form, to Admissions.
- Arrange to have official transcripts from all post-secondary institutions attended sent directly to Student Services, Admissions. Transcripts are required to be sent by the registrar's office of the post-secondary institution(s) where the program or courses were completed.
- Provide additional supporting documentation with the application, particularly if the course work is over seven years old or if the course(s) were completed outside BC.

OC and OU begin the evaluation of formal education on receipt of all three of the following: (1) an Application for Transfer Credit; (2) full fee payment for the assessment of transfer credit; and (3) transcripts of all post-secondary work. All documents submitted, unless considered irreplaceable, become the property of OC and OU.

Results of the assessment and, in some cases, a program plan are sent to students. The plan explains how the courses for which credit has been given apply to the Open College or Open University program, and identifies the remaining amount of credit and any specific courses needed to meet the requirements of the Open College or Open University credential. Note that not all courses students receive credit for necessarily apply toward the credential. (Refer to pages 34–35 for further information on program plans.)

International Credential Evaluation Service

The International Credential Evaluation Services (ICES) evaluates educational credentials for persons who have completed studies outside Canada and compares them to Canadian educational credentials. ICES offers a range of reports that meet the individual's particular needs, including educational planning and employment needs. ICES is a service of the Open Learning Agency. (Refer to ICES in "Other Divisions and Services of the Open Learning Agency" on page 241.)

International Credential Evaluation Service (ICES)
(604) 431-3402
E-mail
icesinfo@ola.bc.ca

Prior Learning Assessment (PLA)

Students who believe that they have significant learning appropriate to their educational goal may be eligible for credit based on an assessment of their non-formal or prior learning—the skills and knowledge gained through learning experiences, such as industry-based training, professional development workshops and seminars, private study, and work experience. (Students who have completed formal courses and programs should apply for a transfer credit assessment before having their non-formal learning assessed.) Refer to prior learning assessment policies.

Contact Student Services, Education Information, to consult with an OC or OU advisor for more details on prior learning assessment.

Prior Learning Assessment
Web site
www.ola.bc.ca/pla

Refer to prior learning assessment policies on pages 37–38.

Tuition, Other Course Costs, Other Fees

Fees are subject to change without notice.

Schedule of Tuition Fees

Open College and Open University

Tuition fees shown below for courses originating with Open College and Open University do not include the cost of textbooks, materials, or course administration fee.

Some OC and OU courses and programs are operated on a cost-recovery basis and are subject to alternate fee schedules.

Open College courses:

Health and Human Services	$ 50 per credit
Business and Management	$ 51 per credit
ABE	$ 50 per course (permanent residents of BC are exempt)

Open University courses:

Courses numbered 100 and 200	$ 51 per credit
Courses numbered 300 and 400	$ 64 per credit

Simon Fraser University

3-credit course	$231

University of British Columbia

3-credit course	$230

University of Victoria

3-credit course	$227

3 OU credits equal 1.5 UVic units.

These fees do not apply to courses in the Technology, Engineering, and Computing Programs, the Cultural Resource Management Program, the CACE Program, and some CYC elective courses offered through UVic. Contact these areas for further information.

Seniors' Fees

OC and OU (65 yrs+)	1/4 tuition + materials + course administration fee + textbooks
SFU (60 yrs+)	$0 tuition + course administration fee + textbooks
UBC (65 yrs+)	$0 tuition + course administration fee + textbooks
UVic	No reduced fees

General

- All fees are payable with course registrations and other requested services and are required to be paid in the manner and by the dates prescribed in Canadian funds. Cheques are to be drawn on Canadian financial institutions.
- The board of the Open Learning Agency reserves the right to change tuition fees, and the president of the Open Learning Agency reserves the right to change all other fees without prior notice.
- In the event of any indebtedness to the Open Learning Agency, any fees paid are applied in the first place to the removal of the indebtedness.
- No official transcripts, certificates, diplomas, or degrees are issued to a student in debt to the Open Learning Agency except by the approval of the board, nor is the student permitted to repeat a registration, obtain a course extension, or write an examination until all indebtedness is removed.

- Indebtedness is the responsibility of the registered student unless an authorized third party is identified.

Residents in Provinces and Territories of Canada Other than BC

Differential fees and services normally apply to applicants who are not permanent residents of BC.

International Students

Students who are not Canadian citizens or landed immigrants are charged three (3) times the standard tuition fees, plus the regular textbooks, supplies, course materials, and course administration fees, for courses originating with Open College, Open University, Simon Fraser University, and the University of Victoria.

These students are charged two and one-half (2.5) times the standard tuition fees for courses originating with the University of British Columbia.

Other Course Costs

Credit-free Courses (M)

Students pay the full course fee, which includes the tuition, textbooks, course materials, and course administration fees.

Audit Courses

Open College and Open University audit students pay the textbooks, course materials, and course administration fees.

For information on audit fees for SFU, UBC, or UVic courses, contact these universities directly.

Postage Costs and Long-distance Telephone Charges

All students are responsible for the cost of mailing assignments to their tutors.

Open College and Open University

Students residing outside BC and the Yukon Territory are required to assume financial responsibility for all long-distance telephone costs. This includes telephone costs for tutorial services, technical support services, courses that have mandatory audio conferences, and administrative and other services such as advising, registration, records, and examinations.

SFU, UBC, UVic

Policies governing long-distance telephone services are different for Simon Fraser, the University of British Columbia, and the University of Victoria. Students receive information in the course package.

Refer to telephone numbers of post-secondary institutions on pages 237–238

Students who wish to receive information about telephone expenses for which they are responsible should contact SFU's Centre for Distance Education, UBC's Distance Education and Technology Office, or the specific program area of UVic.

Course Materials

The cost of materials for courses varies by course and is required to be paid in addition to the tuition fee. The fee depends on the type and number of materials in the course package.

Textbooks and Supplies

The cost of textbooks and supplies varies by course and is not included in the tuition fee.

This fee is due and payable at the time of registration for courses originating with Open College, Open University, and Simon Fraser University.

SFU, UBC, UVic

Students are mailed the required textbooks with the course package for courses originating with Simon Fraser University.

Students are responsible for purchasing the required textbooks for courses originating with the University of British Columbia and most University of Victoria courses. Ordering information is included in UBC course packages. Specific program areas at UVic mail instructions to registered students on how to purchase course materials. Textbooks are available at the universities' bookstores.

Refer to refund policies on pages 38–39.

Deposits and Refunds

Open College and Open University

Students registering for a course that has specified returnable materials associated with it are required to pay a deposit, which is refunded (less the rental fee and any deduction for damaged or missing items) on return of the materials in good condition in the original packing.

A separate deposit is required for each of such courses taken, and the amount of the deposit depends on the value of the materials.

Materials for which students have paid a deposit remain the property of the Open Learning Agency or the delivering institution. Students who fail to return rented materials do not receive the deposit refund, are not issued official transcripts, are not permitted to register in further courses, and do not graduate.

Complete information is provided in the course package.

SFU, UBC, UVic

A damage deposit is charged for some courses originating with Simon Fraser University for materials (audio and videotapes and/or copyrighted material) that are required to be returned at the end of the semester. The deposit is refundable, providing materials are returned in good, unmarked condition by the deadline noted in the course package.

Students should consult with the specific program area at the University of British Columbia or the University of Victoria for information concerning refunds for deposits for courses originating with those institutions.

Other OC and OU Fees

Course Administration

A course administration fee is assessed for each course in which a student registers. This fee varies depending on the institution delivering the course. The course administration fee is non-refundable when students cancel their registration or withdraw from a course.

Special Examination Arrangements

Special examination arrangements require approval. A fee is levied to cover the cost of these special arrangements. This fee is due and payable not less than one month prior to the scheduled date of the examination. Students with disabilities who are unable to attend regular examinations may be exempt from this fee.

Transcripts

A fee is charged for official and unofficial transcripts. Fees for transcripts are payable in advance; transcripts are not provided until payment is received.

After a grade is assigned, students automatically receive one unofficial transcript.

Transfer Credit Assessment

A transfer credit evaluation fee is required with all applications for evaluation of transfer credit. This fee is non-refundable.

Schedule of Other OC and OU Fees

A fee differential may apply for out-of-province students.

Fees are subject to change without notice.

Course extension (not all courses are eligible for extension)	$60 per course
Re-assessment (program plan changes)	$50
Examination centre change	$50 per course
Examination session change	$50 per course
Examination special arrangements	$50 per course
Rush marking of examination	$15 per course
Certificate of completion (OC courses)	$ 7 per course
Transcript fee (official or unofficial)	$ 6 per copy
Faxing a transcript	$10
Letter of Permission	$10
Duplicate income tax receipt	$20
Transfer credit assessment (BC documents only)	$40
Transfer credit assessment (Non-BC documents, or combined)	$75
Formal appeal	$50

Income Tax Receipts

The Open Learning Agency mails official income tax receipts (T2202A) in February of each year for the previous calendar year. Students who move are responsible for providing their new address to Student Services, Records, by January 15, to receive the previous year's receipt by the end of February:

Student Services, Records
(604) 431-3120 (Yukon residents may call collect)
1-800-663-9711 (Toll-free in BC)
E-mail: studentserv@ola.bc.ca

- Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded 50 percent on the receipt for the year when the course started and 50 percent on the receipt for the following year.
- Students are required to have fees of $100 or over applicable to one calendar year at one institution to submit a claim to Revenue Canada.
- For complete information about income tax regulations, students should contact Revenue Canada.

Financial Aid and Awards

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

How to Apply for Financial Assistance

For full-time or part-time application forms and information, contact Student Services, Education Information.

- Full-time application forms should be submitted directly to the Ministry of Advanced Education, Training and Technology.
- Part-time application forms (originals only) should be submitted to the OLA Financial Aid and Awards Office.
- Students taking a collaborative program are to inform each institution's financial aid office.

Part-time Bursaries and Grants

(non-repayable aid)

Request a Part-time Student Assistance Application form from Student Services, Education Information. Allow three to four weeks for processing.

The programs listed here pay for all direct course costs normally charged to the student, including tuition, course administration fee, and required textbooks, and in some cases, other equipment, supplies, and a miscellaneous living allowance.

Upon approval of a bursary or grant application, the student is registered in the requested course(s), or, if already registered, is reimbursed by cheque or credit card refund.

Bursaries and grants are available to applicants who demonstrate financial need (according to the formula used by the BC Student Assistance Program) and are unable to study full time or fund part-time study through employment.

Applicants are to be Canadian citizens or landed immigrants who are resident in BC and who are in good standing with any previous Canada or BC student loans.

Adult Basic Education Student Assistance Program (ABESAP)

This provincial grant program provides funding to students enrolled in Adult Basic Education courses; Grade 10, 11, or 12 completion; ESL (English as a Second Language); or Basic Literacy.

Canada Study Grant for High-Need Students (CSG)

This federal grant program provides funding to students enrolled in post-secondary courses leading to a certificate, diploma, or degree. Applicants are required to have primary responsibility for dependents, have a disability, or be unable to study full time. The maximum funding per student per program year (August 1–July 31) is $1,200.

Erm Fiorillo–Hal Davis CKNW Orphans' Fund Endowment Fund

Established by the CKNW Orphans' Fund, this endowment provides funding to students who are single parents and pursuing an Open College or Open University credential. Preference is given to those not already receiving funding through other programs and who have not previously completed a post-secondary program of study.

Barbara Guttmann-Gee Bursary Endowment Fund

Established by Barbara Guttmann-Gee, this endowment provides funding to women students enrolled in Open College or Open University courses. Preference is given to single parents, students with disabilities, and women over sixty-five years of age in financial need.

Open Learning Agency Bursary Endowment Fund

This endowment provides funding to Open College and Open University students, with preference given to candidates who do not have access to other sources of financial aid and those pursuing an Open College or Open University credential.

The Rosemary Keene Zonta Club Bursary Endowment Fund

Established by the Zonta Club of Vancouver in memory of Rosemary Keene, this endowment provides annual bursaries to students pursuing a first credential in business and administrative studies or science and technology through Open College or Open University. Awards are made once a year. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

Provincial Women's Programs Bursary

One bursary of $500 is awarded annually to a woman student enrolled in an Open College or Open University post-secondary program. Applicants are required to successfully complete at least 9 credits toward a declared Open College or Open University program and possess a minimum grade point average of 2.0. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

Other Awards

There are other private bursaries and scholarships available to students attending BC's post-secondary institutions; most of these are available to students enrolled at Open College and Open University. Application procedures for these awards vary, and most have restrictions and conditions imposed on them.

Information about private awards is also available on the Internet (for example, http://www.fastweb.com or http://www.studentawards.com).

Full-time Student Loans

Submit completed applications for the BC Student Assistance Program (BCSAP) to the Ministry of Advanced Education, Training and Technology at least six weeks before funds are required.

British Columbia Student Assistance Program (BCSAP)

This program provides loans and, for some high-need students, grants to BC residents who demonstrate financial need and who are enrolled full time in post-secondary programs.

In order to be considered a full-time student under the BC Student Assistance Program and Canada Student Loan Program, it is necessary to enrol in and complete a minimum course load of at least 9 credits per four-month loan period. Since this is a shorter completion schedule than Open College and Open University impose, this can be a challenge for students unfamiliar with studying at home, and it is recommended that new Open College and Open University students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans.

All loan periods are four months long and begin January 1, March 1, May 1, July 1, September 1, and November 1. Students are required to register in a full-time course load within the two months prior to the start date of each period (e.g., register between July 1 and August 31 for a September 1 start). All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance-education courses is maintained by submitting assignments on schedule and submitting all course work during the four-month loan period in at least 9 credits (the minimum required for full-time status). *Failure to submit assignments on a regular schedule throughout the four-month study period, or failure to submit all course work by the end of the study period, may be regarded as a "technical" withdrawal from full-time study.* This may result in a portion of the loan being placed in "overaward" and becoming immediately repayable ("overaward" portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status, and other privileges associated with full-time status may be affected.

There are several components of BCSAP.

Students may check their loan application status on the Internet. www.aett.gov.bc.ca/studentservices

- **Student Loans**

  A combination of Canada Student Loans and BC Student Loans is available to cover course fees, books, supplies, transportation, and living expenses for eligible students.

- **BC Grant**

  Grants (non-repayable) are available to supplement student loans for high-need students in their first four semesters of post-secondary study. Students in their third and fourth semesters of study are to have successfully completed at least 9 credits per semester in each of their previous semesters.

- **Loan Remission**

  Students may apply for a partial reduction of their student loan debt upon graduation. Eligibility for loan remission depends on whether the personal responsibility requirement is met during the pre-term for each loan period. Graduation within a limited number of educational terms is also required for loan remission.

More details are available in the BCSAP application package, or contact Student Services, Education Information, for specific brochures.

Open Learning Agency Emergency Bridging Loan Fund

This fund is used to provide short-term bridging loans to enrolled students who incur unforeseen delays in their financing (normally student loans). Loans of up to $700, interest-free, are provided for a period of up to sixty days, provided the pending financing is guaranteed and assignable.

Awards

Achievement awards are made to students who have an excellent academic record in their particular program or course, or who have contributed significantly to the community or to Open College and Open University.

Governor General's Gold Medal

This medal is awarded annually in recognition of academic excellence and is open to graduates of master's degrees granted by Open University. No application is required.

Governor General's Silver Medal

This medal is awarded annually in recognition of academic excellence and is open to graduates of bachelor's degrees granted by Open University. To be considered for the award, students must have completed 24 of their 120 credits through Open University and have a grade point average above 3.00. No application is required.

Governor General's Collegiate Bronze Medal

This medal is awarded annually in recognition of academic excellence and is open to graduates of any diploma granted by Open College. To be considered for the award, students must have completed 15 of their 60 credits through Open College and have a grade point average above 3.00. No application is required.

Lieutenant-Governor's Silver Medal

This medal is awarded annually to a student graduating from a one-year Open College certificate program who not only has excelled academically but has also contributed significantly to the community or to the college. No application is required.

The Donald Weir Scholarship in Literature

One award of one free course is made annually to the student who achieves the highest standing in any of the 400-level Open University English courses. The recipient is pursuing an Open University Bachelor of Arts degree with either a major or a concentration in English and has completed a minimum of 12 Open University credits. No application is required.

Institute of Chartered Accountants Awards

One award, consisting of a $1,000 credit toward the course and registration fees in the Advanced Certificate Program of the Institute of Chartered Accountants of BC, is made to a top student in BUSM 236, *Financial Management*, in each academic year. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC. Students enrolled in BUSM 236 who wish to be considered should submit the form included in their course package.

Certified Management Accountants Award

One award, consisting of a $500 remission of Certified Management Accountants Society of BC program fees, is made annually to a top business diploma graduate. Students who wish to be considered should submit the form included in their course package.

Certified Dental Assisting Program Awards

Academic Award

Donated by the Vancouver and District Dental Society, an engraved plaque is presented to the student with the highest marks in twelve theory courses in Open College's Certified Dental Assisting program. The recipient is required to have completed all courses for credit through Open College. Transfer credit and challenge students are not eligible.

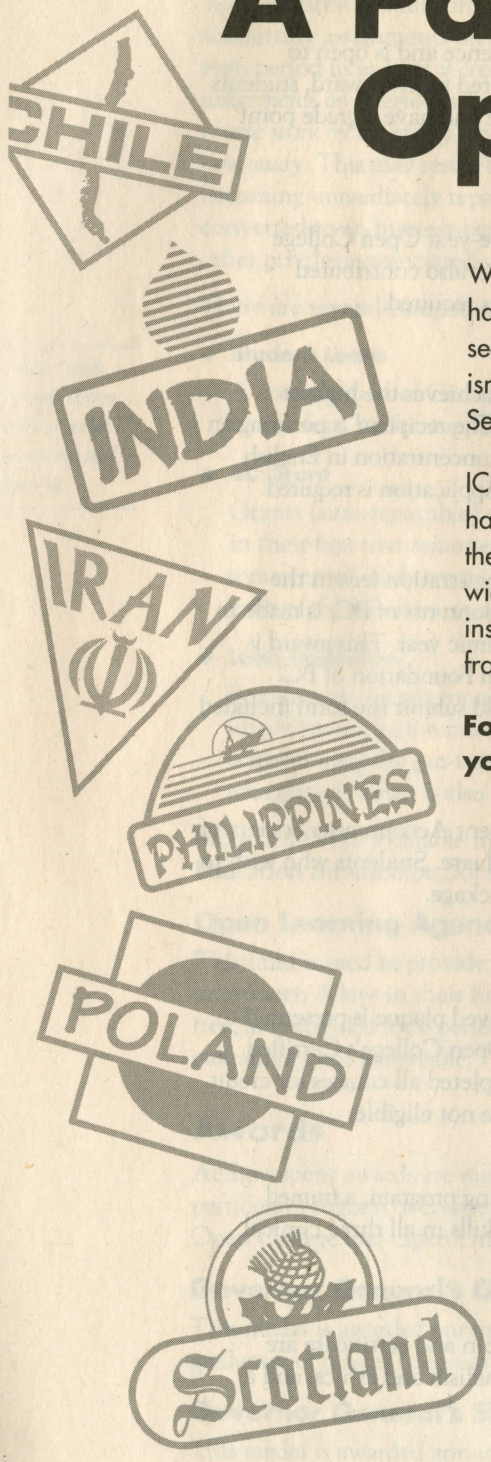
Clinical Award

Donated by the tutors of Open College's Certified Dental Assisting program, a framed certificate is presented to the student with outstanding clinical skills in all three clinical courses: DENT 153, 154, and 162.

Award of Excellence

Donated by the Certified Dental Assistants of BC, a gold CDA pin and certificate are presented to the student demonstrating a high level of professionalism and ethics, and a spirit of co-operation.

A Passport to Opportunity



Were you educated in another country? You may be having difficulty finding employment or getting into post-secondary schools in Canada because your education isn't recognized. The International Credential Evaluation Service (ICES) is your opportunity to change that.

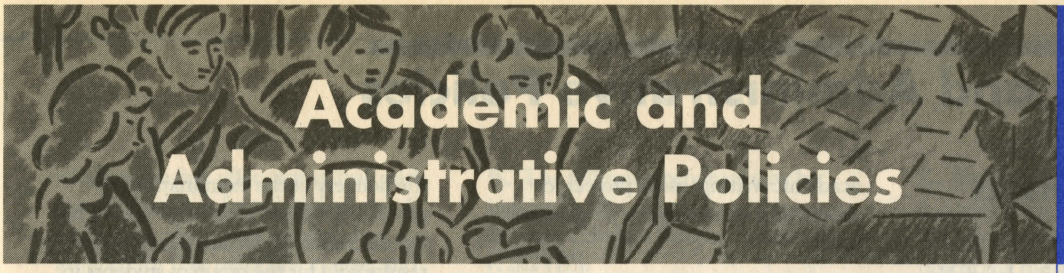
ICES evaluates educational credentials for people who have completed studies outside of Canada and compares them to Canadian credentials. ICES evaluations are widely recognized by employers and educational institutions as reliable and objective, and the cost is a fraction of what it would cost to go back to school.

For more information on how ICES can help you put your education to work, contact:

International Credential Evaluation Service (ICES)
Open Learning Agency
4355 Mathissi Place
Burnaby, BC V5G 4S8

Phone: (604) 431-3402
Fax: (604) 431-3382
E-mail: icesinfo@ola.bc.ca
Web site: www.ola.bc.ca/ices

A PASSPORT TO OPPORTUNITY
ICES
A SERVICE OF THE OPEN LEARNING AGENCY



Academic and Administrative Policies

Student Conduct

Formal Transfer Credit

Prior Learning Assessment (PLA)

Cancellations, Withdrawals, Changes, Extensions, Repeat Registrations

Examinations

Final Grades

Program Completion and Graduation

Release of Student Information

Students will be subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Open College and Open University. In the absence of other regulations, those of Open College and Open University will apply.

Academic and Administrative Policies

1. Student Conduct

1.1 Preamble

Colleges and universities are defined by tradition as communities of people dedicated to the pursuit of truth and the advancement of knowledge, and places where there is freedom to teach and learn. Since misconduct threatens the proper functioning of such institutions, the Open Learning Agency has established policies and procedures to investigate allegations of student misconduct, to impose penalties, and to appeal these penalties. Misconduct shall be considered to have occurred when a student (or someone applying for educational services) commits or helps another to commit an offence, as described in the student conduct policy.

1.2 Admission Offences

1.2.1 No person shall:

A. Misrepresent facts for the purpose of gaining registration, obtaining academic advantage, or receiving transfer credit.

B. Submit fraudulent materials or commit an act of fraud, deceit, or any form of dishonesty.

1.2.2 Procedures and Penalties

A. Documents concerning admission offences shall be submitted to the registrar or designate, who follows the procedure outlined in 1.5.

B. Admission offences are serious and individuals committing these offences may be denied admission to the Open Learning Agency.

C. All penalties are subject to a right of appeal, as described under "Appeals" [1.6].

1.3 Academic Offences

1.3.1 Plagiarism, the presentation of another person's words or ideas without acknowledgment of the source, is considered dishonest and academically unacceptable. No student shall submit the words, ideas, images, or data of another person as her/his own in any academic writing, essay, project, or assignment in a course or program of study.

1.3.2 Cheating consists of obtaining information or academic advantages by fraud or deceit. For example, no student shall:

A. Exchange information with another student in the course of an examination.

B. Use unauthorized material in the course of an examination.

C. Represent or impersonate another in the taking of an examination, or other similar activity.

D. Submit any academic writing, essay, project, or assignment containing a reference to a source that has knowingly been fabricated.

E. Submit, without approval of the person to whom it is submitted, all or part of any academic writing, essay, report, project, or assignment that has been co-authored.

F. Submit an essay or assignment for two courses without obtaining written permission of the second instructor in advance. In instances where essays or assignments essentially the same in content are submitted in more than one course without prior written permission of the second instructor, partial or total credit for the essay or assignment may be withheld in any or all of the courses involved. This does not preclude further disciplinary action if appropriate.

1.3.3 It is an offence to obtain or use any confidential academic material, such as pending examinations, tests, assignments, or laboratory results, without the prior written permission of the program co-ordinator, associate dean, or designate.

1.3.4 In instances where the Open Learning Agency has reason to believe that the integrity of an essay, project, assignment, or examination has been violated by misconduct by a group of students, by the failure of the invigilator to follow proper procedures, or by any other person associated with the delivery of the examination process, the Open Learning Agency has the discretion to declare the evaluation results void for the group of students in question and to require these students to rewrite this work. This does not preclude disciplinary action if deemed appropriate.

1.3.5 Procedures and Penalties

A. Informal Procedures

1. Open Learning Agency tutors have the discretion to penalize a student whom they suspect of an academic offence described in 1.3.1, 1.3.2, 1.3.3, and 1.3.4.

2. Such penalties shall not exceed warnings, or a reduced mark in an assignment or examination. In each instance, the tutor will inform her/his program co-ordinator, supervisor, or associate dean (in writing) of the circumstances of the offence and penalty.

3. This report will be retained by the Open Learning Agency and will be kept in the student's file.

B. Formal Procedures

1. A Student Conduct Review Committee will be convened by the registrar (or designate) when the informal procedures described in (A) above prove ineffective, or when informal methods are not appropriate.

2. Documents shall be submitted to the registrar or designate, who shall follow the procedure outlined in 1.5.

C. Penalties for Academic Offences

1. First offence: The submitted work will be rejected and a mark of zero (0) (F grade) may be assigned to academic work that has been submitted to fulfil that part of the course or program requirements. The student may be suspended for a period of one year; such suspension may include the deferral of the granting of a credential for a period of one year. A first offence may be dealt with either informally or formally.

2. Second offence: A second offence is deemed to have occurred regardless of

whether the first offence was dealt with using informal or formal procedures. A mark of zero (0) (F grade) shall be assigned for that particular course, and the student shall be expelled from the Open Learning Agency. The student shall be prevented from registering at the Open Learning Agency for an indefinite period of time.

3. All penalties are subject to a right of appeal, as described under "Appeals" [1.6].

1.4 Non-Academic Offences

1.4.1 Student behaviour that is likely to cause harm to any person or to damage Open Learning Agency property is reprehensible and shall be dealt with according to the procedures and penalties outlined below. Some examples of non-academic offences are:

1. Disruption of Activities: Activities that threaten the proper functioning of examination writing, tutoring, teaching, studying, research, administration, or meetings.

2. Unauthorized Entry: The use of any Open Learning Agency building, facility, room, office, or parking lot outside working hours or without official business.

3. Infringement of Copyright: The use of computer software, print materials, and video materials is subject to a number of licensing and copyright agreements. It is Open Learning Agency policy that all students strictly adhere to such agreements. It is imperative that students return all materials loaned under rental or loan agreements.

4. Misrepresentation of Facts to a Third Party: Submitting fraudulent materials or willfully misrepresenting material facts, results of academic submissions, grades, or reviewer's comments to a third party.

1.4.2 Procedures and Penalties

A. Documents shall be submitted to the registrar, or designate, who shall follow the procedure outlined in 1.5 for other forms of misconduct.

B. The following penalties may be imposed at the discretion of the Student Conduct Review Committee [1.5.2 (B)].

1. Warning or reprimand.

2. Probation or suspension.

3. Rejection of an application for registration.

4. Expulsion from the Open Learning Agency.

C. All penalties are subject to a right of appeal, as described under "Appeals" [1.6].

1.5 Review Procedures

1.5.1 The formal procedures described below shall be applied when less formal intervention measures prove ineffective or when informal methods are not appropriate. A student has a right to appeal informal procedures through the formal process.

1.5.2 Procedures

A. Submission of Complaint

1. Any member of the Open Learning Agency community who has reason to believe that a student has committed an offence may initiate proceedings by submitting a written complaint to the registrar.

2. Action must be taken within fifteen (15) days of discovering an offence. A delay in taking action may jeopardize the right to lodge a complaint.

3. Any supporting documentation or evidence should be submitted with the complaint.

B. Initiation of Proceedings

1. After an initial investigation to determine the validity of the complaint, the registrar shall formally submit the documentation to the Student Conduct Review Committee.

2. The committee shall be chaired by an associate dean or a program co-ordinator and shall include a senior tutor and a course tutor.

C. Proceedings

1. Informing the Student
The registrar shall write to the student, describing the alleged offence(s) and stating what the possible outcomes may be. The chair of the committee receiving the complaint will discuss the alleged offence with the student. Should the chair be unable to contact the student by telephone, an attempt shall be made to contact the student in writing.

2. Duration of Proceedings
The committee shall prepare a written notice of its decision within fifteen (15) working days of receipt of the complaint.

3. Imposition of Penalties
If the committee has reason to believe that an offence has been committed, it may impose one or more of the penalties listed under 1.3.5 (C) (Academic Offences) or 1.4.1 (B) (Non-Academic Offences).

4. Written Record
Where a penalty is imposed, the chair of the committee shall prepare a statement in writing setting out:

a) A brief summary of the alleged misconduct.

b) A statement that the alleged offence has been reviewed with the student and the complainant. (If it was not possible to contact the student, the statement will describe the attempts made to contact the student.)

c) A statement giving details and justification of the penalty imposed.
This document shall be submitted to the registrar, and a copy shall be kept in the student's file.

5. Notification to the Student
The registrar, or designate, shall send a registered letter of notification stating the findings and the decision of the Student Conduct Review Committee. The letter of notification will clearly state the penalty imposed (if any), including notification of the right of appeal and of the procedures for appeal, as the case may be. A copy of the letter of notification shall be sent to the complainant and another shall be kept in the student's file.

1.6 Appeals

1.6.1 Students may appeal any ruling made by an Open Learning Agency tutor, by a staff member, or by a Student Conduct Review Committee to the Student Conduct Appeals Committee by writing to the registrar.

1.6.2 Procedures

A. Time for Initiation of Appeals

The penalized student must appeal in writing to the registrar within fifteen (15) working days of receipt of the letter of notification. Failing that, a penalized student forfeits the right to appeal. The registrar may extend the time limit for processing of an appeal.

B. Proceedings

1. The registrar shall formally submit a request for appeal (with documentation) to the chair of the Student Conduct Appeals Committee.

2. The committee, chaired by a dean, shall be composed of program area staff such as associate dean(s), and/or program co-ordinators, and an Open Learning Agency student.

3. A penalized student has the right to meet with the committee. She/he may be required to participate in a meeting with the committee. If so, she/he may be accompanied by one representative of her/his choice.

4. The Student Conduct Appeals Committee shall render a decision confirming, rescinding, or modifying the penalty under appeal within thirty (30) days of receiving a request for appeal. The committee may rescind or vary any penalty imposed. The decision shall be reported in writing to the registrar. The registrar, or designate, shall send a registered letter of notification to the student.

C. Further Appeals

1. The decision of the Student Conduct Appeals Committee shall be final and binding upon the Open Learning Agency and the student.

2. Further appeals shall be allowed only on procedural grounds, or if significant new evidence comes to light.

1.7 Student Records and Transcripts

1.7.1 If a penalty is imposed upon a student, a copy of the documentation prepared by the Student Conduct Review Committee and the Student Conduct Appeals Committee, and the letter of notification from the registrar (along with any supporting evidence) shall be kept permanently in the student's official file. No reference shall be made to the penalty on the student's official transcript.

1.7.2 If no penalty is imposed, all correspondence pertaining to the alleged misconduct shall be removed from the student's file and destroyed.

1.8 Referral to Law Enforcement Agencies

1.8.1 Nothing in this policy shall prevent the Open Learning Agency from referring an individual matter to the appropriate law enforcement agency should such action be considered appropriate.

2. Formal Transfer Credit

2.1 Open College and Open University

2.1.1 Certificate, Diploma, and Degree Programs

A. Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution.

B. In BC, accredited institutions include those which are listed in the *BC Transfer Guide*, are members of the Association of Universities and Colleges of Canada, or are publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin will be considered on an individual basis.

C. The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit, and arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application. If all formal studies are not declared at the time of application, a further documentation fee will be levied, and credit will not be granted for additional course work that is recorded on the transcripts subsequently received unless a grade equivalent to OLA's C– or better is achieved (some programs may have different grade scales). Further penalties may be imposed such as: (a) invalidation of the previously issued program plan; (b) requirement to withdraw from a course or program; or (c) refusal of admission into OLA programs.

D. Transfer credit will only be awarded on the basis of official transcripts sent directly to the Open Learning Agency by the institution, or appropriately authenticated copies. All documents submitted, unless considered irreplaceable, will become the property of the Open Learning Agency.

E. Authenticated translation of documents (official transcripts) in a language other than English or French will be required.

F. Other formal studies may be considered for credit on an individual basis.

G. Full assessment results will appear on the student's permanent record and transcript.

H. Credit may be granted on a course-by-course basis or for a combination of courses. Credit granted for a group of courses or an entire program is known as "block transfer."

I. Assessed transfer credit will be applied to Open College and Open University certificates, diplomas, or degrees on the basis of its applicability to a specific program. The results will appear on a student's program plan.

Students receiving a transfer credit assessment will be sent a program plan in all university programs. A program plan for Open College and Open University programs will outline the

certificate, diploma, or degree requirements in effect at the time of application. Students may request a program plan after completing 60 credits of university-level courses toward their degree program. Students must request a program plan after completing 90 credits of university-level courses toward their degree program.

Students who have declared a program and have had a program plan prepared and have not enrolled in courses appropriate to their program in any two-year period may be required to have a new program plan prepared which reflects current program requirements. In cases where students have had an initial assessment of transfer credit, a reassessment fee will be charged, and the seven-year rule on age of credit may apply.

Students changing programs must apply in writing for a re-evaluation of their transfer credit and request a new program plan. An additional reassessment fee will be charged.

J. All transfer credit decisions will be based on an A+, A, A–, B+, B, B–, C+, C, C–, D, and F grade system, or the 4.33 to 0.00 grade point system, where the following correspondences apply:

Letter Grade	Grade Point	Performance
A+	4.33	Distinguished
A	4.00	Distinguished
A–	3.67	Distinguished
B+	3.33	Above Average
B	3.00	Above Average
B–	2.67	Above Average
C+	2.33	Average
C	2.00	Average
C–	1.67	Average
D	1.00	Minimum passing grade
F	0.00	Failure

At the time of initial assessment, credit will be awarded for all courses passed (e.g., a grade of D or grade point 1.00 or better) at accredited or recognized institutions, provided the grade point average (GPA) for all courses being assessed is C (2.00) or better. In cases where a course was completed more than seven years ago, or when specified for certain programs, higher marks may be required.

In calculating this grade point average, all F grades are included unless a course has been retaken and a higher grade achieved. Where more than one attempt at courses deemed equivalent has been made, the course with the higher grade will be chosen for purposes of the GPA calculation, provided it meets the seven-year age-of-credit rule.

If the GPA of the transferred courses is less than C (2.00), a course-by-course assessment will be made and only courses with a grade equivalent to Open College's and Open University's C– (60 percent) or better will be given credit.

Any courses taken at another accredited institution that are assessed after the initial assessment will be granted transfer credit only if a grade equivalent to Open College's and Open University's C– (60 percent) or better is achieved.

Exceptions to this policy are:
a) Dental Assisting, where a pass grade is 65 percent and courses with a percentage grade equal to 73 percent are accepted for transfer credit.

b) The Adult Basic Education program, where the equivalent of all passing grades is accepted for transfer credit.

In assessing transfer credit from post-secondary institutions in BC and other Canadian provinces toward an Open College or Open University credential, letter grades will be used at face value or other grades (e.g., percentages) will be converted to the OLA letter grades.

K. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some degree programs, courses taken over seven years ago will not automatically be awarded transfer credit. The currency of the subject matter will be taken into account.

Past courses from another post-secondary institution will be given credit provided they were transferable in the year taken.

In cases where there is an equivalent course offered by Open College or Open University, the current course number will be assigned.

In cases where the course is no longer offered by Open College or Open University, unassigned credit will be given, as appropriate.

L. Transfer credit may be given for professional courses (including education courses) which are academic in nature. Academic education course credits may be counted toward an Open University degree program or toward a teacher's professional year, but not both. (Note that the BC College of Teachers does not recognize transfer credit granted by Open University for credits earned during a professional teacher-education year. This applies whether the courses are professional or academic.)

For certain degree programs, applied study may be used to complete degree requirements. Transfer credit may be given for courses which are practical, technical, or methodological, but the amount of such credit that can be applied to any degree program varies according to the requirements of each program.

M. Credit courses from BC post-secondary institutions used to meet the requirements of the Adult Basic Education Advanced or Provincial qualifications may also be used to meet the requirements of an Open College program qualification.

2.1.2 Second Credentials

Credits used to meet the requirements of a credential at Open College or Open University or elsewhere may be used to meet a maximum of 50 percent of the total requirements of a second qualification at the same or lower level

provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met. Regulation 2.1 (J) does not apply.

2.1.3 Multiple Degrees

A minimum of 120 credits will be required for the first degree, and a minimum of 60 credits will be required for all subsequent degrees. The student can use credits only once toward a further degree. The degrees taken must be in different areas, and approved by the dean accountable for the program. There should be no limit to the number of degrees taken under these rules.

2.1.4 Letters of Permission

Open College and Open University students who wish to take courses at other institutions for credit toward an Open College or Open University credential must obtain prior written permission in the form of a Letter of Permission. The course(s) so taken must satisfy a requirement identified in the student's program plan. An equivalent to OLA's C– (60 percent) or better must be achieved in order to receive transfer credit unless a higher grade is specified. [Refer to 2.1.1 (J).]

2.1.5 Transfer Credit for Master's Degrees

There is no limit on the amount of credit to be used from an uncompleted and expired master's degree program toward the completion of an Open College or Open University credential.

2.1.6 Credit for Courses Completed at Secondary School

A. Open College and Open University will assess requests by individuals for transfer credit for college or university courses completed at high schools in the same manner as any other requests. There will be no penalty for dual credit, that is, credit which is used toward completion of both a high-school and a college or university program.

B. Open College and Open University will assess requests by individuals for transfer credit for BC high-school courses on a case-by-case basis, subject to program area approval. Standardized evaluation instruments (e.g., course outline and faculty CV assessment) will be used to determine transfer credit for the course. The OC and OU program area will determine the number of credits awarded for completion of a course. Any credit granted will be at the lower level. The program area will also determine whether the high-school course credit may be used to meet specific program requirements or whether an exemption will be granted.

C. Open College and Open University will assess credit for high-school courses included in articulation agreements between Open University and BC colleges as part of the overall articulation. The Open University program area will determine the number of credits awarded. Any credit granted will be at the lower level.

D. Open College and Open University will assess requests by institutions within the secondary school system (e.g., Open School, Vancouver School Board, individual high schools) for transfer credit for high-school courses in the same manner as any other institution. An articulation agreement may be used to formalize the arrangement. Any credit granted will be at the lower level.

2.2 Procedures: Application for Transfer Credit

2.2.1 Applications for transfer credit must be submitted in writing along with supporting documents (official documents).

2.2.2 If application for credit is being made for courses taken outside BC, a course syllabus or calendar from the institution should be included. Course syllabus or calendars in a language other than English must be provided in English at the student's expense.

2.2.3 A transfer credit assessment fee must accompany all applications for assessment of transfer credit involving documents originating both within and outside BC. Documents from the Yukon will be treated as being from BC.

2.2.4 Assessment of transfer credit will not commence until all required fees have been received along with all transcripts indicated on the Application for Transfer Credit form.

2.2.5 Fees are non-refundable and cannot be applied toward any other assessment fee charged by the Open Learning Agency.

2.2.6 No further transfer credit assessment fees will be required of registered students who have been issued a Letter of Permission or where prior agreement has been reached between institutions.

2.3 Procedures: Student-Initiated Transfer Credit Reviews

2.3.1 In the event that a student believes that transfer credit has been awarded inappropriately, the student should first request an informal review. The details of the request should be addressed in writing to the supervisor of Admissions, who will investigate it and notify the student. The request must be submitted to arrive within twenty-one days of the date of mailing the results of their initial credit assessment.

2.3.2 If the student remains dissatisfied, a formal review may be requested. To initiate this review, a written request along with the appropriate fee should be submitted to the registrar, who will transmit the request to the appropriate program dean. The request must be submitted to arrive within twenty-one days of the date of mailing the results of their informal review. The request shall include:

1. A complete chronological history of the academic background of the student;

2. A list of academic transcripts and certificates that were submitted with the original Application for Transfer Credit form;

3. A statement of what the applicant believes would be appropriate credit and the rationale for this statement;

4. Any additional relevant documentation.

2.3.4 The dean, in consultation with the program area staff, will review and make a final decision on the request.

3. Prior Learning Assessment (PLA)

3.1 General Information

3.1.1 Open College and Open University recognize that adult learners acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. OC and OU offer methods to assess this non-formal or prior learning.

3.1.2 Prior learning assessment (PLA) methods may include challenge examinations, portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods.

3.1.3 Open College and Open University have formally adopted the BC Council on Admissions and Transfer (BCCAT) standards and guidelines for prior learning assessment as a framework for policy and implementation for prior learning assessment.

3.2 Definitions

3.2.1 Course Challenge

Course challenge is a mechanism for students who have acquired knowledge other than by formal study to receive credit for specified courses by examination. Tutorial support is not provided to students challenging a course.

Depending on the course, a challenge examination may be a scheduled examination written at an examination centre or it may be a project completed at home or at the workplace.

Courses listed in this calendar originating with Simon Fraser University, the University of British Columbia, and the University of Victoria are normally not available for challenge.

3.2.2 Portfolio-Assisted Assessment

Portfolio-assisted assessment allows a student to demonstrate her/his knowledge of a given discipline appropriate to an educational goal by presenting a personal learning portfolio—either as a stand-alone document or set of documents or in combination with, for example, a performance tape, a demonstration of skills, or a personal interview. The assessment method will depend on the subject area and the program requirements.

3.3 Policy

3.3.1 Eligibility

Normally, only residents of Canada are eligible for prior learning assessment.

3.3.2 Residency Requirement

If an OLA program has a residency requirement, this requirement may be met with credits earned by prior learning assessment.

3.3.3 Scope

Open College and Open University program areas determine which courses and credentials are eligible for prior learning assessment, and which prior learning assessment methods will be used.

Open College and Open University program areas determine the amount of credit earned through prior learning assessment which may be used to meet the requirements of a credential.

3.3.4 Credit Transfer

Open College and Open University accept credits earned through prior learning assessment from all BC post-secondary institutions that have formally adopted the BCCAT PLA standards and guidelines. Such credit is applied in the context of Open College and Open University program requirements.

Open College and Open University reserve the right to reassess credit awarded by other institutions through prior learning assessment on an individual basis.

3.3.5 Transcription

OLA transcripts identify Open College and Open University credits earned through course challenge and other prior learning assessment methods.

3.3.6 Grading

Program areas determine what is a passing grade for a challenge examination.

Regular Open College and Open University grading policies apply to credits earned through course challenge.

Credits earned through other prior learning assessment methods are not assigned a regular grade.

3.3.7 Challenge Restrictions

Students who are registered in a course and wish to obtain credit for it by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines and submit a separate application to write the challenge examination along with the required fees.

Students who are registered in a course and have submitted one or more assignments or have written the final examination will not be permitted to write a challenge examination for the course.

Students whose language is other than English and who have received their secondary education in a language other than English will not be permitted to have their language knowledge and skills assessed at a university level lower than third-year university. This restriction does not apply to literature courses.

Students may not register for course challenge for any course that they have previously challenged unsuccessfully.

3.3.8 Appeal

Students have the right to formally appeal the results of their prior learning assessment.

To formally appeal, students must

a) submit their appeal in writing along with the required appeal fee to the Registrar's Office to arrive within twenty-one days of the dates of the results being mailed, and

b) include with their submission the full particulars of the grounds of the appeal.

PLA appeals will be considered by a committee chaired by an associate dean and include appropriate academic representatives of the subject.

Students will be refunded the appeal fee if their appeal is successful.

3.3.9 Fees

The fee for challenge examination is the normal tuition fee for the course, plus the course administration fee.

Differential fees apply to out-of-province students.

The fees for portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods, excluding challenge, are determined by the program area.

3.4 Procedures to Apply for PLA

A. Students are required to discuss their application with an advisor before submitting it.

B. Students must complete an Application for Prior Learning Assessment. Applications may be obtained from OLA's Student Services, Education Information.

C. Once completed, students submit their Application for Prior Learning Assessment along with the required fees.

Note: It is the responsibility of students planning to transfer prior learning assessment credits to check with the receiving institution to ensure that PLA credits are acceptable.

4. Cancellations, Withdrawals, Changes, Extensions, Repeat Registrations

4.1 Cancellations—OC and OU

4.1.1 Students may cancel their registration in most OC and OU courses by notifying Student Services, Records, in writing within five weeks from their registration date.

A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

4.1.2 Refunds

A. A refund of 100 percent of the tuition fee will be made if written notice of cancellation is received by Student Services, Records, within five weeks (for most courses) of the date the registration was processed.

B. Students who cancel their registration in a course will receive a 100 percent refund of tuition fees and a 100 percent refund for course materials, provided they are returned to OLA in new condition.

C. The course administration fee is non-refundable.

4.1.3 Refunds for Textbooks

Textbook fees that were paid to a different institution will be refunded by that institution, subject to the deadlines and conditions as determined by that institution. Students should inform themselves of the conditions governing textbook refunds at the time of their purchase.

4.1.4 Procedures

A. Students request to cancel a course registration by regular mail, e-mail, or fax. They may also request it by telephone and confirm their request in writing within ten calendar days by sending a letter or fax to Student Services, Records.

B. Refunds will not be processed until the written request is received and materials eligible for a refund are received in new condition.

4.1.5 Clinical Courses

The general conditions for cancelling registrations in clinical courses are as described above. For specific cancellation deadlines, refer to the program co-ordinator or supervisor.

4.1.6 Lab Courses

Students may cancel their registration in a biology, chemistry, or physics lab course by the first day of the month in which the lab begins. Students will receive a 100 percent refund of their tuition fee and a 100 percent refund of their lab fees. The course administration fee is non-refundable.

4.2 Cancellations—SFU, UBC, UVic

4.2.1 Students may cancel their registration in a course originating with SFU or UBC by notifying Student Services, Records, by the official start date of their course to receive a 100 percent refund of tuition. The course administration fee is non-refundable.

4.2.2 Students enrolled in a course originating with UVic should consult their welcome letter for information on refunds of tuition and course materials fees. The course administration fee is non-refundable.

4.3 Withdrawals—OC and OU

4.3.1 Students may withdraw from most Open College and Open University courses within thirteen weeks of their registration date and will receive a grade of "W" (Withdrawal), which will be entered on their transcript.

It is not possible to withdraw from an OC and OU course later than thirteen weeks after the registration date. Students who do not complete all course requirements will receive a grade of "I" (Incomplete), which will be entered in their permanent record.

Students cannot withdraw from a course if they have written an examination.

4.3.2 Refunds

A. Students who withdraw within nine weeks after the registration date will receive a 75 percent refund of tuition fees and a 75 percent refund for course materials, provided they are returned to OLA in new condition.

B. Students who withdraw between nine and thirteen weeks after their registration date will not receive a refund.

C. The course administration fee is non-refundable.

4.3.3 Refunds for Textbooks

Textbook fees that were paid to another institution are refundable, subject to the deadlines and conditions as determined by that institution. Students should inform themselves of the conditions governing textbook refunds at the time of their purchase.

4.3.4 Procedures

A. Students request a withdrawal by regular mail, e-mail, or fax. They may also request it by telephone and confirm their request in writing within ten calendar days by sending a letter or fax to Student Services, Records.

B. Refunds will not be processed until the written request is received and materials eligible for a refund are received in new condition.

4.3.5 Lab Courses

Students may withdraw from biology, chemistry, or physics lab courses within four lab sessions (two full days) of the start of labs. Students will receive a 75 percent refund of tuition fees. The lab fee and course administration fee are non-refundable for students who withdraw.

4.4 Withdrawals—SFU, UBC, UVic

4.4.1 Students may withdraw before the twenty-eighth of the month in which the course begins and receive a 75 percent refund of tuition fees and a 50 percent refund for textbooks and course materials for courses originating with SFU and UBC. A student may withdraw without refund up to the twenty-eighth day of the month after the course begins. A "W" grade will be entered on their transcript.

4.4.2 Information about procedures for withdrawals and refunds on course materials for courses originating with UVic is outlined in a UVic welcome letter sent to students upon registration.

4.5 Course Changes—OC and OU

4.5.1 Students who find that they have registered in the wrong course or that the program is not appropriate for them may cancel their registration in the course within five weeks (for most courses) after the course registration date, and they may register in a new course.

4.5.2 Procedures

A. Students who find a course too easy or too difficult should consult their tutor and Student Services, Education Information, at the earliest possible opportunity and not later than five weeks after the date of their registration in the course. (Students are encouraged to contact an advisor to work out a realistic study program when they register.)

B. Students must contact Student Services, Education Information, to request the course change.

C. A student's first course will be cancelled, and tuition, textbooks, and course materials fees for this course will be transferred to the second course, provided that all materials are returned in suitable condition. The course administration fee is non-refundable. Students will be required to pay the course administration fee for the second course and any additional costs for materials, if applicable, for the second course. Applicable refunds will be returned to the student.

4.6 Course Changes—SFU, UBC, UVic

4.6.1 Course changes are normally not permitted for courses originating with SFU, UBC, and UVic, and students will need to cancel their registration or withdraw from their course within the appropriate time line if they wish to receive a refund.

4.7 Extensions—OC and OU

4.7.1 For most independent-study 3-credit courses, students automatically have an option to extend their course period. A four-month course has a maximum course completion time of thirty weeks, and a six-month course has a maximum completion time of forty-seven weeks.

A. Students in independent-study courses who need to take longer than the maximum course completion time are eligible for one extension upon application for the extension. One extension per course is granted for a fee for *most* Open College and Open University courses.

B. Full tutorial support is provided throughout the extension.

4.7.2 Procedures for Paid Extensions

A. For a paid extension, students must apply to Student Services, Records, in writing or, if payment is made by credit card, over the telephone, prior to the course completion date. The request must be accompanied by the extension fee. (Refer to the "Schedule of Other OC and OU Fees" on page 25.)

B. Students who have not already written their final examination will be required to submit an examination application form to schedule the examination. Students who have written the examination before receiving an extension may not write the examination again.

C. Students who receive an extension will have the grade of "XT" (grade deferred, extension) recorded on their transcript. The final letter grade for the

course will be entered when the course requirements are met in the subsequent session. At the Open Learning Agency the XT grade is not included in GPA calculations.

4.7.3 Procedures for Fee-Waived Extensions

A. Students with a disability or medical condition or with exceptional extenuating circumstances (such as a long illness) which prevent them from working on the course for longer than eight weeks are to apply in writing to the Disability Services Office for a course extension with fee waiver. Requests must be supported with documentation (such as a physician's statement) stating dates and the duration of the illness.

B. For a fee-waived extension request to be considered, the following criteria must be met:

1. The request must be in writing and be supported with relevant medical documentation.

2. The extension request must be received by the Disability Services Office no later than the course completion date stated in the student's welcome letter.

C. In all cases where an extension has been requested and approved, students will be required to establish an action plan outlining a time schedule and support services required in order to enhance their chances of successful completion.

D. Extensions will be based on the following criteria:

1. The nature of the student's disability or medical condition

2. The length of time the student has had or will have the disability

3. The circumstances of the student

4. The medical diagnosis and prognosis

5. Progress in the course(s)

6. Other relevant information

E. The student will be informed by the Disability Services Office in writing that the extension has been approved and that a letter will be sent under separate cover indicating the new completion time for the course(s) and available examination sessions.

F. Normally, only one extension will be granted; however, second and subsequent extensions will be considered for students who have extenuating circumstances. In these cases students must contact the Disability Services Office to have their situation reviewed, prior to the deadline of the first extension.

4.7.4 Appeals

Students have the opportunity to appeal extension decisions.

A. Students must submit their appeal in writing to the registrar, Open Learning Agency, within twenty-one days of receiving the letter of notification.

The appeal must include a rationale for the extension, any new relevant information which impacts on the student's situation, and an estimate of the time of the extension requested.

B. The appeal, along with relevant documentation, will be forwarded to the associate dean of the program area.

C. The appeal will be reviewed by a committee consisting of a minimum of two representatives from the program area and one representative from the Disability Services Office.

D. The decision will be communicated to the registrar, who will inform the student in writing.

E. The decision will be final and binding upon the Open Learning Agency and the student. Further appeals shall be allowed only on procedural grounds.

4.8 Extensions—SFU, UBC, UVic

4.8.1 Extensions are not normally granted to students registered in courses originating with Simon Fraser University.

4.8.2 Extensions are granted to students registered in courses originating with the University of British Columbia only on medical or compassionate grounds if appropriate documentation is provided, and the request is received in advance of the examination date. A fee will be charged. Further information is provided in the UBC handbook sent to students on registration.

4.8.3 Extension policies of the University of Victoria vary by program. Students should contact the specific program area.

4.9 Repeat Registrations—OC and OU

4.9.1 Students who fail to complete a course or who have received a low grade in a course and wish to improve their grade may repeat the course. Students will be required to pay the full fees, do whatever work the course tutor requires, and rewrite the final examination if applicable.

4.9.2 Normally, a student may repeat a course only once. Applications for a third registration will be referred to the program area for approval. All attempts at a course are included on the student's permanent record, but credit will be granted only once.

4.9.3 Students repeating Health and Human Sciences courses are required to have their registration approved by the program area.

4.10 Repeat Registrations—SFU, UBC, UVic

4.10.1 Students who repeat courses originating with SFU, UBC, or UVic must pay the full fees.

4.10.2 UBC students who wish to repeat a course to improve their grades on completed course work must have permission from the instructor to repeat the course.

5. Examinations

5.1 General Information

5.1.1 All regulations and standards governing the final examination are established and enforced by the institution delivering the course and are contained in the institution's calendar or student handbook. For more details, consult the institution delivering the course.

5.2 Open College and Open University

5.2.1 Eligibility

A student will be eligible to sit for an examination of OC and OU provided that the student is registered for the course leading to that examination, or provided that the student has been specifically authorized to sit for the examination under the other sections of these regulations.

5.2.2 Examination Centres

A. Examination centres will be established at the discretion of the Open Learning Agency, and, wherever possible, students will be assigned to centres that are convenient to them.

B. Provided sufficient notice is given to the Open Learning Agency, students may be permitted to change their examination centre.

5.2.3 Supervision

In each examination centre, there will be an invigilator who will be responsible for conducting the examinations.

5.2.4 Date and Time

A. Each examination will be conducted on the date and time assigned to the student by the examinations department. No departure will be made from this scheduled examination time except under very extenuating circumstances, which must be approved in advance by the examinations supervisor.

B. The time allowed for an examination will be that specified on the question paper. Candidates who arrive late for an examination will not be allowed additional time.

5.2.5 Changing Examination Sessions

A. Students may reschedule their examination to another date if they are eligible for that date.

B. Students will be charged an examination session change fee if they want to change to a later examination date after the examination application deadline has passed. (Refer to the "Schedule of Other OC and OU Fees" on page 25, or contact Student Services, Examinations, for further information.)

C. No charge will be levied if students ask to change before the examination application deadline of the session in which they are currently scheduled.

5.2.6 Special Examination Arrangements

A. In extenuating circumstances, if students are unable to attend a regular examination centre, they may request approval from the supervisor of examinations to write the examination at another location with an authorized invigilator present.

B. If approval is granted for these special arrangements, students will be required to pay a special arrangement fee to cover the costs. (Refer to the "Schedule of Other OC and OU Fees" on page 25, or contact Student Services, Examinations.) This fee must be paid at least one month before the scheduled date of examination. Students with disabilities may request exemption from this fee (refer to 5.2.7 below).

5.2.7 Students with Disabilities

Students with a disability are to make requests for examination accommodations through the Disability Services Office.

A. A Request for Examination Modification form must be completed and submitted, with current medical documentation, prior to the examination session deadline.

B. Requests will be individually assessed by the Disability Services Office in consultation, as necessary, with the academic areas.

C. The Disability Services Office will inform the applicant of approval of accommodations within two weeks of receiving the application. If reasonable accommodations have not been approved, the Disability Services Office will inform the student in writing, stating the reasons why and including information on appeal procedures.

5.2.8 Students Outside BC

Students living outside BC will be required to cover expenses incurred in writing their examination for Open College and Open University courses.

5.2.9 Admission to the Examination

A. Candidates are required to identify themselves in the examination room by producing the Notice of Examination. A photographic identification acceptable to the invigilator is also required (e.g., driver's licence, passport). Candidates who do not produce photo identification may not be permitted to write the examination.

B. Candidates may take into the examination room only those materials authorized for that examination. Briefcases and other large bags will not be permitted in the vicinity of those writing the examination.

C. A candidate who arrives late will be admitted without question during the first half-hour of the examination session.

D. A candidate who arrives after the first half-hour will be permitted to write the examination. The invigilator will be required to prepare and submit a report stating the time of admission and the reason given by the candidate for lateness. The Open Learning Agency reserves the right to refuse to accept the script submitted by such a candidate.

E. Candidates are required to sign themselves in and out of the examination sitting.

5.2.10 Information to Candidates

If a candidate discovers a misprint in an examination paper, or if a question appears to require elucidation, no information will be given by the invigilator, nor will any announcements be made. The incident is to be reported to the invigilator on completion of the examination and the invigilator will report any such difficulty to the examiners.

5.2.11 Conduct in the Examination Room

Candidates may not smoke, eat, drink, or make unnecessary noise in the examination room. Pagers and cellular telephones are to be switched off during the examination.

5.2.12 Leaving the Examination Room

A. Candidates may not leave the examination room temporarily during the first half-hour of the scheduled examination period.

B. A candidate who wishes to leave the examination room temporarily after the first half-hour should normally be accompanied by an invigilator. The amount of supervision accorded to a student outside the examination room is left to the discretion of the invigilator, but the invigilator should satisfy herself/himself that the student does not have access to other candidates or to books, notes, or similar material left outside the examination room.

C. A candidate will be allowed to leave the examination room on completion of the examination anytime after the first half-hour of an examination, on surrender of the complete examination package to an invigilator, and the candidate will not be re-admitted to the examination.

D. All examination papers and all answer booklets, both used and unused, and any other supplied materials must be returned to the examination envelope and submitted to the examination invigilator before leaving the examination room. The penalty for missing examination materials will be the assignment of a grade of zero (0) (F grade) on the examination.

5.2.13 Misconduct

Misconduct includes any form of cheating or breach of conduct.

A. A candidate may be liable to such penalties as the Open Learning Agency may determine for any misconduct or breach of the examination regulations. Penalties for misconduct will include assignment of a grade of zero (0) (F grade) on the examination and/or additional penalties as deemed appropriate.

B. Any incident in which misconduct is suspected will be reported by the invigilator, including a statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or similar unauthorized material, the documents concerned will be forwarded to the Open Learning Agency along with the invigilator's report.

C. If, in the opinion of the invigilator, it is in the interest of the other candidates present, the invigilator may discontinue the examination of a candidate involved and expel the candidate from the examination room.

5.2.14 Other Misconduct Related to Evaluation

In instances where the Open Learning Agency has reason to believe that the integrity of an essay, project, assignment, or examination has been violated by misconduct on the part of a student or group of students, or by failure of the invigilator or by any other person associated with the course and/or evaluation process to follow proper procedures, the Open Learning Agency has the discretion to declare the evaluation results void for the group of students in question and to require the(se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate.

5.2.15 Absence from the Examination

A. A student who, with acceptable cause, misses a mandatory examination may, for a rescheduling or extension fee (except as in B and C):

1. Be permitted to take a regular examination at the next examination period; or

2. Be permitted to take a special or supplemental examination if such an examination is available in the next permitted session; or

3. Under special circumstances (e.g., graduation or discontinuance of the course), be awarded an aegrotat credit. Such credit will be awarded only if the term work of the student indicates a clear grasp of the content of the course, and all assignments have been completed satisfactorily.

B. In the case of absence from an examination through ill health, the candidate (or the candidate's agent) must submit to Student Services, Examinations, a relevant medical certificate and a written explanation of the absence, prior to the deadline date for the next permitted examination session in order to be rescheduled to write the examination. If documentation is not available, there will be a fee for rescheduling the examination.

C. In the case of absence from an examination due to a serious cause other than ill health of the candidate, the candidate (or the candidate's agent) must submit:

1. Evidence of the cause (wherever possible), and

2. A written explanation of the absence, to be received by Student Services, Examinations, prior to the deadline date for the next permitted examination session in order to be rescheduled to write the examination. If documentation is not available, there may be a fee for rescheduling the examination. If no other permitted session is available, the student must apply for either an extension or a repeat registration.

5.2.16 Illness During an Examination

If a candidate becomes ill while sitting for an examination, the invigilator should be notified immediately. Full particulars of the circumstances will be taken by the invigilator and a report, along with the partially completed script, will be sent to the examiners. The candidate must submit documentation supporting the illness to Student Services within seven days.

5.2.17 Rush Marking of Examinations

Students wanting a rush letter grade must apply to have rush marking of their examination by the Friday prior to writing their examination. All assignments for the course must have been submitted to the tutor at the time of application. A rush mark takes from two to four weeks after an examination has been written and all course requirements completed. Students must send their request to Student Services, Records. (Refer to the "Schedule of Other OC and OU Fees" on page 25.) Applications for rush marks will not be processed until all assignment marks have been received by Student Services, Records.

5.2.18 Release of Examination

Students may access their examinations where information can be severed or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, the Open Learning Agency reserves the right to deny access.

Open College and Open University examinations are normally kept for a one-year period after the examination has been written. Examinations are then destroyed.

These provisions for access, retention, and destruction of examinations are in accordance with British Columbia's Freedom of Information and Protection of Privacy Act.

5.3 SFU, UBC, UVic

5.3.1 Simon Fraser University

Students completing a course originating with SFU are expected to write their midterm and final examinations at SFU if they live in the Lower Mainland. Final examinations are scheduled during the examination period at the end of the session.

Out-of-town students must make arrangements to write examinations in their community under the supervision of a proctor approved by the Centre for Distance Education at SFU. Students living outside Canada may be charged additional fees. Students are to contact SFU's Centre for Distance Education for further information.

All students are required to write examinations at specific dates and times. Rescheduling examinations is subject to approval and a fee will be levied. (SFU does not normally recognize work or vacation as legitimate reasons for rescheduling an examination.)

The course package provides complete information regarding examination policies and procedures.

5.3.2 University of British Columbia

All assignments must be completed before students registered in courses that originate with UBC are eligible to write the examination.

Students completing a UBC course have access to approximately fifty examination centres throughout the province.

A fee is payable when students submit their examination application to the UBC Distance Education and Technology Office. An additional fee is levied if arrangements at a special centre are requested. The course package provides information on policies applying to additional fees.

Examinations are usually scheduled on Saturdays. Students will be notified of the date, time, and place of their examination by the UBC Distance Education and Technology Office at least two weeks before the examination period.

5.3.3 University of Victoria

Some courses that originate with the University of Victoria require students to successfully complete a written examination. The course package provides complete information regarding examination policies and procedures.

6. Final Grades

6.1 Release of Final Grades

6.1.1 General Information

A. Only Student Services is empowered to release final grades.

B. Once a final grade is entered on a student's permanent record and the grade appeal period has expired, no changes will be made to the grade.

C. Definitions which follow (refer to 6.2) show the grades and numerical equivalents that will be used and included in the grade point average (GPA).

6.1.2 Courses originating with SFU, UBC, UVic

For courses originating at Simon Fraser University, the University of British Columbia, and the University of Victoria, the final grade assigned by the delivering institution appears on the OLA transcript.

6.1.3 Procedures

A. A final grade is awarded after all mandatory components of the course have been completed or the course completion time has expired.

B. After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address. Grades will not be released to students by any other means.

C. All final course grades will be entered into, and remain part of, a student's permanent record.

D. Any errors or omissions are to be reported to Student Services, Records, on receipt of the grades. Release of grades takes place four to six weeks after the examination is written.

E. Students are to contact Student Services, Records, if they do not receive their grades within ten weeks after submitting all assignments and writing the final examinations.

6.2 Definitions

6.2.1 Grade/Numerical Equivalent/Definition

A+ 4.33
A 4.00
A– 3.67

Consistently distinguished performance in assignments and examinations.

B+ 3.33
B 3.00
B– 2.67

Above-average achievement, with the student exhibiting consistent mastery of the subject material.

C+ 2.33
C 2.00
C– 1.67

Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.

D 1.00

Bare passing grade—student receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.

F 0.00

Fail grade—assigned to a student who has not met the requirements of the course, either because the final examination was failed or because the average on the components of the course completed is below the passing level.

6.2.2 Grade Point Average (GPA)

A. The grade point average is a means of expressing the student's performance. For Open College and Open University programs, GPAs are used only for determining whether or not a student has met graduation requirements or transfer credit requirements. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values, and then dividing by the total number of course credits.

B. Open College and Open University

The following are used but are not included in the calculation of the grade point average at Open College and Open University:

AG Aegrotat grade
Awarded to a student who is passing, but for a good reason is unable to complete an essential portion of a course. Credit is granted.

I Incomplete grade
Awarded on expiry of the time allowed for the course to any student who has not written the final examination, has not completed a mandatory component of the course, or who has been granted an extension but has not completed the course by the expiry date of the extension.

M All required course work completed
Course completed successfully on a credit-free basis, no examination required. (The "M" symbol is used only in defined courses.)

S Satisfactory performance
All course requirements completed.

U Unsatisfactory performance
Course requirements not met.

W Withdrew from course according to accepted policy

XT Grade deferred (extension)

6.2.3 Non-credit Courses

The following are used for non-credit courses:

J All required work completed

K Course not completed

Non-credit courses are not included in the grade point average.

6.3 Transcripts (Official and Unofficial)

6.3.1 An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or delegate's) signature and the seal of the Open Learning Agency. Normally, official transcripts are released only to other educational institutions. Unofficial transcripts will be released to the student. A form to request a transcript(s) is available from Student Services or students may submit a written request for a transcript to Student Services, Records, with the appropriate fee. Official transcripts will not be issued for any student who is in debt to the Open Learning Agency.

6.4 Appeal of Grades

6.4.1 In the event that disciplinary proceedings were taken by an invigilator during the course of an examination, and if such proceedings had an effect on the student's grade, the student will have the right of appeal.

6.4.2 Review of Assignment Marks

Assignments are an integral part of the instruction process; therefore, assignment marks are a matter of discussion between the tutor and the student. Student disagreement with an assignment mark should be discussed with the tutor upon receipt of the marked assignment. Assignments will be reviewed at the tutor's discretion. An assignment review may or may not result in a higher grade but will never result in a lower grade.

6.4.3 Examination Review

Students wishing academic feedback on an examination may ask the tutor for an informal examination review. In such a case, the general strengths and weaknesses of the examination will be reviewed with the student, usually by the student's tutor.

6.4.4 Appeal of Final Grade

Although both examination and final grades are reviewed carefully before release, students have the right to

appeal. The grade appeal will consider only the mark awarded the final examination. Grade appeals will be considered by a committee chaired by the program co-ordinator or associate dean and including the appropriate academic representatives of the subject. Appeals should be submitted in writing accompanied by the grade appeal fee, to the registrar, to arrive within twenty-one days of the date of mailing grades. The appeal fee will be refunded if the appeal is successful. The appeal should contain full particulars of the grounds of the appeal.

7. Program Completion and Graduation

7.1 Graduation Requirements

7.1.1 Certificate and Diploma Programs

A. There are no minimum grade point average requirements for the Intermediate and Advanced Certificate programs or for the Provincial Diploma of the Adult Basic Education program.

B. To qualify for other certificates or diplomas, students must have a GPA of 2.0 or higher, calculated on courses taken through Open College or Open University or other post-secondary institutions. The GPA calculation includes the grades received in required courses of the certificate or the diploma, including those for which transfer credit was awarded.

7.1.2 Degree Programs

A. To qualify for a degree, students must have a GPA of 2.0 or higher, calculated on all credits required for the degree.

B. For students who apply for graduation with a block transfer for a program completed at another institution (with a GPA minimum of 2.0), the GPA shall be calculated on all credit outside of the block.

7.2 Graduation Procedures

7.2.1 Certificate and Diploma Programs

A. Upon completion of the requirements of a certificate or diploma program, students must submit a completed Application for Graduation form to the Registrar's Office. Students may request a form by writing or telephoning Student Services.

B. Upon approval, the application is forwarded to the Registrar's Office for processing. Students can expect to receive their credential by courier delivery four to six weeks after approval of their application.

7.2.2 Degree Programs

A. Degree graduation applications are reviewed by Open University and, if degree requirements are completed, submitted to the Open University Academic Council for approval.

B. Upon completion of the requirements of a degree, students must submit a completed Application for Graduation form to the Registrar's Office by the first weekday of the month preceding an Academic Council meeting in order to have their application reviewed at the meeting. Students may request a form by writing or telephoning Student Services. Students are to ensure that they have arranged for all official transcripts for courses taken at other institutions, with an OC and OU Letter of Permission or as specified for their collaborative program, to be submitted to Student Services, Admissions.

C. Graduation applications are reviewed by Open University and, if complete, are submitted to the Open University Academic Council for approval. Academic Council meetings are held in April, June, September, and January every year. Students are required to submit the form by the first day of the month preceding an Academic Council meeting to have their application reviewed at that meeting; that is March 1, May 1, August 1, and December 1.

Graduates whose degrees have been approved by January or earlier will be invited to attend the Open University convocation in the spring.

D. Students will be notified in writing of the results of their degree application from the Office of the Provost.

E. Students who wish to receive their degree parchment prior to convocation are to send their request to Student Services, Registrar's Office, in writing.

8. Release of Student Information

8.1 Disclosure to Students of Their Own Records

8.1.1 Students have the right to access their academic and institutional records. They should submit a written request to the appropriate program area. Access will be determined on an individual basis.

8.1.2 Students will, on payment of the appropriate fee, have the right to receive unofficial transcripts of their own academic record. OLA will not send official transcripts if students are in debt to the agency, but such students will still have the right to inspect and review their records.

8.1.3. No partial transcripts of a record will be issued.

8.2 Disclosure to Tutors and Administrative Officers of the Agency

Information about students may only be disclosed without consent of the student to designated agency officials for purposes consistent with Agency activities.



8.3 Disclosure to Third Parties

8.3.1 Personal information will be disclosed without student consent for the purpose of complying with a subpoena, warrant, or order issued or made by a court, person, or body with jurisdiction to compel the production of information.

8.3.2 Necessary personal information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should normally be directed to the supervisor of records or, if that person is unavailable, to other management staff.

8.3.4 Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This will only be done under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon Freedom of Information and Protection of Privacy Act standards.

8.3.5 Other than in the above situations, information on students will be released to third parties only with the written permission of the student.



Career and College Preparation

Literacy and English as a Second Language

Adult Basic Education Intermediate Certificate

Adult Basic Education Advanced Certificate

Adult Basic Education Provincial Diploma

Literacy and English as a Second Language

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Literacy

Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs.

Beginning literacy courses are available through learning centres with which the Open Learning Agency has co-operative arrangements. ABLI 001 and ABLI 002 (*Adult Basic Literacy*) are designed for adults who are beginning to learn to read. ENGL 002 and ENGL 003, two courses in basic English, are offered for home study with a telephone tutor. For further information and to request an English language assessment, contact Student Services, Education Information.

English as a Second Language

The Open Learning Agency offers four levels of English courses—ESL 001, 002, 003, 004—to help students improve their speaking, listening, reading, and writing skills.

Each course has many reading, writing, and grammar exercises as well as telephone assignments that students do with their tutor. The tutor tapes some of the telephone conversations, analyses them, and sends the tape as well as the analysis to the student for review. This helps students to improve their pronunciation, intonation, and listening comprehension.

Beyond the ESL level, the Open Learning Agency offers ELT 005 and ENGL 013 for English as a second language students wanting intermediate- and upper-intermediate-level courses.

Refer to ESL, ELT, and ENGL 013 in the course descriptions section of this calendar.

Adult Basic Education

Certificate Programs

ABE Fundamental Certificate

The Open Learning Agency does not offer a complete fundamental program at this time. The ABE courses ENGL 002 and ENGL 003 can prepare students for a further fundamental-level or equivalent course offered by other institutions. MATH 002 (offered in selected learning centres only) and MATH 010 meet fundamental-level requirements.

Adult Basic Education (ABE) courses and programs follow the guidelines and requirements established by the BC Ministry of Advanced Education, Skills and Training in conjunction with BC's community college system.

ABE Intermediate Certificate Requirements

- Four courses (one English course, one mathematics course, one science course, and one option) are required as follows:

ENGL 010	*Reading and Writing English*
or	
ENGL 012	*Intermediate English*
or	
ENGL 013	*Studying English*
MATH 014	*Intermediate Mathematics*
SCIE 010	*General Science*
SOST 010	*A Study of Canada*
or	
EDCP 010	*Intermediate Education and Career Planning*

ABE Advanced Certificate Requirements

- Four courses (one English course, one mathematics course, one science course, and one option) are required as follows:

ENGL 024	*Advanced English*
or	
ENGL 028	*Advanced English Skills*
MATH 024	*Advanced Mathematics* (Algebra and Trigonometry)
or	
MATH 025	*Industrial Mathematics* (Electrical)
or	
MATH 026	*Industrial Mathematics*

and one of these elective courses:

BISC 023	*General Biology**
BUSM 131	*Accounting I*
CHEM 024	*Introduction to Chemistry**
DTEC 020	*Introduction to Data Technology I*
EASC 024	*Introductory Earth Sciences**
BISC 023	*General Biology*
or	
PHYS 024	*Introductory Physics*
or	
CHEM 024	*Introduction to Chemistry*
or	
EASC 024	*Introductory Earth Sciences*
EDCP 020	*Advanced Education and Career Planning***
FREN 020 and 021	*French I and French II*
MATH 024	*Advanced Mathematics**
PHYS 024	*Introductory Physics**
SOST 028	*Canada and the Contemporary World*

* Provided not already used to fulfil the science or mathematics requirement
** Provided EDCP 010 not used to fulfil the requirements for an Intermediate Certificate

Students who wish to enter a university directly need to meet the requirements of the institution they plan to attend and should select courses accordingly.

Diploma Program

ABE Provincial Diploma Requirements

- Five courses (four at the provincial level or higher), including at least one English literature course and at least one academic course at the provincial level, and a mathematics course from the advanced or Grade 11 level, are required as follows:

English literature (at least one required):

ENGL 030 *Introduction to Literature*
ENGL 034 *Survey of British Literature*

Academic courses (at least one required):

BISC 030 *Provincial Biology*
GEOG 030 *Physical and Human Geography*
HIST 030 *Twentieth-Century History*
MATH 034 *Provincial Mathematics*
FNST 030 *First Nations Studies I*
FNST 040 *First Nations Studies II*
PHYS 034 *Senior Physics*

Mathematics course (one of):

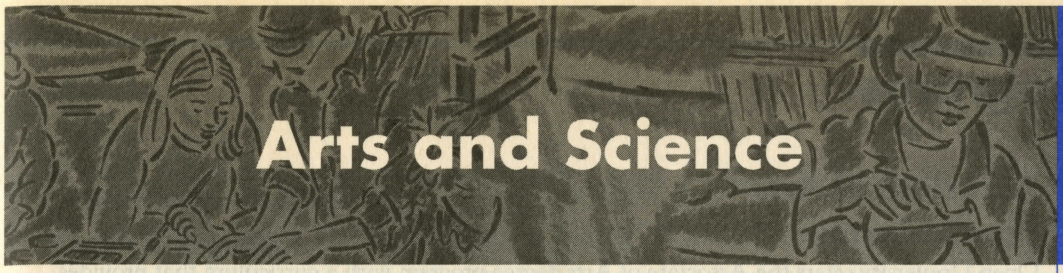
MATH 024 *Advanced Mathematics*
MATH 025 *Industrial Mathematics* (Electrical)
MATH 026 *Industrial Mathematics*
Or an approved Grade 11 mathematics

Other suitable provincial-level courses (maximum of two allowed):

BUSM 132 *Accounting II*
DTEC 030 *Introduction to Data Technology II*
EDCP 030 *Provincial Education and Career Planning**
ENGL 106 *Written Communication*
ENTR 034 *Entrepreneurship*

* Provided EDCP 030 not used to fulfil the requirements for an Intermediate or Advanced Certificate

Approved Grade 12, college, or university courses may be eligible (consult a program advisor).



Arts and Science

Associate of Arts

Associate of Science

Bachelor of Arts, General Program

Bachelor of Arts, Major Program

Bachelor of Design

Bachelor of Fine Art

Bachelor of Music (Jazz Studies)

Bachelor of Music (Performance)

Bachelor of Music Therapy

Master of Music Therapy

Bachelor of Science, General Program

Bachelor of Science, Major Program

Degree Programs

BC Transfer Guide is available for reference at all BC colleges and universities. Web site www.bccat.bc.ca

Associate of Arts

Open University

Open University offers the Associate of Arts degree program with a curriculum that provides students with a broad academic education to prepare them for the workplace or for upper-level university study. The degree requirements for the Associate of Arts may be met through OU's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities (refer to the *BC Transfer Guide*).

Admission Requirements

- There is open admission to the OU Associate of Arts program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC English 12 or its equivalent to take OU's ENGL 100.

Degree Requirements

- 60 credits of first- and second-year courses (upper-level courses may be used to meet program requirements) are required as follows:
  - 6 credits in first-year English literature and composition (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
  - 18 credits in first-year arts other than English, of which 6 credits are in the social sciences and 6 credits in humanities (including the creative and performing arts but not including studio courses), and no more than 6 credits are in any one subject area
  - 18 credits of second-year arts in two or more subject areas
  - 6 credits in natural sciences (e.g., astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a laboratory science
  - 3 credits in mathematics, statistics, or computer science
  - 9 credits of first- or second-year university-level courses
- No course may be used to meet more than one of the specific requirements.
- 6 credits are to be completed in university courses listed in this calendar.
- A minimum grade of C– (60 percent) is required in each course counting toward the credential.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Associate of Science

Open University

Open University offers the Associate of Science degree progam with a curriculum that provides students with a broad academic education to prepare them for the workplace or for further university study. The degree requirements for the Associate of Science may be met through OU's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities (refer to the *BC Transfer Guide*).

BC Transfer Guide is available for reference at all BC colleges and universities. Web site www.bccat.bc.ca

Admission Requirements

- There is open admission to the OU Associate of Science program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC Algebra 12, MATH 034, 100, or equivalent to take OU's MATH 120.

Degree Requirements

- 60 credits of first- and second-year courses (upper-level courses may be used to meet program requirements) are required as follows:
  - 6 credits in first-year English literature and composition (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
  - 6 credits in arts other than English, mathematics, or laboratory-based science courses
  - 18 credits in first-year natural sciences, mathematics (including statistics), or engineering sciences, of which no more than 6 credits may be in one subject area
  - 6 credits in first-year calculus
  - 18 credits of second-year courses in two or more of the following subject areas: natural sciences, mathematics (including statistics), or engineering sciences
  - 6 credits of first- or second-year university-level courses
- Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.
- The first-year science courses are to include a hands-on laboratory component. Additional credits (if any) earned in first-year laboratory courses do not count toward the 60-credit requirements.
- No course may be used to meet more than one of the specific requirements.
- 6 credits are to be completed in university courses listed in this calendar.
- A minimum grade of C– (60 percent) is required in each course counting toward the credential.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Open University Degrees and General Education Requirements

Open University undergraduate degrees in Arts, Fine and Performing Arts [e.g., Design, Fine Art, Music (Performance), Music (Jazz Studies), Music Therapy] and Science require the completion of general education requirements. All degrees in these areas require 6 credits of lower-level English equivalent to OU's ENG 100 and 101. In addition, the degrees require completion of requirements in humanities, mathematics, science, and social sciences. Most, but not all of the above degrees, allow for completion of some academic electives.

Humanities

Acceptable courses in the following disciplines normally meet the humanities or elective requirements:

- Classical Languages and Literature
- Classical Studies
- Comparative Literature
- Communications
- Creative Writing
- Cultural Studies
- English
- History
- History and Theory of Fine and Performing Arts
- Humanities
- Journalism
- Linguistics
- Media Studies
- Modern Languages and Literature
- Philosophy
- Religious Studies
- Theatre Studies

Mathematics/Science

Acceptable courses in the following disciplines normally meet the mathematics/science or elective requirements:

- Astronomy
- Biochemistry
- Biology
- Botany
- Chemistry
- Computer Science
- Earth Sciences
- Ecology
- Environmental Science
- Geology
- Geophysics
- Mathematics
- Microbiology
- Physical Anthropology
- Physical Geography
- Physics
- Physiology
- Statistics
- Zoology

Social Sciences

Acceptable courses in the following disciplines normally meet the social sciences or elective requirements:

- Anthropology
- Archaeology
- Criminology
- Economics
- International Relations
- Political Science
- Psychology
- Regional/Human/Cultural Geography
- Sociology

Other Disciplines

Courses in the following disciplines may meet either the humanities, social sciences, or elective requirements (OU staff will make the determination):

- Administrative Studies
- Asian Studies
- Canadian Studies
- Education
- Environmental Studies
- Gender Studies
- Indigenous Studies
- Latin American Studies
- Legal Studies
- Urban Studies
- Women's Studies

Bachelor of Arts, General Program

Open University

Open University offers the Bachelor of Arts, General Program with a curriculum that provides students with a broad education in arts, with specialization in two subjects (15 upper-level credits each). Students may complete the program with concentrations in arts and sciences, or in a combination of a business administration and an arts and science concentration. OU offers many courses that fulfil the degree requirements. Students choosing this option should note that they may be required to complete make-up courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

- There is open admission to the OU Bachelor of Arts, General Program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC English 12 or its equivalent to take OU's ENGL 100.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0, are required as follows:
  - 6 credits of upper-level course work are to be completed in university courses listed in this calendar.

Refer to "Open University Degrees and General Education Requirements" on page 54.

General Education Requirements—21 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or computing science
- 3 credits in natural sciences (e.g., astronomy, biology, chemistry, geology, physics, physical geography)
- 6 credits in social sciences (e.g., anthropology, economics, political science, psychology, sociology, human geography)
- 3 credits in humanities other than English (e.g., history, philosophy, fine arts, humanities, languages)

Upper-Level Requirements—45 credits

- 15 credits in each area of specialization (total of 30)
- 15 elective credits

Elective Requirements—51 credits

- May be lower- or upper-level credit

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Arts, Major Program

Open University

Open University offers the Bachelor of Arts, Major Program with a curriculum designed for students wishing to specialize in one subject. Students may complete one of the following four major programs: English, history, psychology, or sociology. OU defines the program requirements and any specific courses needed to complete the program. OU offers many courses that fulfil both lower and upper degree requirements, but students may need to complete the degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to OU. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements. Consult an OU advisor..

Admission Requirements

- There is open admission to the OU Bachelor of Arts, Major Program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC English 12 or its equivalent to take OU's ENGL 100.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0, are required as follows:
  - 6 credits of upper-level course work are to be completed in university courses listed in this calendar and chosen in consultation with an OU advisor..

General Education Requirements—21 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or computing science
- 3 credits in natural sciences (e.g., astronomy, biology, chemistry, geology, physics, physical geography)
- 6 credits in social sciences or economics (e.g., anthropology, economics, political science, psychology, sociology, human geography)
- 3 credits in humanities other than English (e.g., history, philosophy, fine arts, humanities, languages)

Lower-Level Major Requirements

- The number of credits and specific courses required varies from one major to another.
- A C average (63 percent) is required in lower-level courses taken in the discipline of the major.
- Courses used to meet lower-level requirements meet general education requirements in that area.

Upper-Level Requirements—45 credits

- 30 credits in area of major (English, history, psychology, or sociology), including 3 credits of Directed Studies.*
- A minimum grade of C (63 percent) is required in all upper-level courses, including Directed Studies, used to meet the 30 credits taken in the discipline of the major. This does not include C– grades.
- 15 credits of upper-level electives.

Elective Requirements—51 credits

- May be lower or upper level

* Directed Studies consists of concentrated study of a topic in the subject of the major selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major, and at least 15 credits of upper-level courses in the subject of their major. A student who is ready to enrol in the Directed Studies course should consult with an OU advisor about enrolment procedures.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Design

Open University

Open University offers the Bachelor of Design degree program with a curriculum that balances and integrates the academic and studio requirements specific to design with general education requirements. OU offers the program to students and graduates of the Ontario College of Art & Design (OCAD), as well as to individuals.

Admission Requirements

- Students and graduates of OCAD (or OCA) may apply for admission and receive a block transfer.
- Other students will be admitted on a case-by-case basis according to OLA transfer credit policies.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- 120 credits, including 6 credits of OU courses, with a GPA of 2.0 or higher, are required as follows::

General Education Requirements—27 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or ENGL 103)
- 6 credits in humanities
- 6 credits in social sciences
- 3 credits in science or mathematics
- 6 credits of academic electives (including art history)

History and Theory of Art—18 credits

- 18 credits in historical or theoretical approaches to art, 9 at upper level

Studio Requirements—75 credits

- 75 credits in studio work, 36 at upper level

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Fine Art

Open University

Open University offers the Bachelor of Fine Art degree program with a curriculum that balances and integrates the academic and studio requirements specific to fine art with general education requirements. OU offers the program to graduates and students at two institutions—Ontario College of Art & Design (OCAD) and Georgian College of Applied Arts and Technology—as well as to individuals.

Admission Requirements

- Students and graduates of OCAD (or OCA) or Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer.
- Other students will be admitted on a case-by-case basis according to OLA transfer credit policies.

Degree Requirements

- 120 credits, including 6 credits of OU courses, with a GPA of 2.0 or higher, are required as follows:

General Education Requirements—27 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or ENGL 103)
- 6 credits in humanities
- 6 credits in social sciences
- 3 credits in science or mathematics
- 6 credits of lower-level or upper-level university credits in any approved academic discipline (including art history)

History and Theory of Art—18 credits

- 18 credits in historical or theoretical approaches to art, 9 at upper level

Studio Requirements—75 credits

- 75 credits in studio work, 36 at upper level

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Music (Jazz Studies)

Open University

Open University offers the Bachelor of Music (Jazz Studies) degree program with a curriculum that balances and integrates the instruction of jazz, traditional music, and general academic electives. It is designed for self-employed professionals, for those who wish to continue their musical development as part of a liberal arts education, and for those interested in teaching music. OU offers the program to graduates and students of specific programs at two institutions—Capilano College and Humber College.

Admission Requirements

- Students and graduates of the Capilano College Jazz Studies Diploma program or the Humber College Music program (Arranging/Composition profile) may apply for admission.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- Completion of the Capilano College Jazz Studies Diploma program or the Humber College Music program with a GPA of 2.0; completion of additional credit with a GPA of 2.0.
- The number of credits required for the degree varies according to the program offered at Capilano College or Humber College. The specific degree requirements are as follows:

General Education Requirements—27 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits of first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits of humanities (e.g., classical studies, fine art, foreign languages, French, history, humanities, or philosophy)
- 3 credits of mathematics or natural or applied science [e.g., astronomy, biology, chemistry, physical geography, geology, mathematics (including statistics), physics, or computing science]
- 6 credits of social science [e.g., Asian studies, economics, geography (human or regional), political science, psychology, sociology]
- 6 credits of academic electives

Music/Jazz Studies History and Theory Requirements

- The number of credits varies..

Jazz Studies Performance Requirements

- The number of credits varies.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students may require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information about the Jazz Studies Diploma program, contact Capilano College. For further information about the Humber College Music program, contact Humber College.

Jazz Studies
Diploma Program
Capilano College
(604) 984-4951
www.capcollege.bc.ca

Music Program
Humber College
(416) 675-6622
ext. 3532
www.humberc.on.ca

Bachelor of Music (Performance)

Open University

Open University offers the Bachelor of Music (Performance) degree program that balances and integrates academic and performance requirements in music with general education requirements. OU offers the program to graduates and students at two institutions—The Vancouver Academy of Music and The Glenn Gould Professional School of The Royal Conservatory of Music.

Admission Requirements

- Students and graduates of The Vancouver Academy of Music program (since 1994) or The Royal Conservatory of Music Performance Diploma program (since 1997) may apply for admission.

Degree Requirements

- Completion of The Vancouver Academy of Music program or The Royal Conservatory of Music Performance Diploma program with a GPA of 2.0.
- The number of credits required for the degree varies according to the program offered at The Vancouver Academy of Music or The Royal Conservatory of Music. The specific degree requirements are as follows:

General Education Requirements—21 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities
- 6 credits in social sciences
- 3 credits in science or mathematics

Music History and Theory Requirements

- The number of credits varies according to the articulation agreement.

Music Performance Requirements

- The number of credits varies according to the program offered at The Vancouver Academy of Music or The Royal Conservatory of Music.
- 6 lower-level credits in one of French, German, or Italian language courses, to be completed for Major in Vocal Performance *only*.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students may require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information about The Vancouver Academy of Music program, contact the registrar, The Vancouver Academy of Music. For further information about The Glenn Gould Professional School, contact the student liaison officer.

For further information on other aspects of this degree, contact Student Services, Education Information.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Registrar
The Vancouver Academy of Music
1270 Chestnut Street
Vancouver, BC
V6J 4R9
(604) 734-2301

The Glenn Gould Professional School of The Royal Conservatory of Music
(416) 408-2825
www.rcmusic.ca

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Music Therapy

Open University

Open University offers the Bachelor of Music Therapy degree program with a curriculum that balances and integrates academic and music requirements specific to music therapy with general education requirements. OU offers the program in collaboration with Capilano College.

Admission Requirements

- Students must fulfil the admission requirements of the third-year music program at Capilano College in order to be admitted to the Open University degree program.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0 or higher, are required as follows:

General Education Requirements—24 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in first-year English composition and literature (equivalent to OU's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or sciences
- 6 credits in humanities (may be music history and theory or performance credit)
- 6 credits in social sciences (must be psychology)
- 3 credits of electives

Psychology Requirements—9 credits

(in addition to 6 credits in general education requirements)

- May be lower or upper level
- 3 credits in abnormal psychology

Music History and Theory Requirements—18 credits

- 3 credits at upper level

Music Therapy Requirements—69 credits

- 60 credits in required music therapy courses
- 9-credit supervised internship

For further information about the Music Therapy program, contact Capilano College.

For further information on the OU Bachelor of Music Therapy degree, contact Student Services, Education Information.

Music Therapy Program
Capilano College
(604) 984-4951
www.capcollege.bc.ca

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Master of Music Therapy

Open University

Open University offers the Master of Music Therapy (MMT) degree through a shared-delivery arrangement with the Advanced Music Therapy Institute (AMTI), an independent, private educational institution in Vancouver. Students acquire scholarship in current developments in music therapy theory and research; introduction to advanced clinical practices; knowledge and skills in research methodology; and learning from related fields such as counselling, psychology, and cultural studies. A new class of students is accepted approximately every two years.

Admission Requirements

- Bachelor of Music Therapy, or Bachelor of Arts and equivalent training in music therapy
- Two years of documented clinical experience in music therapy (includes internships)
- Advanced music proficiency and some experience with other creative art therapies
- GPA of 3.0 (B grade)

Degree Requirements

- 46 credits, with a minimum GPA of 3.0, are required as follows::
  - 30 credits of core courses
  - 10 credits of electives
  - 6 credits for thesis or thesis project

Note

This program is not offered on a regular basis. For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Science, General Program

Open University

Open University offers the Bachelor of Science, General Program with concentrated study in one subject to the level required for a minor (18 upper-level credits). Students choosing this option should recognize that they may be required to complete further specialized courses before being eligible for graduate programs in their subjects of specialization. OU offers many courses that fulfil the specific lower-level requirements of the degree. Because OU's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Consult an OU advisor.

Admission Requirements

- There is open admission to the OU Bachelor of Science, General Program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC Algebra 12, MATH 034, 100, or equivalent to take OU's MATH 120.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0, are required as follows:
  - 6 credits of upper-level course work are to be completed in university courses listed in this calendar and chosen in consultation with an OU advisor.

General Education Requirements—18 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in lower-level university English literature and composition
- 6 credits in humanities other than English (e.g., history, humanities, philosophy, languages, fine arts)
- 6 credits in social sciences (e.g., anthropology, human geography, psychology, sociology, economics)

Lower-Level Requirements—30 credits

- 6 credits in first-year calculus
- 24 credits in first- and second-year science to be met by a maximum of 8 credits in any combination of the following subject areas:
  - Life science (biology, environmental science, microbiology, oceanography, physiology).
  - Chemical science (chemistry, biochemistry).
  - Physical science (astronomy, physics).
  - Earth science (atmospheric science, geophysics, geology, physical geography).
  - Mathematics (including statistics).

- Engineering science (including bioresource, chemical, civil, computing, electrical, geological, mechanical, mineral).
- Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

Upper-Level Requirements—45 credits

- 30 credits in three areas of science (18 credits in one area, 6 credits in each of the other areas). Students may choose any three of the six subject areas identified above.
- 15 elective credits (may be science or non-science courses).

General Elective Requirements—27 credits

- May be lower- or upper-level credit

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Science, Major Program

Open University

Open University offers the Bachelor of Science, Major Program with a curriculum designed for students wishing to specialize in biology. OU defines the program requirements but does not offer all the required curriculum. Students need to complete the degree requirements through classroom or distance courses from other recognized post-secondary institutions, and transfer the credit to OU. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements. Consult an OU advisor.

Admission Requirements

- There is open admission to the OU Bachelor of Science, Major Program (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC Algebra 12, MATH 034, 100, or equivalent to take OU's MATH 120.

Refer to "Open University Degrees and General Education Requirements" on page 54.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0, are required as follows:
  - 6 credits of upper-level course work are to be completed in university courses listed in this calendar and chosen in consultation with an OU advisor.

General Education Requirements—18 credits

(may be lower- or upper-level credit courses to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in lower-level university English literature and composition
- 6 credits in humanities other than English (e.g., history, humanities, philosophy, languages, fine arts)
- 6 credits in social sciences (e.g., anthropology, human geography, psychology, sociology, economics)

Lower-Level Requirements—33 credits

- 6 credits in first-year calculus
- 3 credits of statistics
- 18 credits in first- and second-year science to be met by a maximum of 6 credits in any combination of three different subject areas chosen from the following areas of concentration:
  - Life science (biology, environmental science, microbiology, oceanography, physiology).
  - Chemical science (chemistry, biochemistry).
  - Physical science (astronomy, physics).
  - Earth science (atmospheric science, geophysics, geology, physical geography).
  - Mathematics (including statistics).
  - Engineering science (including bioresource, chemical, civil, computing, electrical, geological, mechanical, mineral).

- Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

- 6 credits in science in the area of the major

Upper-Level Requirements—45 credits

- 30 credits in the area of the major (biology) including 3 credits of Directed Studies*
- 15 elective credits (may be science or non-science courses)

General Elective Requirement—24 credits

- May be lower- or upper-level credit

- A C average (63 percent) is required in lower-level courses in the discipline of the major.
- A minimum grade of C (63 percent) is required in those upper-level courses used to meet the 30 credits taken in the discipline of the major. This does not include C– grades.

* Directed Studies consists of concentrated study of a topic in the subject of the major selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major, and at least 15 credits of upper-level courses in the subject of their major. A student who is ready to enrol in the Directed Studies course should consult with an OU advisor about enrolment procedures.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca



Open Web

Looking for learning options that fit your life?

Now you can get the same flexibility, high quality and recognized credit offered by Open College and Open University while making your Web skills work for you.

Web courses are now available in many disciplines, including Biology, Computing, Geography, Sociology, Workplace Management, and more!

OPEN COLLEGE
OPEN UNIVERSITY
DIVISIONS OF THE OPEN LEARNING AGENCY

To find out more about what you need to get started:

Phone: (604) 431-3300
1-800-663-9711
(Toll-free in BC)
E-mail: studentserv@ola.bc.ca
Web site: www.ola.bc.ca/ou/





Business, Management, Technology, and Tourism

Certificate in Business Skills

Certificate in Office Skills

Certificate in Management Studies

Certificate in Management of Workplace Instruction

Workplace Leadership Foundation Certificate

Diploma in Fire Services

Diploma in Information Technology Management

Diploma in Management Studies

Bachelor of Business Administration

Bachelor of Business Administration (Public Sector Management Option)

Bachelor of Technology (Computing)

Bachelor of Technology (Technology Management)

Bachelor of Tourism Management

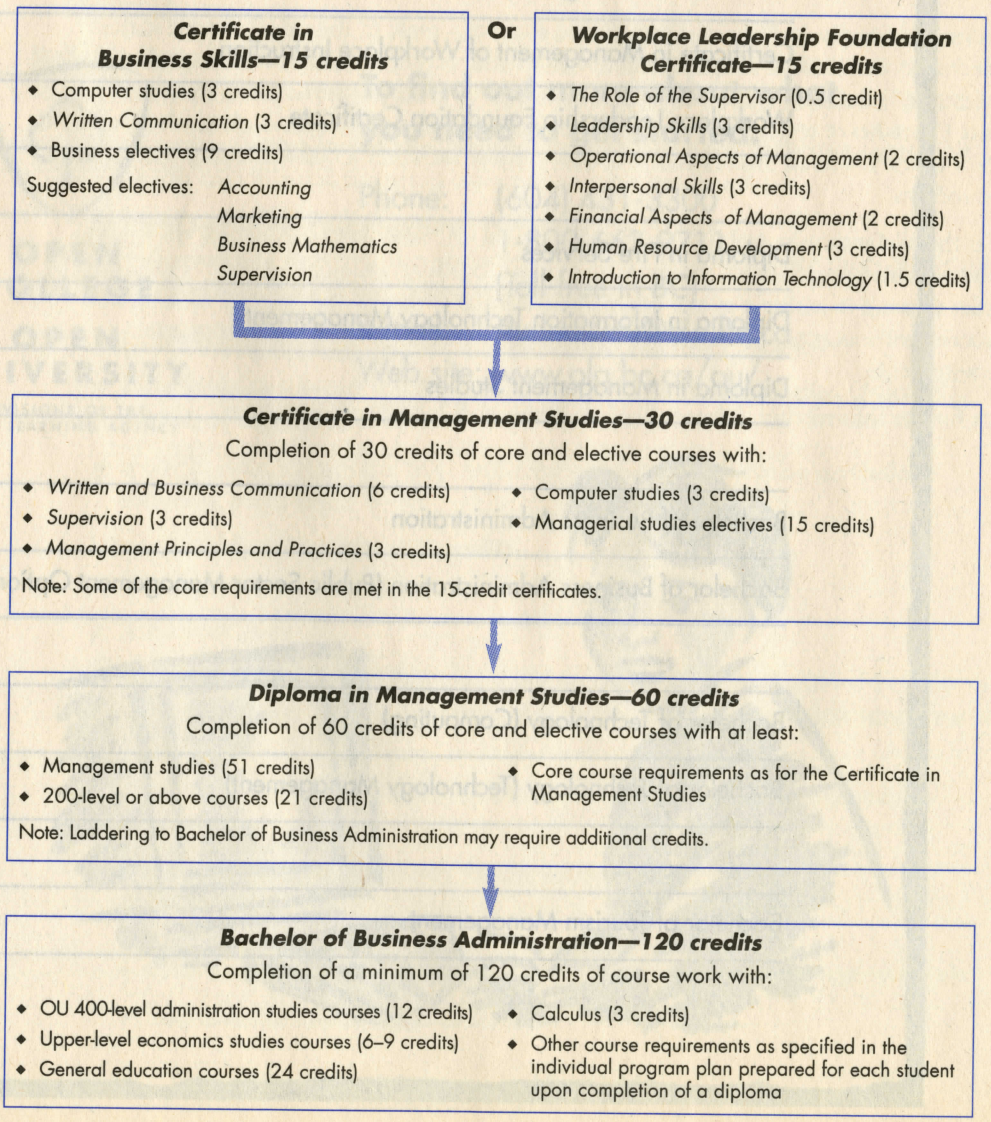
Business Programs Chart

Open College and Open University offer a number of programs and courses designed to develop supervision, business, and management skills. The following chart illustrates the flexible structure of these business programs.

- Students may earn a certificate, diploma, or degree by fulfilling the requirements of individual programs.
- Upon completion of a credential, students receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- For the Management Studies Certificate and Diploma, students are recommended to follow a program plan customized to fit their education goal, after they have completed 15 credits.

This chart is only intended to illustrate laddering opportunities. Refer to the following pages for more detailed information on each program's requirements.

For further information, contact Student Services, Education Information.



Certificate Programs

Certificate in Business Skills

Open College

This 15-credit certificate program, equivalent to a four-month classroom program, enables students to develop practical skills to work in businesses and offices.

Certificate Requirements

- 15 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

Specific Course Requirements—6 credits

ENGL 106 *Written Communication* (3 credits)
CMPT 108 *Introduction to Information Technology* (1.5 credits)
CMPT 109 *Computer Applications in Business* (1.5 credits)

- The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, including CMPT 150, *Computer Concepts*.

Elective Requirements—9 credits

- 9 credits of first-year courses to suit career goals, normally selected from accounting, mathematics, office administration (refer to "BOTR" courses note under Certificate in Office Skills, below), communications, and marketing and sales

For further information, contact Student Services, Education Information.

It is the student's responsibility to consult with the business advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Certificate in Office Skills

Open College

This program is available only for classroom delivery to groups of students at an employer site or in collaboration with a partner organization.

Certificate Requirements

- 15 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

Specific Course Requirements—9 credits

BOTR 106 *Office Systems* (3 credits)
ENGL 106 *Written Communication* or equivalent (3 credits)
CMPT 108 *Introduction to Information Technology* (1.5 credits)
CMPT 109 *Computer Applications in Business* (1.5 credits)

- "BOTR" courses are not currently offered by distance delivery. Students may apply credits earned in a similar program elsewhere to the certificate. Contact the business advisor and request a program plan that specifies requirements.
- The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, such as CMPT 150, *Computer Concepts*.

Elective Requirements—6 credits

- 6 credits of first-year courses to suit career goals, normally selected from office administration, accounting, mathematics, and communications (e.g., ENGL 107)

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Certificate in Management Studies

Open College

The Certificate in Management Studies program is intended for students who have considerable work experience or a qualification in a technical field and would like to study management and supervisory skills. The certificate may be earned either by completing 30 credits of course work as specified in the Business Programs Chart on page 70, or by building on one of the 15-credit certificate programs. This program normally requires the same core courses as listed for the Diploma in Management Studies on page 76.

The Certificate in Management Studies replaces the certificates in Business Management, Small Business Management, Hospitality Management, Industrial and Services Supervision, Construction Supervision, Office Administration, and Office Management. These certificates are still awarded. Students working toward one of them may complete the program as described when they started, or they may change their goal to earn the Certificate in Management Studies.

Students who wish to apply credits they have earned in either the Business or Office Skills program, the Tourism Supervisory Development program, or the Workplace Leadership Foundation program should contact the business advisor and request a program plan that specifies the requirements.

It is the student's responsibility to consult with the business advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Certificate Requirements

- 30 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

Required Core Courses—15 credits

ENGL 106	*Written Communication* (3 credits)
ENGL 107	*Business Communication* (3 credits)
BUSM 111	*Supervision* (3 credits)
BUSM 121	*Management Principles and Practices* (3 credits)
CMPT 108	*Introduction to Information Technology* (1.5 credits)
CMPT 109	*Computer Applications in Business* (1.5 credits)

- Substitution of similar courses meeting the intent of these core requirements can be considered on an individual basis.
- The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, including CMPT 150, *Computer Concepts*.
- Students completing the Workplace Leadership Foundation Certificate first are exempt from ENGL 106, BUSM 111, and CMPT 108.

Elective Requirements (to bring total to 30 credits)

- Courses generally in managerial studies (BUSM, ADMN, ECON, and some MATH and CMPT)
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval.
- Up to 3 credits may be in approved social sciences.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Certificate in Management of Workplace Instruction

Open College and BC Tel

This certificate program is designed to meet the needs of business, vocational, and technical trainers who provide instruction to adult learners in formal instructional settings within a workplace environment. The program prepares subject experts to design and produce competency-based instruction in their subject specialty and to manage the learning process.

It is the student's responsibility to consult with the business advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Admission Requirements

- Participants should be working as, or preparing to work as, trainers in their organization, and complete practicum requirements using their "on-the-job" experience at their workplace.
- Special program admission procedures apply. For information about the Master Trainer program and admission procedures, contact BC Tel Education.

BC Tel Education
(604) 893-3111

Certificate Requirements

- 15 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

BC Tel Courses—12 credits
(credits awarded by OC as transfer credit)

- The following required courses in the Master Trainer program are offered in classroom format in Burnaby, BC, by BC Tel Education:

Instructional Management (1.5 credits)
Instructional Design (4 credits)
Instructional Media Design (3 credits)
Evaluation of Learning (3 credits)
Performance Needs Assessment (0.5 credit)

Elective Requirements—3 credits
(may be taken through distance education)

- 3 credits in Adult Education or, alternatively, 3 credits in organizational behaviour or human resource development. Recommended electives are:

CACCX 200 *	*Foundations of Adult Education* (UVic) (3 credits)
BUSM 213	*Motivation and Productivity* (3 credits)
ADMN 320	*Organizational Behaviour I* (3 credits)

* OC and OU do not offer this UVic course.

Graduates of this program are awarded up to 15 credits toward the Diploma in Management Studies.

For further information contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Workplace Leadership Foundation Certificate

Open College

The Workplace Leadership Foundation program provides basic instruction in a wide range of supervisory skills to assist individuals who are new to supervisory responsibilities or in preparation for promotion to a supervisor level.

The program design allows students to tailor it to their needs. The credits earned in this program may be applied to the Certificate and Diploma in Management Studies, but limited credit applies to the Bachelor of Business Administration. Students continuing in the management studies programs do not take ENGL 106 or BUSM 111.

Certificate Requirements

- The following courses, with a graduating GPA of at least 2.0 (C average), are required:

WKPL 109	*The Role of the Supervisor* (0.5 credit) *
WKPL 110	*Leadership Skills* (3 credits)
WKPL 120	*Operational Aspects of Management* (2 credits)
WKPL 130	*Interpersonal Skills* (3 credits)
WKPL 140	*Financial Aspects of Management* (2 credits)
WKPL 150	*Human Resource Development* (3 credits)
CMPT 108	*Introduction to Information Technology* (1.5 credits)

* Note that WKPL 109 is a prerequisite course for all the courses in the certificate except for CMPT 108. After completing WKPL 109, students may choose their next course from the list of WKPL courses. It is suggested that students select the one of most interest to them. It is not necessary to take the courses sequentially.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Diploma Programs

Diploma in Fire Services

Open College and Justice Institute of BC

The Open College Diploma in Fire Services, offered in collaboration with the Justice Institute (JI) of BC is being phased out as the JI (Fire and Safety Division) introduces a new Diploma in Fire Service Leadership. While both programs are intended to provide an opportunity for fire services personnel to obtain a recognized diploma to facilitate career advancement, the new program is expected to be more applied, will consist primarily of JI courses, and will not directly involve OC or OU. Neither program is intended as a prerequisite to, or practical training for, employment in the fire services.

Students currently enrolled in the OC Diploma in Fire Services will be permitted to continue, but should plan on completing any remaining JI-delivered courses (and their prerequisites) as soon as possible. Tentatively, the four courses (FIRE 200, 201, 211, and 212) will be available for registration by special arrangement until September 2000. Students expecting to complete the remainder of the OC diploma program any later than September 2001 should consult the OC program advisor.

Program Requirements and Further Information

- Current OC Diploma in Fires Services students should refer to their individualized program plan or contact an OC advisor to discuss course requirements for the program.
- Information on the new Justice Institute diploma program is available from the Justice Institute's Fire and Safety Division. Some OC and OU courses may be transferable to the revised Justice Institute program.

Justice Institute
Fire and Safety Division
(604) 528-5657
www.jibc.bc.ca

Diploma in Information Technology Management

Open College in Co-operation with the Burnaby Community Skills Centre

This diploma completion program is available to graduates of the Access Ability Computer Programming Certificate offered at the Burnaby Community Skills Centre (BCSC). In addition to the Access Ability certificate program, students generally complete a further five courses (15 credits) through Open College and Open University and other institutions as follows:

- Communications or Analytical Skills (3 credits) (e.g., ENGL 107 or MATH 102 or PHIL 110).
- Managerial Studies (6 credits, at least 3 credits at the 200 level or higher, e.g., BUSM 121 and 213 or 222 or 241).
- Database Techniques (3 credits, beyond the introductory level). Course selection is subject to the approval of a BCSC instructor. OC and OU do not offer a suitable course at this time.
- Fourth Generation Language (3 credits, beyond the introductory level). Course selection is subject to the approval of a BCSC instructor. OC and OU do not offer a suitable course at this time.

Note that the Access Ability certificate program is an intensive full-time, thirteen-month program for physically disabled individuals whose training is generally sponsored by an agency. The remaining diploma courses are generally completed on a part-time basis through distance education (or night school at other institutions) while a student is working in the field. Transfer of credit from this diploma to the OU Bachelor of General Studies or other programs is under consideration, but may be limited.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

The Diploma in Management Studies replaces the Diploma in Business Management. Students currently completing the Diploma in Business Management program may fulfil requirements for either diploma as they prefer.

Diploma in Management Studies

Open College

The Diploma in Management Studies is awarded to students who complete 60 appropriate credits of course work, the equivalent of a two-year full-time program. The diploma recognizes students' achievement in completing a broad program of management studies integrated with practical work experience. The program is workplace-centred, which assumes that students have opportunities to apply the course concepts in their jobs.

The program design allows students to complete their credentials in phases, starting with an introductory 15-credit credential such as the Certificate in Business Skills or the Workplace Leadership Foundation Certificate, then adding additional credentials.

Many students complete the Certificate in Management Studies or an equivalent one-year program from another institution or college and then complete 30 credits primarily at the second-year level with Open College to earn the diploma.

The Diploma in Management Studies is integrated with the Bachelor of Business Administration degree offered through Open University. Depending on course choices, diploma graduates may be awarded up to 60 credits toward the degree program.

Diploma Requirements

- 60 credits, with a minimum graduating GPA of 2.0 over the diploma requirements, are required as follows::

Core Course Requirements—15 credits

- Substitution of similar courses meeting the intent of these core requirements can be considered on an individual basis:

ENGL 106	*Written Communication* (3 credits)
ENGL 107	*Business Communication* (3 credits)
BUSM 111	*Supervision* (3 credits)
BUSM 121	*Management Principles and Practices* (3 credits)
CMPT 108	*Introduction to Information Technology* (1.5 credits)
CMPT 109	*Computer Applications in Business* (1.5 credits)

- The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totaling 3 credits, such as CMPT 150, *Computer Concepts*.
- Students completing the Workplace Leadership Foundation Certificate first are exempt from ENGL 106, BUSM 111, and CMPT 108.

Elective Requirements—45 credits (to bring total to 60 credits)

- Courses generally in managerial studies (BUSM, ADMN, ECON, and some MATH and CMPT).
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval.
- Up to 6 credits may be in relevant social science courses (such as PSYC 101 or SOCI 101).
- At least 21 credits are required in managerial studies courses at the 200 (second-year) level or higher.

Continuing to the Bachelor of Business Administration

Students planning to continue toward the Bachelor of Business Administration should consider the courses listed below to maximize credit toward the degree.

Students whose diplomas include WKPL or specialized skill courses may not be eligible for the full 60-credit transfer toward the Bachelor of Business Administration. Students who wish to apply credits earned in the Workplace Leadership Foundation program, or in programs no longer offered by distance delivery such as the Office Skills program, are advised to contact the business advisor and request an individualized program plan.

- To apply all 60 credits from the diploma program toward the degree, students should include at least ten of the following courses or equivalents in the diploma program electives:

BUSM 131	*Accounting I* (3 credits)
BUSM 132	*Accounting II* (3 credits)
BUSM 151	*Introduction to Marketing* (3 credits)
BUSM 213	*Motivation and Productivity* (3 credits)
BUSM 236	*Financial Management* (3 credits)
BUSM 241	*Business Law* (3 credits)
CMPT 214	*Decision Support Applications* (3 credits) (UVic) or alternative 3-credit 200-level CMPT course
ECON 200	*Principles of Microeconomics* (3 credits)
ECON 201	*Principles of Macroeconomics* (3 credits)
MATH 102	*Introduction to Probability and Statistics* (3 credits)
MATH 107	*Business Mathematics* (3 credits)

- Students should achieve a diploma graduating GPA of 2.67 (B–) with no grade less than C– (60 percent) for ECON 200, 201, and MATH 102.
- Students with a diploma GPA less than 2.67 (B–) may apply for a plan to complete the degree program, although the block transfer for the diploma may be reduced.

It is the student's responsibility to consult with the business advisor to ensure that the courses selected are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Degree Programs

Bachelor of Business Administration

Open University

The Bachelor of Business Administration is designed to provide students with the business and management skills necessary to become effective managers in today's competitive economy. The degree offers both a practical business education and a broad academic education and prepares students for the business world and for further study in business at a higher level. A degree completion program plan is developed for each student, depending on the student's prior education. Open University has arrangements with several colleges to offer degree completion opportunities on site. These arrangements vary depending upon student enrolments.

Admission Requirements

- Students must have completed a college or institute business diploma program, or the Open College's Diploma in Management Studies, the Certified General Accountants' (CGA) program, or the Certified Management Accountants' (CMA) program, or 60 credits of applicable university transfer courses. Those with a bachelor's degree in another area of specialization are also eligible for admission.
- To be eligible for the full block transfer, students must have a minimum diploma GPA of 2.67 (70 percent), with no grade less than 60 percent for introductory courses in economics and statistics, and have met specific subject requirements.
    - Those with a BC community college business administration diploma receive a block of up to 60 credits toward the degree.
    - Those with selected BCIT business diplomas receive a block of up to 72 credits toward the degree.
    - Those with the CGA designation (Program 90) receive a block of up to 54 credits; those with the CGA designation (Program 80) receive a block of up to 51 credits.
    - Those with the CMA designation (pre-1992) or those who have successfully completed the National Entrance Examination receive a block of up to 54 credits.
- Diploma holders with a GPA of less than 2.67 (70 percent) are still eligible for admission, though the block transfer may be reduced.
- For diplomas completed prior to 1992, the block transfer may be reduced, and students may be required to take additional course work. Applicants are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.

Degree Requirements

- 120 credits, with a GPA of 2.0 over all courses taken outside of the block transfer (diploma program), are required as follows (*many of these requirements are met by the student's block transfer*):

Lower-Level Requirements—39 credits

- The following required courses:

BUSM 121	*Management Principles and Practices* (3 credits)
BUSM 241	*Business Law* (3 credits)
ADMN 231	*Introduction to Financial Accounting* (3 credits)
ADMN 232	*Introduction to Managerial Accounting* (3 credits)

It is the student's responsibility to consult with the business advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

CMPT 214 *Decision Support Applications* (3 credits) (UVic)
ECON 200 *Principles of Microeconomics* (3 credits)
ECON 201 *Principles of Macroeconomics* (3 credits)
ENGL 107 *Business Communication* (3 credits)
MATH 102 *Introduction to Probability and Statistics* (3 credits)
MATH 104 *Calculus for Business and Management Sciences* (3 credits)
MATH 150 *Finite Mathematics* (3 credits)

- 6 credits in lower-level electives (generally includes CMPT 150 or equivalent)

General Education Requirements—24 credits

(to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in English with a balance of literature and composition (e.g., ENGL 100 and 101)
- 3 credits in natural science
- 3 credits in social science (other than economics)
- 3 credits in humanities (other than English)
- 9 credits in liberal arts [social science (excluding economics), natural science (excluding mathematics and computer studies), and/or humanities (including English); pre-calculus math may also be included if taken prior to calculus]

Upper-Level Requirements—57 credits

- The following required courses:

ADMN 315 *Production and Operations Management* (3 credits)
ADMN 320 *Organizational Behaviour I: The Individual and Work Groups* (3 credits)
ADMN 325 *Industrial Relations* (3 credits)
or an approved course in human resource management
ADMN 335 *Finance* (3 credits)
ADMN 350 *Marketing: Principles and Practices* (3 credits)
ECON 310 *Economic and Business Statistics* (3 credits)
ECON 350 *Managerial Economics* (3 credits)
ADMN 460 *Business and Society* (3 credits)
ADMN 465 *Management Decision Making* (3 credits)
ADMN 466 *Managing Change* (3 credits)
ADMN 470 *Business Policy and Strategy* (3 credits)

- 21 credits of upper-level administrative studies electives
- 3 credits of upper-level administrative studies or approved upper-level economics electives

For further information, contact Student Services, Education Information.

Bachelor of Arts, Concentration in Business Administration

Students seeking a degree often desire some expertise in business and administrative studies, but prefer to pursue a wider range of interests than would be possible in the Bachelor of Business Administration degree. By combining this concentration (similar to a minor) with another specialization in an approved arts discipline, students can complete the Bachelor of Arts, General Program (refer to page 55). Contact an OU advisor for specific requirements.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Business Administration (Public Sector Management Option)

Open University in Collaboration with the University of Victoria

The Public Sector Management Option of the Bachelor of Business Administration is designed for those who are or aspire to be managers in various levels of government, crown agencies and corporations, and the non-profit sector. The program provides students with the skills and knowledge necessary for effective management and broadens the students' understanding of administrative processes, especially as they relate to the public sector.

There are three "phases" that generally apply to students completing the requirements for the Bachelor of Business Administration (Public Sector Management Option). Variations to the sequence of studies outlined are possible, provided that all degree requirements are satisfied.

1. Initial study toward this option of the Bachelor of Business Administration degree can be in a wide variety of disciplines, but should ideally consist of 60 credits acceptable to OU containing the general education requirements, foundation courses in accounting and computing, and university-level electives. Specific degree requirements are listed.
2. At the core of this OU degree option is the University of Victoria's Diploma in Public Sector Management, which is typically begun at the third-year level. The diploma program offers professional education to managers and administrators at all levels of government (federal, provincial, and municipal), plus agencies, crown corporations, and other non-profit organizations. This 36-credit (18 UVic units) diploma consists of twelve courses, some offered by distance education and described in this calendar. Some workshop courses are available in the Vancouver and Victoria areas. The Diploma in Local Government Management, a new program offered by UVic, provides professional education to managers and administrators employed in the local government sector in BC. Upon completion of this 36-credit (18 UVic units) diploma, students may transfer some of their courses to the OU's Bachelor of Business Administration (Public Sector Management Option) degree program (pending approval with OU). For further information on either diploma program, contact the University of Victoria, (250) 721-8067; Web site: http://www.hsd.uvic.ca/PADM/programs/undrgrad/dpsm.htm
3. After completion of the University of Victoria Diploma in Public Sector Management, students generally take at least 24 additional credits of course work, including 15 at the upper (300 or 400) level, to complete the total credit requirements of 120 and fulfil any outstanding general education, specific, or elective requirements.

Admission Procedures

Different steps apply, depending on what "phase" of the program a student has attained.

- In the initial phase, students are considered to be qualifying and may have an undeclared academic goal or could be pursuing a lower-level credential such as the Associate of Arts or Science.
- Students apply for admission to the University of Victoria's Diploma Program in Public Sector Management (normally after two years of post-secondary study).
- Students should apply for admission to the degree program through OU once they have been admitted to the University of Victoria diploma program (typically at the beginning of "third year"). Students submit the standard Application for Transfer Credit form. OU also requires confirmation of admission to the University of Victoria program and details of any advanced standing that has been granted toward their diploma.
- An assessment of standing toward the overall degree requirements and a provisional program plan is prepared by OU at that time.
- A full program plan specifying each student's individual degree completion (final phase) requirements is prepared when OU receives an official transcript confirming that the University of Victoria diploma has been granted.

Degree Requirements

- 120 credits, including at least 51 credits at the upper (300 or 400) level, with a GPA of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements—21 credits

(to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in English with a balance of literature and composition (e.g., ENGL 100 and 101)
- 3 credits in calculus (MATH 104, or equivalent)
- 3 credits in the natural sciences (e.g., astronomy, biology, chemistry, geology, physics, physical geography)
- 3 credits in political science other than a course in Canadian government and politics
- 6 credits in social sciences and humanities (other than economics or English)

Other Specific Course Requirements

- The following courses, with some substitutions or exemptions considered on an individual basis, are required:

CMPT 150	*Computer Concepts* (3 credits) (UVic)
ADMN 231	*Introduction to Financial Accounting* (3 credits)
ADMN 310	*Public Sector Applications of Microeconomic Analysis* (3 credits) (UVic)
ADMN 311	*The Political and Governmental Environment* (3 credits) (UVic)
ADMN 312	*Principles of Administration: Concepts and Process* (3 credits) (UVic)
ADMN 313	*Quantitative Analysis* (3 credits) (UVic)
ADMN 335	*Finance* (3 credits) or a 300- or 400-level public finance course
ADMN 406	*Management and Organizational Behaviour* (3 credits) (UVic)
ADMN 420	*The Public Policy Process* (3 credits) (UVic)
ADMN 421	*Budgeting and Management Systems* (3 credits) (UVic)
ADMN 422	*The Responsible Public Servant* (3 credits) (UVic)
ADMN 424	*Management Information Systems* (3 credits) (UVic)
ADMN 425	*Labour Relations in the Public Sector* (3 credits) (UVic)
ADMN 431	*Human Resource Management in the Public Sector* (3 credits) (UVic)
ADMN 437	*Public and Non-Profit Sector Program Evaluation* (3 credits) (UVic)
ADMN 451	*Administrative Law* (3 credits) (UVic)
ENGL 301	*Technical and Business Writing* (3 credits) (UBC)
or	
ENGL 107	*Business Communication* (3 credits)

- Minimum of an additional 6 upper-level credits drawn from courses in the Diploma in Public Sector Management or administrative studies courses approved by OU

Elective Requirements (to bring total to 120 credits)

- Balance required are electives, subject to acceptance by OU; many of these elective requirements can be satisfied in the initial two years of post-secondary education generally required prior to admission to the University of Victoria Diploma in Public Sector Management.

For further information, contact Student Services, Education Information.

It is the student's responsibility to consult with the business advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Technology (Computing)

Open University and Partner Institutions

The term "computing" primarily includes computer science and technology. Most "CMPT" (Computer Studies) courses in this calendar do not satisfy requirements in this program.

The Bachelor of Technology (Computing) program fills a need for a university-level degree in applied computing, aimed at individuals planning professional careers in areas such as software development and network management. Open University offers the degree in conjunction with other institutions where appropriate course work is available. It is a technically oriented program that includes courses in program design, database technologies, operating systems, software engineering, and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized. The program interests those with two-year diplomas in computer science, computer information systems, or related areas, who wish to earn a baccalaureate degree, as well as those with partial credit for a university degree program in computer science or computer engineering.

In order to accommodate the wide variety of computing backgrounds that students may have, this program is a "template." This means that each of the computing requirements can be satisfied by many different courses. A student who wishes to enrol in this program is required to contact a program advisor to develop an approved program plan for completing the degree.

Admission Requirements

- Students require an approved computing diploma program or permission of OU.

Degree Requirements

The general education and elective requirements may generally be satisfied at Open University or elsewhere.

The computing requirements may be satisfied at universities, colleges, or institutes as most of the courses are not available through Open University at this time.

Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus and probability/ statistics.

- 120–121 credits, at least 45 at the upper level, with a GPA of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements—33–34 credits

(to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in English with a balance of literature and composition (e.g., ENGL 100 and 101)
- 3 credits in applied communication (e.g., CMNS 115 or ENGL 107)
- 9 credits in mathematics (e.g., MATH 102, 104, 120, 121, 150)
- 3 credits in social sciences
- 6 credits in liberal arts
- 3–4 credits in laboratory science
- 3 credits in humanities

Lower-Level Course Requirements—30 credits

- First- and second-year computing courses, including required courses in programming and program design, operating systems, data bases, and data structures, and approved computing electives

Upper-Level Course Requirements—30 credits

- Third- and fourth-year computing courses, including required courses in software engineering, data bases, operating systems, networks, and algorithms, and approved computing electives

Other Elective Requirements—27 credits

- Approved electives (24 credits).
- At least 15 of these credits are required to be at the third- or fourth-year level. Courses may be chosen in consultation with the program advisor.

Bachelor of Technology (Technology Management)

Open University and British Columbia Institute of Technology

This degree program is offered by Open University in collaboration with the British Columbia Institute of Technology (BCIT). The program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors, and managers in small and medium-sized organizations within a changing business and technical environment.

Some of the courses offered at the University of Victoria in the Certificate Program in Technology and Management are recognized by BCIT for meeting some requirements of BCIT's Advanced Diploma in Technology Management, and vice versa. An equivalency list is available from BCIT or the OC and OU business advisor.

Admission Requirements

- Admission into the BCIT advanced diploma program is determined on the basis of previous studies, work experience, and availability of suitable advanced technical specialty courses. Contact BCIT for details on application procedures.
- Students may apply for formal admission to this OU degree program once they have been admitted to BCIT's Advanced Diploma Program in Technology Management. The Application for Transfer Credit form (located at the end of this calendar) initiates the OU's admission process.

Degree Requirements

- Completion of a two-year diploma in technology at BCIT, or its equivalent
- Completion of the Advanced Diploma Program in Technology Management through BCIT (not entirely available by distance education)
- 15 academic university-level credits (may be taken before, concurrent with, or after the BCIT Advanced Diploma), for courses through Open University or elsewhere, are required as follows:
  - 6 credits in English with a balance of literature and composition (e.g., ENGL 100 and 101)
  - 6 credits in social sciences (maximum of 3 credits in economics)
  - 3 credits in humanities (other than English)
- GPA of 2.0 over the 45 most recent upper-level credits

For information on the advanced diploma program at BCIT, contact the BCIT School of Engineering Technology (Part-time Studies).

For further information about this degree, contact the business advisor or Student Services, Education Information.

Aircraft Maintenance Engineering Option

Through a special arrangement between OU, BCIT, and Northern Lights College (NLC), licensed Aircraft Maintenance Engineers may complete an OU Bachelor of Technology (Technology Management) degree with an Aircraft Maintenance Engineering Option. For further information, contact OU for a detailed brochure.

It is the student's responsibility to consult with the business advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

BCIT
School of Engineering Technology
(Part-time Studies)
(604) 432-8459
www.soe.bcit.bc.ca/soe/epts

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Tourism Management

Open University and Partner Institutions

This is a degree completion program for graduates of two-year diploma programs in tourism management, hospitality administration, and outdoor recreation, and for those with related programs and educational backgrounds. The intent of the degree program is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry, and to provide more professional training for diploma holders in the work force. The degree forms an integral part of the BC Tourism Learning System.

The degree requirements include core business and tourism or hospitality foundation courses, general education requirements, specified and elective tourism courses at the upper level, and a number of defined elective credits. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before or after the diploma program. Upper-level tourism courses should be taken last.

OU assesses diploma programs to ensure that core tourism or hospitality program requirements have been satisfied. Any deficiencies are added to a student's degree completion program plan. OU prepares an individualized program plan for each student, which reflects previous education as it applies to these requirements. OU's transfer credit and graduation policies and subject area definitions apply. Program requirements are subject to change.

Capilano College
(604) 984-4960
www.capcollege.bc.ca

Note: This is a collaborative program. Most of the specific tourism/hospitality requirements cannot be completed through Open University and are not necessarily offered entirely by distance education. At the time of publication, advanced tourism courses are being offered by Capilano College. For further information, contact Capilano College.

Admission Requirements

- Program admission is determined by Open University in consultation with partner institutions.
- Application for formal admission to the OU Bachelor of Tourism Management degree may be made upon graduation from a recognized two-year tourism or hospitality program.
- Students who have not completed a tourism or hospitality diploma but have considerable industry experience may apply for admission upon completing at least 60 credits of directly applicable course work, preferably including core business and tourism or hospitality foundation courses.

Degree Requirements

- To be eligible for the maximum block transfer for a diploma toward the OU Bachelor of Tourism Management degree, students are required to be graduates of a recognized two-year tourism/hospitality program with a GPA of at least 2.67 (70 percent).
- At least 120 credits, at least 45 at the upper level, with a GPA of at least 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements—21 credits

(to ensure that the degree program satisfies the requirements of a broadly based education)

- 6 credits in English with a balance of literature and composition (e.g., ENGL 100 and 101)
- 3 credits in statistics (e.g., MATH 102)
- 3 credits in humanities (other than English, e.g., HIST 225 or JAPN 100)
- 3 credits in introductory economics (e.g., ECON 200)
- 3 credits in approved geography (e.g., human, cultural, or regional geography relevant to tourism)
- 3 credits in natural science (e.g., BISC 100, GEOG 110, or GEOL 120)

Core Business and Tourism/Hospitality Lower-Level Course Requirements—30–33 credits

(typically part of approved diploma programs)

Tourism Management Stream

- Six of:
  - Accounting *
  - Computer Applications *
  - Marketing
  - Entrepreneurship I
  - Business Communication
  - Human Resource Management
  - Organizational Behaviour
- Four of:
  - Introduction to Tourism
  - Tourism Business Law
  - Co-op or Practicum *
  - Community and Cultural Issues
  - Environmental Stewardship

* Required to be taken in degree completion program if not taken in diploma or equivalent

Hospitality Administration Stream

- All of:
  - Accounting
  - Computer Applications
  - Marketing
  - Accommodations
  - Hospitality Marketing
  - Co-op or Practicum
  - Business Communication
  - Human Resource Management
  - Organizational Behaviour
  - Food and Beverage Service
  - Hospitality Law

It is the student's responsibility to consult with the business advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

Other Requirements—27–30 credits

- Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs. The number of credits are confirmed by OU on a student's individualized program plan.

Upper-Level Requirements—24 credits

- Advanced content:

  Tourism Policy and Planning (3 credits)
  Financial Management for Tourism (3 credits)
  Entrepreneurship II (3 credits)
  Community and Cultural Issues II (3 credits)
  People Management/Human Relations (3 credits)
  Organizational Leadership (3 credits)
  Advanced Communication (3 credits)
  Graduating Seminar (3 credits)

Upper-Level Tourism or Hospitality Specialty Course Requirements—15 credits

- At least one of:

  Marketing Research (3 credits)
  Promotions Management (3 credits)
  Consumer Behaviour (3 credits)
  International Tourism Marketing (3 credits)

- Plus additional upper-level tourism or hospitality specialty courses (up to 12 credits), subject to approval by OU. OU's collaborative partners offer a range of different specialty options.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Business Courses Chart

The chart on the following pages shows:

- By subject, 100- and 200-level business and management studies offered by OC and OU.
- By subject, 300- and 400-level administrative studies courses offered by OU.
- Courses delivered by other educational institutions and applicable to business credentials.
- Courses marked "M" carry a credit-free option.
- Checked (✔) boxes indicate the professional associations that grant exemptions for courses:

AI	Appraisal Institute of Canada (BC)
CA	Institute of Chartered Accountants (BC)
CGA	Certified General Accountants (BC) (B grade required)
CHA	Canadian Healthcare Association
CIM	Canadian Institute of Management
CMA	Certified Management Accountants Society of BC (B– grade required)
CUIC	Credit Union Institute of Canada
ICB	Institute of Canadian Bankers
MOA	Municipal Officers' Association
PMAC	Purchasing Management Association of Canada
QAA	Association of Administrative Assistants
REIC	Real Estate Institute of Canada

For more details about individual courses and the credit-free option, refer to the course descriptions section in this calendar.

Professional Associations

Professional associations oversee standards of practice and qualifications for certain occupations. In most cases, a professional designation can be earned by combining appropriate work experience (as determined by the association) with a prescribed program of studies. Employers often use these designations, or enrolment/registration in these programs, in their hiring decisions.

Many professional associations accept a variety of Open College and Open University courses as meeting part or all of their educational requirements. The listings in the course descriptions section in this calendar indicate which associations recognize a particular course. In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain grade requirements may apply.

Some of the professional associations accepting specific business courses are described on pages 90–92. For full information about course exemption policies, program requirements, work experience expectations, membership procedures, and applicable fees, consult the professional associations.

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CUIC	ICB	MOA	PMAC	QAA	REIC
First-Year Courses															
Accounting															
BUSM 131	*Accounting I*	3		✔	*	*	✔	*	✔	*		*	✔		
BUSM 132	*Accounting II*	3			*	*	✔	*		*	✔	*	✔	✔	
Communications															
ENGL 106	*Written Communication*	3					✔								
ENGL 107	*Business Communication*	3		✔		✔	✔		✔		✔		✔		
Information Technology															
CMPT 108	*Introduction to Information Technology*	1.5	M				✔				✔		✔		
CMPT 109	*Computer Applications in Business*	1.5	M		✔		✔				✔	✔	✔		
CMPT 150 (UVic)	*Computer Concepts*	3			✔	**					✔		✔		
Marketing and Sales															
BUSM 151	*Introduction to Marketing*	3	M				✔					✔	✔		
BUSM 155	*Selling Professionally*	3	M												
Mathematics															
MATH 102	*Introduction to Probability and Statistics*	3		*	✔	**		✔							
MATH 104	*Calculus for Business and Management Sciences*	3			✔										
MATH 107	*Business Mathematics*	3		*†	✔										
Supervisory Skills															
BUSM 111	*Supervision*	3					✔				✔		✔		
BUSM 123	*Achieving Quality*	1.5	M												
Management Studies															
BUSM 101	*Introduction to Canadian Business*	3					✔						✔		
BUSM 104	*Something Ventured: Starting Your Own Business*	3	M												
BUSM 121	*Management Principles and Practices*	3					✔		✔	✔	✔	✔	✔		
WKPL 109	*The Role of the Supervisor*	0.5													
WKPL 110	*Leadership Skills*	3	M												
WKPL 120	*Operational Aspects of Management*	2	M												
WKPL 130	*Interpersonal Skills*	3	M						✔						
WKPL 140	*Financial Aspects of Management*	2	M												
WKPL 150	*Human Resource Development*	3	M												
Second-Year Courses															
Accounting and Finance															
ADMN 231	*Introduction to Financial Accounting*	3			✔			✔	✔			✔	✔		
ADMN 232	*Introduction to Managerial Accounting*	3			✔	**	✔	✔	✔			✔			
BUSM 236	*Financial Management*	3			✔	✔	✔	✔							
Management Studies															
BUSM 213	*Motivation and Productivity*	3			✔		✔	✔			✔		✔		
BUSM 222	Personnel Administration*	3													
BUSM 241	*Business Law*	3		†	✔	**	✔	✔			✔	✔	✔	✔	
BUSM 272 (SFU)	*Behaviour in Organizations*	3													
Information Technology															
CMPT 211 (UVic)	*Forecasting and Control for Management*	3													
CMPT 212 (UVic)	*Database Concepts*	3			*										
CMPT 214 (UVic)	*Decision Support Applications* or equivalent	3			*						✔				
CMPT 215 (UVic)	*Systems Analysis and Design*	3			*			✔							

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CUIC	ICB	MOA	PMAC	QAA	REIC
Economics															
ECON 200	*Principles of Microeconomics*	3		*†	*	*		✔	*	✔	*		✔	✔	✔
ECON 201	*Principles of Macroeconomics*	3		✔	*	*		✔	*	✔	*	✔	✔	✔	✔
Third-Year Courses															
Administrative Studies															
ADMN 315	*Production and Operations Management*	3										✔			
ADMN 320	*Organizational Behaviour I: The Individual and Work Groups*	3			✔		✔	✔	✔	✔	✔	✔	✔	✔	
ADMN 323	*Organizational Behaviour II: The Organization in Its Environment*	3					✔								
ADMN 325	*Industrial Relations*	3													
ADMN 335	*Finance**	3						✔	✔	✔	✔		✔		
ADMN 380	*International Business*	3													
Economics															
ECON 310	*Economic and Business Statistics*	3			✔				✔						
ECON 350	*Managerial Economics*	3													
Public Sector Management															
ADMN 310 (UVic)	*Public Sector Applications of Microeconomic Analysis*	3													
ADMN 311 (UVic)	*The Political and Governmental Environment*	3													
ADMN 312 (UVic)	*Principles of Administration: Concepts and Process*	3							✔	✔					
ADMN 314 (UVic)	*Research Methods in the Public Sector*	3													
Information Technology															
BUSM 362	*Information Analysis and Systems Design*	4			✔	**			✔						
Marketing															
ADMN 350	*Marketing: Principles and Practices**	3						✔		✔	✔		✔	✔	
BUSM 343	*Introduction to Marketing*	3													
Fourth-Year Courses															
Administrative Studies															
ADMN 413	*Motivation and Productivity*	3						✔							
ADMN 457	*Marketing Research*	3													
ADMN 460	*Business and Society*	3													
ADMN 465	*Management Decision Making*	3													
ADMN 466	*Managing Change*	3													
ADMN 470	*Business Policy and Strategy*	3				**		✔			✔				
Information Technology															
CMPT 407 (UVic)	*Project Management*	3													
CMPT 412 (UVic)	*Human Side of Information Systems*	3													
CMPT 480 (UVic)	*Information Technology in the Workplace*	3													
Public Sector Management															
Various courses including ADMN 406, 421, 422, 423, 431, 445, 446, 452, 476															

* Course is under development (for further information, contact Student Services, Education Information).

** Course exemption only; required to write CGA examination.

✻ Combination of courses meets association requirement.

† No exemption but challenge exam granted.

Profiles of Professional Associations

Association of Administrative Assistants (QAA)

The Association of Administrative Assistants is a chartered, Canadian, non-profit, professional organization founded in 1951 with a three-fold purpose: to establish a national standard of qualifications for administrative assistants to senior personnel; to reach this standard by providing advanced education; and to make management aware of the value of the fully qualified administrative assistant. Its mission is to assist members in the continuing development of administrative skills, underlying knowledge, and professional growth, thus enhancing employment opportunities and contributions to both workplace and community.

The Qualified Administrative Assistant (QAA) program is offered at sixteen universities and colleges throughout Canada. The QAA program provides a solid background in general business education and is made up of seven courses which must be successfully completed within six years to qualify for the QAA designation and certificate.

The QAA certificate and designation are not granted unless students are properly registered as a QAA student with the Association of Administrative Assistants.

- For important information on program requirements, contact Doris Kurtz, QAA National Registrar, Association of Administrative Assistants, c/o 76 Davy Crescent, Sherwood Park, AB T8H 1P1; phone (780) 423-2929; fax (780) 492-3340; Web site: http://www.aaa.ca; e-mail: doris.kurtz@ualberta.ca
- Contact the BC Chapter, c/o Linda Gordon; phone (604) 688-9861; e-mail: lgordon@bbp.dwg.com

Canadian Institute of Management (CIM)

The Canadian Institute of Management is Canada's senior management association. Since its inception in 1942, the institute has helped over 45,000 managers develop a broadly based education in management skills. Membership in the institute is open to all those interested in pursuing or furthering their career in management.

The institute's eight-course program leads to the certified in management (CIM) designation, and is comprised of six compulsory courses, namely *Organizational Behaviour, Managerial Communications, Canadian Business Law, Managerial Accounting, Financial Management*, and *Policy and Administration*, and two optional courses from the general subject areas of marketing, management information systems, economics, international studies, quality management, project management, and general management.

- For further information, contact either Carolyne Vigon or Kathy Warner at the Canadian Institute of Management, 2175 Sheppard Avenue East, Suite 310, North York, ON M2J 1W8; phone 1-800-387-5774; fax (416) 491-1670.

Certified General Accountants (CGA)

There are specific Open College and Open University courses and combinations of courses which can earn exemptions from CGA subjects. Further exemptions are available through study at other colleges and universities. The CGA offers courses at all levels by lecture, correspondence, and Internet C-D technology.

In addition to the individual courses, the CGA designation requires, prior to certification, the completion of two years of senior-level practical experience, the successful completion of a four-hour integrated final examination, and a bachelor's degree. All bachelor degrees from

Open University meet the CGA bachelor's degree requirement. Students who do not yet have a degree may wish to include CGA requirements as part of their program with OC or OU.

- For more complete details and to obtain the CGA's calendar, transfer guide, and other information, contact the CGA Association of BC; phone (604) 732-1211 or 1-800-565-1211; Web site: http://www.cga-bc.org

Certified Management Accountants Society of BC (CMA)

This society offers the paraprofessional designation associate accounting technologist (AAT), as well as a Professional Program leading to the full CMA designation. Six of the ten subjects required for the AAT can be completed by obtaining at least a B– in specific OC and OU courses or combinations of courses. Two additional exemptions can be earned through OC or OU beyond the AAT level. For both the AAT and full CMA designations, proof of suitable work experience is required by the society.

- For more complete details and to obtain the CMA's calendars and exemption policy, contact the Management Accounting Institute; telephone (604) 687-5891 or 1-800-663-9646; Web site http://www.cmabc.com

Institute of Chartered Accountants (CA)

The institute's School of Chartered Accountancy (SCA) provides a graduate-level professional education consisting of three courses and exams and a Uniform Final Exam (UFE) in combination with thirty months of approved work experience, leading to the CA designation. In order to be admitted to the SCA program, students are required to be employed by a CA firm approved to train students. There are also ten prerequisite subjects to be completed. Students typically include these in an undergraduate business degree; if students are in a non-business program, they may wish to include SCA prerequisite requirements as part of their program or to complete any outstanding requirements after receiving their degree. Mature students can also be considered for admission.

Open College and Open University offer courses or combinations of courses which satisfy five of the ten prerequisite subjects. With permission of Open University, the remaining five subjects can be taken at other recognized institutions and used as electives in an OU degree program.

- For more complete details, obtain the publication *How Do I Become a Chartered Accountant?* and the SCA Prerequisite Course Equivalency Chart; phone (604) 681-3264 or 1-800-663-2677; Web site: http://www.ica.bc.ca

Municipal Officers' Association of BC (MOA)

The Municipal Officers' Association of BC is a professional organization representing local government managers from across BC. The association is dedicated to supporting the professional development of its membership through seminars, educational programs, workshops, and the sponsoring of a large annual conference. The MOA comprises six very active regional chapters, each of which holds biannual meetings with guest speakers and seminars on topics of current interest and concern to local government administrators. Regular contact is maintained with other associations and agencies across North America whose aim is to foster the interests of local government.

- For more information, contact Dave Morris, Executive Director, or Wendy McOmber, Office Manager, Municipal Officers' Association of BC, 737 Fort Street, Victoria, BC V8W 2V1; phone (250) 383-7032; fax (250) 384-3000; e-mail: moabc@pinc.com



Purchasing Management Association of Canada (PMAC)

The Purchasing Management Association of Canada has a well-established professional certificate program leading to the certified professional purchaser (CPP) designation.

For persons already enrolled in the 1983–87, 1988–92, or 1993–97 accreditation programs, the requirements include either three (for programs prior to 1993) or four principles courses (Principles of Buying, Principles of Transportation, Principles of Inventory and Operations Control, and Principles of Quality), PMAC seminar credits, management studies, a week-long live-in course, and actual buying experience. The general business management courses are offered in co-operation with university and college institutions.

- For registration information, contact the BC Institute of PMAC, 5724 Glover Road, Langley, BC V3A 4H8; phone (604) 514-8858; fax (604) 514-8859; Web site: http://www.bci-pmac.bc.ca; e-mail: admin@bci-pmac.bc.ca
- Or contact the National Head Office: Purchasing Management Association of Canada, Registrar's Office, 1414–2 Carleton Street, Toronto, ON M5B 1J3; phone (416) 977-7111, ext. 146; fax (416) 977-8886; Web site: http://www.pmac.ca; e-mail: info@pmac.ca; registrar e-mail: whsien@pmac.ca

Other Associations

There are several other associations which routinely recognize OC and OU business and administrative studies courses. Many of these offer professional development programs for individuals already employed in their field or industry. Some recognize certain OC and OU courses but require more specific training, which they provide or which is offered by other institutions. For more information, individuals should contact the associations directly, or, if appropriate, consult their employer.

- **Appraisal Institute of Canada (AI)**
  (604) 266-8287
- **Canadian Healthcare Association (CHA)**
  (613) 241-8005
- **Canadian Institute of Management (CIM)**
  (416) 493-0155
- **Credit Union Institute of Canada (CUIC)**
  1-800-267-2842
- **Institute of Canadian Bankers (ICB)**
  (514) 282-9480
  Only "Business Program" courses are specified.
  Contact ICB for Specialized Studies requirements.
- **Insurance Institute of Canada (II)**
  (416) 362-8586
  OU courses only, upon approval.
- **Real Estate Institute of Canada (REIC)**
  (416) 695-9000

General Studies

Certificate in General Studies

Diploma in General Studies

Bachelor of General Studies

Certificate and Diploma Programs

BC Transfer Guide is available for reference at all BC colleges and universities. Web site www.bccat.bc.ca

General Studies Program

A general studies program allows students to select virtually any combination of courses; however, there are some general requirements to be met. Students are free to select credit courses at the 100 level or higher in any number of different disciplines or subject areas, provided that course prerequisites have been met and there is no duplication of content. Students may select all their courses from Open College and Open University offerings or transfer courses from recognized post-secondary institutions (refer to the *BC Transfer Guide*).

Individuals with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult an OC advisor regarding the possibility of being granted credit for these programs. This also applies to those with prior learning as discussed on page 21 of this calendar. Courses previously used toward a credential at the same level may not be used again toward a General Studies Certificate or Diploma unless the previous credential consists of no more than fifty percent of the number of credits that the General Studies Certificate or Diploma requires. Regular OLA graduation and transfer credit grade point average regulations apply.

A certificate or a diploma in general studies does not automatically count toward/ladder to an Open University degree.

Certificate in General Studies

Open College

It is the student's responsibility to consult with an OC advisor to ensure that the courses selected are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Certificate Requirements

- 30 credits in courses numbered 100 or above are required.

For further information, contact Student Services, Education Information.

Diploma in General Studies

Open College

It is the student's responsibility to consult with an OC advisor to ensure that the courses selected are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Diploma Requirements

- 60 credits, including at least 21 credits at the second-year level or higher (courses numbered 200 and above by OC and OU), are required.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Degree Program

Bachelor of General Studies

Open University

Open University offers the Bachelor of General Studies degree program with a curriculum that permits students to structure their degree program with as much or as little specialization as they wish. OU offers a range of courses that fulfil degree requirements. Students choosing this degree should note that they may be required to complete make-up courses before being eligible for graduate programs.

Admission Requirements

- There is open admission to the OU Bachelor of General Studies (no specific GPA is required).
- Some courses have recommended or specific course prerequisites; for example, students are required to have BC English 12 or its equivalent to take OU's ENGL 100.

Degree Requirements

- 120 credits, including 45 upper-level credits, with a GPA of 2.0, are required as follows:

General Education Requirements—6 credits

- 6 credits in first-year university-level English composition and literature

Upper-Level Requirements—45 credits

- 6 credits of upper-level course work are to be completed in university courses listed in this calendar and chosen in consultation with an OU advisor.
- 15 of these credits may be applied credit (e.g., studio or performing arts, engineering).

Elective Requirements—69 credits

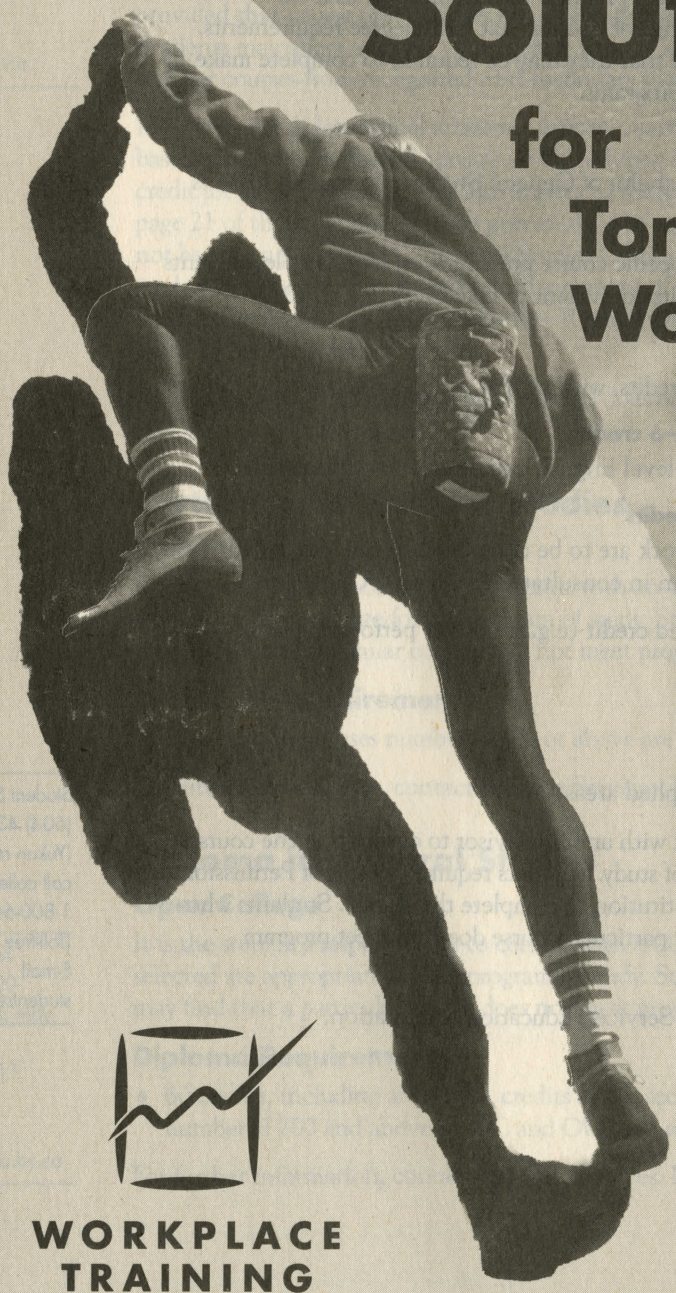
- May be lower or upper level.
- 60 of these credits may be in applied areas.

It is the student's responsibility to consult with an OU advisor to ensure that the courses selected are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Creative Solutions for Tomorrow's Work Force

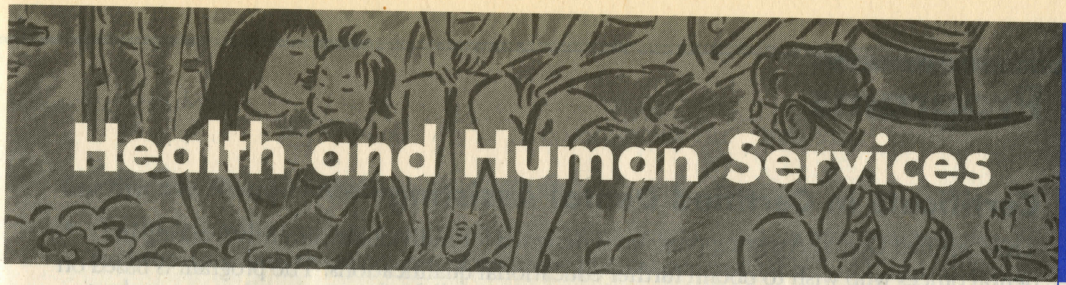


WORKPLACE TRAINING SYSTEMS

A DIVISION OF THE OPEN LEARNING AGENCY

www.wts-bc.com

(604) 431-3290



Health and Human Services

Certificate in Certified Dental Assisting

Home Support Attendant Certificate

Social Service Worker Certificate

Nurse Refresher

Practical Nurse Refresher

Practical Nurse Qualifying Courses

Bachelor of Health Science (Physiotherapy)

Bachelor of Health Science (Psychiatric Nursing)

Bachelor of Health Science (Respiratory Therapy)

Bachelor of Science in Nursing

Continuing Education Opportunities

Certificate Programs

Certificate in Certified Dental Assisting

The Certified Dental Assisting program is designed for individuals currently working in dental offices who wish to obtain further educational qualifications. The program is based on the regulations governing dental assisting practice within BC as defined by the College of Dental Surgeons of BC (CDSBC). The program is approved by the CDSBC and is fully accredited by the Commission on Dental Accreditation of Canada.

The certified dental assistant (CDA) should be interested in helping and working with people. Other desirable characteristics include initiative; an aptitude for working both independently and as a team member; an interest in health; strong interpersonal communications; the ability to work well under stress; problem-solving and critical thinking skills; manual dexterity; and the desire to contribute to a growing profession.

The program is designed to prepare graduates to practise as registered, licensed, certified dental assistants in various settings, including general and specialty dental practices, hospital dental clinics, community health agencies, and educational institutions. Most certified dental assistants are employed in private practice. Typical duties include support services to the dentist, basic laboratory procedures, basic office procedures, and direct patient care under the supervision of a dentist. The CDA works as a vital member of the dental health team.

The Certified Dental Assisting application package should be submitted at least four weeks prior to the student's preferred start date.

Admission Requirements

- At least six months of current work experience in a dental environment or successful completion of the course DENT 100, *Introduction to Dental Assisting*. Exceptions may be made for those with previous formal training in dental assisting.
- Work experience in a dental environment for a minimum of fourteen hours per week for the duration of the program. A "Statement of Employment" is submitted as part of the application process.
- Satisfactory medical and dental reports from a physician and a dentist as part of the application process.
- Satisfactory criminal records search (refer to policy on page 101). Students may be admitted to the program and register in the first course pending the criminal records search.
- BC Grade 12 or equivalent is strongly recommended. Due to the need for English proficiency, Grade 12 English or Technical Writing 12 is desirable. Grade 11 Biology or an introductory biology course is also desirable, but not required.
- It is recommended that students admitted to the program receive a vaccination for Hepatitis B as well as tests for HIV and tuberculosis.
- Applicants with latex sensitivity or allergies should consult carefully with their physician and the program co-ordinator before applying to the program.

Certificate Requirements

- All the following required courses in the Certified Dental Assisting program are home-study courses, with the exception of the three clinical courses (DENT 153, 154, 162), and are generally taken in the following order:

DENT 130	*Dental Professionalism*
DENT 131	*Basic Dental Assisting*
DENT 132	*Patient Assessment*
DENT 133	*Dental Office Emergencies*
DENT 134	*Preventive Dentistry*
DENT 135	*Dental Radiography*
DENT 153	*Clinical Dental Radiography*
DENT 136	*Restorative Assisting*
DENT 154	*Clinical Dental Assisting*
DENT 137	*Laboratory Procedures*
DENT 140	*Dental Specialties*
DENT 141	*Community Dental Health*
DENT 142	*Dental Reception*
DENT 143	*Patient Care Procedures*
DENT 162	*Clinical Patient Care*

- Upon successful completion of program requirements and an acceptable GPA, graduates are granted a Certificate in Certified Dental Assisting. This certificate qualifies graduates to apply for registration and licensure with the College of Dental Surgeons of BC.

For further information and a Certified Dental Assisting application package, contact Student Services, Education Information.

Licensing Requirements

After successful completion of the Certified Dental Assisting program, to become registered and licensed to practise as a certified dental assistant in BC, the graduate:

- Applies to the College of Dental Surgeons of BC for registration and licensure and pays the appropriate fees.
- Provides a current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C).
- Satisfies a criminal records search through the CDSBC.

Graduates are also eligible to write the National Dental Assisting Board examination

Challenge Examinations

DENT 139, *Challenge Examination*, is designed for individuals who wish to challenge the courses DENT 130 through DENT 137 inclusive. Individuals who are confident they have the knowledge, abilities, and experience in these courses are eligible to apply for admission to DENT 139.

All individual home-study courses are also available to challenge with the exception of DENT 143, *Patient Care Procedures*. Clinical courses are not open for challenge. All other program admission requirements are to be met before applying for any challenge examination. For further information, contact the program co-ordinator at (604) 431-3207.

It is the student's responsibility to consult with the program advisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Home Support Attendant Certificate

Open College

This certificate program is designed for home support workers who wish to obtain a certificate and upgrade their knowledge and skills so that the service they offer to clients of home support agencies can be improved and expanded. Individuals who are not presently working for a home support agency may register if they either have had past experience as a home support worker or are involved in caregiving.

Program delivery has been designed for part-time study to enable students to continue employment while enrolled; however, Open College reserves the right to alter the schedule of availability of courses in the program. Learning activities may include home study of print materials, listening to audiotapes, participation in teleconferences, face-to-face workshops and lab sessions, practice of skills on the job, completion of written assignments, and participation in other scheduled practice activities to gain client-oriented experience. When feasible, workshops, lab sessions, and scheduled practice activities (practicum and clinical experiences) take place in the student's region. However, when this is not the case, the travel and accommodation required to attend is at the student's expense.

Courses in the program deal with work roles and responsibilities; interpersonal communication skills; health and lifestyle issues; concepts related to growth, development, human needs, human health, and healing; personal care skills; and working with client groups with special needs. A practicum and a preceptorship provide opportunities for students to gain additional experience and to demonstrate the integration of knowledge and practical skills with clients. The support and co-operation of a home support employer/agency is recommended for the practical learning activities.

Employers who would like to have the program offered locally on a part-time or full-time basis should contact the OC representative responsible for delivery of the program.

As this is a new program, there may be adjustments to admission requirements.

Admission Requirements

- Current active employment as a home support worker with an approved employer or volunteer experience with an approved organization providing health care services.
- Recommendation of the employer, completion of the employer's probationary period, and/or recommendation (written and oral) by a volunteer service organization.
- Satisfactory health report from a physician.
- English reading comprehension at the Grade 10 level or above, as measured by a standardized test.
- A telephone interview with the OC program supervisor prior to admission.
- An immunization update and TB testing are recommended.
- Completion of an application package.
- Satisfactory criminal records search (refer to policy on page 101).
- Standard First Aid certificate including CPR (for infants and adults).

Program Requirements

- Courses with clinical/practical lab requirements may be offered at limited times and locations, and enrolment may be limited. Any travel and accommodation required to attend is at the student's expense.

Certificate Requirements

- The following courses are required:

HOME 140	*Work Role* (formerly HOME 111)
HOME 150	*Health: Lifestyle and Choices* (formerly HOME 114)
HOME 160	*Interpersonal Communications* (formerly HOME 112)
HOME 170	*Health and Healing* (formerly HOME 113 or 115 Part I and 178 Part II)
HOME 179	*Practicum* (formerly HOME 120)
HOME 181	*Personal Care Skills* (Theory) (formerly HOME 115)
HOME 187	*Personal Care Skills Lab* (formerly part of HOME 180)
HOME 190	*Special Needs* (formerly HOME 116)
HOME 199	*Preceptorship* (formerly HOME 130)

Graduates are granted a Home Support Attendant Certificate.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Criminal Records Search

General

Prospective students applying for admission to a Health and Human Services program which has a clinical component may be required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Applicants Who Have Immigrated to Canada

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Applicants to Health and Human Services programs who require a criminal records search will be informed of the policies and procedures.

Social Service Worker Certificate

Open College

This certificate program is designed for individuals who seek the knowledge and skills to enter the field of social services at a beginning level or to upgrade a current position. Although employment opportunities may vary from year to year, they exist in both the public and private sectors; for example, financial assistance workers are employed by the Ministry of Human Resources, and social service workers are needed in both private and public social service agencies. Check local community agencies for employment trends and opportunities.

To complete the program, students are required to take ENGL 106, PSYCH 102, plus ten courses in social service-related curriculum as follows:

- Eight courses are solely home-study courses.
- One course has a field-work component of six hours a week for twelve weeks as well as a home-study component.
- One course includes a two-day workshop.
- One course consists of a four- to six-week block placement to be completed in a government or social service agency.
- Four courses are of an academic nature and are at the first- and second-year university level.

Admission Requirements

- ENGL 106, *Written Communication;* or post-secondary introductory English. Students who have completed Grade 12 English with a B average may complete the voluntary *English Assessment* or the Language Proficiency Index and are exempt from ENGL 106 if they obtain a writing level score of 5 or 6.
- PSYC 102, *Introductory Psychology II*, or equivalent (contact Student Services, Education Information).
- Sixty hours of people-oriented volunteer work experience in public or private social service agencies in the last five years; or completion of probation as an auxiliary or regular employee in a Ministry of Human Resources district office; or, for other employees of the Ministry of Human Resources, thirty hours of people-oriented volunteer work experience in public or private social service agencies.
- Satisfactory criminal records search (refer to policy on page 101).
- A personal statement and documented volunteer hours are to be submitted with registration forms.
- Completion of a Grade 12 program or the Adult Basic Education Provincial Diploma is recommended.

Although the Social Service Worker Certificate may be completed only by students admitted to the program, those who have not been admitted may be allowed to take all SSWP courses, except the two practicums.

Certificate Requirements

- The following courses are required:

ENGL 107	*Business Communication*
SOCI 102	*Introduction to Sociology II*
SSWP 200	*An Introduction to Social Work Practice*
SSWP 355	*Human Development*
SSWP 107	*An Introduction to Field Work in Social Services: Practicum I*
SSWP 109	*Introductory Counselling Skills for Social Service Workers*
SSWP 110	*Weekend Workshop for Introductory Counselling Skills*
SSWP 212	*Social Welfare*
SSWP 207	*Practicum II—Block Placement*
SSWP 122	*Native Issues in Social Services* (Students who prefer another elective to SSWP 122 should contact the program supervisor for prior approval.)

- Courses in the program, with the exception of SSWP 110 and 122, are available on a continuous enrolment basis.
- Courses in the program, with the exception of SSWP 107, 109, 110, 122, 207, are exclusively home-study courses.
- SSWP 107 combines home study with field work.
- SSWP 109 is taken in conjunction with SSWP 110, a two-day workshop. Students are responsible for their own travel expenses to attend the weekend workshop.
- SSWP 122 combines teleconferencing seminars with home study.
- SSWP 207 combines home study with a four- to six-week block placement in a government or private social service agency.

Graduates are granted a Social Service Worker Certificate, which qualifies them to practise as social service workers.

It is the student's responsibility to consult with the program supervisor to ensure that the selected courses are appropriate for the program of study. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Refresher Programs

Nurse Refresher

Open College

The Nurse Refresher program is designed for nurses who have been away from active nursing practice for five or more years. It is available to nurses who are required by the Registered Nurses Association of BC (RNABC) to complete a refresher program to be eligible for reinstatement of membership as a practising registered nurse. The program may be of assistance to nurses who are not yet registered with the RNABC and who are required to take a refresher program to meet all or part of the registration requirements. The program is approved by the RNABC.

This full- or part-time self-paced program combines theoretical study and clinical practice to help nurses update their nursing knowledge to the current level, prepare them to re-enter nursing employment with confidence, and provide them with the skills needed to keep pace with ongoing changes in nursing. The program, which focusses on nursing competency, employs an integrated self-care nursing model. Candidates learn to apply the model in all phases of nursing and practise it in a clinical setting. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

Upon submission of admission forms with all required documents, program personnel contact applicants for an interview.

Admission Requirements

- Graduation from a nursing program recognized by the RNABC.
- Current registration, or eligibility for registration, as a non-practising member of the RNABC. Applicants who have not yet met RNABC registration requirements are eligible for admission in some instances. Applicants whose RNABC registration has lapsed are required to apply to the RNABC for non-practising or student membership.
- Satisfactory health report issued by family physician.
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C).
- Updated immunizations and TB testing.
- Satisfactory criminal records search (refer to policy on page 101).

A nurse's uniform and shoes appropriate to the clinical agency are required. A stethoscope is recommended.

Program Requirements

- Completion of two courses is required:

  NURS 340 *Health Review*
  NURS 350 *Nursing Update*

- Admission to NURS 350 is dependent on successful completion of NURS 340 and the availability of appropriate clinical placement.
- Clinical placements may be limited by location and time of year.
- During the practicum that concludes NURS 350, candidates are responsible for the full workload of a registered nurse.
- There is a final examination at the end of each course.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Practical Nurse Refresher

Open College

The Practical Nurse Refresher program is designed to help candidates update their nursing knowledge and return to active nursing practice. It is available to practical nurses who are required by the College of Licensed Practical Nurses of BC (CLPNBC) to take a refresher program. This program is approved by the CLPNBC.

This program is self-paced and may be available on a part- or full-time basis; however, Open College reserves the right to alter the scheduling of courses in the program. The program combines theoretical study and clinical practice to help candidates re-enter nursing with confidence. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

Admission Requirements

- Graduation from a practical nursing program recognized by the CLPNBC
- Current licence or assessment by the CLPNBC indicating eligibility for licensure following completion of a refresher program
- Satisfactory health report by family physician
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C)
- Updated immunizations and TB testing
- Satisfactory criminal records search (refer to policy on page 101)

A nurse's uniform and shoes appropriate to the clinical agency are required. A stethoscope is recommended.

Upon submission of admission forms with all required documents, program personnel contact applicants for an interview.

Program Requirements

- Completion of two courses is required:

PNRP 101	*Practical Nursing in a Changing Health Care System*
PNRP 103	*Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings*

- Admission to PNRP 103 is dependent on successful completion of PNRP 101 and the availability of appropriate clinical placement.
- Clinical placements may be limited by location and time of year.
- During the practicum that concludes PNRP 103, candidates are responsible for the full workload of a licensed practical nurse.
- There is a final examination at the end of each course.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Practical Nurse Qualifying Courses

Open College

Four courses are available for those practical nurses whose basic training lacked certain components. Assessment by the College of Licensed Practical Nurses of BC (CLPNBC) indicates which qualifying component is required for licensure.

This program is self-paced and may be available on a part- or full-time basis; however, Open College reserves the right to alter the scheduling of courses in the program. All courses contain both theory and clinical experience. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

Upon submission of admission forms with all required documents, program personnel contact applicants for an interview.

Admission Requirements

- Graduation from a Practical Nursing program recognized by the CLPNBC
- Current licence or assessment by the CLPNBC indicating eligibility for licensure following completion of a qualifying course
- Satisfactory health report by family physician
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C)
- Updated immunizations and TB testing
- Satisfactory criminal records search (refer to policy on page 101)

A nurse's uniform and shoes appropriate to the clinical agency are required. A stethoscope is recommended.

Qualifying Courses

- These courses are designed to fulfil licensing requirements:

PNRP 104	*Adapting Practice to the Community Setting*
PNRP 105	*A Caring Approach to Mother, Newborn, Infant, and Child*
PNRP 106	*A Caring Approach to Mother and Newborn*
PNRP 107	*A Caring Approach to Infant and Child*

- Clinical placements may be limited by location and time of year.
- There is a final examination at the end of each course.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Degree Programs

The Bachelor of Health Science (B.H.S.) degree programs have been designed to:

- Provide academic recognition for advanced-level training in selected health disciplines and specialties;
- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options, and academic credentials without having to leave the work force for an extended period;
- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

The information provided here about the B.H.S. degree programs is a general guide. Each student's degree program plan reflects her/his previous education as it applies to the degree.

Bachelor of Health Science (Physiotherapy)

Open University

This degree program is offered in association with the College of Physical Therapists of BC (CPTBC) and the Canadian Alliance of Physiotherapy Regulators (*The Alliance*). The degree is available to physiotherapists in two categories:

Group 1

Physiotherapists in BC who are fully licensed members of the College of Physical Therapists of BC, who wish to develop the skills and knowledge necessary for career progression to senior practice positions or for application to graduate school, and

Group 2

Physiotherapists seeking licensure in Canada whose qualifications have been reviewed by *The Alliance*, who are required to complete a degree program and then pass the Physiotherapy National Examination in order to obtain full licensure as physiotherapists, and who are recommended to the program by *The Alliance*. Candidates may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with *The Alliance*.

Admission Requirements

- Candidates in both groups are subject to the academic policies of Open University and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution.

In addition, the following admission requirements apply:

Group 1

- Candidates are required to provide a copy of a current full licence with the College of Physical Therapists of BC at the time of entry to the program.

Group 2

- Candidates who are referred by *The Alliance* are required to provide documentation showing that the only requirements they need to obtain full licensure in a jurisdiction affiliated with *The Alliance* are completion of a degree program and a pass grade on the Physiotherapy National Examination.
- All other licensure requirements, including completion of a program with sufficient physiotherapy content and successful completion of a TOEFL (Test of English as First Language) test, are to be completed prior to admission to the program.

Degree Requirements

- A diploma in physiotherapy from a recognized institution and documentation of full licensure, or progression to full licensure as outlined. Typically, up to 90 credits are granted for a three-year diploma in physiotherapy.
- 6 credits of first-year English composition and literature (if not taken in the diploma)

Additional Academic University Requirements—30 credits
(15 credits at the upper level; 6 credits to be taken through OU)

- 3 credits of introductory statistics
- 3 credits of social and behavioural research methods (upper level)
- 3 credits of humanities (other than English)
- 15 credits of academic electives selected in consultation with an OU advisor (at least 6 credits at the upper level)
- 6 credits of health issues (upper level, taken through OU)

Students may complete most of the academic requirements of the degree program at any time, with OU courses or their equivalents.

It is the student's responsibility to consult with the program advisor to ensure that the selected courses are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For further information, contact Student Services, Education Information.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Health Science (Psychiatric Nursing)

Open University and Douglas College

This degree program, offered in collaboration with the Department of Psychiatric Nursing at Douglas College, is designed to give registered psychiatric nurses (RPNs) and registered nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a baccalaureate degree awarded by Open University, following completion of the Advanced Diploma program in Psychiatric Nursing at Douglas College.

Admission Requirements

- Admission to the degree program is open to students enrolled in the Advanced Diploma program in Psychiatric Nursing at Douglas College, who are (1) psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan, or Manitoba; or (2) registered nurses working in psychiatric nursing.
- Individuals applying for admission to the degree program are required to provide documentation of admission to the Advanced Diploma program at Douglas College.

  Entry to the Advanced Diploma program requires that the student possess current active practising registration as an RPN or RN and recent appropriate psychiatric nursing experience.

  Graduates of general nursing programs are required to demonstrate knowledge and skills comparable to current psychiatric nursing diploma programs.

Degree Requirements

- A diploma in psychiatric nursing or nursing from a recognized institution
- The Douglas College Advanced Diploma in Psychiatric Nursing

Additional Academic University Requirements—30 credits

(15 credits at the upper level; 6 credits to be taken through OU)

- 6 credits of English literature and composition
- 3 credits of mathematics or computing science (an introductory statistics course is recommended)
- 3 credits of research methods (upper level)
- 6 credits of social sciences
- 3 credits of humanities (other than English)
- 6 credits of health issues (upper level, taken through OU)
- 3 credits of administrative studies

Students may complete most of the academic requirements of the degree at any time, with OU courses or their equivalents.

For information on the Douglas College Advanced Diploma program in Psychiatric Nursing, call (604) 527-5420.

For further information about other aspects of this degree, contact Student Services, Education Information.

It is the student's responsibility to consult with the program advisor to ensure that the selected courses are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Health Science (Respiratory Therapy)

Open University and the University College of the Cariboo

This degree program is offered in collaboration with the University College of the Cariboo. The degree is designed to provide respiratory therapists with the opportunity to obtain a baccalaureate degree in their discipline.

The degree is available to graduates of accredited diploma programs in respiratory therapy, who have a registration number with the Canadian Society of Respiratory Therapists (CSRT), and have completed one year of employment as a respiratory therapist.

Admission Requirements

- Candidates are required to provide transcripts of all post-secondary education as per academic policies of Open University.
- Candidates are required to provide proof of possession of a Canadian Society of Respiratory Therapists registration number.
- Candidates are required to have a minimum of one year of work experience as a respiratory therapist.
- Candidates are required to provide proof of at least one year of employment as a respiratory therapist in the last five years.
- The applications of candidates who have not practised in the field for at least one year in the last five years will be reviewed, and those candidates may be required to update their didactic studies in respiratory therapy.

Degree Requirements

- 120 credits, with a minimum of 45 upper-level credits, are required as follows:

Specific Requirements

- A diploma in respiratory therapy from a recognized institution. Graduates of accredited three-year diploma programs in respiratory therapy, including graduates of the University College of the Cariboo diploma program, are awarded up to 75 credits, including 21 upper-level credits, toward degree completion. Graduates of two-year diploma programs in respiratory therapy are awarded up to 60 credits, including 21 upper-level credits, toward degree completion.
- 6 credits of first-year English literature and composition

Upper-Level Requirements—15 credits

- 3 credits of social and behavioural research methods (upper level)
- 6 credits of health issues courses, taken through OU
- 6 credits in administrative studies or 6 additional credits in health issues courses, or 3 credits in each

General Education and Elective Requirements
(at least 9 credits at the upper level)

- 3 credits of humanities (other than English)
- 6 credits of social sciences
- 3 credits of statistics
- 3 credits of computer applications
- Academic elective credits, selected in consultation with an OU advisor. The number of elective credits required depends on the number of credits awarded for the diploma program. Normally, graduates of three-year programs are required to complete 9 elective credits, and graduates of two-year programs are required to complete 24 elective credits.

Note that exemptions without credit may be granted for appropriate English, statistics, and computer applications courses taken within the diploma program. This could increase the number of elective credits required for degree completion.

Note that credit will not automatically be granted for a computer course taken more than seven years ago.

It is the student's responsibility to consult with the program advisor to ensure that the selected courses are appropriate for the program of study. Students require a Letter of Permission in order to enrol in a course at any other institution to complete the degree. Students who proceed without approval may find that a particular course does not meet program requirements.

For information about a diploma program in respiratory therapy and advanced certification programs, contact the University College of the Cariboo.

For further information about this degree, contact Student Services, Education Information.

University College of the Cariboo
Kamloops
(250) 828-50000
Williams Lake
(250) 392-8000

Student Services
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)
E-mail
studentserv@ola.bc.ca

Bachelor of Science in Nursing

Open University and the University College of the Fraser Valley

This program, offered in a collaborative arrangement between Open University and the University College of the Fraser Valley, offers a baccalaureate degree with a diploma exit option. In addition, an RN Access program also provides registered nurses with an opportunity to complete the Bachelor of Science in Nursing (B.S.N.) degree. The program is offered on site at the University College of the Fraser Valley, Chilliwack Campus.

For further information about the program, contact the University College of the Fraser Valley, Chilliwack Campus.

University College of the Fraser Valley
Chilliwack Campus
(604) 795-2817

Continuing Education Opportunities

A number of courses in the Health and Human Services program area are available to individuals who do not intend to complete an entire program but are interested in enrolling in a course for continuing education purposes. Some courses are available only as continuing education.

Admission Requirements

- Special admission requirements may apply.
- Refer to the course descriptions section in this calendar for details on course content and prerequisites.
- Admission to courses taken for continuing education purposes is at the discretion of the program supervisor or co-ordinator. Enrolments may be limited.

Professional development activities such as conferences and audioconference series may also be available.

Continuing Education Courses

- OC and OU currently offer the following as continuing education courses (others may become available in the future):

APST 450	*Understanding Research in Nursing*
APST 451	*Understanding Research in Nursing and Psychiatric Nursing*
APST 452	*Understanding Research in Nursing and Physiotherapy*
DENT 100	*Introduction to Dental Assisting*
DENT 109	*Clinical Dental Radiography* (DENT 153 is for full certificate program students only)
DENT 130	*Dental Professionalism*
DENT 133	*Dental Office Emergencies*
DENT 135	*Dental Radiography*
DENT 141	*Community Dental Health*
DENT 142	*Dental Reception*
DENT 180	*Infection Control for Dental Professionals*
HEAL 310	*Client-Centred Care Management I*
HEAL 320	*Community Development I*
HEAL 401	*Health Policy*
HEAL 402	*Issues in Health Care*
HEAL 403	*Cultural Diversity in Health Care*
HOME 140	*Work Role*
HOME 143	*Nutrition for Home Support*
HOME 150	*Health: Lifestyle and Choices*
HOME 160	*Interpersonal Communications*
HOME 170	*Health and Healing*
HOME 181	*Personal Care Skills*
HOME 190	*Special Needs*
NURS 340	*Health Review*
PNRP 101	*Practical Nursing in a Changing Health Care System*
PNRP 102	*Adapting Practice to the Institutional Setting*
PNRP 103	*Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings*
PNRP 104	*Adapting Practice to the Community Setting*
PNRP 105	*A Caring Approach to Mother, Newborn, Infant, and Child*
PNRP 106	*A Caring Approach to Mother and Newborn*
PNRP 107	*A Caring Approach to Infant and Child*
SSWP 109	*Introductory Counselling Skills for Social Service Workers*
SSWP 110	*Weekend Workshop for Introductory Counselling Skills*
SSWP 112	*Social Welfare*
SSWP 122	*Native Issues in Social Services*
SSWP 200	*An Introduction to Social Work Practice*
SSWP 355	*Human Development*

For further information, contact the Health and Human Services program area.



Course Descriptions

Reading a Course Description

Delivery Options

Subject Index to Courses

Course Offerings

Courses Under Development

Courses are listed alphabetically by letter code and number on the following pages. The various information given in a course description and course delivery options are explained. A subject index of courses is also provided.

Course Description Information

Reading a Course Description

Course Listings

Courses are listed alphabetically by the OC or OU letter code and number. Letter codes represent subject areas and numbers represent the year or difficulty of the course. As a general rule:

- Three-digit course numbers beginning with 0 indicate high-school level.
- 100-level courses are generally taken in the first year of a college or university program and usually have no prerequisites.
- 200-level courses are generally taken in the second year of a college or university program. Some 200-level courses may have prerequisites.
- 300-level courses are generally taken in the third year of a degree program and are considered upper-level. Most 300-level courses have recommended or specific prerequisites.
- 400-level courses are also considered upper-level and are taken in the third or fourth year of a degree program. Most 400-level courses have recommended or specific prerequisites.

Delivering Institutions—OC, OU, SFU, UBC, UVIC

The institution delivering the course is indicated by its course letter code and number. Courses delivered by OC or OU are printed in blue.

Courses Marked (M)

Courses marked (M) may be completed on a credit-free basis. Students receive the letter grade "M" on their transcript if they complete the assignments without taking the final examination. In some cases, students are only eligible for the "M" grade if they indicate at the time of registration that they wish to complete the course on a credit-free basis. Students who indicate that they wish an "M" designation and do not complete the assignments receive an "I" (Incomplete) grade on their transcript.

The Icons

Refer to the next page for the explanation of the icons.

Course Credit

Credit values are shown when applicable. Credits are accumulated and may be applicable to one or more programs offered by OC or OU or other post-secondary institutions, subject to each institution's policies and program requirements. It is the student's responsibility to ensure that courses are applicable to their program of study. Credit values are in "semester hours," as used by SFU, UBC, UNBC, and most community colleges.

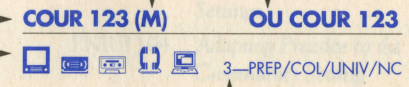
Professional Associations

Professional associations that grant exemptions for OC and OU business courses are indicated by their initials. For information about the associations, refer to pages 90–92.

Course Level/Type Designations

Course level/type designations are defined as follows:

- PREP
  Career and College Preparation, ABE courses
- COL
  College Credit—applicable to OC certificates and diplomas as appropriate. Courses may also be transferable to other colleges, institutes, and professional associations. College courses generally only contribute credit to OU degrees through block transfer or other special arrangements and are therefore usually not suitable as electives in arts, science, and general studies programs. Students unsure about how a course applies to their program of study should consult a program advisor.
- UNIV
  University Credit—applicable to OU degree programs as appropriate. Courses are usually also transferable to other universities and colleges, and may be applicable to certain OC certificates and diplomas. Students unsure about how a course applies to their program of study should consult a program advisor.
- NC
  Non-credit as defined by OC and OU.



Course Name

The course content is described here and outlines topics that are covered. (AI, CA, CGA, CHA, CIM, CMA)

Prerequisites/Corequisites: These are needed before or concurrent with registration in the course.

Note/Special Arrangements/Equipment Note: For some courses, special information that students should note is given.

Required Texts: Required textbooks are listed for OC and OU courses only. Not all textbooks used in the course are given; only the most important textbooks are listed.

Start Date: Refer to the next page for explanation of course start dates and registration deadlines.

Maximum Completion: The maximum time permitted to complete a course is given. Refer to the next page for further information.

What the Icons Mean


Students are required to watch one or more Knowledge Network broadcasts for the course. Videotapes may be available for rent or purchase from the offering institution if students are unable to watch the programs at the scheduled times, or if there are no broadcasts at the time they are taking their course.


Access to a computer is required. In some cases, as stated in the course description, access to a printer and to the Internet is also required. Unless otherwise stated in the course description, hardware and software specifications are given on the next page.


The course includes a teleconferencing component. Access to a telephone is required.


Supporting material on audiocassette tapes is included in the course package. Access to an audiocassette player is required.


VHS videotapes are a component of the course. Students are required to view the videotapes for successful completion of the course. Access to a VHS video playback machine (VCR) is essential. Note: For some courses videotapes are included in the course package; for other courses videotapes are loaned to students by the OLA Student Library Service; and for some courses videotapes are rented to students through Student Services (a rental form is included in the course package).

Start Date

A brief explanation of course start dates and registration deadline dates follows. Detailed information is available in the *OC and OU Courses Currently Available* list, which can be obtained from Education Information Services. The term "TBA" (To Be Announced) is used when information was not available in time for inclusion in the calendar.

Open College and Open University

Registration in most OC and OU courses is continuous and can take place anytime throughout the year. Exceptions are lab courses, clinicals, and other selected courses.

Simon Fraser University

Courses are offered three times a year—January, May, and September. Space is limited and early registration is advised. Not all courses are offered every semester. The registration deadline is fifteen working days prior to the start date of the course.

University of British Columbia

Some courses are offered six times a year—January, March, May, July, September, and November. Other courses are offered three times a year, and a selected number of courses are available only once or twice a year. The registration deadline is five working days prior to the start date of the course.

University of Victoria

Course start dates are specific to the department offering the course. Registration deadline dates and course start dates are given in the course descriptions. If not listed, consult with the specific program area at the University of Victoria.

Maximum Completion

Open College and Open University

Most 3-credit courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week. However, the maximum course completion time for these courses is thirty weeks. Students may usually choose from three examination session times, over the thirty-week period (starting at time of registration). By choosing an early examination session, a student may complete a course in less than thirty weeks. Students are required to submit an application for the examination session one month before their selected examination session. This schedule is included in the student's confirmation of registration package.

Simon Fraser University

Students are required to complete the course in thirteen weeks commencing from the start date of the course (normally the first Monday in January, May, or September), and assignments are submitted according to established time lines. Final examinations are scheduled in weeks fourteen or fifteen and are arranged by Simon Fraser University.

University of British Columbia

Courses are of variable lengths. A schedule for course completion is included in the course package, together with time lines for submitting assignments.

University of Victoria

Course completion times are indicated in the course descriptions. If not listed, consult with the specific program area at the University of Victoria.

Delivery Options

OU/OC Online

Taking an OU/OC Online course is a way of sharing information and participating in the world of ideas. OU/OC Online courses offer all the advantages of learning at times convenient to the student, with the benefits of participating in on-line discussions with fellow students and interacting on-line with course materials, supported be a tutor. The Online course tutor is available in the course discussions and privately via e-mail, and receives students' assignments in electronic form.

The software provided is easy to use, and the student can log on to the course at any time that is convenient to them. All discussions are stored until the student is able to read them and respond. The course tutor is available on-line to help guide students through the course.

For more information, visit the OC and OU Web site: http://www.ola.bc.ca/ou/home.html

OC and OU Web

Students can tap into the wide world of Internet resources through the OC and OU Web. OC and OU Web courses offer all the advantages of learning at times convenient to the student, with the added benefits of participating in on-line discussions with fellow students, of interacting on-line with course materials, and of working with up-to-date resources on the World Wide Web. The Web course tutor is available in the course discussions and privately via e-mail, and receives students' assignments in electronic form.

For more information, visit the OC and OU Web site: http://www.ola.bc.ca/ou/home.html

Hardware Requirements for OU/OC Online and Web Courses*

- At least 16 MB of RAM (memory)
- 6 MB of available storage on the hard drive
- A modem that runs at 14.4 Kbps or faster
- A dial-up PPP connection to the Internet **

PC users must also have:

- A 486 or higher microprocessor
- Windows 95 or later

Macintosh users must also have:

- 68040 or PowerPC processor
- System 7.1 or later, or MacOS

* Minimum technical requirements are subject to change.
** Consult the Internet Service Provider (ISP) for clarification.

Software Requirements for OU/OC Online and Web Courses

- A word-processing program—compatibility with Word 6 or Word for Windows 95 is recommended unless otherwise specified in the course description.
- An e-mail account that supports file attachments.
- Online students download customized computer conferencing software when they register.
- Web-course students require a Java-enabled browser, e.g., Netscape 2.0 or better or Internet Explorer 3.0 or better.

Year 2000 (Y2K) Compliance

The Open Learning Agency will not be responsible for computer hardware, software, or course interruptions resulting from students' personal computers not being Year 2000 (Y2K) compliant.

Computer Skill Requirements for OU/OC Online and Web Courses

To successfully work through courses offered on OU/OC Online and the OC and OU Web, students should be able to:

- Create new directories or folders on their computer's hard drive.
- Navigate the directory/folder structure of their computer's hard drive.
- Use a word-processing program.
- Save word-processing documents in different file formats.
- Use an e-mail program.
- Upload and download files as e-mail message attachments.
- Use a graphical Web browser.
- Search for files on their hard drive.

For more information specific to OU/OC Online requirements, visit the OC and OU Web site: http://www.ola.bc.ca/ou/home/html or contact the Help Desk at: help_desk@openet.ola.bc.ca

Print

Unless otherwise specified in the course description, all courses are available in print format—that is, there are no broadcast or on-line elements to the course. Courses available in print format may also include audiocassettes, videotapes, or computer diskettes.

Video

Taking courses by video means having access to documentaries, discussions, and images that enrich the learning experience. Students view some course materials on videotapes, and the course tutor is available by telephone—or via computer for OU/OC Online or OC and OU Web courses.

Subject Index to Courses

Courses are listed on the following pages alphabetically by letter code and number. This index shows subject areas followed by letter codes. Locate courses in a subject area by referring to the letter code.

Accounting / **ADMN, BUSM**
Administration / **ADMN, BUSM**
Agricultural Studies / **AGEC, AGSC**
Animal Science / **ANSC**
Anthropology / **ANTH**
Apiculture / **APSC**
Applied Science / **APSC**
Archaeology / **ARCH**
Asian Studies / **ASIA**
Astronomy / **ASTR**
Biological Sciences / **BISC**
Business/Management / **ADMN, BUSM, ENTR, WKPL**
Calculus / **MATH**
Canadian Studies / **CNST, SOST**
Career Planning / **EDCP, PREP**
Certified Dental Assisting / **DENT**
Chemistry / **CHEM**
Child Care / **CYCA, ECED**
Commerce / **ADMN, BUSM, ECON**
Communication / **CHHS, CMNS, ENGL, WKPL**
Community Economic Development / **CEDE**
Computer Applications / **CMPT, DTEC**
Computer Science / **CPSC, ITEC**
Computer Studies / **CMPT, ITEC**
Counselling / **CNPS, EDUC, SSWP**
Criminology / **CRIM, SOCI**
Economics / **ADMN, AGEC, CEDE, ECON**
Education / **EDST, EDUC, LANE**
- Adult Education / **ADED, EDUC**
- Counselling / **CNPS**
- Curriculum Development / **EDCI, SSED**
- Early Childhood Education / **ECED**
- Law for Teachers / **LAWT, SSED**
- Reading Instruction / **READ**

Educational Psychology / **EDUC, EPSE**
Engineering / **CIVL**
English / **ENGL**
English as a Second Language / **ELT, ESL**
Environmental Studies / **CIVL, ENVS, EOSC, RMES, SOIL**
Film / **FILM**
Finance / **ADMN, BUSM, WKPL**
Fine Art / **FINA**
First Nations Studies / **FNST**
Food Science / **FOOD, KINE**
Forestry / **FRST, WOOD**
French Language / **FREN**
Geography / **EOSC, GEOG**
Geology / **GEOL**
German Language / **GERM**
Gerontology / **GERO**
Health / **HEAL, KINE**
History / **HIST**
Home Care Nursing / **NURS**
Home Support Attendant / **HOME**
Humanities / **HUMN**
Japanese Language / **JAPN**
Kinesiology / **KINE**
Law / **BUSM, CRIM, LAWT, SSED**
Library Studies / **LANE, LIBE**
Linguistics / **ENGL, LING**
Literature / **ENGL**
Mathematics / **MACM, MATH**
Museum Studies / **GEST**
Music / **MUSC**
Nursing / **APST, NURS, PNRP**
Nutrition / **HOME, KINE**
Oceanography / **EOSC**
Philosophy / **PHIL**
Physical Education/Recreation / **PHED**
Physics / **PHYS**
Plant Science / **PLNT**
Political Science / **POLI**
Practical Nursing / **PNRP**
Psychology / **PSYC**
Science / **ASTR, BISC, CHEM, ENVS, EOSC, FOOD, GEOG, GEOL, PHYS, PLNT, SCIE, SOIL**
Social Sciences / **ANTH, ECON, POLI, SOCI, SOST**
Social Service / **SSWP**
Sociology / **SOCI**
Soil Science / **SOIL**
Spanish Language / **SPAN**
Statistics / **ADMN, ECON, FRST, MATH, PSYC, SOCI, STAT**
Urban Studies / **GEOG**
Women's Studies / **WOST**
Workplace Leadership / **WKPL**

Course Offerings

ADED 327 **UBC ADED 327**

3—UNIV

Teaching Adults

This course explores planning, conducting, and evaluating instruction for adults. Consideration is given to different beliefs and ways of thinking about teaching and learning.

Prerequisites: 60 credits
Note: This course is required for UBC's Adult Education Diploma program. Students with credit for ADED 412 may not take this course for further credit.
Start Date: January, May, September. Registration deadline applies. Refer to page 115
Maximum Completion: 13 weeks

ADED 328 **UBC ADED 328**

3—UNIV

Institutions of Adult Education

Explores the history, roles, and activities of institutions in the field of adult education. Institutions in Canada, Great Britain, and the United States are emphasized, and some experiences in other countries are examined.

Prerequisites: 60 credits
Note: This course is required for UBC's Adult Education Diploma program. This course was formerly numbered ADED 428. Students with credit for ADED 428 may not repeat this course for further credit. Students with credit for ADED 412 may not take this course for further credit.
Start Date: January, May, September. Registration deadline applies. Refer to page 115
Maximum Completion: 13 weeks

ADED 329 **UBC ADED 329**

3—UNIV

Developing Short Courses, Workshops, and Seminars

This course examines the organization and administration of adult education events such as short courses, seminars, workshops, conferences, and institutes.

Prerequisites: : 60 credits
Note: This course was formerly numbered ADED 429. Students with credit for ADED 429 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline applies. Refer to page 115
Maximum Completion: 13 weeks

ADED 330 **UBC ADED 330**

3—UNIV

The Community Practice of Adult Education

This course examines community-based adult education, with particular emphasis on the application of knowledge of the social, economic, cultural, and political environment in developing and conducting adult education programs with and for individuals and groups.

Prerequisites: 60 credits
Note: This course was formerly numbered ADED 430. Students with credit for ADED 430 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline applies. Refer to page 115
Maximum Completion: 13 weeks

ADED 412 **UBC ADED 412**

6—UNIV

Introduction to Adult Education

This is a survey of adult education theory and practice in Canada and the world. The focus is on the purposes of and participation in adult education, characteristics of adult learners, and the training of adult educators.

Prerequisites: 60 credits
Note: Students with credit for ADED 327 or 328 may not take this course for further credit.
Start Date: January, May, September. Registration deadline applies. Refer to page 115
Maximum Completion: 26 weeks

ADMN 231 **OU ADMN 231**

3—UNIV

Introduction to Financial Accounting

Designed for managers, this course provides an introduction to effective accounting practices currently used to select relevant financial data and apply it appropriately to support the decision-making process. (CA, CMA, CUIC, PMAC, QAA)

Prerequisites: None. Some basic accounting and mathematics (Grade 11) is recommended.
Note: Students with credit for BUSM 131 and 132 may not take this course for further credit.
Required Text: *Financial Accounting Principles* by K. Larson, P. Miller, M. Zin, and M. Nelson (8th Cdn. ed.)
Equipment Note: Basic calculator is required, preferably with printing capability. Students planning to continue in the Bachelor of Business Administration program should consider purchasing a more sophisticated model. Refer to ECON 350 for specifications.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 232 **OU ADMN 232**

3—UNIV

Introduction to Managerial Accounting

Designed for those who aspire to be managers responsible for financial decisions, this course introduces students to managerial accounting—the accounting process that provides information for internal users in an organization. After outlining the fundamental differences between managerial and financial accounting, the course covers various types of managerial accounting systems. Other topics include cost volume profit analysis, product costing systems, business overhead costs, the preparation of schedules and budgeted statements, the concepts of budgeting, variance

analysis systems, and absorption versus direct costing. (CA, CGA, CIM, CMA, CUIC, PMAC)

Prerequisites: ADMN 231, or BUSM 131 and 132, or equivalent skills and knowledge, are firm prerequisites.
Required Texts: *Cost Accounting: A Managerial Emphasis* by C. T. Horngren and G. Foster (8th ed.); *Student Guide and Review Manual to Cost Accounting: A Managerial Emphasis* by J. K. Harris and D. W. Curry (8th ed.)
Equipment Note: Basic calculator is required, preferably with printing capability. Students planning to continue in the Bachelor of Business Administration program should consider purchasing a more sophisticated model. Refer to ECON 350 for specifications.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 310 UVIC ADMN 310

3—UNIV

Public Sector Applications of Microeconomic Analysis

An introduction to the principles of microeconomics for public sector policy analysis and management. The course begins with a focus on how social co-ordination occurs through markets and proceeds with applications to aid decision making. Topics include government regulation of business, income determination and policies, pollution control, fisheries, government finance, and the use of benefit-cost analysis. The course is designed to illustrate the usefulness of microeconomic analysis for public sector policy analysts and managers at all levels of government.

Prerequisites: None. Third-year standing is recommended.
Note: This course is not open for credit to students who have taken or are taking UVic's ECON 103 (formerly ECON 201) or OU's ECON 200.
Start Date: TBA
Maximum Completion: 4 months

ADMN 311 UVIC ADMN311/ FHSD 404

3—UNIV

The Political and Governmental Environment

This course is an exploration of the political and governmental institutions and processes within which public administrators and health and social service professionals work. Topics include political parties, pressure groups, public participation, the media, courts, the charter of rights, legislative bodies, the political executive, central agencies, ministries, departments, Crown corporations, regulatory agencies, quasi-governmental service delivery agencies, and intergovernmental relations. The course is designed for public servants, health and social service professionals at all levels of government, and administrators in quasi-governmental agencies.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 311 and UVic's FHSD 404, or one of ADMN 311 and UVic's ADMN 504 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 312 UVIC ADMN 312

3—UNIV

Principles of Administration: Concepts and Process

This investigation of the principles of administration examines the concepts, sequence, and cycle of events that are integral to the process. In particular, the key processes of planning, organizing, implementing, and evaluating are studied. (CUIC, ICB)

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 312, BUSM 121, and ADMN 122 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 314 UVIC ADMN 314

3—UNIV

Research Methods in the Public Sector

This course is an introduction to research methods in public sector settings. It enables students to become informed consumers and critics of research-based information and more effective managers of research-related projects. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive statistics, sampling, and inferential statistics; relationships between variables; ethical and organizational issues; the research proposal and report.

Prerequisites: None. Third-year standing is recommended.
Start Date: TBA
Maximum Completion: 4 months

ADMN 315 OU ADMN 315

3—UNIV

Production and Operations Management

This course examines the functional area of production and operations management as practised in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. (PMAC)

Prerequisites: Completion of the first year of a business diploma program and MATH 102. Although not required, the business math course MATH 107 is helpful. Students are required to be comfortable with basic algebra. Calculus is not required, though a previous calculus course is useful.
Required Text: *Production and Operations Management: A Life Cycle Approach* by R. Chase and N. Aquilano (5th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 320 OU ADMN 320

3—UNIV

Organizational Behaviour I: The Individual and Work Groups

No matter the level of work, in what industry or discipline—whether accounting, law, marketing, or engineering—in order to be effective, it is necessary to know about the factors that affect people's attitudes and behaviour at work. This course is a first step toward knowledge of these factors. It focusses on factors found in both the individual and work groups. Some major topics covered are motivation, perception, power, leadership, and decision making in groups. The course not only cultivates knowledge and skills in each topic area, it also develops understanding of how these subjects connect. (CA, CHA, CIM, CMA, CUIC, ICB, MOA, PMAC, QAA)

Prerequisites: BUSM 121, ADMN 122, or ADMN 312 is strongly recommended.
Note: This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.
Required Text: *Managing Organizational Behaviour* by W. A. Randolph and Richard S. Blackburn (1st ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 323 OU ADMN 323

3—UNIV

Organizational Behaviour II: The Organization in Its Environment

This course is about complex organizations: why organizations exist, what they do, how they are (and should be) designed, how they direct and control member behaviour, and how they evolve, adapt, and change. The specific focus is on the interaction between an organization and its larger environment and the implications for managerial practice. (CHA)

Prerequisites: ADMN 320 or 406 or BUSM 272 is strongly recommended.
Required Text: *Organization Theory with Canadian Applications* by H. Das (1st ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 325 OU ADMN 325

3—UNIV

Industrial Relations

This course provides an introduction to union-management relationships in Canada. It should interest trade unionists and managers wanting to understand and to participate in the labour relations of their own workplace. The first part of the course examines different approaches to the understanding of labour relations and surveys the historical development of collective bargaining relationships in Canada. The main body of the course covers the components of the BC labour relations system: the establishment and termination of the union-management relationship; negotiations; work stoppages; mediation and dispute resolution; and grievances and arbitrations. The last part of the course looks at contemporary issues in labour relations (e.g., union-management co-operative programs).

Prerequisites: BUSM 121, ECON 200, and 201 are recommended.
Note: Students with credit for ADMN 324 or 424 or 447 may not take this course for further credit.
Required Text: *The System of Industrial Relations in Canada* by A. W. J. Craig and N. A. Solomon (5th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 380 OU ADMN 380



3—UNIV

International Business

This course is only available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

In this course students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how uncontrollable forces in these markets, such as culture, economics, and politics, influence business, are studied. The increasing importance of international organizations, such as the World Bank, the International Development Association, the World Trade Organization, and the International Monterary Fund, is stressed. These organizations provide information that can help companies planning to enter the global economy. The course combines historical, theoretical, and current perspectives from the textbook and a number of Web sites. A major component of this course is linking to international business Web sites and conducting research on business and business-related materials. The Web contains new kinds of information on business not available elsewhere.

Prerequisites: ADMN 350 or BUSM 151 and ADMN 122 or BUSM 121
Required Text: *International Business* by Ball and McCulloch (6th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 406 UVIC ADMN 406

3—UNIV

Management and Organizational Behaviour

The focus of this course is on the skills of the effective manager or administrator in public sector organizations. The course examines human behaviour issues that managers

face. Topics include managerial work; personal, interpersonal, and leadership skills; gaining power and influence; conflict resolution; interpersonal and formal communications; decision making; motivating; teamwork; and implementing change.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 413 OU ADMN 413

3—UNIV

Motivation and Productivity

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CMA)

Prerequisites: It is to the student's advantage to have some training in business management prior to taking this course. Students are also required to have sufficient knowledge of supervisory work and relevant employment experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications. Students without recent work experience should contact an advisor before registering.
Note: Students with credit for BUSM 213 or ADMN 411 or 412 may not take this course for further credit.
Required Texts: *Motivation and Productivity Workbooks*, 1–6, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 421 UVIC ADMN 421

3—UNIV

Budgeting and Management Systems

The focus of this course is on the use of budgeting systems in the planning and control function of management. Topics include phases of the financial management cycle such as forecasting and needs analysis, and budgeting, internal control, evaluation, and audit. Institutional structures and operating procedures that govern the allocation and expenditure of government funds are also examined.

Prerequisites: None. Third-year standing is recommended.
Start Date: TBA
Maximum Completion: 4 months

ADMN 422 UVIC ADMN 422



3—UNIV

The Responsible Public Servant

Is it acceptable for a public servant to blow the whistle? Should a public servant be able to moonlight? Should public servants feel obligated to restrict their political rights? To what levels of risk should public servants expose members of the public? This course provides a practical examination of the arguments that are made on both—or many—sides of these and other difficult value questions currently confronting public servants and considers institutional means and techniques which can be used to strengthen and encourage responsible public service.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 422 and UVic's ADMN 519 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 423 UVIC ADMN 423



3—UNIV

Local Government in British Columbia

Examination of the legislative framework, organization, operation, and finance of local government service delivery and regulation in BC.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 423 and UVic's ADMN 545 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 431 UVIC ADMN 431

3—UNIV

Human Resource Management in the Public Sector

This course examines various aspects of the human resource functions within government and compares current theory and practice in such areas as: human resource planning, recruitment, and selection; performance evaluation, compensation, benefits, and promotion; career planning and staff development; labour relations, discipline, and control structures. Considerable emphasis is placed on the managerial aspects of the workplace.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 431 and UVic's ADMN 447 or 531 or OC's BUSM 222 may be taken for credit. Students with a previous course in human resources (personnel management) should consult an advisor before registering.
Start Date: TBA
Maximum Completion: 4 months

ADMN 437 UVIC ADMN 437

3—UNIV

Public and Non-Profit Sector Program Evaluation

An introduction to the organizational, methodological, and conceptual issues that are involved in understanding how programs are evaluated. The course focusses on developing a practical understanding of the range of methods and issues encountered in program evaluations conducted in the public and non-profit sectors. Attention is paid to effectiveness evaluation techniques as well as implementing performance measurement systems.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 437 and UVic's ADMN 537 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 445 UVIC ADMN 445

3—UNIV

Urban and Regional Economics

Analysis of economic forces which influence spatial patterns and the relationship between spatial patterns, public services, land use planning, and land use control processes.

Prerequisites: ADMN 310 or equivalent or UVic's ECON 103
Start Date: TBA
Maximum Completion: 4 months

ADMN 446 UVIC ADMN 446

3—UNIV

Local Government Land Use Planning

This course offers an overview of land use planning principles and regulations to local government administrators. The focus is on small and mid-size communities. Topics in land use planning include current trends; history; regulatory framework in BC; growth management and regional planning; neighbourhood, local area, and community planning; zoning; rural and small town planning; main street, strip, and commercial planning; subdivision planning; permits and other regulatory mechanisms; public information and participation; and heritage conservation.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 446 and UVic's ADMN 470 may be taken for credit.
Start Date: TBA
Maximum Completion: 4 months

ADMN 452 UVIC ADMN 452

3—UNIV

Local Government Law

Analysis of legislation, regulations, and court decisions within which local governments in BC function. The presentation is designed to make non-lawyers familiar with local government and legal processes as they apply to local government activities.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 452 and UVic's ADMN 551 may be taken for credit.
Required Texts: TBA
Start Date: TBA
Maximum Completion: 4 months

ADMN 457 OU ADMN 457

3—UNIV

Marketing Research

The process of conducting marketing research is presented in detail. Topics include problems and opportunity formulation, the specification of research objectives, data sources, instrument design, data collection, sampling, and analysis.

Prerequisites: ADMN 350 or BUSM 151; MATH 102; and CMPT 109 or 150, or equivalent skills and knowledge
Required Texts: *Marketing Research Methodological Foundations* by G. A. Churchill (5th ed., 1991); *Computer-Assisted Experiential Cases in Marketing Research* by D. A. Schellinck and R. N. Maddox (1991)
Equipment Note: Students require a personal computer to analyse statistical data sets that form integral parts of some activities required in the study units, in some practice exercises, and in several assignment questions. The recommended configuration is as follows:

- PC capable of running Microsoft Windows

Required Software

- Spreadsheet program (Lotus 1-2-3 recommended)

Software Included in Course Packages

- SPSS/PC+ for Windows
- Computer-Assisted Experiential Exercises in Marketing Research (this disk contains a Bayseian Analysis program)
- Spreadsheet-compatible case study (Lotus 1-2-3 recommended)

Start Date: Continuous registration.
Refer to page 115.
Maximum Completion: 30 weeks

ADMN 460 OU ADMN 460

3—UNIV

Business and Society

This course investigates the interdependence of business and society, including topics related to corporate social responsibility, ethical performance, socially responsive management, and managing in a changing world. The course is intended to increase knowledge of the complex linkages between business and society; to increase understanding of what it means for business to be socially responsible; and to increase ability to use this knowledge for more success in dealing with the dilemmas faced by business practitioners in the twentieth century.

Prerequisites: Minimum 36 upper-level credits in administrative studies and economics
Required Text: *Business and Society: Corporate Strategy, Public Policy, Ethics* by J. E. Post, W. C. Frederick, A. T. Lawrence, and J. Weber (6th ed.)
Start Date: Continuous registration.
Refer to page 115.
Maximum Completion: 30 weeks

ADMN 465 OU ADMN 465

(OPTION) 3—UNIV

Management Decision Making

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course offers a basic introduction to the decision analysis framework and explains how it can be used to facilitate and formalize the decision-making process. It describes techniques that managers can use to supplement their existing decision-making skills, how to decide when or whether to use a particular method, and how to implement it. The course is concerned with decision making under conditions such as uncertainty, multiple objectives, multiple decision makers or interest groups, large impacts, and long time lines.

Prerequisites: 36 upper-level credits in administrative studies and economics, including ADMN 315, 335, 350, ECON 310, 350
Required Text: *Decision Analysis for Management Judgement* by P. Goodwill and G. Wright (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 466 OU ADMN 466

(OPTION) 3—UNIV

Managing Change

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. The aim of this course is to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change.

Prerequisites: 36 units of upper-level credit in administrative studies and economics, including organizational behaviour and industrial relations, and/or human resources management
Required Text: *Managing Change: Cases and Concepts* by T. D. Jick (1st ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 470 OU ADMN 470

(OPTION) 3—UNIV

Business Policy and Strategy

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CGA, CIM, ICB)

Prerequisites: ADMN 460, 465, 466 (ADMN 465 may be taken concurrently)
Required Text: *Strategic Management Theory* by C. Hill and G. Jones (3rd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ADMN 476 UVIC ADMN 466

3—UNIV

Provincial Government Policy and Administration

An examination of the legislative structure, cabinet committees, ministries, central agencies, and Crown corporations of the BC government. Attention is focussed on the major government programs and the administrative processes underlying the formation of public policy as well as the management systems employed in the implementation and evaluation of government programs.

Prerequisites: None. Third-year standing is recommended.
Equipment Note: Access to a modem is required.
Start Date: TBA
Maximum Completion: 4 months

AGEC 201 UBC AGEC 201

3—UNIV

Introduction to Farm and Business Management

Concepts and principles. Farm organization and operation, capital and labour requirements, budgeting, opportunity cost, enterprise combination, appraisal, and revenue.

Prerequisites: ECON 200 and 201 or equivalent, or permission of the instructor
Note: This course may be audited. Contact UBC Distance Education and Technology for information and an auditor's registration form, (604) 822-6565 or, toll-free in BC, 1-800-754-1811.
Equipment Note: Spreadsheet program such as Excel, Lotus 1-2-3, or Quatro-pro is required.
Start Date: TBA
Maximum Completion: 13 weeks

AGSC 210 **UBC AGSC 210**

3—UNIV

Introduction to Food Production Systems

A study of the fundamental concepts and principles underlying selected food production systems.

Prerequisites or Corequisites: First-year university biology and economics or their equivalents are strongly recommended.
Note: This course was formerly numbered AGSC 110. Students with credit for AGSC 110 may not repeat this course for further credit.
Start Date: TBA
Maximum Completion: 13 weeks

ANSC 258 **UBC ANSC 258**

3—UNIV

Introduction to Animal Production Systems

This introductory course covers the application of scientific principles to the production of livestock, poultry, and fish.

Prerequisites or Corequisites: First-year university biology and chemistry or their equivalents
Start Date: TBA
Maximum Completion: 13 weeks

ANSC 480 **UBC ANSC 480**

3—UNIV

Intensive Fish Production

Management of finfish throughout the life cycle; broodstock, egg, larvae, and juvenile. Control of environmental factors, including pathogens, for maximum productivity at all life stages.

Prerequisites: UBC's ANSC 320 or equivalent, or permission of the instructor
Special Arrangements: A site visit to the nearest fish culture facility is required.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ANSC 481 **UBC ANSC 481**

3—UNIV

Fish Nutrition

Physiology of digestion and excretion, nutrient requirements, sources of nutrients, diet formulation, feeding management.

Prerequisites: UBC's ANSC 322 or equivalent, or permission of the instructor
Start Date: TBA
Maximum Completion: 13 weeks

ANSC 581 **UBC ANSC 581**

3—UNIV

Fish Diseases

Common diseases of fish: epidemiology, zoonotic potential, prevention, and treatment of diseases.

Prerequisites: B.Sc. in the life sciences or microbiology, or permission of the instructor
Note: Students who wish academic credit with UBC are required to contact the UBC Distance Education and Technology office for information regarding registration, (604) 822-6565 or, toll-free in BC, 1-800-754-1811.
Start Date: TBA
Maximum Completion: 13 weeks

ANTH 201 **SFU SA 201**

4—UNIV

Anthropology of Contemporary Life

An introduction to the anthropological perspective as applied to modern industrial societies. Topics may include urban anthropology; work and leisure; belief systems; medical anthropology; and problems of policy-relevant research.

Prerequisites: SFU's SA 101 is recommended.
Note: Students with credit for SFU's SA 291 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

APSC 104 **SFU BISC 004**

3—UNIV

Apiculture: An Introduction to Bees and Beekeeping

The course stresses the biology of bees, as well as management for honey production, and provides the necessary information required to begin beekeeping. Topics include basic honeybee biology, beekeeping equipment, seasonal management, and bee disease prevention.

Prerequisites: None
Note: This course was formerly numbered BISC 004 by OU. Students with credit for BISC 004 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

APSC 278 **UBC APSC 278**

3—UNIV

Engineering Materials—A Multimedia Course

Atomic bonding; crystal structures and imperfections; properties of metals, ceramics, polymers, wood, concrete, and fibre composite materials; selection of materials; corrosion; mechanical testing; and heat treatment.

Prerequisites: 30 credits of appropriate courses
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

APST 450 OU APST 450

3—UNIV

Understanding Research in Nursing

Designed for nursing students and other health professionals, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: 60 credits of preparation in a health care discipline. An introductory statistics course is recommended.
Required Texts: *A Sourcebook of Nursing Research* by S. Downs; *Nursing Research: Principles and Methods* by Polit and Hungler; *Understanding Research in Nursing Workbook*, comp. Athabasca University
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

APST 451 OU APST 451

3—UNIV

Understanding Research in Nursing and Psychiatric Nursing

Designed for nursing students and psychiatric nurses, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: 60 credits of preparation in a health care discipline, preferably psychiatric nursing. An introductory statistics course is recommended.
Required Texts: *A Sourcebook of Nursing Research* by S. Downs; *Nursing Research: Principles and Methods* by Polit and Hungler; *Understanding Research in Nursing Workbook*, comp. Athabasca University
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

APST 452 OU APST 452

3—UNIV

Understanding Research in Nursing and Physiotherapy

Designed for nursing students and physiotherapists, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: 60 credits of preparation in a health care discipline, preferably physiotherapy. An introductory statistics course is recommended.
Required Texts: *A Sourcebook of Nursing Research* by S. Downs; *Nursing Research: Principles and Methods* by Polit and Hungler; *Understanding Research in Nursing Workbook*, comp. Athabasca University
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ARCH 100 SFU ARCH 100

3—UNIV

Ancient Peoples and Places

A broad survey of human cultural development from the late Palaeolithic/PalaeoIndian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ASIA 150 OU ASIA 150

3—UNIV

The Pacific Century

This course describes the emergence of modern nations from the rich and varied cultures of Pacific Asia. It explains the historical development and contemporary dynamics of a region undergoing an accelerated pace of change. Pacific Asia now rivals, in economic output and growth, any other area in the world. A central theme is how the persistence of tradition in the face of modernization has led to new and unforeseen forms of political and economic organization. The impact of European countries and the United States is also analysed. The ten-part video series is an integral part of the course, using visual material and interviews to enable students to see and hear recent history and current events. The course has been designed to serve first as an introduction to the study of Pacific Asia and, second, as an important supplement to studies in comparative economics, history, geography, politics, and international relations.

Prerequisites: None
Required Texts: *Pacific Century: The Emergence of Modern Pacific Asia* by M. Borthwick; *Pacific Century: Study Guide* by M. Borthwick and G. Latz
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ASTR 100 OU ASTR 100

3—UNIV

Project Universe

While focussing on astronomy, this course is an introduction to the tools and methods of scientific investigation and to scientists' efforts to understand natural phenomena. Topics covered include the evolution of astronomy into a science; the origin and nature of the solar system, including the Earth; the structure of the galaxies; and the beginning and future of the universe.

Prerequisites: MATH 014 or equivalent. Algebra 11 is also recommended.
Note: Only one of ASTR 100 and ASTR 310 may be taken for credit.
Required Texts: *Realm of the Universe* by G. O. Abell; *Project Universe; SC1 Equatorial Star Chart*
Equipment Note: Some simple drawing materials to produce sketches to answer some of the assignment questions are required; a scientific calculator is also helpful.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 023 OC BISC 023

PREP

General Biology

This advanced-level PREP course is equivalent to Grade 11 biology. The course gives an understanding of processes in biology and biological terms. It also develops skills in the use of the microscope.

Prerequisites: SCIE 010 or Grade 10 science is recommended.
Required Text: *Modern Biology* by J. Otto and A. Towle
Equipment Note: Microscope is provided on a rental basis.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

BISC 030 OC BISC 030

PREP

Provincial Biology

This PREP provincial-level course in human biology is equivalent to Grade 12 biology. Supplemental videotapes (not included in the course package) correspond to chapters in the textbook. Students without access to a VHS VCR can still complete the course.

Prerequisites: BISC 023 or equivalent
Required Text: *Inquiry into Life* by S. Mader
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

BISC 100 OU BISC 100

3—UNIV

Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim is to provide students who do not intend to major in science with a scientific perspective. Students who plan to proceed to more advanced courses in biology should take BISC 120 and 121 rather than BISC 100.

Prerequisites: None
Note: Students with credit for BISC 120 or 121 (formerly BISC 110 and 111) may not repeat this course for further credit.
Required Text: *Understanding Biology* by P. H. Raven and G. B. Johnson (3rd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 109 OU BISC 109

2—UNIV

Writing to Learn Biology

Effective writing in science can be learned by understanding and applying principles of effective communication rather than rigid rules of grammar. By using writing as an instrument of thinking and generation of ideas, this course helps students to learn biology and become better scientists. Students learn how to discover their own ideas, to understand the decisions that writers make, and to master the skills that translate those ideas and decisions into effective communication.

Prerequisites: Concurrent registration in a 100-level, or higher, biology course. ENGL 100, 102, or equivalent is strongly recommended.
Required Text: *Writing to Learn Biology* by R. Moore
Recommended Texts: *The Elements of Style* by W. Strunk and E. B. White; a standard English dictionary; a biology dictionary, such as *The Penguin Dictionary of Biology* by M. Abercrombie, C. J. Hickman, and M. L. Johnson
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 120 OU BISC 120

3—UNIV

Principles of Biology

This course is designed as the first of a pair of introductory courses in biological sciences and deals with cell biology, genetics, and the classification of organisms. It interprets the theory of evolution in the light of current knowledge of genetics and ecology and investigates how organisms behave as parts of natural systems interacting with an environment. Additional topics include animal behaviour and human evolution. BISC 125, the laboratory component of BISC 120, is offered twice a year. Students intending to take second-year biology courses should take BISC 120, its companion course BISC 121, and the two laboratory courses BISC 125 and 126. This provides the equivalent of a full first-year university or college biology course.

Prerequisites: Biology 11 or BISC 023 and concurrent registration in BISC 109 are recommended.
Note: BISC 120 and 121 were formerly numbered BISC 110 and 111, respectively. Students with credit for

BISC 110 or 111 may not repeat BISC 120 or 121 for further credit. Students with credit for BISC 100 may not also receive credit for BISC 120 and 121.
Required Text: *Biology* by P. H. Raven and G. B. Johnson (4th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 121 OU BISC 121

3—UNIV

Exploring Biology

This course examines in detail cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body. BISC 126, the laboratory component of BISC 121, is offered twice per year.

Prerequisites: Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended.
Note: BISC 120 and 121 were formerly numbered BISC 110 and 111, respectively. Students with credit for BISC 110 or 111 may not repeat BISC 120 or 121 for further credit. Students with credit for BISC 100 may not also receive credit for BISC 120 and 121.
Required Text: *Biology* by P. H. Raven and G. B. Johnson (4th ed.)
Text Note: The textbook for this course is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 125 OU BISC 125

1—UNIV

Biology Laboratory I

In this lab course students perform experiments that illustrate the principles learned in BISC 120.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive winter months to obtain credit. Registration is in September and the first three weeks in October.
- Additional sessions may be available in spring. Registration is in January and the first three weeks of February.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in BISC 120 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

BISC 126 OU BISC 126

1—UNIV

Biology Laboratory II

In this lab course students perform experiments that illustrate the principles learned in BISC 121.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive spring months to obtain credit. Registration is in January and the first three weeks in February.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in BISC 121 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

BISC 210 OU BISC 210

3—UNIV

Principles of Genetics

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations.

Prerequisites: CHEM 111, BISC 120, 121, MATH 100 or 104, or equivalents
Required Text: *Concepts of Genetics* by W. S. Klug and M. R. Cummings
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 220 OU BISC 220

3—UNIV

Cell and Molecular Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers.

Prerequisites: CHEM 111 and BISC 121, or equivalents
Required Text: *Principles of Cell and Molecular Biology* by L. J. Kleinsmith and V. M. Kish (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 230 OU BISC 230

3—UNIV

Humans in the Ecosystem

The goal of this course is to develop an understanding of ecosystems, how they work, and how humans fit into them. The course begins with a review of ecological systems, including the central principles of "niche" and "interrelatedness." The course then examines the relationship between humans and the environment, and how humans are affecting environmental systems through population levels, resource use, waste production, and economic practices. The course should help students to critically evaluate environmental issues, giving an awareness of the problems and some idea of what needs to be done to address them. Note that the approach of the course is "scientific" rather than sociological.

Prerequisites: BISC 120 or equivalent
Required Texts: *Environment* by P. H. Raven, L. R. Berg, and G. B. Johnson (1st ed.); *Readings on Humans in the Ecosystem*, comp. Open Learning Agency; *Sand County Almanac* by A. Leopold
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 260 OU BISC 260

3—UNIV

Discovering Biodiversity through Taxonomy

This course is only available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

This course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build up learning and communication skills, awareness of resources, and knowledge of biodiversity to prepare an adequate foundation for this project. Extensive use of the Internet is required.

Prerequisites: BISC 100, 120, or equivalent
Required Text: *Biodiversity in British Columbia: Our Changing Environment* by L. E. Harding and E. McCullum
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 350 OU BISC 350

3—UNIV

Community and Ecosystem Ecology

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC, and biogeochemical cycles. Human ecology and emerging insights into better ways to manage biodiversity are also discussed. The course aims to help students gain an understanding of the scope and dynamics of ecology and serves as a framework for a subsequent course, BISC 451.

Prerequisites: BISC 120 or equivalent
Required Text: *Ecology and Field Biology* by R. L. Smith (5th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 360 OU BISC 360

3—UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to give the student a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: BISC 120 or equivalent
Required Text: *Animal Behaviour* by J. Alcock
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BISC 451 OU BISC 451

3—UNIV

Population Ecology

This course builds on the fundamental concepts developed in BISC 350, emphasizing the study of plant and animal populations and the interaction of the physical and biological environments. Topics include natural selection, population dynamics, competition, and predation.

Prerequisites: BISC 350, MATH 101 or 120, or equivalent. Mathematical skills are essential to succeed in this course.
Required Texts: *Ecology* by R. E. Ricklefs; *The Selfish Gene* by R. Dawkins
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 101 OC BUSM 101

3—COL

Introduction to Canadian Business

This foundation course presents an overview of our Canadian business system—how it functions and how it relates to labour, government, and society. It examines forms of ownership; the nature of management; and the four major business functions of production, marketing, finance, and personnel. Interviews with business people are presented on audiocassette (optional). (CIM, QAA)

Prerequisites: None
Required Text: *Business in the Canadian Environment* by P. Fuhrman (2nd ed.)
Equipment Note: Audiocassette player is optional.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 104 (M) OC BUSM 104

3—COL

Something Ventured: Starting Your Own Business

This telecourse is an overview of small-business essentials in which students learn what it takes to succeed in a business. The course reviews the nature of small business, and shows how to investigate and evaluate business opportunities, how to acquire the skills and knowledge needed to establish a new firm, how to market products or services, how to manage the human and fiscal demands of a business, and how to meet the organization's social and legal responsibilities. As part of the course work, students create a plan for starting their own new venture. Students should be prepared to gather information for their plan in their community. The final examination is a course project.

Prerequisites: No formal prerequisites. Students should have the equivalent of Grade 12 English and mathematics.
Required Texts: In addition to the videos, the course includes the following print materials: *Canadian Entrepreneurship and Small Business Management* by D. W. Balderson (3rd ed.); *Something Ventured Telecourse Guide; Canadian Guide to the Telecourse Something Ventured; An Advertising Guide for Canadian Small Business*, ed. The Women's Advertising Club of Toronto
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 111 OC BUSM 111

3—COL

Supervision

This course is an introduction to supervisory management and the role the supervisor plays in staffing, training, and energizing the workforce. Other key supervisory functions explored include planning, problem solving, organizing, monitoring, and controlling. Students are introduced to various decision-making styles, and they practise group problem-solving techniques including a role-play exercise that provides hands-on experience with supervisor/employee relations. (CIM, MOA, QAA)

Prerequisites: None.
Note: Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.
Required Text: *Supervision: Managing for Results* by Newstrom and Bittle
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 121 OC-OU BUSM 121

3—COL/UNIV

Management Principles and Practices

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making, organizing, leading, controlling, and innovating. Students are taught how to analyse issues or problems and how to formulate realistic, practical plans to resolve them. (CIM, CUIC, ICB, MOA, PMAC, QAA)

Prerequisites: None. BUSM 101, 111, 113, or business experience is recommended.
Note: Only one of BUSM 121, ADMN 122, and ADMN 312 may be taken for credit.
Required Text: *Management* by S. Robbins, M. Coulter, and R. Stuart-Kotze (5th Cdn. ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 123 (M) **OC BUSM 123**

1.5—COL

Achieving Quality

This course introduces the concept of quality management with a focus on students using their own work-related experience to develop quality management. The course enables supervisors and managers in any size and type of organization to apply a quality management system to their organization.

Prerequisites: No formal course prerequisites. Current or recent work experience in a position with supervisory/management experience is required to complete the course activities successfully. Fluency in English is required.
Equipment Note: VCR is optional.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 21 weeks

BUSM 131 **OC BUSM 131**

(OPTION) 3—COL

Accounting I

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements. Students also learn how to apply accounting principles to business situations. The major project is to set up and maintain the books for a proprietorship. Upon completion of this course, students are able to interpret business vouchers; record transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship. (CIM, CUIC, ICB, QAA; BUSM 131 and 132 together: CA, CGA, CMA, PMAC)

Prerequisites: None
Note: Students planning to take or have credit for ADMN 231 may not take BUSM 131 or 132 for further credit.
Required Text: *Principles of Accounting* by V. D'Amico, T. Palmer, and T. D. D'Amico (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 132 **OC BUSM 132**

3—COL

Accounting II

This course is designed to teach financial and management accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include accounts receivable, inventory valuation, financial statement analysis, shares and bonds, cash flow analysis. (CIM, ICB, MOA, QAA, REIC; BUSM 131 and 132 together: CA, CGA, CMA, PMAC)

Prerequisites: BUSM 131 or equivalent
Note: Students planning to take or have credit for ADMN 231 may not take BUSM 131 or 132 for further credit.
Required Text: *Financial Accounting Principles* by K. Larson, P. Miller, M. Zen, and M. Nelson (2nd Cdn. ed.)
Text Note: Students with access to an IBM-compatible computer (XT or higher) may use the Tutorial Software Disk that accompanies the textbook. There is a tutorial for each chapter of the textbook.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 151 (M) **OC BUSM 151**

(OPTION) 3—COL

Introduction to Marketing

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

In this course students learn that marketing is a vital part of every organization, large or small. Marketing is not just advertising; it encompasses concepts, techniques, and activities directed toward the distribution of goods and services to satisfy customer needs. Course topics include consumer markets, planning and forecasting, product adoption, wholesaling, retailing, pricing strategy, international marketing, and non-profit marketing. (CIM, PMAC, QAA)

Prerequisites: None
Note: Students with credit for ADMN 350 or BUSM 343 may not take this course for further credit.
Required Texts: *Foundations of Marketing* by D. Beckman, D. Kurtz, and L. Boone (6th Cdn. ed.); *Canadian Study Guide for the Telecourse Marketing*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 155 (M) **OC BUSM 155**

3—COL

Selling Professionally

This five-part professional development course is for individuals whose workplace responsibilities include selling goods or services. The modules are designed to give a knowledge of the variety of sales techniques and principles, practice with selling skills, and an increased awareness of the people interacted with while selling. The main objective is to enable students to improve their performance as salespersons. By the end of the course students should be able to demonstrate the ability to implement a variety of professional sales techniques in actual and simulated sales situations. The final examination is a course project.

Prerequisites: Employment in a sales-related position is strongly recommended.
Required Texts: The course is based on five modules presented in workbook-with-audiocassette format published jointly by Business Development Canada and the Open Learning Agency. The workbooks are *Introduction to Selling; Identifying Your Market; Keys to Success in Customer Relationships; Approach, Interview, and Presentation Skills; Wrapping Up: Overcoming Objections to Close a Sale*.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 213 OC BUSM 213

3—COL

Motivation and Productivity

This applied course focusses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a "real world" perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. Students have a choice of writing a final examination or doing a course project. (CA, CIM, CMA, MOA, QAA)

Prerequisites: No formal prerequisites. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications are recommended.
Note: Students with credit for ADMN 411, 412, or 413 may not take this course for further credit.
Required Texts: The course is based on five workbooks written by R. Rasmussen and published by the Open Learning Agency. They are *The Causes of Motivational Problems; The Design of Jobs; Leadership Goal Setting and Management by Objectives; Reward Systems; Supervisory Communications*.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 236 OC BUSM 236

3—COL

Financial Management

This course teaches the concepts and skills of financial planning within a business and builds an understanding of accounting, business, economics, and mathematics. Students learn how to use financial statements, plan appropriate action, prepare budgets, analyse investment options, and determine the best means of financing business endeavours. Students also discover ways of assessing both the return and the risk involved in a firm's financial decisions. The focus is on solving practical business problems, similar to those students encounter in their own workplace. (CA, CGA, CIM, CMA)

Prerequisites: A background in business fundamentals, accounting, and mathematics is recommended. Appropriate prerequisite courses are BUSM 101; 131 and 132 (or ADMN 231); and MATH 107.
Note: Students with credit for ADMN 335 may not take this course for further credit.
Required Text: *Foundations of Financial Management* by Block, Hirt, Conway, and Short (4th Cdn. ed.)
Equipment Note: Hand-held business calculator and regular access to a financial newspaper such as *The Globe and Mail* (financial section), or the *Financial Post*, or *The Economist* are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 241 OC-OU BUSM 241

3—COL/UNIV

Business Law

This course is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of BC. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. (AI, CA, CGA, CIM, CMA, MOA, PMAC, QAA, REIC)

Prerequisites: None
Note: This course was formerly numbered BUSM 141. Students with credit for BUSM 141 may not repeat this course for further credit.
Required Texts: *Business Law in Canada* by R. A. Yates; *Study Guide and Workbook for Business Law in Canada* by R. W. Yates (5th ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

BUSM 272 SFU BUS 272



3—UNIV

Behaviour in Organizations

Theories, concepts, and issues in the field of organizational behaviour with an emphasis on individual and team processes. Core topics include employee motivation and performance, stress management, communication, work perceptions and attitudes, decision making, team dynamics, employee involvement, and conflict management.

Prerequisites: 15 credit hours and one of SFU's ENGL 101, 102, 103, 104, 105 or 199; or PHIL 001, 100, 120; or an equivalent
Note: Only one of ADMN 320, 406, and BUSM 272 may be taken for credit.
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.

Maximum Completion: 13 weeks

BUSM 343 — SFU BUS 343



3—UNIV

Introduction to Marketing

The environment of marketing; relation of social sciences to marketing; evaluation of marketing theory and research; assessment of demand; consumer behaviour analysis; market institutions; method and mechanics of distribution in domestic and overseas markets; sales organization; advertising; new product development, publicity, and promotion; marketing programs.

Prerequisites: 60 credits

Note: Only one of BUSM 151, 343, and ADMN 350 may be taken for credit.

Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.

Maximum Completion: 13 weeks

BUSM 362 — SFU BUS 362



4—UNIV

Information Analysis and Systems Design

This course focusses on the various issues involved in investigating, analysing, and designing systems, and the strategies used to manage the process. (CA, CGA, CMA)

Prerequisites: SFU's BUS 237 or equivalent and 60 credits. SFU's CMPT 101 or a similar programming course is recommended.

Note: Only one of CMPT 213, 215, and BUSM 362 may be taken for credit.

Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.

Maximum Completion: 13 weeks

CEDE 400 — SFU CED 400



4—UNIV

Contexts for Community Economic Development

Introduction to the economic issues and factors in the context of communities and their development, and public policy that leads to sustainable community economic development.

Prerequisites: Normally, completion of 90 credits

Note: Students with credit for SFU's CED 402 may not take this course for further credit.

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.

Maximum Completion: 13 weeks

CEDE 401 — SFU CED 401

4—UNIV

Concepts, Techniques, and Principles for Community Economic Development

Study of concepts and techniques for economic and policy analysis in community economic development.

Prerequisites: CEDE 400, or permission of the instructor

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.

Maximum Completion: 13 weeks

CEDE 403 — SFU CED 403

4—UNIV

Models and Cases in Community Economic Development

A review and integration of economic and ecological issues from SFU's CED 401 and 402 with the methods for case studies of communities and their socio-economic development.

Prerequisites: SFU's CED 402, or permission of the instructor
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CHEM 024 — OC CHEM 024

PREP

Introduction to Chemistry

This course covers the basics of chemistry: scientific measurement, classes of matter, elements and compounds, chemical reactions, and the basics of organic chemistry. The course includes videos and a lab kit.

Prerequisites: SCIE 010 or Science 10, MATH 014 or Math 10 are firm requirements.
Corequisite: MATH 024 or Math 11 (Principles or Applications)
Required Texts: Lab kit
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

CHEM 110 — OU CHEM 110

3—UNIV

Chemistry I

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111.

Prerequisites: Chemistry 12. MATH 100 or MATH 034 or equivalent is strongly recommended.
Required Text: *Chemistry* by R. Chang
Equipment Note: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

CHEM 111 — OU CHEM 111

3—UNIV

Chemistry II

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. This course introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal co-ordination complexes. Working through this course, students are expected to apply the knowledge obtained to solving problems. Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences.

Prerequisites: Completion of CHEM 110 or equivalent. CHEM 115 is strongly recommended.
Required Text: *Chemistry* by R. Chang
Text Note: The textbook for this course is not included in the course package. Students can order it from Student Services.
Equipment Note: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

CHEM 115 — OU CHEM 115

1—UNIV

Chemistry Laboratory I

In this lab course students perform experiments that illustrate the principles learned in CHEM 110.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive winter months to obtain credit. Registration is in September and the first three weeks in October.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in CHEM 110 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

CHEM 116 OU CHEM 116

1—UNIV

Chemistry Laboratory II

In this lab course students perform experiments that illustrate the principles learned in CHEM 111.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive spring months to obtain credit. Registration is in January and the first three weeks in February.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in CHEM 111 and completion of CHEM 110 and 115 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

CHEM 240 OU CHEM 240

3—UNIV

Organic Chemistry I

This course reviews the basic principles of chemical bonding as they apply to organic molecules and introduces the concepts of functional groups, nomenclature, stereochemistry, and reaction mechanisms. It also covers the systematic chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers. The theory and use of spectroscopy in identifying organic compounds is included. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. The relationships between organic chemistry and other disciplines are noted. This course is designed as a foundation for CHEM 241.
CHEM 245, the laboratory component of CHEM 240, is offered once or twice a year. Students who intend to complete a full year of university or college organic chemistry are required to enrol for CHEM 240 and 241 and the two laboratory courses, CHEM 245 and 246.

Prerequisites: CHEM 111 and 116, or equivalent
Required Texts: *Fundamentals of Organic Chemistry* by T. W. G. Solomans; *Study Guide to Accompany Fundamentals of Organic Chemistry* by T. W. G. Solomans and J. E. Fernandez
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

CHEM 241 OU CHEM 241

3—UNIV

Organic Chemistry II

This course continues the study of organic chemistry by discussing aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and organic nitrogen compounds. Syntheses using carbanion and enolate ion methods are emphasized. The course also covers the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. Relationships between organic chemistry and other disciplines are noted. CHEM 246 is the lab component to accompany this course.

Prerequisites: CHEM 240 or equivalent. CHEM 245 is strongly recommended.
Required Texts: *Fundamentals of Organic Chemistry* by T. W. G. Solomans; *Study Guide to Accompany Fundamentals of Organic Chemistry* by T. W. G. Solomans and J. E. Fernandez
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

CHEM 245 OU CHEM 245

1—UNIV

Organic Chemistry Laboratory I

This course is the companion laboratory course to CHEM 240.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive winter months to obtain credit. Registration is in September and the first three weeks in October.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to

cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in CHEM 240 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

CHEM 246 — OU CHEM 246

1—UNIV

Organic Chemistry Laboratory II

This course is the companion laboratory course to CHEM 241.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive spring months to obtain credit. Registration is in January and the first three weeks in February.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in CHEM 241, and completion of CHEM 240 and 245 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

CIVL 200 — UBC CIVL 200



3—UNIV

Engineering and Sustainable Development

An introduction to current global problems as well as the concepts and principles of sustainability. The focus is on the implications of a finite biosphere, the complexities inherent in environmental decision making, and the roles and responsibilities of engineers. Means and mechanisms which support sustainability and tools for engineers are also explored.

Prerequisites: None
Equipment Note: Access to the Internet is required.
Start Date: TBA
Maximum Completion: 13 weeks

CMNS 110 — SFU CMNS 110

3—UNIV

Introduction to Communication Studies

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 115 — UVIC CBIS





3—UNIV

Communication Skills

This course introduces written and oral communication skills necessary for interacting in the workplace. Topics include effective writing, oral presentations, active listening, interpersonal style and conflict resolution, fact-finding sessions, running meetings, dealing with the media, and interview techniques. (CUIC)

Prerequisites: None
Note: Only one of CMNS 115 and WKPL 130 may be taken for credit.
Equipment Note: Internet access, audiocassette recorder with microphone, two blank audiocassette tapes are required.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Start Date: January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 12 weeks

CMNS 130 — SFU CMNS 130

3—UNIV

Explorations in Mass Communication

An introduction to the role of mass communication (radio, television, telecommunications, and the press) in Canadian society. This course is a requirement for a major or minor in communication.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 210 — SFU CMNS 210




3—UNIV

History of Communication

An assessment of the social implications of developments in information technology from prehistory to the beginning of the twentieth century. Topics include the origins of symbolic representation; the nature of language in preliterate society; the significance of different systems of writing and numeration; the consequences of print; and the initial changes brought about by electronic media. The general orientation is toward exploring the

relationship between technological and social change, and the cultural and psychological dimensions of literacy.

Prerequisites: CMNS 110 or introductory course in social science theory is strongly recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 230 SFU CMNS 230

3—UNIV

Introduction to Communication Media

This course provides an overview of the development of broadcasting and telecommunications systems in Canada and their relationship to contemporary society. Topics covered include the history of the CBC, cable television, the domestic film production industry, Canadian satellite development, and alternative media in Canada.

Prerequisites: CMNS 130
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 259 SFU CMNS 259

3—UNIV

Acoustic Dimensions of Communication I

A course designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media, and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media, and sonic environments.

Prerequisites: None
Special Requirements: Access to a CD player is required. Students are required to actively participate in discussions through e-mail and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an e-mail account and any technical support in this regard.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 371 SFU CMNS 371

4—UNIV

The Structure of the Book Publishing Industry in Canada

An analysis of the various facets of the book publishing industry in Canada, including ownership patterns, legal foundation, criteria for book selection, and marketing. Includes examination of both commercial and educational publishing. The industry is analysed within the framework of Canadian cultural and other government policies affecting the industry.

Prerequisites: At least 75 credits. CMNS 230 is strongly recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMNS 372 SFU CMNS 372

4—UNIV

The Publishing Process

This course offers an overall view of the publishing process that transforms a manuscript into a book. Examined are the stages common to all publishing—editing, design, production, and marketing—and the differences between different kinds of publishers. The contributions of modern computer technology are examined at each stage of the process.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CMPT 108 (M) OC CMPT 108

(OPTION) 1.5—COL

Introduction to Information Technology

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This computer course teaches the basics of information technology to provide a better understanding of computers and their applications and systems. Throughout the course, students learn fundamental topics such as the business role of computers, computer-operating systems, applications software, hardware add-ons, communications systems, computer networks, and the Internet. A significant amount of learning comes from the practice of on-line conferencing and correspondence with a designated tutor as well as with other students. (CIM, MOA, QAA)

Prerequisites: None. Students completing work-based projects should be able to use their workplace experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Note: Students with credit for WKPL 160, CPSC 101, or CMPT 110 or 150 may not take this course for further credit.
Required Text: *Introducing Computers* by R. Blissner (1995–96 ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 21 weeks

CMPT 109 (M) OC CMPT 109

1.5—COL

Computer Applications in Business

This course is only available on-line. Refer to "Delivery Options" on page 116 for information about requirements for OU/OC Online courses.

This course covers the applications of computers in business. Students use computers to develop skills in word processing, building a spreadsheet,

creating a data base, and communication. Through the use of a bulletin board service, students learn to send electronic mail, participate in discussion groups, and receive or send information to their tutor and fellow students. (CA, CIM, MOA, PMAC, QAA)

Prerequisites: Basic knowledge of how to use an IBM or an IBM-compatible computer or a Macintosh computer
Note: Students with credit for TOUR 102, CMPT 110, or CMPT 150 may not take this course for further credit.
Required Texts: The course package includes all written materials, along with Microsoft Works (only available on CD-ROM).
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 21 weeks

CMPT 150 — UVIC CBIS

3—UNIV

Computer Concepts

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office on an IBM or compatible personal computer for word processing, spreadsheets, data bases, and presentations. Students participate in an on-line conference over the Internet. (CA, CGA, MOA, QAA)

Prerequisites: None
Note: This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, such as CMPT 108 and 109, may not repeat this course for further credit.
Equipment Note: Microsoft Windows 95 or 98 and Internet access, Microsoft Office Professional 95 or 98 software (may be purchased at the academic price through UVic's Computer Store) are required.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadlines: December 15, April 15, August 15
Start Dates: Every January, May, September
Maximum Completion: 12 weeks

CMPT 211 — UVIC CBIS

3—UNIV

Forecasting and Control for Management

This course introduces computer tools for solving the following classes of management problems: the optimization of resource utilization, project control, forecasting and planning, and inventory management. The course covers the development of good problem definitions and the interpretation of results, as well as the actual computer solutions to problems.

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access is required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: December 15, 1999
Start Date: January 2000
Maximum Completion: 12 weeks

CMPT 212 — UVIC CBIS

3—UNIV

Database Concepts

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and data bases; modelling of data; and data base implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and using a data base on a microcomputer using Microsoft Access. (CMPT 212 and 215 together: CA)

Prerequisites: CMPT 150 or 110, or equivalent
Equipment Note: Internet access and Microsoft Access 95 or higher are required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: April 15, 2000
Start Date: May 2000
Maximum Completion: 12 weeks

CMPT 214 — UVIC CBIS

3—UNIV

Decision Support Applications
(formerly Decision Support Systems for Management)

This course provides an introduction to building and using computerized decision support systems for management decision making. Available software tools are used to build and analyse models in a variety of settings and to present the results of the analysis of these models within a management framework. The use of hands-on model building, analysis, and presentation is stressed. The course focusses on practical uses of the computer for business problem solving. (MOA; CMPT 214 and 215 together: CA)

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access is required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic

shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: March 15, 2000
Start Date: April 2000
Maximum Completion: 12 weeks

CMPT 215 **UVIC CBIS**



3—UNIV

Systems Analysis and Design

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the important functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, process modelling, object-oriented analysis, rapid application development, and CASE. Upon completion, students are expected to be able to design and manage a systems development process to fit a particular organization and system's size, complexity, scope, and organizational climate. (CMA; CMPT 214 and 215 together: CA)

Prerequisites: CMPT 110 or 150, or equivalent
Note: Students with credit for CMPT 213 or BUSM 362 may not take this course for further credit.
Equipment Note: Internet access is required.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: December 15, 1999
Start Date: January 2000
Maximum Completion: 12 weeks

CMPT 407 **UVIC CBIS**



3—UNIV

Project Management

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access and Microsoft Project 98 (may be purchased at the academic price through UVic's Computer Store) are required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: March 15, 2000
Start Date: April 2000
Maximum Completion: 12 weeks

CMPT 412 **UVIC CBIS**



3—UNIV

Human Side of Information Systems

This course addresses the impact of computer-based systems on human resource management and looks at the sensitive issues raised by the introduction of information technology and systems in society. The course includes discussions on privacy, security, confidentiality, human factors, relevant legislation, issues in education, and artificial intelligence.

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access is required.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: December 15, 1999
Start Date: January 2000
Maximum Completion: 12 weeks

CMPT 413 **UVIC CBIS**



3—UNIV

Data Communications

This course provides students with the knowledge required to make educated decisions regarding the selection and implementation of computer networks. The course covers the use of networks, their major components, network implementations, different technologies and topologies, standards, network management, costs, and the convergence of voice, data, and image networks.

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access is required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: March 15, 2000
Start Date: April 2000
Maximum Completion: 12 weeks

CMPT 480 **UVIC CBIS**



3—UNIV

Information Technology in the Workplace

This course examines the office as a traditional centre of business activity and operational logistics, emphasizing the office's information processing and communication activities (such as word processing, electronic mail, and information management). Discussions focus on present and future trends in office automation technology, the person/machine interface, VDTs and health considerations, and behavioural and social issues associated with office automation.

Prerequisites: CMPT 110 or 150, or equivalent
Equipment Note: Internet access is required; printer for producing printed copies of assignments is recommended.
Special Arrangements: Textbooks, binders, and other required course materials are to be purchased directly from UVic's Bookstore. Order forms for all materials and ordering instructions are mailed to students from UVic shortly after registration. Cost of materials is not included in the tuition.
Registration Deadline: August 15, 1999
Start Date: September 1999
Maximum Completion: 12 weeks

CNPS 363 **UBC CNPS 363**



3—UNIV

Career Counselling

Critical survey of career counselling theory and practice.

Prerequisites: 60 credits
Note: This course was formerly numbered EDUC 363. Students with credit for EDUC 363 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNPS 364 **UBC CNPS 364**



3—UNIV

Family Education and Consultation

This course is an examination of current theories and practices in family education and consultation.
Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNPS 365 **UBC CNPS 365**



3—UNIV

Introduction to Theories of Counselling

An overview of selected theories of counselling.

Prerequisites: 60 credits
Note: This course was formerly numbered EDUC 429 and EDUC 365. Students with credit for EDUC 429 or EDUC 365 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNPS 426 **UBC CNPS 426**



6—UNIV

The Role of the Teacher in Guidance

Designed to assist the teacher in understanding and using guidance techniques for day-to-day use in the classroom. The emphasis is on techniques for working with people toward better self-understanding and better perspectives of alternatives.

Prerequisites: 60 credits
Note: Students with credit for EDUC 425 may not take this course for further credit. This course was formerly numbered EDUC 426. Students with credit for EDUC 426 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 26 weeks

CNPS 427 **UBC CNPS 427**

3—UNIV

Guidance: Planning and Decision Making

The work of the beginning counsellor and guidance worker in assisting students with educational, vocational, and personal planning and decision making.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNPS 433 **UBC CNPS 433**



3—UNIV

The Personal and Social Development of the Adult

Personal and social adjustment issues for professional counsellors; basic skills necessary for effective group counselling.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNST 210 **SFU CNS 210**

3—UNIV

Foundations of Canadian Culture

This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNST 280 **SFU CNS 280**

3—UNIV

Canadian Political Economy

This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It focusses on current economic problems and policies, taking into account geographical, historical, and political environments. Topics include resource and industrial structures, research and development, the public sector, fiscal and monetary policy, the role of the state, trade and foreign ownership, energy, regional disparity, corporate concentration, and the political economy of federalism.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNST 390 **SFU CNS 390**

3—UNIV

Hockey in Canadian Popular Culture

This course explores the cultural, social, and economic aspects of Canada's national sport. Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths.

Prerequisites: At least 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CNST 490 **SFU CNS 490**

5—UNIV

The Canadian Intellectual Tradition

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

Prerequisites: At least 60 credits
Note: Students are advised to consult the instructor and/or the department before registering.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CPSC 117 **SFU CMPT 117**



3—UNIV

Introduction to Internet Programming: Java

This is a self-study course for students who wish to learn about the Java programming language and how to develop Internet-based applications.

Prerequisites: One semester in a university-level programming course (not offered by OU)
Note: Students who have previously taken a JAVA programming language course or are enrolled currently in a computing science course at the 200 level or higher may not take this course for further credit except with the permission of SFU's School of Computing Science.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CPSC 315 **UBC CPSC 315**



3—UNIV

Introduction to Operating Systems

Introduction to batch, multiprogramming, and time-sharing systems. Process synchronization and communication. Main memory allocation techniques, including virtual memory. Process scheduling. Deadlock avoidance and prevention. File organization and device management.

Prerequisites: 60 credits, including UBC's CPSC 216 and 218 or equivalents, and permission of the instructor
Note: Only one of CPSC 315 and ELEC 315 may be taken for credit.
Equipment Note: IBM or compatible personal computer capable of running Windows, 14.4k modem and a SLIP or PPP connection, with Internet access and Netscape browser are required. Students can expect to spend 7–12 hours on-line per week.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 101 **SFU CRIM 101**

3—UNIV

Introduction to Criminology

Topics include examinations of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment. Criminology as a body of knowledge and as a profession. Position and subject matter of criminology. Relationship between criminology and other academic disciplines. Specificity of criminology. Relationship between theory and practice. History and evolution of criminological thought. Elements of continuity and discontinuity between classical and modern theories of criminality. Levels of explanations in criminology. Practical applications of criminology. The foundations of a modern criminal policy.

Prerequisites: None
Note: CRIM 101 is a prerequisite for all upper-level criminology courses unless a waiver is granted with the special permission of the School of Criminology.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 103 SFU CRIM 103

3—UNIV

Psychological Explanations of Criminal and Deviant Behaviour

An introduction to and critical examination of biogenetic, psychiatric, and psychological explanations of criminal and deviant behaviour. Special attention is given to the hypothesized links between criminality and genetics, physiology, the endocrine system, mental disorders, personality, moral development, and other forms of social learning.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107 are recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 104 SFU CRIM 104

3—UNIV

Sociological Explanations of Criminal and Deviant Behaviour

A survey of some major sociological perspectives on crime and deviance that include both mainstream and critical theories. These include anomie; neutralization; control; group conflict; sub-cultural, ecological, functionalist, and critical theories. Critical analysis of the assumptions upon which each theory is based. Examination of the similarities and differences between and among the various explanations.

Prerequisites: SOCI 102 or 150 is recommended.
Note: Students with credit for SOCI 450 or 451 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 131 SFU CRIM 131

3—UNIV

Introduction to the Criminal Justice System: A Total System Approach

Introductory analysis of the structure and operation of the Canadian criminal justice system. Examination of the patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts, including sentencing; the corrections system, including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 135 SFU CRIM 135

3—UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

A general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. Prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, the course considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation and also introduces the fields of contract, torts, administrative law, and family law. Also examines the process of law reform in Canada.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 213 SFU CRIM 213

3—UNIV

Introduction to Women and Criminal Justice

This course offers a historical and an analytical overview of the female offender, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focusses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course
Note: Teleconferencing may be a required component.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 220 SFU CRIM 220

3—UNIV

Research Methods in Criminology

The course is designed as an introduction to criminological research and is intended to develop the student's research and analytical skills. Specifically, the course focusses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.
Note: Students with credit for CRIM 120 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 230 **SFU CRIM 230**

3—UNIV

Criminal Law

Nature, purpose, scope, sources, and basic principles of criminal law. Study of certain fundamental legal concepts such as mens rea, negligence, and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence. Examination of the legal principles relating to specific crimes and to major defences. Impact of Canadian Charter of Rights and Freedoms on the criminal law.

Prerequisites: CRIM 135
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 241 **SFU CRIM 241**

3—UNIV

Introduction to Corrections

An examination of the organization, structure, and operation of contemporary Canadian corrections. A consideration of the history and development of provincial and federal correctional systems. The role of sentencing in the correctional process and alternatives to confinement. Discussion of the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators. Parole board decision making and the issues surrounding the re-entry of offenders into the community. Community-based corrections programs and outcomes.

Prerequisites: CRIM 131
Note: Students may be required to participate in scheduled teletutorials.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 251 **SFU CRIM 251**

3—UNIV

Introduction to Policing

An examination of the organization and operation of contemporary Canadian policing. Consideration of the history and development of policing in Canada, the role of the police in Canadian society, and the police occupation, including recruitment and training. Discussion of police decision making and the exercise of discretion, police powers, and structures of accountability. Managing the police organization. Examination of police-community relations and crime prevention initiatives.

Prerequisites: CRIM 131
Note: Students with credit for CRIM 151 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 311 **SFU CRIM 311**

3—UNIV

Minorities and the Criminal Justice System

This course analyses the political, economic, and ethnic minorities and their relationship with the criminal justice system. Critical analysis of possible discordance, disharmony, or conflict between ethnic minorities, such as Native Indians, Inuit, Métis, Doukhobors, and others, and the legal and social norms of the "host" majority. The course also discusses women and the criminal justice system.

Prerequisites: CRIM 101
Note: This course was formerly numbered CRIM 411. Students with credit for CRIM 411 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 312 **SFU CRIM 312**

3—UNIV

Criminological Perspectives on Social Problems

This course provides a detailed study of the forms of deviance that have been commonly defined as constituting "social problems." It considers drug abuse (alcohol, nicotine, heroin, and others), suicide, prostitution, obscenity, gambling, and abortion, and discusses present legislative policy and the relationship between these activities and the criminal justice system.

Prerequisites: CRIM 101 and 104
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 330 **SFU CRIM 330**

3—UNIV

Criminal Procedure and Evidence

Critical examination of selected topics in criminal procedure and evidence, including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial, and trial procedures. Brief survey of the system of rules and standards by means of which the admissibility of evidence is determined. Close examination of the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

Prerequisites: CRIM 101 and 230
Note: This course was formerly numbered CRIM 430. Students with credit for CRIM 430 may not repeat this course for further credit. Teleconferencing may be a required component.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 331 **SFU CRIM 331**

3—UNIV

Advanced Criminal Law

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

Prerequisites: CRIM 101 and 230
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 332 **SFU CRIM 332**

3—UNIV

Sociology of Law

Introduction to the theory of sociology of law. Law and social structure. Law as a product of a social system and as an instrument of social change. Social functions of the law. Relationship between law and the structure and function of various other social institutions. The process of law-making. Process by which various interests become translated into legal rules. The social reality of the law; the law in action. Social sciences findings into the operation and practice of the law. Critical and feminist perspectives on law. Public knowledge, public awareness, public opinions and attitudes to the law, sanctions and the criminal justice system.

Prerequisites: CRIM 101 and 135
Note: Students with credit for CRIM 132 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 343 **SFU CRIM 343**

3—UNIV

Correctional Practice I

An in-depth consideration of the range of factors influencing contemporary correctional practice. The fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics, and the economy.

Prerequisites: CRIM 101. CRIM 241 is strongly recommended.
Note: Students with credit for SFU's CRIM 340 may not take this course for further credit. This course was formerly numbered CRIM 440. Students with credit for CRIM 440 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 411 **SFU CRIM 411**

3—UNIV

Crime and Victimization of the Elderly

The elderly in conflict with the law: analysis of specific behavioural changes associated with old age likely to bring the elderly person into conflict with the law. Analysis of certain types of offences sometimes committed by the elderly. Treatment and prevention strategies. The elderly as victims: proneness and vulnerability to victimization, patterns of victimization, individual and environmental correlates of victimization, consequences of victimization, fear of victimization. Treatment and preventive strategies.

Prerequisites: CRIM 101
Note: This course was formerly numbered CRIM 471. Students with credit for CRIM 471 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 413 **SFU CRIM 413**

3—UNIV

Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and examines its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: CRIM 101
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 419 **SFU CRIM 419**

3—UNIV

Indigenous Peoples, Crime, and Criminal Justice

An in-depth examination of indigenous peoples and the criminal justice system. Historical and contemporary consideration of indigenous-white contact. Indigenous conflict with the law and involvement in the criminal justice system. Crime and the delivery of criminal justice services in the Canadian North, including the role of the RCMP and the activities of the circuit criminal court. Examination of federal and provincial policies designed to reduce over-representation of indigenous peoples in the criminal justice system. The creation of indigenous-controlled programs and criminal justice structures to reduce indigenous conflict with the law. Comparative study of other jurisdictions, including Greenland, the United States, and Australia.

Prerequisites: CRIM 101
Note: Students may be required to participate in scheduled teletutorials.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 432 **SFU CRIM 432**

3—UNIV

Gender in the Courts and the Legal Profession

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment and pay equity, and compensatory schemes for personal injuries are also examined.

Prerequisites: CRIM 330
Note: This course was formerly numbered CRIM 418. Students with credit for CRIM 418 may not repeat this course for further credit. Teleconferencing may be a required component.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CRIM 440 **SFU CRIM 440**

3—UNIV

Correctional Administration and Planning

This course examines the theory and practice of organizing and administering correctional agencies. It gives particular attention to the political/bureaucratic interface in correctional administration, management styles, labour relations, management support systems, and program planning, and to the identification and assessment of corrections' management objectives and the relationship between corrections administration and other components of the criminal justice system.

Prerequisites: CRIM 101, 131, and 241. SFU's POL 251 is also strongly recommended.
Note: This course was formerly numbered CRIM 460. Students with credit for CRIM 460 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CYCA 201 **UVIC CYC 201**

3—UNIV

Introduction to Professional Child and Youth Care

This course presents an overview of the child and youth care field. Content includes a survey of the history of the profession and the role of the child and youth care practitioner across a broad spectrum of settings.

Prerequisites: None
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, textbooks, a readings package, videotapes, and an audiotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, three individual telephone contacts by instructors to students, and one small-group teleconference. Three written assignments are the basis for student evaluation.
Registration Deadline: November 15, 1999
Start Date: January 10, 2000
Maximum Completion: 13 weeks

CYCA 202 **UVIC CYC 200A**

3—UNIV

Theoretical Foundations in Child and Youth Care

This course introduces theories of behaviour change, a systems orientation to personal and organizational change, and a normative developmental approach as a basis for developing a personal/professional/theoretical perspective for child and youth care practice.

Prerequisites: None
Note: This course was formerly numbered CYCA 200 (UVic's CYC 200A). Students with credit for CYCA 200 (UVic's CYC 200A) may not repeat this course for further credit.
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a readings package, and a textbook, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, and three individual telephone contacts by instructors to students. An open-book mid-term examination and two written assignments are the basis for student evaluation.
Registration Deadline: July 30, 1999
Start Date: September 8, 1999
Maximum Completion: 13 weeks

CYCA 203 **UVIC CYC 200B**

3—UNIV

Professional Foundations for Child and Youth Care

Child and youth care professional practice is explored through an examination of the issues surrounding ethical practice, crisis intervention, and professional identity. A team approach to professional practice is emphasized. The skills required for professional communication are developed throughout the course.

Prerequisites: None
Note: This course was formerly numbered CYCA 201 (UVic's CYC 200B). Students with credit for CYCA 201 (UVic's CYC 200B) may not take repeat this course for further credit.
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a textbook, and a videotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours,

three individual phone contacts by instructors to students, and one small-group teleconference. The basis for student evaluation includes three written assignments.
Registration Deadline: November 15, 1999
Start Date: January 10, 2000
Maximum Completion: 13 weeks

CYCA 252 **UVIC CYC 252**

6—UNIV

Fundamentals of Change in Child and Youth Care Practice

This course focusses on facilitating purposive change in the lives of children and youth involved in a broad spectrum of group care and community-based settings. Students explore the use of communication skills and helping strategies and the development of therapeutic relationships in relation to the development of self and core elements of child and youth care practice.

Prerequisites: None
Equipment Note: Access to video recording equipment is required (can be rented).
Special Arrangements: Course components include a twenty-six-week guided study and coursebook print package, a readings package, videotapes, and textbooks, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates in a student's geographical area are provided at the beginning of the course.) Access to instructors includes e-mail, weekly office hours, and seven individual phone contacts by instructors to students. The basis for student evaluation includes two written assignments and three videotaped assignments.
Registration Deadline: July 30, 1999
Start Date: September 8, 1999
Maximum Completion: 26 weeks

CYCA 260*/ 360*/460* **UVIC CYC 260/ 360/460**

3 or 6—UNIV

Special Topics in Child and Youth Care

These courses provide an opportunity to examine selected current issues in child and youth care and are offered at various times throughout the year. These courses are also available for professional development (non-credit).

Prerequisites: CYCA 260* has no prerequisites. CYCA 360* requires second-year university standing, or college diploma completion, or permission of the instructor. CYCA 460* requires third-year university standing or permission of the instructor.
Special Arrangements: Six entire days of seminar at a selected location, either six consecutive days or two three-day weekends, or three two-day weekends. For specific information contact UVic's School of Child and Youth Care, (250) 721-8048.
Registration Deadline: TBA
Start Date: Varies
Maximum Completion: Varies
*** OU assigns unique course numbers to each special topics course.**

CYCA 361 **UVIC CYC 360 F50**

3—UNIV

Supervision in the Human Services

This course is a desirable elective for students in other human services programs: nursing, criminology, psychology, social work, education. Course content includes the range of supervisory roles and responsibilities, the stages through which each supervisory relationship passes, the obligations and limits related to the supervisory relationship, relevant communication skills, documentation formats, performance appraisal strategies, professional development strategies, personal leadership and supervisory styles, and contemporary issues related to the practice of supervision. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Note: Students with credit for BUSM 111, 113, or WKPL 110 may not take this course for further credit with OLA. However, credit is transferable to UVic upon admission to UVic.
Equipment Note: Access to video recording equipment is required (can be rented).
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a textbook, and a videotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates in a student's geographical area are provided at the beginning of the course.) Access to instructors includes e-mail, weekly office hours, two individual phone contacts by instructors to students, and two small-group teleconferences. The basis for student evaluation includes one written assignment and three videotaped assignments, with written critiques.
Start Date: Not offered in 1999/2000
Maximum Completion: 13 weeks

CYCA 365 **UVIC CYC 360**

3—UNIV

UN Convention on the Rights of the Child

Students in this course increase their knowledge, skills, and self-awareness on the theory and application of the UN Convention on the Rights of the Child. Students use a "hands-on" approach to understand and apply the convention. Students learn about the convention and its relation to the Canadian Human Rights Framework; understand the role of international agencies, national, provincial, municipal, and treaty bodies in implementing the convention; and synthesize and apply this understanding through practice with children, families, cultures, and communities. A case-study approach is used to critically examine the impact of this children's rights

document across a diverse range of program settings for children and families. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a readings package, and a videotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, three individual telephone contacts by instructors to students, and two small-group teleconferences. The basis for student evaluation includes a journal and two written assignments.
Start Date: November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

CYCA 366 UVIC CYC 360 S50

3—UNIV

Life Span Development

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained, and modified, and to develop an understanding of normal human development as a knowledge base for practice with children, youth, and families. This course meets the requirements of 1.5 units of the 3 units of required developmental psychology courses in Phase II of UVic's B.A. Program in Child and Youth Care for distance-education students. Students not enrolled in the program are welcome to register in the course. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Note: Only one of CYCA 366 and SSWP 355 may be taken for credit.
Special Arrangements: Course components include a thirteen-week guided study manual and a textbook, which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, and three individual telephone contacts by instructors to students. The basis for student evaluation includes two open-book examinations and one written assignment.
Registration Deadline: November 15, 1999
Start Date: January 10, 2000
Maximum Completion: 13 weeks

CYCA 368 UVIC CYC 360 F51

3—UNIV

Intervention Models and Strategies for Dealing with Substance Abuse

This course outlines a framework to guide a student in the organization and creation of intervention strategies that have been or could be used in response to the problem of substance abuse. The course serves to enhance already acquired basic skills and knowledge in the areas of counselling, family systems, and community organization. As a means of evaluating intervention strategies, students first are introduced to the idea and role of change in the helping process; consider some models for facilitating change; examine individual, group, and situational factors that can influence the selection of strategies for change; and apply what has been learned to the selection of these strategies. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma including an introductory course on substance abuse (CYCA 369 or equivalent)
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a readings package, a textbook, and videotapes, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of partners in a student's geographical area are provided at the beginning of the course.) Access to instructors includes e-mail, weekly office hours, and four small-group teleconferences. The basis for student evaluation includes four written assignments and one open-book examination.
Start Date: Not offered in 1999/2000
Maximum Completion: 13 weeks

CYCA 369 UVIC CYC 360 Y50

6—UNIV

Perspectives on Substance Abuse

Students in this course critically evaluate various perspectives on substance use and abuse and develop, in response to the material covered, a working hypothesis about the nature of the substance abuse problem. The course is designed to engage the student in a process of discovery by providing a thorough overview of substance abuse, in light of current perspectives on health. Students are required to critically examine past and present approaches to substance abuse and to develop and defend a personal viewpoint about the nature of the problem. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Note: This course was formerly numbered CYCA 362 (3). Students with credit for CYCA 362 (or equivalent) may not repeat this course for further credit.
Special Arrangements: Course components include a twenty-six-week guided study and coursebook print package, a readings package, a textbook, and a videotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates in a student's geographical area are provided at the beginning of the course.) Access to instructors includes e-mail, weekly office hours, two individual telephone contacts by instructors to students, and

two small-group teleconferences. The basis for student evaluation includes five written assignments.
Registration Deadline: July 30, 1999
Start Date: September 8, 1999
Maximum Completion: 26 weeks

CYCA 371 — UVIC CYC 360



3—UNIV

Building Caring Partnerships

This course is designed to provide students with the knowledge and skills necessary to work in partnership with families, particularly families with infants and toddlers who have been identified as "at risk." Building on their awareness of cultural diversity, students use and integrate their knowledge of self, communication skills, ecological perspective, and developmental theory in order to strengthen their abilities to establish and maintain partnerships with families.

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a readings package, textbooks, and a videotape, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, and one small group teleconference. The basis for student evaluation includes seven written assignments.
Start Date: Not offered in 1999/2000
Maximum Completion: 13 weeks

CYCA 373 — UVIC CYC 360

3—UNIV

Working with Families and Their Communities

This course examines the interactions among families with infants and toddlers, the practitioners who work with them, and the community in which they all live. The course is fundamentally concerned with the healthy development of infants and toddlers, especially those perceived to be "at risk," and it concentrates on the roles of practitioners in promoting community support networks that help create healthy family-community interactions.

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, and a readings package, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail and weekly office hours. The basis for student evaluation includes four written assignments.
Start Date: Not offered in 1999/2000
Maximum Completion: 13 weeks

CYCA 374 — UVIC CYC 360

3—UNIV

Promoting Positive Outcomes

This course, designed for all practitioners who work with young children, explores the relationships between risks, opportunities, and change in their environments. The key premise of the course is the belief that practitioners can respond to situations of risk and promote positive outcomes for young children and their families by supporting healthy development and applying knowledge ethically and skilfully, within the children's environmental contexts. This course is built around components addressing self-awareness, knowledge of environmental contexts, and application of practice skills. The student is put at the centre of the learning process and invited to examine her/his personal and professional experiences and to use that prior knowledge as a frame for the course content. Activities involve students in interactive, reflective, and critical-thinking learning processes.

Prerequisites: Second-year university standing or college diploma, or permission of the instructor
Special Arrangements: Course components include a thirteen-week guided study and coursebook print package, a readings package, and textbooks, all of which are to be purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes e-mail, weekly office hours, and one individual telephone contact by instructors to students. The basis for student evaluation includes four written assignments.
Registration Deadline: November 15, 1999
Start Date: January 10, 2000
Maximum Completion: 13 weeks

DENT 100 — OC DENT 100

COL

Introduction to Dental Assisting

This course is designed for the person who is considering a career as a certified dental assistant. Information and activities introduce the student to the dental profession and the realities of practising as a certified dental assistant. Through this course, interested individuals are able to make an informed choice about certified dental assisting as a career. Information may also be relevant to students considering a career in dental hygiene, dental reception, dental laboratory, or dentistry. There are only two assignments for this course and no examination. Successful completion of this course exempts applicants from the six-month work experience prerequisite for the Certified Dental Assisting (CDA) program. Other BC college CDA programs may require this course for admission.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: None
Note: An optional video is available on loan from the OLA Student Library Service.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 10 weeks

DENT 109 **OC DENT 109**

1—COL

Clinical Dental Radiography

This is a twenty-five-hour clinical course for non-licensed dental personnel and is taken after completion of OC's DENT 135, *Dental Radiography* (or equivalent), as the clinical component of approved radiography training required by the College of Dental Surgeons of BC. It includes a one-hour preparatory audioconference and twenty-four hours of clinical instruction.

This course is taken as a continuing education course and is not part of the Certified Dental Assisting (CDA) program. CDA full-program students take DENT 153, *Clinical Dental Radiography*. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: DENT 135 or equivalent
Note: Enrolment is limited. Registration is with permission of the program co-ordinator. DENT 109 and 153 are considered equivalent for transfer credit purposes. Students who have completed DENT 109 prior to program admission are not required to complete DENT 153.
Start Date: Schedule arranged through program area
Maximum Completion: 30 weeks

DENT 130 **OC DENT 130**

2—COL

Dental Professionalism

This course gives a broad overview of the dental profession and certified dental assisting practice. It includes the theory and practice of professional behaviour and the microbiological concepts and procedures of infection control in dentistry. It also focusses on legal aspects of dentistry, including the keeping of dental records. Students are required to carry out some practical work in their practice setting.

This course may also be taken as a continuing education course and is the first course in the Certified Dental Assisting (CDA) program. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Infection Control and Management of Hazardous Materials for the Dental Team* by Palenik and Miller; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 131 **OC DENT 131**

2—COL

Basic Dental Assisting

This course provides information and practical experience in basic dental assisting, including equipment and supplies, patient and dental team positioning, and assembly and transfer of instruments and armamentarium. It also includes fundamental principles of communication and interviewing techniques as they apply to patient management and health histories. Students are required to carry out some practical work in their practice setting.

Prerequisites: DENT 130 or equivalent and admission to the Certified Dental Assisting program
Required Texts: *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.; *Health Communication* by Northouse
Texts Note: Only *Health Communication* is included in the course package. Students can order the other textbooks from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 132 **OC DENT 132**

2—COL

Patient Assessment

This course provides information in basic and dental sciences and with practical experience in applying these sciences in dental assisting practice and common dental procedures. The content includes general patient assessment, hard and soft tissues of the head and neck, tissues of the oral cavity, and examination and charting procedures. Students are required to carry out some practical work in their practice setting.

Prerequisites: DENT 130 and DENT 131 or equivalent and admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 133 **OC DENT 133**

1.5—COL

Dental Office Emergencies

This course prepares students for emergency situations that may occur in a dental practice. The course focusses on drugs used in dentistry and their proper handling and storage. It also serves as a guide to implementing the Workplace Hazardous Materials Information System (WHMIS) in the dental office and proper handling of hazardous materials. Students are required to carry out some practical work in their practice setting.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.

Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Note: An optional video is available from the OLA Student Library Service.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 21 weeks

DENT 134 OC DENT 134



3—COL

Preventive Dentistry

This course introduces students to preventive dentistry and to teaching oral self-care to patients. Students explore fundamental theories of learning and teaching and apply this knowledge in their practice setting. Students also learn about various oral self-care aids and agents. Students are required to carry out some practical work in their practice setting.

Prerequisites: Admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 135 OC DENT 134



2.5—COL

Dental Radiography

This course introduces fundamental concepts of X-ray physics, principles of attenuation, and safe and effective practices for exposing and processing dental radiographs. The course also provides basic concepts related to image formation, basic exposure techniques, and quality assurance. Students are required to carry out some practical work in their practice setting.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Certified Dental Assisting program or approval of Application B as the theory part of the required training by the College of Dental Surgeons for non-licensed dental personnel exposing radiographs
Required Text: *Dental Radiography Principles and Techniques* by Haring and Lind
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 136 OC DENT 136

2.5—COL

Restorative Assisting

In this course students learn chairside assisting skills for restorative dentistry. The content includes the assistant's role in pain control, the anatomy related to local and topical anesthesia, dental and operative materials and the restorative instruments used to assist the dentist, isolation techniques (including cotton roll and rubber dam), and procedures for both fixed and removable prosthodontics. Students are required to carry out assignments in their practice setting and on selected case studies.

Prerequisites: DENT 132 or equivalent and admission to the Certified Dental Assisting program
Required Texts: *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 137 OC DENT 137

2—COL

Laboratory Procedures

In this course students learn the basic laboratory procedures done in a general dental practice. Students are introduced to those procedures that are referred to a commercial dental laboratory. Students learn about laboratory equipment and materials, gypsum products, procedures for fixed and removable prosthodontics, custom appliance procedures, and instrument sharpening. Students are also required to carry out some practical work in their office setting.

Prerequisites: Admission to the Certified Dental Assisting program
Required Texts: *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 139 OC DENT 139

COL

Challenge Examination

This challenge examination is comprehensive and covers all of the home study materials from DENT 130 through DENT 137 inclusive. It is six hours in length. For information contact the program co-ordinator.

Prerequisites: Admission to the Certified Dental Assisting program
Texts Note: There is no tutor assigned nor any supporting study material provided with registration. Applicants who wish to prepare for the examination with the textbooks or course materials used in the courses can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 140 **OC DENT 140**

3—COL

Dental Specialties

This course introduces the dental specialties and the role of the dental assistant in specialty procedures. Students learn an overview of endodontics, orthodontics, periodontics, oral and maxillofacial surgery (including hospital dentistry), pediatric dentistry, and geriatric dentistry. Students also carry out a number of practical assignments in their practice setting.

Prerequisites: Admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 141 **OC DENT 141**

2.5—COL

Community Dental Health

This course is designed to provide information and practical experiences in community dental health. Students learn the dental assistant's role and responsibilities as a dental volunteer in public health, in disability considerations for patients, and in the provision of dental health information and nutrition to groups. Students are also required to carry out practical assignments in both their practice setting and their own community.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: DENT 134 or equivalent and admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 142 **OC DENT 142**

2—COL

Dental Reception

This course gives a broad overview of the basic skills and knowledge required by dental receptionists. It includes theory and practice of patient recall systems, patient accounts, dental insurance claims, and procedures for maintaining financial records in a dental office. It also focusses on filing and supply systems and office communications. Students are required to carry out practical assignments in their practice setting and on selected case studies. Course availability may be limited.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Certified Dental Assisting program. This course may also be taken by interested individuals by completing application package "B." Note, however, that it is not a full dental reception program.
Required Text: *Modern Dental Assisting* by Torres and Ehrlich
Text Note: The textbook for this course is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 143 **OC DENT 143**

2—COL

Patient Care Procedures

In this final home study course in the Certified Dental Assisting program, students prepare themselves for performing the direct patient care procedures that a certified dental assistant in BC may perform under the supervision of a dentist. Students learn about diagnostic tests, preventive procedures such as coronal polishing and fissure sealants, plus relevant restorative and post-surgical procedures. Students also learn about continuing professionalism (continuing education, job search, résumés, and job interviews). Course availability may be limited. This course prepares students to participate in DENT 162, *Clinical Patient Care*.

Prerequisites: DENT 130, 131, 132, 133, 134, 135, 136, 137, 153, 154, 140, 141, 142, or equivalents, and admission to the Certified Dental Assisting program
Required Texts: *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* by Miller and Keane; *Modern Dental Assisting* by Torres and Ehrlich; *Comprehensive Dental Hygiene Care* by Woodall et al.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DENT 153 **OC DENT 153**

0.5—COL

Clinical Dental Radiography

This course may only be taken by students admitted to the full certificate Certified Dental Assisting (CDA) program. It is equivalent to DENT 109 but is limited to program students.

This twenty-five-hour dental radiography clinical course for CDA program students includes skull and patient exposure using both parallel and bisect angle techniques. The course

includes a preparatory one-hour audioconference, followed by twenty-four hours of on-site clinical instruction in an Open College clinical facility. In clinical experiences students also demonstrate, through the assessment of learning outcomes, their professionalism, confidence, personal, peer, and patient management skills.

Prerequisites: DENT 130 and 135 or equivalent and admission to the Certified Dental Assisting program. Enrolment is limited. The process for selection is outlined in the DENT *Clinical Manual*, which is provided to program students at the beginning of the program.
Equipment Note: Students are required to wear a full uniform and provide safety glasses, gloves, and masks.
Note: Students are responsible for travel to and accommodation at the clinical site.
Start Date: Schedule arranged through program area
Maximum Completion: 30 weeks

DENT 154 OC DENT 154

1—COL

Clinical Dental Assisting

This is a one-week (forty-hour) full-time clinical course held at an Open College clinical facility. Under the direct supervision of qualified clinical tutors, students practise and demonstrate the clinical skills required of a chairside dental assistant. This course consists of the clinical demonstration, practice, and evaluation of practical objectives learned in the beginning of the program. For example, students apply rubber dams, apply topical anesthetic, teach oral self-care, obtain vital signs, and review infection control procedures and health histories. Students integrate and perform clinical support functions while addressing learning outcomes related to patient management, peer interaction, professional communication, time management, and problem solving.

Prerequisites: Program admission. DENT 130, 131, 132, 133, 134, 136. Enrolment is limited. The process for selection is outlined in the DENT *Clinical Manual*, which is provided to program students at the beginning of the program.
Equipment Note: Students are required to wear a full uniform and provide safety glasses, gloves, and masks.
Note: Students are responsible for travel to and accommodation at the clinical site.
Start Date: Schedule arranged through program area
Maximum Completion: 30 weeks

DENT 162 OC DENT 162

1.5—COL

Clinical Patient Care

This is a two-week (eighty-hour) full-time clinical course held at an Open College clinical facility. Under the direct supervision of qualified clinical tutors, students practise and demonstrate the clinical skills required of a certified dental assistant. Students learn the clinical skills required to provide treatment for patients, while addressing learning outcomes related to patient management, peer interaction, professional communication, time management, and problem solving. Evaluation is based on performance as well as what was learned in previous courses. It focusses on those duties legally delegated to a certified dental assistant in BC.

Prerequisites: DENT 130 through 143, including DENT 153 and 154 or equivalents
Equipment Note: Students are required to wear a full uniform and provide safety glasses, gloves, and masks.
Note: Students are responsible for travel to and accommodation at the clinical site. Students are also required to supply patients.
Start Date: Schedule arranged through program area
Maximum Completion: 30 weeks

DENT 180 OC DENT 180

(OPTION) NC/COL

Infection Control for Dental Professionals

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course is designed for all registered or licensed dental professionals—dentists, dental hygienists, or certified dental assistants. Based on current research in infection control, the course stimulates thinking and has a strong practical component. It includes an update on diseases of concern to dentistry and information on reducing the risk of disease transmission. There are fourteen instructional hours in this course.

This course is a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Registered and/or licensed BC certified dental assistant, dental hygienist, or dentist. Registration licence number or card is required with the registration form.
Note: The course consists of two audioconferences (one with a noted guest speaker), a print package with a self-assessment review, and a choice of one of two assignments for evaluation. One assignment is an office audit of current infection control procedures with the development of an implementation plan for improvement. The other is a research assignment into one aspect of infection control.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

DTEC 020 — OC DTEC 020

PREP

Introduction to Data Technology I

This is a course designed for individuals wishing to use their computer for word processing, spreadsheets, and data base management. It focusses on practical applications drawn from real-world situations.

Prerequisites: None
Required Text: *ClarisWorks Software Guide*
Equipment and Software Note: Macintosh or PC running Windows 3.1 or 95; ClarisWorks 3.0, 4.0, or AppleWorks 5.0X are required (OC does not supply these).
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

DTEC 030 — OC DTEC 030

PREP

Introduction to Data Technology II

This course uses the integrated software package ClarisWorks as the tool to build skills applicable to both education and work. Activities focus on real-world computer applications and make use of desktop publishing, data base design and management, and basic spreadsheets.

Prerequisites: DTEC 020 or Data Processing II
Required Text: *ClarisWorks Software Guide*
Equipment and Software Note: Macintosh or PC running Windows 3.1 or 95; ClarisWorks 3.0, 4.0, or AppleWorks 5.0X are required (OC does not supply these).
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ECED 336 — UBC ECED 336

3—UNIV

History of Early Childhood Education

Political and social factors that have influenced movements and trends in early childhood education in North America, pre-kindergarten through primary.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ECON 200 — OU ECON 200

(OPTION) 3—UNIV

Principles of Microeconomics

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focusses on individual economic units—consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, energy pricing, collective bargaining, poverty and income inequality, and pollution and environmental issues. (AI, CIM, CUIC, ICB, PMAC, QAA, REIC)

Prerequisites: None
Note: Only one of ADMN 310 and ECON 200 may be taken for credit.
Required Texts: *Microeconomics* by R. G. Lipsey, C. T. S. Ragan, and P. N. Courant; *Study Guide to Accompany Microeconomics* by E. K. Grant, W. J. Furlong, and R. G. Lipsey
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ECON 201 — OU ECON 201

(OPTION) 3—UNIV

Principles of Macroeconomics

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focusses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. (AI, CIM, CUIC, ICB, MOA, PMAC, QAA, REIC)

Prerequisites: None. ECON 200, or equivalent skills and knowledge, is recommended.
Required Texts: *Macroeconomics* by R. G. Lipsey, C. T. S. Ragan, and P. N. Courant; *Study Guide to Accompany Macroeconomics* by E. K. Grant, W. J. Furlong, and R. G. Lipsey
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ECON 310 — OU ECON 310

3—UNIV

Economic and Business Statistics

This course emphasizes statistics applications to problems in economics and business. The topics covered include hypothesis testing, regression and correlation analysis, time-series analysis, and decision theory. (CA, CMA)

Prerequisites: MATH 102 and 104, or equivalent skills and knowledge
Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.
Required Text: *Statistics for Management* by R. I. Levin and D. S. Rubin
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ECON 350 — OU ECON 350

3—UNIV

Managerial Economics

This course is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost, and pricing decisions are emphasized. Topics include decision-making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products, and competitive bids and price quotes.

Prerequisites: ECON 200 and MATH 104, or equivalent skills and knowledge
Note: This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.
Required Text: *Managerial Economics, Analysis and Strategy* by E. J. Douglas
Equipment Note: Good calculator is required, preferably one that has several memories and can do square roots, logarithms, correlation (or regression) analysis, and financial analysis (like present values and the internal rate of return).
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

EDCI 396 — UBC EDCI 396

3—UNIV

Curriculum Development and Evaluation (Part I)

Practical and conceptual issues of developing and evaluating elementary and/or secondary school curricula are discussed in relation to concurrent classroom pre-service or in-service experience. Some of the basic concepts in curriculum and instruction are discussed; schooling and teaching; learning and values; education; and curriculum. In addition, some issues related to the development, implementation, and evaluation of school programs are covered.

Prerequisites: 60 credits
Note: This course was formerly numbered EDUC 452. Students with credit for EDUC 452 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDCI 397 — UBC EDCI 396

3—UNIV

Curriculum Development and Evaluation: Teaching and Schooling

Practical and conceptual issues of developing and evaluating elementary and/or secondary school curricula are discussed in relation to concurrent classroom pre-service or in-service experience. A number of different views of teaching and schooling are discussed, and empirical and theoretical issues related to these views are covered.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDCI 398 — UBC EDCI 396C



3—UNIV

Curriculum Development and Evaluation (Ramp Up to the Information Highway)

Practical and conceptual issues of developing and evaluating elementary and/or secondary school curricula are discussed in relation to concurrent classroom pre-service or in-service experience. Students investigate the use of emerging technologies in a variety of educational settings and learning environments.

Prerequisites: 60 credits
Equipment Note: Internet and World Wide Web access is required.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDCI 488 — UBC EDCI 488



3—UNIV

Key Curricular Orientations: Progressivism

Key concepts and practical implications of progressive curricular orientations.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDCP 010 — OC EDCP 010



PREP

Intermediate Education and Career Planning

This intermediate-level PREP course equips adult students with life, education, and employment readiness skills. Topics covered include career interests, goal setting, managing stress, interpersonal skills, and study skills.

Prerequisites: English 9 or 10 or ENGL 012
Note: Students should register in only one of EDCP 010, 020, or 030.
Required Text: *Expanding Your Horizons, a Career Guide* by J. Misener and S. Kearns

Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

EDCP 020 **OC EDCP 020**

PREP

Advanced Education and Career Planning

This advanced-level PREP course emphasizes communication skills, time management, study skills and education planning, and career exploration skills. Students would not take this course if they have taken EDCP 010.

Prerequisites: English 10 or ENGL 012
Note: Students should register in only one of EDCP 010, 020, or 030.
Required Text: *Expanding Your Horizons, a Career Guide* by J. Misener and S. Kearns
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

EDCP 030 **OC EDCP 030**

PREP

Provincial Education and Career Planning

This course is open to students who have not taken EDCP 010 or 020. The material is similar to EDCP 010 and 020.

Prerequisites: ENGL 028
Note: Students should register in only one of EDCP 010, 020, or 030.
Required Text: *Expanding Your Horizons, a Career Guide* by J. Misener and S. Kearns
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

EDST 426 **UBC EDST 426**

3—UNIV

History of Education

This course examines selected topics in the history of European, Canadian, and American education and looks at the relationships between historical development and current educational policy.

Prerequisites: 60 credits
Note: Students with credit for EDST 430 may not take this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDST 428 **UBC EDST 428**

3—UNIV

The Social Foundations of Education

An application of the social sciences to the study of education.

Prerequisites: 60 credits and permission of the instructor
Note: Students may opt to take both EDST 426 and 428 to fulfil various degree and certificate requirements. Students with credit for EDST 430 may not take this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 220 **SFU EDUC 220**

3—UNIV

Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None
Note: This course may be applied toward the Certificate in Liberal Arts or the minor in educational psychology offered through SFU. Only one of EDUC 220 and EPSE 301 may be taken for credit.
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 222 **SFU EDUC 222**

3—UNIV

Research Methods in Educational Psychology

Laboratory experiences and exercises in educational psychology.

Corequisite: EDUC 220
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 230 **SFU EDUC 230**

3—UNIV

Introduction to Philosophy of Education

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None
Note: This course may be applied toward the Certificate in Liberal Arts offered through SFU.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 325 **SFU EDUC 325**

3—UNIV

Assessment for Classroom Teaching

This course provides students with an overview of testing procedures used in the schools. Students learn how to judge the appropriateness of testing procedures for a specific student or group of students, to interpret scores, to discern biases and inadequacies, and to monitor common abuses of tests. Students have hands-on experiences with a variety of testing procedures.

Prerequisites: EDUC 220
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 326 **SFU EDUC 326**

3—UNIV

Classroom Management and Discipline

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational, and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

Prerequisites: 60 credits
Note: This course may be applied toward a minor in educational psychology.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 351 **SFU EDUC 351**

3—UNIV

Teaching the Older Adult

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an ageing population through education.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Normal Completion: 13 weeks

EDUC 420 **SFU EDUC 420**

4—UNIV

Cognitive Strategies in Learning

Current theory and research on cognitive strategies; applied research about teaching cognitive strategies.

Prerequisites: SFU's EDUC 220
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 422 **SFU EDUC 422**

4—UNIV

Learning Disabilities

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and remediation of learning disabilities.

Prerequisites: 60 credits and SFU's EDUC 220
Note: This course may be applied toward the minor in educational psychology, the minor in early childhood education, the minor in learning disabilities, or the Certificate Program in Literacy Instruction.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 425 **SFU EDUC 425**

4—UNIV

School Counselling for the Classroom Teacher

Intended for senior students or practising teachers who wish to explore the area of school counselling and develop some counselling skills that can be used within a classroom setting. A combination of study notes and course readings is used as a means for exploring such areas as the role of the school counsellor, school counselling systems, vocational decision making, standardized testing, communication skills, and "affective" development.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent); EDUC 220, or PSYC 106 and 107 (SFU's PSYC 100 and 102), or OU's PSYC 101 and 102
Note: Students with credit for CNPS 426 (formerly EDUC 426) may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 433 **SFU EDUC 433**

4—UNIV

Philosophical Issues in Curriculum

This course examines fundamental philosophical issues involved in designing, evaluating, and changing educational curricula; such issues as the nature and justification of educational curriculum; the components of a rational curriculum; the nature of knowledge and its differentiation; curriculum integration; and the education of emotions. It also deals with such current issues as the place of "behavioural objectives" in education, the "hidden curriculum," and the sociology of knowledge.

Prerequisites: 60 credits
Note: This course may be applied toward the minor in environmental education.
Equipment Note: Access to a computer and modem may be required.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 439 **SFU EDUC 439**

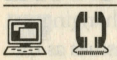
4—UNIV

Educational Administration: Theory and Practice

This course provides an introduction to the study of educational administration. Topics covered include the organization and administration of education in Canada, the political context of education, social factors influencing education, educational finance, and legal issues in education. Emphasis is placed on both knowledge acquisition and skill development. Practice is provided in the solution of administrative problems in education.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent professional year of teacher training)
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 440 **UVIC ED-D 440**



3—UNIV

Teaching and Learning in Personal Planning (PP) and Career and Personal Planning (CAPP)

Students gain an understanding of the history, rationale, and key components of PP and CAPP. Included are current practices and new approaches to teaching and learning in the PP/CAPP classroom. Other topics include the teacher as reflective practitioner and strategies to handle sensitive issues in the classroom. Activities in the course are practical and interactive in nature. Students explore the concept of PP/CAPP organizers, look at the impact of the curriculum on the surrounding community, and develop skills to implement the curriculum within work settings. The course is delivered through a combination of print resources, on-line discussion using a computer, and teleconferences.

Prerequisites: None
Start Date: September 1999, January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 441 **SFU EDUC 441**

4—UNIV

Multicultural Education

This course examines the social and psychological dimensions of multiculturalism in Canada and the implications for education. Topics include dealing with prejudice, discrimination, stereotyping, and value conflicts; developing multicultural education programs; and analysing social issues that impinge on educational practice.

Prerequisites: 60 credits
Note: This course may require students to complete a unit-planning assignment.This course may be applied toward the minor in early childhood education, the Certificate Program in Literacy Instruction, or the Post-Baccalaureate Certificate in English as a Second Language.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 442 **UVIC ED-D 441**



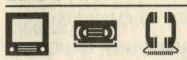
3—UNIV

Approaches to Instruction and Assessment in Personal Planning (PP) and Career and Personal Planning (CAPP)

This course covers theory and practice of criterion-based assessment and evaluation in PP/CAPP. Models of delivery, collaborative consultation, accessing resources, planning and evaluation in the affective domain, criterion-referenced assessment, and reporting practices are covered. The course is delivered through a combination of print resources, on-line discussion using a computer, and teleconferences.

Prerequisites: None
Note: This course may also be applied to the diploma program.
Start Date: September 1999, January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 444 **UVIC ED-E 444**



3—UNIV

Mathematics Instruction in the Elementary School

This course examines teaching strategies, classroom organization, learning activities and settings, evaluation procedures, reporting, and instructional materials—their function and use.

Prerequisites: Professional year
Note: The components of this course accommodate the framework and goals of the BC Mathematics K–7 Integrated Resource Package 1995, which is based on The Common Curriculum Framework for the territories and provinces in Western Canada.
Start Date: September 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 445 **SFU EDUC 445**

4—UNIV

Legal Context of Teaching

This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfilment, liability outside school hours, and the AIDS controversy.

Prerequisites: 60 credits
Note: This course is part of the Law-Related Education: Distance Education series.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 446 SFU EDUC 446



4—UNIV

Law for the Classroom Teacher

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary Social Studies and Law 12 curricula.

Prerequisites: 60 credits
Note: This course is part of the Law-Related Education: Distance Education series.
Equipment Note: Teleconferencing component is optional.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 464 SFU EDUC 464

4—UNIV

Early Childhood Education

This course examines current trends, issues, and research relating to the education of young children.

Prerequisites: 60 credits
Note: EDUC 464 may be applied toward the minor in educational psychology or the minor in early childhood education (offered through SFU).
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 465 SFU EDUC 465



4—UNIV

Children's Literature

This course examines historical, sociological, and literary perspectives on literature for children.

Prerequisites: 60 credits
Note: EDUC 465 may be applied toward the minor in early childhood education (offered through SFU).
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 467 SFU EDUC 467



4—UNIV

Curriculum and Instruction in Teaching English as a Second Language

In this course students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analyses, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 60 credits and SFU's ENGL 370 or a linguistics course
Note: This course may be applied toward the Certificate Program in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).
Equipment Note: Some offerings of this course require a computer and modem. Refer to course outline for details.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 468 SFU EDUC 468

4—UNIV

Recent Advances in the Teaching of English as a Second Language

This course explores new developments in teaching practice, curriculum development, and second language learning research.

Prerequisites: EDUC 467
Note: Students are expected to have previously acquired a basic level of competence in methods of teaching English as a second language (offered through SFU).
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 469 SFU EDUC 469

4—UNIV

Music Education as Thinking in Sound

Understanding the language of music, both historical and contemporary, and use of electronic and acoustic instruments in the general music classroom.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 470 SFU EDUC 470

4—UNIV

Experience in Teaching Students Who Have Limited English Proficiency

This course is for those who intend to teach people with limited proficiency in English. It permits teachers to develop those classroom skills specific to teaching the English language to non-native speakers and to reflect upon their own development as teachers.

Prerequisites: SFU's EDUC 467
Note: Only students with a current teaching placement may enrol in this course. Students registering in this course are required to obtain a form from the Centre for Distance Education at SFU that their employer or supervisor of volunteer teachers is required to complete before registration can be completed.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 472 **SFU EDUC 472**

4—UNIV

Designs for Learning: Language Arts (Elementary)

Planning for learning: creating learning environments; developing teaching strategies and materials. This course includes whole language and deals with applications at different levels of schooling.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent year of professional teacher training)
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 474 **SFU EDUC 474**

4—UNIV

Designs for Learning: Social Studies (Elementary and Secondary)

This course familiarizes students with the social studies curriculum in BC and allows them to become adept at a range of practical methods appropriate to teaching this curriculum.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent year of professional teacher training)
Note: This course may be applied toward the minor in early childhood education or the minor in environmental education (offered through SFU). This course was formerly numbered EDUC 472. Students with credit for EDUC 472 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 475 **SFU EDUC 475**

4—UNIV

Designs for Learning: Mathematics (Elementary)

Planning for learning, creating learning environments, and developing teaching strategies and materials. Sections in the course deal with applications at different levels of schooling.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent year of professional teacher training)
Note: This course may be applied toward the minor in early childhood education and minor in learning disabilities (offered through SFU).
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 476 **SFU EDUC 476**

4—UNIV

Designs for Learning: Natural Sciences (Elementary and Secondary)

This is an introductory course in the curriculum and methodology of science education. The course addresses contemporary programs in science intended for use in public schools, K–12, as well as public awareness programs related to the social impact of science and technology.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent year of professional teacher training)
Note: This course may be applied toward the minor in early childhood education (offered through SFU).
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 484 **UVIC ED-E 484**

3—UNIV

Diagnosis and Intervention in Mathematics

Identification of strengths and weaknesses; interview strategies, procedures, and settings; interpretation of error patterns; intervention objectives and strategies.

Prerequisites: Professional year
Start Date: Spring 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 490 **UVIC ED-D 480**

3—UNIV

Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.

Prerequisites: Professional year
Start Date: Spring 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EDUC 492 **UBC EDUC 492**

6—UNIV

Critical Analysis of Teaching

A combined clinical and research-based examination of teaching that seeks to help teachers determine what kinds of teaching activities are appropriate to the context in which they are involved. Teaching practice in a public elementary or secondary school is an integral part of this course.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 26 weeks

EDUC 495 **SFU EDUC 485**

8—UNIV

Designs for Learning: Writing

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques. Course content:

- Teacher as Writer–writing skills, audience, purpose, writing process, self-evaluation.

- Teaching Writing–research, skill acquisition, self-disclosure, risk and creativity, thought and discipline, evaluation.
- Teacher as Researcher–reflective observation, analysis of data, program evaluation, peer support systems.
- Teacher as Developer of Curriculum–student writing, drama, literature, use of texts.

Prerequisites: SFU's EDUC 401 and 402 (or equivalent professional year of teacher training)
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ELT 005 **OC ELT 005**





PREP

Daily English

This course is for ESL students with low to intermediate English. The course uses videotapes and/or TV to demonstrate English usage in a contemporary context within a range of typical situations of Canadian culture. It includes a large text of grammar exercises and assignments. To make sure this course is suited to their needs, students should contact Student Services.

Prerequisites: None. Placement by a tutor is recommended.
Required Text: *Daily English*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ENGL 002 **OC ENGL 002**



PREP

Adult Basic English I

Lessons give practice in listening, grammar, reading, spelling, and writing skills. (Grade 3–5 equivalency)

Prerequisites: Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ENGL 003 **OC ENGL 003**



PREP

Adult Basic English II

This course is a continuation of ENGL 002. Students have practice in reading, listening, spelling, and writing in themes of interest to adult students. (Grade 5–7 equivalency)

Prerequisites: Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ENGL 010 **OC ENGL 010**



PREP

Reading and Writing English

This course is designed to develop skills as a writer by practising the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

Prerequisites: Basic reading and writing skills in English. Students should have their English skills assessed through Student Services to make sure that they start with the course best suited for their needs. (Request a free *English Language and Writing Assessment* from Student Services.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 012 **OC ENGL 012**



PREP

Intermediate English

This course develops communication skills in reading, writing, speaking, and listening. The emphasis is on writing. (Grade 10 equivalency)

Prerequisites: Basic reading and paragraph-writing skills in English. Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs. (Request a free *English Language and Writing Assessment* from Student Services.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 013 **OC ENGL 013**



PREP

Studying English

An alternative to ENGL 012, this course emphasizes vocabulary, grammar, sentence structure and paragraph skills, reading comprehension, and various forms of writing. The course is intended for students who are still refining their ability to write the English language and also for students whose first language is not English. (Grade 10 equivalency)

Prerequisites: Grade 9 or equivalent
Required Texts: *Essential Idioms in English* by R. Dixon; a dictionary (*Gage Canadian Dictionary* is recommended)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 024 **OC ENGL 024**

PREP

Advanced English

This reading and writing course enables students to do basic research and write an effective proposal. It also helps develop oral communication skills. (Grade 11 equivalency)

Prerequisites: ENGL 010, 012, 013, or Grade 10 English is recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ENGL 028 **OC ENGL 028**

(OPTION) PREP

Advanced English Skills

This course is also available on-line. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

An alternative to ENGL 024, this course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary selections. (Grade 11 equivalency)

Prerequisites: ENGL 012, Grade 10 English, or equivalent skills
Required Texts: *English Skills* by J. Langan (6th ed.); *Of Mice and Men* by J. Steinbeck; *Readings for English Skills*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 030 **OC ENGL 030**

(OPTION) PREP

Introduction to Literature

This course is also available on-line. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. (Grade 12 English equivalency)

Prerequisites: ENGL 024 or English 11 with a "C" grade or better, or equivalent skills as established by assessment
Required Texts: *Cruel Tears* by K. Mitchell; *Sixteen by Twelve* by J. Metcalf; *Medicine River* by T. King; *Lyric and Narrative Poems*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 034 **OC ENGL 034**

(OPTION) PREP

Survey of British Literature

This course is also available on-line. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

Through this course students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (Grade 12 equivalency)

Prerequisites: ENGL 024 or English 11 with a "C" grade or better, or equivalent skills as established by assessment
Required Text: *Adventures in English Literature* by L. Damrosch, L. Dean, W. Keach, and G. Sevin
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 100 **OU ENGL 100**

(OPTION) 3—UNIV

Literature and Composition I

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course covers both composition and literature. It includes a thorough review of basic grammar, punctuation, diction, and writing mechanics; instruction in composing critical essays; and an introduction to modern short stories and novels. The course does not attempt to provide a historical or chronological overview of fiction, but instead examines the general characteristics of fiction, especially that written during the past hundred years. (Drama and poetry are the subjects of ENGL 101, *Literature and Composition II*.)

Prerequisites: English 12 or equivalent
Note: This course satisfies the first half of the introductory English literature and composition requirement of Open University degrees. Students with credit for ENGL 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.
Required Texts: *A Short Guide to Writing About Literature* by S. Barnet; *An Auto-Instructional Text in Correct Writing* by E. Butler, M. Hickman, and L. Overby; *Heart of Darkness* by J. Conrad; *Who Do You Think You Are?* by A. Munro; *The Short Story: An Introduction* by W. Stone, N. Packer, and R. Hoopes, *An Auto-Instructional Text in Correct Writing* by E. Butler, M. A. Hickman, and L. Overby (2nd ed.)
Texts Note: An *Auto-Instructional Text in Correct Writing* is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 101 **OU ENGL 101**

(OPTION) 3—UNIV

Literature and Composition II

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course is an introduction to poetry and drama. The first half briefly considers figurative language, sounds, and rhythm, using twentieth-century examples, and then looks closely at how a poem is organized, how specific subjects can be treated in a variety of ways, and how thematic patterns emerge. The second half studies three plays, examining the most common

techniques of comedy and tragedy and analysing the plays' dramatic structure, characterization, and theme.

Prerequisites: ENGL 100 (or equivalent) is strongly recommended.
Note: This course satisfies the second half of the introductory English literature and composition requirement of Open University degrees. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.
Required Texts: *The Clear Path: A Guide to Writing English Essays* by C. Rooke; *A Glossary of Literary Terms* by M. H. Abrams; *Twentieth-Century Poetry and Poetics* by G. Geddes; *The Ecstasy of Rita Joe* by G. Ryga; *Othello* by W. Shakespeare; *Good Night Desdemona (Good Morning Juliet)* by A. MacDonald
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 102 — OU ENGL 102

3—UNIV

Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories. Also included are audiotaped readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

Prerequisites: English 12 or equivalent
Note: This course satisfies the first half of the introductory English literature and composition requirement of Open University degrees. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 102 may not take ENGL 106 or 199 for further credit in some programs.
Required Texts: *The Bare Essentials, Form B* by S. Norton and B. Green; *Halfbreed* by M. Campbell; *All My Relations*, ed. T. King
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 103 — OU ENGL 103

3—UNIV

Composition and Native Indian Literature II

Concentrating on literature written in English by First Nations writers, this course provides an introduction to three major genres of literature: novels, plays, and poetry. Students read short and long novels, one-act and full-length plays, and a wide range of poetry. The course also includes some non-Native literature for comparative purposes. Students listen to taped readings from some of the works and tape-record an oral reading as part of each assignment.

Prerequisites: ENGL 100 or 102 (or equivalent) is strongly recommended.
Note: This course satisfies the second half of the introductory English literature and composition requirement of Open University degrees. Students with credit for ENGL 101 or 105 may not take this course for further credit. Students with credit for ENGL 103 may not take ENGL 106 or 199 for further credit in some programs.
Required Texts: *In Search of April Raintree* by B. Culleton; *The Death of Jim Loney* by J. Welch; *The Colour Purple* by A. Walker; *The Way to Rainy Mountain* by N. S. Momaday; *Ceremony* by L. Silko; *New Native American Drama: Three Plays* by H. Geiogamah; *Hedda Gabler and Other Plays* by H. Ibsen
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 104 — SFU ENGL 101

3—UNIV

Introduction to Fiction

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts themselves, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

Prerequisites: None
Note: This course satisfies the first half of the introductory English literature and composition requirement at OC and OU. Students with credit for ENGL 100 or 102 or equivalent may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 105 — SFU ENGL 102

3—UNIV

Introduction to Poetry

This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage the student to read more poetry and to read it with greater perception and enjoyment. It should improve the student's skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poems.

Prerequisites: None
Note: This course satisfies the second half of the introductory English literature and composition requirement at OC and OU. Students with credit for ENGL 101 or 103 or equivalents may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 106 OC ENGL 106

(OPTION) 3—COL

Written Communication

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This fundamental writing course emphasizes the development of practical language skills for people in business, industry, and public service. The course begins with a review of basic grammar and continues with techniques that make written messages clear and appealing. Topics include choice of words, clear and direct sentences, positive tone in memos and letters, and organization of reports. (CIM)

Prerequisites: None
Note: Students with credit for ENGL 100, 101, or 199 or equivalent may not take this course for further credit.
Required Texts: *English 3200 with Writing Applications* by J. Blumenthal (4th College ed.); a standard dictionary
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 107 OC-OU ENGL 107

(OPTION) 3—COL/UNIV

Business Communication

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focusses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals. (AI, CGA, CIM, CUIC, MOA, QAA)

Prerequisites: Completion of ENGL 100, 106, or 199 is strongly recommended.
Note: Only one of ENGL 107 and 301 may be taken for credit.
Required Text: *How to Write for the World of Work* by T. Pearsall and D. Cunningham (5th ed.). A standard dictionary is recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 112 SFU ENGL 104

3—UNIV

Introduction to Prose Genres

The literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. May include works that challenge the boundary between fiction and non-fiction. Students are required to do research outside of the course materials.

Prerequisites: None
Note: Students should consult an OU advisor about the applicability of this course to their OU program.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 199 SFU ENGL 199

3—UNIV

Introduction to University Writing

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

Prerequisites: 12 university credits
Note: Students with credit for ENGL 109 may not take this course for further credit. Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some OU programs.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 204 SFU ENGL 204

3—UNIV

Medieval and Renaissance Literature

This course includes attention to works from the Old English, Middle English, and Renaissance periods.

Prerequisites: Previous credit in two of ENGL 101, 102, 103, 104, 105, or 199
Note: Students with credit for ENGL 220 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 207 SFU ENGL 207

3—UNIV

Twentieth-Century Literatures in English

The study of literary works of the twentieth century. May include Canadian, British, American, and other literatures.

Prerequisites: Previous credit in two of ENGL 101, 102, 103, 104, 105, or 199
Note: Students with credit for ENGL 303 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 210 SFU ENGL 210

3—UNIV

Advanced University Writing

Advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: Previous credit in two of ENGL 101, 102, 103, 104, 105, or 199
Special Arrangements: Students are required to participate in group work through e-mail and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an e-mail account and any technical support in this regard.

Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 220 OU ENGL 220

3—UNIV

English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections).

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or ENGL 104 and 105, or equivalents
Note: Students with credit for UBC's ENGL 201 may not take this course for further credit.
Required Texts: *The Norton Anthology of English Literature: Major Authors Edition*, ed. M. H. Abrams et al.; a Shakespeare play to be determined is included in the course package; *A Handbook to Literature* by C. Holman; *MLA Handbook* by J. Gibaldi and W. S. Achtert
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 221 OU ENGL 221

3—UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (as a continuation of ENGL 220). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Brontë, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or equivalents
Note: Students with credit for UBC's ENGL 201 may not take this course for further credit.
Required Texts: *The Norton Anthology of English Literature: Major Authors Edition*, ed. M. H. Abrams et al.; *Wuthering Heights* by E. Brontë; *A Handbook to Literature* by C. Holman; *MLA Handbook* by J. Gibaldi and W. S. Achtert
Texts Note: *The Norton Anthology of English Literature*, *A Handbook to Literature*, and the *MLA Handbook* are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 301 UBC ENGL 301

3—UNIV

Technical and Business Writing

This course covers the principles of written communication in general business and professional activities, and includes practice in the preparation of abstracts, proposals, reports, and correspondence.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105
Note: Only one of ENGL 301 and 107 may be taken for credit. This course was formerly numbered ENGL 401. Students with credit for ENGL 401 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 303 UBC ENGL 303

6—UNIV

Intermediate Composition

This course provides a study, with extensive practice, of the principles of writing effective prose, from arrangement and punctuation to various stylistic strategies. This is an intermediate course in English composition. Its purpose is to teach methods and strategies for improving the way to write expository and persuasive prose. This writing is used in serious inquiry by educated people in their public communication and is neither strictly literary nor strictly discipline-oriented.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105
Note: This course was formerly numbered ENGL 403. Students with credit for ENGL 403 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 304 UBC ENGL 304

6—UNIV

Advanced Composition

Special emphasis on rhetoric, with a focus on audience, authorial voice, and range of style.

Prerequisites: None
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 320 UBC ENGL 320

6—UNIV

History of the English Language

This course covers the development of the English language from the West Germanic to the present: phonology, morphology, syntax, and vocabulary. It examines the relationship of English to the other Indo-European languages and surveys changes in the sounds, forms of words and their endings, sentence structure, spelling, meanings of words, and vocabulary through the major periods of the English language. Some attention is given to attitudes toward language change, mechanisms of linguistic change, and social and political factors affecting the language.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Note: This course is recommended for people intending to teach secondary school English.
Equipment Note: Access to an audiocassette player is recommended.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 321 **UBC ENGL 321**

3—UNIV

English Traditional Grammar

This course examines traditional grammar from its origins to its codification in modern English grammars.

Prerequisites: 60 credits, including 6 credits of first-year English courses
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 325 **SFU ENGL 325**

4—UNIV

Romantic Poetry

The study of selected works by British Romantic poets.

Prerequisites: Previous credit in any two of ENGL 101, 102, 103, 104, 105, and 199; and two 200-division English courses, one of which is to be ENGL 204 or 205
Note: Students with credit for SFU's ENGL 324 or 326 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 329 **UBC ENGL 329**

6—UNIV

The Structure of Modern English

This course is a description of English phonetics, phonology, grammar, and vocabulary, and is open to second-year students. This is a course in the linguistic structure of English. It covers the sound-structure of English, both general and Canadian, and the structure of words and sentences, using standard structural description of sounds and morphemes, and a transformational-generative description for sentences. Semantic feature analysis and propositional analysis are the descriptive modes for word and sentence meaning.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105
Note: This course is recommended for people intending to teach secondary school English. This course was formerly numbered ENGL 410. Students with credit for ENGL 410 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 333 **SFU ENGL 333**

4—UNIV

Studies in the Nineteenth-Century British Novel

The study of selected nineteenth-century novels. May be organized by various critical issues or approaches.

Prerequisites: Previous credit or standing in any two of ENGL 101, 102, 103, 104, 105, and 199; and two 200-level English courses, one of which is to be ENGL 204 or SFU's ENGL 205
Note: Students with credit for SFU's ENGL 332 or 334 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 365 **UBC ENGL 365**

6—UNIV

Shakespeare

This course examines various aspects of Shakespeare's art. The following twelve plays are studied, eight of them in detail: *Richard II*, *Henry IV, Part One*, *A Midsummer Night's Dream*, *Romeo and Juliet*, *The Merchant of Venice*, *Troilus and Cressida*, *Macbeth*, *Antony and Cleopatra*, *Hamlet*, *King Lear*, *Othello*, and *The Tempest*. The plays are studied with an emphasis on characterization, structure, dramatic language, and theatrical effect. They are appreciated not only as complex literary works that merit close attention but also as skilfully designed theatrical pieces.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: Students with credit for ENGL 312, 425, or 426 may not take this course for further credit. This course was formerly numbered ENGL 427. Students with credit for ENGL 427 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 368 **SFU ENGL 368**

4—UNIV

Studies in Drama

This course surveys the modern drama of several countries, centring on the period 1880–1920, with later examples over the last sixty years. The plays chosen for the course represent a variety of dramatic genres: comedy, tragicomedy, tragedy, and experimental techniques in poetry and language. While the course is based on reading the texts, consideration is also given to the performance of the plays.

Prerequisites: Previous credit in any two of ENGL 101, 102, 103, 104, 105, and 199; and two 200-level English courses, one of which is to be ENGL 204 or SFU's ENGL 205
Note: This course was formerly numbered ENGL 460. Students with credit for ENGL 460 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ENGL 375 — UBC ENGL 375

6—UNIV

Milton

This course covers the work of John Milton, with special emphasis on *Paradise Lost*, *Paradise Regained*, and *Samson Agonistes*—as well as the following minor poems: *Nativity Ode*, *L'Allegro*, *Il Penseroso*, *Lycidas*, and *Comus*.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: This course was formerly numbered ENGL 451. Students with credit for ENGL 451 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 384 — UBC ENGL 384

3—UNIV

The English Novel in the Eighteenth Century

This course examines the beginnings of the realistic novel and its development from Daniel Defoe to Jane Austen.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: This course was formerly numbered ENGL 417. Students with credit for ENGL 417 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 391 — UBC ENGL 391

6—UNIV

Romantic Poetry

Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

Prerequisites: 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 392 — UBC ENGL 392

6—UNIV

Victorian Poetry

Intensive study of Victorian poets, major and minor.

Prerequisites: 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221
Note: This course was formerly numbered ENGL 452. Students with credit for ENGL 452 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

ENGL 394 — UBC ENGL 394

3—UNIV

The Victorian Novel

This course covers developments in the novel from Charles Dickens to Thomas Hardy. A study of representative novels of the Victorian age with an emphasis on the evolution of the genre and the importance of fiction as social history. Includes works by Charles Dickens, W. M. Thackeray, Wilkie Collins, and George Eliot.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: Students with credit for UBC's ENGL 421 may not take this course for further credit. This course was formerly numbered ENGL 423. Students with credit for ENGL 423 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 404 — UBC ENGL 404

3—UNIV

The Modern British Novel

This course covers developments in the novel up to the Second World War with a study of seven representative major novels from Joseph Conrad to Virginia Woolf.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: Students with credit for ENGL 424 may not take this course for further credit. This course was formerly numbered ENGL 418. Students with credit for ENGL 418 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 424 — OU ENGL 424

3—UNIV

Modern British Fiction

This course provides a survey of modern British fiction from its development early in this century to its current achievements and trends. The course focusses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 100 and 101, or equivalents
Note: Students with credit for ENGL 404 or UBC's ENGL 414 may not take this course for further credit.
Required Texts: *Sons and Lovers* by D. H. Lawrence; *A Portrait of the Artist as a Young Man* by J. Joyce; *To the Lighthouse* by V. Woolf; *Pincher Martin* by W. Golding; *The Black Prince* by I. Murdoch; *The French Lieutenant's Woman* by J. Fowles
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 425 OU ENGL 425

3—UNIV

Shakespeare I: Power and Justice

This course is under revision in 1999/2000.

The eight plays chosen for this course illustrate Shakespeare's remarkable range and variety. They show the development of his art from the relatively early *Midsummer Night's Dream* to *The Tempest*, a play written at the very end of his career. They also allow students to experience the moods Shakespeare creates in different kinds of plays—students read two histories, two comedies, three tragedies, and a romance. Despite the broad range covered by these plays, students discover how they are linked by common concerns. All, for example, examine the use of power and the responsibility of those who judge others.

Prerequisites: ENGL 100, 101, 220, and 221, or equivalents
Note: Students with credit for ENGL 365, SFU's ENGL 312, or UBC's ENGL 427 may not take this course for further credit.
Required Texts: *Henry IV, Part One; Henry IV, Part Two; A Midsummer Night's Dream; The Merchant of Venice; Hamlet; Macbeth; King Lear; The Tempest*—all by Shakespeare
Equipment Note: As many of the plays are on video, a video playback machine (VCR) is helpful but not mandatory.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 426 OU ENGL 426

3—UNIV

Shakespeare II: Freedom and Restraint in Love

This course is under revision in 1999/2000.

Shakespeare's plays of love are the focus of this course. The eight plays chosen for study range from early comedy and tragedy, *Love's Labour's Lost* and *Romeo and Juliet*, through the mature comedies of *As You Like It* and *Much Ado About Nothing*, to the disturbed world of *Measure for Measure* and *Othello*. The last two plays in the course are the mature masterpiece *Antony and Cleopatra* and the romance *The Winter's Tale*. In this course, in addition to reading the plays, students are encouraged to read widely among critical approaches to Shakespeare and to apply what they learn from other writers to their own appreciation of the plays.

Prerequisites: ENGL 100, 101, and 220, or equivalents
Note: Students are expected to have a thorough introduction to Shakespeare studies before undertaking this course. For this introduction, ENGL 425 is recommended, as ENGL 426 contains some cross-referencing to plays discussed in ENGL 425. Students with credit for ENGL 365 or UBC's ENGL 427 may not take this course for further credit.
Required Texts: *Love's Labour's Lost; Romeo and Juliet; The Sonnets; As You Like It; Much Ado About Nothing; Measure for Measure; Othello; Antony and Cleopatra; The Winter's Tale*—all by Shakespeare
Equipment Note: As many of the plays are on video, a video playback machine (VCR) is helpful but not mandatory.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 430 UBC ENGL 420

3—UNIV

Canadian Literary Genres

An overview of the range and variety of writing in Canada.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221
Note: Students with credit for ENGL 432 may not take this course for further credit. This course was formerly numbered ENGL 433. Students with credit for ENGL 433 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

ENGL 432 OU ENGL 432

3—UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites: ENGL 100 and 101, or equivalents
Note: Students with credit for UBC's ENGL 420 may not take this course for further credit.
Required Texts: *La Guerre, Yes Sir!* by R. Carrier; *The Invention of the World* by J. Hodgins; *The Stone Angel* by M. Laurence; *Each Man's Son* by H. MacLennan; *Lives of Girls and Women* by A. Munro; *The Apprenticeship of Duddy Kravitz* by M. Richler; *As for Me and My House* by S. Ross; *The Oxford Book of Canadian Short Stories in English*, selected by M. Atwood and R. Weaver; *A Glossary of Literary Terms* by M. H. Abrams
Equipment Note: Access to an audiocassette player is recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 435 — OU ENGL 435

3—UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

Prerequisites: ENGL 100 and 101, or equivalents
Required Texts: *Canadian Drama and the Critics*, ed. L. W. Conolly; *Modern Canadian Plays* (2 vols.), ed. J. Wasserman; *Lion in the Streets* by J. Thompson; *Goodnight Desdemona (Good Morning Juliet)* by A. MacDonald
Note: Required course work includes viewing twelve one-hour television programs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENGL 442 — OU ENGL 442

3—UNIV

Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

Prerequisites: ENGL 100 and 101, or equivalents
Required Texts: Chosen from the following: *The Great Gatsby* by F. S. Fitzgerald; *Light in August* by W. Faulkner; *Lolita* by V. Nabokov; *The Bell Jar* by S. Plath; *The Bluest Eye* by T. Morrison; *Mauve Gloves and Madmen, Clutter and Vine* by T. Wolfe; and selected short stories by E. Hemingway, F. O'Connor, and C. Perkins Gilman. An OLA collection of readings, *Modern American Fiction: Readings from the Critics*, provides critical perspectives on the textbooks.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

ENTR 034 — OC ENTR 034

(OPTION) PREP

Entrepreneurship

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course is designed to take students through the stages required to develop and begin to operate a business. It covers what makes an entrepreneur and a viable business, and helps to assess strengths and weaknesses in order to make good choices about an enterprise. The course covers writing a business plan, marketing, operations, law, finance, safety, management, and sales. (Grade 12 equivalency)

Prerequisites: None. The equivalent of Grade 11 English and mathematics is recommended.
Required Text: *Canadian Small Business: An Entrepreneur's Plan* by L. Eckert, J. D. Ryan, R. Ray, and R. Knowles (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ENVS 340 — OU ENVS 340

3—UNIV

Managing Aquatic Ecosystems: Canada's Marine Protected Areas

This course provides a basic knowledge of coastal, marine, and large freshwater ecosystems and knowledge of how to apply this to multi-jurisdictional protected area management planning. Students learn about the physical and chemical dynamics of aquatic ecosystems and the relation of these dynamics to their biological and ecological dynamics. Students then study the institutional mechanisms evolving both in Canada and internationally for the protection and management of marine areas. After learning about how to assess and monitor the ecological health of these ecosystems, students are expected to prepare an aquatic ecosystem management plan.

Prerequisites: BISC 350 and CHEM 111 or equivalents
Note: This course is primarily intended for people with some work experience in parks.
Required Text: *Fundamentals of Aquatic Ecology*, ed. R. S. K. Barnes and K. H. Mann
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

EOSC 310 — UBC EOSC 310

3—UNIV

The Earth and the Solar System

The Earth as a planet: its composition, internal dynamics, and surface evolution. Rotation, magnetic field, plate tectonics, earthquakes, volcanoes. The ocean, atmosphere, and biosphere as components of a varying geo-environment.

Prerequisites: 60 credits. No background in science and mathematics is required.
Note: This course is not available for credit in the faculties of science and applied science. Students with credit for ASTR 310 may not take this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

EOSC 311 **UBC EOSC 311**

3—UNIV

The Earth and Its Resources

An introduction to the Earth with emphasis on its industrial and aesthetic resources. Rocks, minerals, gold, diamonds, sediments, fossils, oil and gas, canyons and volcanoes, and the processes that create them.

Prerequisites: Second-year standing. No background in science or mathematics is required. This course is not open to first-year students.
Note: This course is not available for credit in the faculties of science and applied science.
Start Date: January, May, September 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

EOSC 314 **UBC EOSC 314**

3—UNIV

The Ocean Environment

An introduction to the oceans and the processes that have shaped them, their composition and movement, waves, tides, beaches, interactions with the atmosphere, and human exploitation of the non-living resources.

Prerequisites: No background in science or mathematics is required. This course is not open to first-year students.
Note: This course, combined with EOSC 315, replaces OCGY 310, and the two courses combined satisfy the science requirement for students in the faculties of arts and commerce. This course is only open to students not registered in the faculties of science or applied science. Students with credit for OCGY 310 may not take EOSC 314 and 315 for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

EOSC 315 **UBC EOSC 315**

3—UNIV

The Ocean Ecosystem

An introduction to life in the oceans, its variety and evolution; primary producers and their links to the environment, zooplankton, marine communities, living marine resources and their role in today's world.

Prerequisites: No background in science or mathematics is required. This course is not open to first-year students.
Note: This course, combined with EOSC 314, replaces OCGY 310, and the two courses combined satisfy the science requirement for students in the faculties of arts and commerce at UBC. Students with credit for OCGY 310 may not take EOSC 314 and 315 for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

EPSE 403 **UBC EPSE 403**

3—UNIV

Developmental Disabilities

Characteristics of children with developmental disabilities and/or serious developmental delays; overview of medical, legal, educational, and social provisions.

Prerequisites: 60 credits
Note: Students require approval from UBC to register in this course.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

ESL 001 **OC ESL 001**

PREP

English as a Second Language I

This basic course is for beginners. Students learn with books, pictures, and cassette tapes to understand, speak, read, and write simple English for practical purposes such as greetings, talking about weather, telling the time and date, and so on. Students also learn by answering questions about their name, address, and telephone number. The student manual for this course is available in nine languages: Polish, Cantonese/Mandarin, Punjabi, Vietnamese, Spanish, French, Portuguese, and Italian.

Prerequisites: None. Students should contact Student Services to make sure they start with the course best suited to their needs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ESL 002 **OC ESL 002**

PREP

English as a Second Language II

This course builds on ESL 001 and helps students to ask questions, ask for and give directions, use the telephone, ask for and understand instructions at work, use the basic verb tenses, and write a short note.

Prerequisites: None. Students should contact Student Services to make sure they start with the course best suited to their needs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ESL 003 **OC ESL 003**

PREP

English as a Second Language III

This course builds on ESL 002 and helps students to communicate in practical situations, such as when making appointments and invitations, buying and selling, dealing with traffic and other accidents, travelling, and finding a job.

Prerequisites: None. Students should contact Student Services to make sure they start with the course best suited to their needs.
Required Text: *Dictionary of the English Language*, Signet
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

ESL 004 **OC ESL 004**

PREP

English as a Second Language IV

This course builds on ESL 003 and teaches students more difficult English such as expressing opinions, asking for information, banking, agreeing and disagreeing, dealing with landlords, looking for work, writing a journal, recognizing formal and informal language, reporting what was said, and carrying on a conversation. On completing this course, students may be able to take a variety of academic courses.

Prerequisites: None. Students should contact Student Services to make sure they start with the course best suited to their needs.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

FILM 330 **UBC FILM 330**

6—UNIV

History of Film

Study of the development of film from its origin to the present, including the prehistory of film, silent film, the introduction of sound, and the major movements and filmmakers of the last ninety years.

Prerequisites: Permission of the instructor
Equipment Note: Videos of broadcast programs are not available on loan.
Special Arrangements: Six teleconferences are part of this course.
Start Date: TBA
Maximum Completion: 7 months

FINA 104 **OU FINA 104**

(OPTION) 3—UNIV

A Survey of Western Art I

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course introduces the developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

Prerequisites: None
Required Texts: *Gardner's Art Through the Ages* by H. De la Croix, R. G. Tansey, and D. Kirkpatrick; *Writing about Art* by H. M. Sayre; *Art of the Western World Study Guide* by A. Stewart, P. Macek, A. Gealt, and I. Jaffe
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 105 **OU FINA 105**

(OPTION) 3—UNIV

A Survey of Western Art II

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None
Required Texts: *Gardner's Art Through the Ages* by H. De la Croix, R. G. Tansey, and D. Kirkpatrick; *Writing about Art* by H. M. Sayre; *Art of the Western World Study Guide* by A. Stewart, P. Macek, A. Gealt, and I. Jaffe
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 110 **OU FINA 110**

3—UNIV

Colour: An Introduction

This studio course in art, with nine half-hour programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None
Required Text: *Elements of Colour* by J. Itten
Note: The assignments require studio work with pigments, one written paper, and submission of a notebook. The course package includes the materials required for assignments.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 120 **OU FINA 120**

3—UNIV

Mark and Image

This studio course in art, with ten one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None
Note: The course package contains illustrated information on each program's content and provides detailed instructions for the assignments. All the basic materials needed to complete the course work—pens, paper, charcoal, etc.—are included.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 130 — OU FINA 130

3—UNIV

Material and Form

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fibre, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

Prerequisites: None
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 140 — OU FINA 140

3—UNIV

Understanding Modern Art

This course presents the major changes in artistic principles and practical methods used by artists in the late nineteenth and early twentieth centuries. Through demonstrations and analysis of significant images, the course shows how these creative activities have influenced the development of the art of the twentieth century. It is designed to enable students to understand and respond to art from impressionism through cubism and abstract expressionism to the present day. Studio work is required in this course.

Prerequisites: None
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 220 — OU FINA 220

3—UNIV

Professional Practices for Artists and Designers

This course prepares visual artists or designers for professional practice by enabling them to acquire organizational, business, and marketing skills. Topics include goal-setting, time and project management, resource identification, business licensing and regulations, contractual documents, intellectual property rights, financial record-keeping systems, marketing strategies, portfolio preparation, and networking.

Prerequisites: Students should have completed two years of post-secondary education, preferably in art or design. "Emerging" or practising artists or designers who have not participated in a formal education program, but who wish to complete this course for professional upgrading, may be eligible. Consult an advisor before enrolling.
Note: This course may be used to fulfil the elective requirements of Open University Bachelor of Arts degrees. It may not be used to fulfil the humanities or social science requirements of these credentials.
Required Texts: *Canadian Copyright Law* by L. E. Harris; *Self-Management Workbook for Visual Artists*, ed. Canadian Artists' Representation, Ontario; *The Designer's Common Sense Handbook* by B. Ganim
Equipment Note: 35 mm camera, access to a photocopier are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FINA 229 — SFU FPA 226

3—UNIV

Dancing in Cyberspace: Creating with the Virtual Body

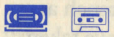
This course is an introduction to the virtual body in cyberspace and its creative potential. Life Forms, a 3-D human animation software program, is used to explore human movement through experientially designed sequences. The course also addresses aesthetic and socio-technological issues of body representation. It explores the use of computer technology as a tool for analysing and creating human movement; develops skill and facility with the Life Forms software system; investigates and critiques the theoretical interface between the real and the virtual body; encourages a collaborative environment for learning; explores the possibilities of the computer as a medium for artistic expression through human body representation; initiates discourse that reflects the interaction of dance and technology within postmodern theory; and offers alternative approaches to choreography.

Prerequisites: Interest in dance, theatre, music, visual art, film, kinesiology, or movement skills/ choreography, and animation is recommended.
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred).
- Macintosh running System 7.5 or PC with Windows 95.
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

FNST 030 — OC FNST 030



PREP

First Nations Studies I

This is a provincial-level PREP course, equivalent to Grade 12 social studies. This course examines issues facing First Nations communities. It explores the particular strengths of First Nations communities and significant contributions to the world by the aboriginal peoples of the Americas. Traditional cultures and aboriginal rights and the law are also studied.

Prerequisites: ENGL 024 or English 11
Required Text: *Maps and Dreams* by H. Brody; *The Dispossessed* by G. York
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FNST 040 — OC FNST 040



PREP

First Nations Studies II

This is a provincial Grade 12-level social science course. It examines various issues facing BC First Nations, including land claims and the right to self-determination. This course enables students to evaluate events in the context of history, geography, and politics, and encourages a balanced and systematic approach to forming opinions.

Prerequisites: ENGL 028 or English 11
Required Texts: *Maps and Dreams* by H. Brody; *The Dispossessed* by G. York
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FNST 101 — SFU FNST 101



3—UNIV

The Cultures, Languages, and Origins of Canada's First Peoples

An introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

FOOD 258 — UBC FOOD 258



3—UNIV

Exploring Our Food

Changing pattern of world food supply and needs; chemical and physical properties of our food; issues of safety, nutritive value, and consumer acceptability of food; government regulations in relation to food quality and safety; and the fabrication and processing of food.

Prerequisites: None
Start Date: TBA
Maximum Completion: 13 weeks

FOOD 259 — UBC FOOD 259



3—UNIV

Introduction to Food Systems

A study of the characteristics of animal and plant tissues and fluids that are important to their transformation into food products.

Prerequisites: First-year university biology and chemistry, or equivalent
Start Date: TBA
Maximum Completion: 13 weeks

FOOD 308 — UBC FOOD 308



3—UNIV

Principles of Food Process Science I

A study of preservation of tissue and fluid food systems by thermal processing, cooling, and freezing, with emphasis on product-process interactions.

Prerequisites: 3 credits each of university-level chemistry and calculus are recommended.
Start Date: TBA
Maximum Completion: 13 weeks

FREN 020 and 021 — OC FREN 020 and 021



PREP

French I and II

These two French courses emphasize the oral approach to language. Students learn to understand, speak, read, and write simple French.

Prerequisites: None. Students planning to enter a university directly should check with advisors in the university they wish to attend.
Note: French programs are also available through our educational broadcasts. For broadcast times, call (604) 431-3270 or, toll-free in BC, 1-877-456-6988.
Required Text: *Harrap's Mini Pocket Dictionary (French/English)*, Harrap
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 100 (M) — OU FREN 100



(OPTION) 3—UNIV

Introduction to French I

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This is the first of four language courses based on the multimedia program *French in Action*. It emphasizes the development of both oral and written communicative abilities. Additional materials highlight French in the Canadian context.

Prerequisites: French 10 or equivalent. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.
Note: Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.

Required Texts: *En Bons Termes: Introduction au français dans le contexte nord-américain* by M. Parmentier and D. Potvin; *French in Action: A Beginning Course in Language and Culture* by P. Capretz; *Le monde parle français* (OLA magazine); *French in Action* Audio and Video Programs (Lessons 1 to 13); *Télémagazines Canadiens* video (not required in the on-line version of the course)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 101 (M) OU FREN 101

3—UNIV

Introduction to French II

This is the second of four language courses based on the multimedia program *French in Action*. It emphasizes the development of both oral and written communicative abilities. Additional materials highlight French in the Canadian context.

Prerequisites: FREN 100 or equivalent
Note: Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.
Required Texts: *En Bons Termes: Introduction au français dans le contexte nord-américain* by M. Parmentier and D. Potvin; *French in Action: A Beginning Course in Language and Culture* by P. Capretz; *Hospitalité Québec* (magazine); *French in Action* Audio and Video Programs (Lessons 14 to 21); *Télémagazines Canadiens* video
Texts Note: *En Bons Termes: Introduction au français dans le contexte nord-américain*, *French in Action: A Beginning Course in Language and Culture*, and *Télémagazines Canadiens* video are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 102 (M) OU FREN 102

3—UNIV

Pratique du français I

This is the third of four introductory French courses based on the multimedia program *French in Action*. It continues the development of the four language skills and emphasizes French in a Canadian socio-cultural context. There is a mandatory oral component by telephone. Together with FREN 103, the course prepares students for entry into standard first-year university French.

Prerequisites: French 11, or FREN 100 and 101, or equivalents
Note: Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.
Required Texts: *French in Action: A Beginning Course in Language and Culture* by P. J. Capretz; *Passerelles* by Heinle and Heinle (3rd ed., 1991); *Destination Québec* (magazine); *French in Action* Audio and Video Programs (Lessons 27 to 35); *Télémagazines Canadiens* video
Texts Note: *French in Action: A Beginning Course in Language and Culture* and the *Télémagazines Canadiens* video are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 103 (M) OU FREN 103

3—UNIV

Pratique du français II

This is the last of the four introductory courses based on the multimedia program *French in Action*. It continues the development of all four language skills and emphasizes French in a Canadian socio-cultural context. There is a mandatory oral component by telephone. The course, together with FREN 102, prepares students for entry into standard first-year university French.

Prerequisites: FREN 102 or equivalent
Note: Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.
Required Texts: *French in Action: A Beginning Course in Language and Culture* by P. J. Capretz; *Passerelles* by Heinle and Heinle (3rd ed., 1991); *Destination Québec* (magazine); *French in Action* Audio and Video Programs (Lessons 36 to 46); *Télémagazines Canadiens* video
Texts Note: *French in Action: A Beginning Course in Language and Culture*, *Télémagazines Canadiens* video, and *Destination Québec* (magazine) are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 160 (M) OU FREN 106

3—UNIV

Points de vue I

This course enables students to increase their understanding and heighten their awareness of the cultural component of the French language by undertaking oral and written activities, including discussion of literary texts chosen from twentieth-century francophone authors, compositions, and contextual grammar exercises. In the mandatory teleconferences, students discuss contemporary issues that have been presented in video excerpts from Radio Québec's popular TV show *Le Droit de Parole*.

Prerequisites: French 12 ("A" grade required), or FREN 102 and 103, or equivalents
Required Texts: *Liaison* by R. Hester, G. Wade, and G. Iain; *Huis clos* by J. P. Sartre; *Point de vue I* (OLA video)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

FREN 199 **SFU FREN 199**

3—UNIV

Writing French I: Spelling and Grammar

An alternative to SFU's FREN 201 for francophone students who need practice in elementary grammar, composition, and spelling.

Prerequisites: Fluency in French. Students are accepted only after an interview (which may be by telephone) with a faculty member in SFU's Department of French.
Note: Only one of SFU's FREN 201 and 199 may be taken for credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

FREN 299 **SFU FREN 299**

3—UNIV

Writing French II: Intermediate Composition

An intermediate composition course to help students with the techniques of writing essays in French, both at the grammar level and at the composition level.

Prerequisites: Permission of the instructor
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

FREN 400 **UBC FREN 400**

6—UNIV

A Survey of French Literature in Translation

For this course, students read French literature in English—plays, poetry, and novels—from the Middle Ages to the twentieth century. In their assignments, students are encouraged to draw on their backgrounds in other disciplines.

Prerequisites: 60 credits, including 6 credits of first-year English or equivalent
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

FRST 111 **UBC FRST 111**

6—UNIV

Dendrology

Development, anatomy, morphology, function, and autecology of trees.

Prerequisites: Biology 12, or BISC 120, 121, 125, and 126 (corequisite); or permission of the instructor
Note: Students who successfully complete this course, along with appropriate first-year college courses in science, mathematics, and English, may be eligible for admission to the second year of the UBC four-year degree program leading to the B.S.F. or B.Sc. in forestry.
Special Arrangements: Attendance at an intensive five-day lab in June is required. A lab fee is payable with the lab application.
Start Date: This course is offered only once a year, starting September 1. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

FRST 202 **UBC FRST 202**

3—UNIV

Forest Ecology

The ecosystem concept; energy, biomass, and nutrient cycling; the physical environment; population and community ecology; ecological succession. Introduction to the biogeoclimatic classification of BC and some coastal forest ecosystems. The material covered in the course constitutes the ecological foundation for silviculture and forest management.

Corequisites: FRST 111, UBC's GEOG 204, and SOIL 200 or 300; GEOG 204 is strongly recommended.
Special Arrangements: Attendance at an intensive three-day lab in June is required. Students are required to complete eight lessons to be eligible to attend the lab. A lab fee is payable with the lab application.
Equipment Note: 10X hand lens is required.
Start Date: This course is offered only once a year, starting November 1. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

FRST 203 **UBC FRST 203**

3—UNIV

Silvics of Forest Trees of Western Canada

Ecological and silvical characteristics of forest trees of western provinces; assessment of ecological site quality; biogeoclimatic ecosystem classification; application of silvics in silviculture.

Prerequisites: FRST 202, or permission of the instructor
Special Arrangements: Herbarium and attendance at an intensive two-day field lab in May or June are required. A lab fee is payable with the lab application.
Start Date: This course is offered only once a year, starting November 1. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

FRST 231 **UBC FRST 231**

3—UNIV

Introductory Biometrics for Forestry

Basic theories of probability and statistics. Sampling distribution; methods of estimation and hypothesis testing; goodness of fit and tests for independence; analysis of variance, regression, and correlation.

Corequisite: UBC's MATH 100, 111, or 140, or equivalent
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

FRST 237 **UBC FRST 237**

3—UNIV

Introduction to Forest Mensuration and Photogrammetry

Measuring and estimating tree volumes, form, and taper. Timber scaling and grading. Computer applications. Basic photogrammetry, mapping for photograph and photo-based inventory systems.

Prerequisites: UBC's FRST 231 and 232, or equivalents, or permission of the instructor
Equipment Note: Required measurement instruments are available for a deposit fee.
Special Arrangements: Attendance at an intensive two-day lab (date TBA) is required. A lab fee is payable with the lab application.
Start Date: This course is offered only once a year, starting in January. Registration deadline date applies. Refer to page 115.
Maximum Completion: 9 months

FRST 238 **UBC FRST 238**

3—UNIV

Forest Mensuration

Forest inventory methods. Growth and yield prediction. Applications of multiple linear regressions and sampling techniques. Regeneration and residue surveys. Introduction to multiple resource inventories.

Prerequisites: UBC's FRST 237 and MATH 101 (OU's MATH 121) or MATH 141, or equivalents
Special Arrangements: Attendance at an intensive two-day lab (date TBA) is required. A lab fee is payable with the lab application.
Start Date: This course is offered only once a year, starting in January. Registration deadline date applies. Refer to page 115.
Maximum Completion: 9 months

FRST 308 **UBC FRST 308**



2—UNIV

Forest Entomology

An introduction to insects that cause damage to forests and forest products; how insects live; life cycles and attack symptoms of representatives of major groups of insects; principles for control and management.

Prerequisites: Students should have a basic understanding of Linnaean taxonomy and be able to identify tree species from cones, wood, bark, or foliage samples.
Note: This course was formerly numbered FRST 408. Students with credit for FRST 408 may not repeat this course for further credit.
Special Arrangements: Attendance at an intensive two-day lab in May or June is required. A lab fee is payable with the lab application. A summer field assignment is also included in this course.
Start Date: This course is offered only once a year, starting in January. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

FRST 309 **UBC FRST 309**

2—UNIV

Forest Pathology

Biology and management of forest tree diseases.

Prerequisites: FRST 202 and 203 or UBC's FRST 204, or permission of the instructor
Special Arrangements: Attendance at an intensive two-day lab (date TBA) is required. A lab fee is payable with the lab application.
Start Date: This course is offered only once a year, starting in November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

FRST 319 **UBC FRST 319**



3—UNIV

Principles of Forestry Economics

Introduction to the economics of production, distribution, and consumption of goods and services produced by, and dependent on, the forest resource. The emphasis of this audio-tutorial course is on forest land management. While much of the course is devoted to the economics of timber production, some time is also spent on the economics of the non-timber products of forest land.

Prerequisites: UBC's ECON 100, or OU's ECON 200 and 201, or permission of the instructor
Note: This course was formerly numbered FRST 419. Students with credit for FRST 419 may not repeat this course for further credit.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

FRST 421 **UBC FRST 421**

3—UNIV

Integrated Resources Management I

Introduction to the quantitative tools necessary in forest management.

Prerequisites: FRST 238 and UBC's FRST 332
Corequisite: FRST 319 or FOPR 260
Special Arrangements: Attendance at an on-campus lab session is required (date and lab fee TBA).
Start Date: This course is offered only once a year, starting in September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 9 months

FRST 447 **UBC FRST 449**

1—UNIV

Directed Studies in Forestry: Wood Uses

Manufacture of lumber, pulp, and composite wood products.

Prerequisites: FRST 111, or permission of the instructor
Note: This course is one-half of WOOD 475 but omits wood properties and identification.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 3 months

FRST 448 **UBC FRST 449**

2—UNIV

Directed Studies in Forestry: Wood Properties and Identification

Elementary chemical, physical, and mechanical properties of wood and their variations in relation to structure; identification by hand lens features.

Prerequisites: FRST 111, or permission of the instructor
Note: This course is one-half of WOOD 475 but omits the uses of wood and the manufacture of wood products.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 5 months

GEOG 030 **OC GEOG 030**

PREP

Physical and Human Geography

This PREP provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

Prerequisites: SOST 028 or equivalent
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 110 **OU GEOG 110**

3—UNIV

Introduction to Physical Geography I

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle, and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone—the biosphere. It focusses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None
Required Texts: *A Summary of Climatic Regimes of British Columbia* by R. R. H. Chilton; *Modern Physical Geography* by A. N. Strahler and A. H. Strahler
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 230 **OU GEOG 230**

3—UNIV

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focusses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Prerequisites: None
Required Text: *Geography: A Modern Synthesis* by P. Haggett
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 231 **OU GEOG 231**

3—UNIV

Introduction to Human Geography II: Economic and Urban Geography

It might seem that human activity and urban settlements are located at random and are organized haphazardly, but there are, in fact, factors that influence and help explain why human beings congregate where and how they do. In this course, students are introduced to some of the basic concepts and theories used by geographers to describe and analyse the patterns and systems that emerge from the distribution and internal structures of economic activities and urban settlements. Students also consider the geographic analysis of economic development and the roles played by firms, governments, and multinational corporations in the evolution of various economic activity patterns. This course is a continuation of GEOG 230.

Prerequisites: None, however, GEOG 230 is recommended.
Required Texts: *Geography: A Modern Synthesis* by P. Haggett; *Readings in Economic and Urban Geography*; Chilliwack Lake Map 92H/SW
Text Note: *Geography: A Modern Synthesis* is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 270 OU GEOG 270

(OPTION) 3—UNIV

Geography of British Columbia

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course uses the concepts and methods of regional geography to enable students to explore the character of BC's diverse physical and human landscapes. Students focus particularly on geographic patterns and on the interaction of physiography, climate, settlement and resettlement, resource utilization, and economic activity, and also examine how the province itself fits into a variety of regions (including Canada, the Pacific Northwest, and the Pacific Rim).

Prerequisites: None
Required Texts: *British Columbia: Its Resources and People* by C. N. Forward; *Vancouver and Its Region*, ed. G. Wynn and T. Oke; *British Columbia Relief Map*, Province of British Columbia, Queen's Printer; *Readings in the Geography of British Columbia*, ed. D. J. Nicol and J. Chapman; and British Columbia Map File, Open University
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 400 UBC URST 400

3—UNIV

Seminar in Urban Studies

This seminar enables senior students to explore some common topics of importance to urban studies from the viewpoints of several disciplines.

Prerequisites: 60 credits or permission of instructor
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

GEOG 469 SFU GEOG 469

4—UNIV

The Canadian North and Middle North

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

Prerequisites: At least 60 credits, including 8 hours of upper-division geography courses
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GEOG 475 OU GEOG 475

3—UNIV

Regional Geography of Canada

This course examines the physical, human, and economic geography of Canada in a regional context. It focusses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analysing the salient geographical features of those regions and the country as a whole.

Prerequisites: None, however, a lower-level geography course is recommended.
Note: This is a new course based on two earlier courses, GEOG 470 and 471. Students with credit for GEOG 470 or 471 may not take this course for further credit.
Required Texts: *Heartland and Hinterland, A Regional Geography of Canada*, ed. L. McCann and A. Gunn; *Canada and the World: An Atlas Resource*, ed. G. J. Matthews and R. Morrow Jr.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOG 489 SFU GEOG 489

4—UNIV

Selected Topics: World Soils

An examination of the world's soil resources based upon Earth sciences such as meteorology, oceanography, geomorphology, and geology, and of the complex interactions between productivity, technical development, and population pressure.

Prerequisites: GEOG 111 and 30 credits in geography
Note: Students with credit for GEOG 317 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GEOL 120 OU GEOL 120

4—UNIV

Introduction to Earth Science

Geology is the study of the nature of the Earth and its development through time. This course considers the origin and development of the Earth's landscape by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. The origin and composition of the Earth, volcanoes, and earthquakes are discussed.

Prerequisites: None
Required Text: *Physical Geology* by C. C. Plummer and D. McGeary
Note: The laboratory component focusses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

GEOL 342 — UBC GEOL 342



3—UNIV

Groundwater Hydrology

Introduction to theory of groundwater flow; flow nets; regional groundwater resource evaluation; well hydraulics; role of groundwater in geologic processes.

Prerequisites: 60 credits
Start Date: TBA
Maximum Completion: 13 weeks

GERM 433 — UBC GERM 433



3—UNIV

German for Reading Knowledge I

A multimedia course which provides an introduction to reading skills in German and leads to a second-year reading knowledge of German in one term. The course deals with topics of general interest and provides a step-by-step introduction on reading strategies, reading grammar, and basic vocabulary. The course material allows students to determine their own pace of learning according to individual learning and reading styles; to gain more flexibility with respect to the time of learning; to progress faster and to attain a considerably higher level of proficiency compared to traditional formats of reading courses. This course is usually complemented by GERM 434.

Prerequisites: None
Note: This course is not available for credit toward a major or honours program in German at UBC and does not satisfy the language requirement for the UBC Faculty of Arts.
Equipment Note: IBM PC or clone capable of running Windows and CD-ROM is required.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERM 434 — UBC GERM 434



3—UNIV

German for Reading Knowledge II

A multimedia course which focusses on the teaching of reading skills in German for special purposes. The course focusses on specific topics in the humanities, the natural sciences, economics/business, and music (students may concentrate on one of these areas), and enhances and advances skills in technical writing. The programs contain a great number of different genres which include authentic texts from a variety of sources and by authors such as Albert Einstein, Bertold Brecht, and Karl Marx. The course material allows students to determine their own pace of learning according to individual learning and reading styles; to gain more flexibility with respect to the time of learning; to acquire highly specialized language skills in their individual areas of interest, discipline, or research field; to progress faster and to attain a considerably higher level of proficiency compared to traditional formats of reading courses.

Prerequisites: GERM 433 or UBC's GERM 232 or 233
Note: This course is not available for credit toward a major or honours program in German at UBC and does not satisfy the language requirement for the UBC Faculty of Arts.
Equipment Note: IBM PC or clone capable of running Windows and CD-ROM is required.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERO 300 — SFU GERO 300

3—UNIV

Introduction to Gerontology

This course examines the ageing process from a multidisciplinary perspective. It deals with physical and health factors in ageing, psychological aspects of behaviour in later life, economic and vocational factors in ageing, family and community relations of older people, social policy, and the politics of ageing. Throughout the course, emphasis is placed on normal ageing.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERO 301 — SFU GERO 301

3—UNIV

Research Methods in Gerontology

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

Prerequisites: SFU's STAT 203 (formerly SFU's STAT 103), or equivalent, is recommended.
Special Arrangements: This course may include optional teleconferencing.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERO 404 — SFU GERO 404

3—UNIV

Health and Illness in Later Life

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

Prerequisites: GERO 300
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERO 407 **SFU GERO 407**

3—UNIV

Nutrition and Ageing

This course combines seminars and lectures in the examination of specific nutritional conditions and concerns of the ageing population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of ageing, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors which influence food choice and ultimately nutritional status in ageing.

Prerequisites: 60 credits. GERO 300 is recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GERO 408 **SFU GERO 408**

3—UNIV

Families and Ageing

This course entails a comprehensive interdisciplinary study of families and ageing. In addition to providing an overview of theory and research on this topic, a variety of substantive issues are critically examined including families in mid-life, sibling relationships, divorce and remarriage, dating in later life, care giving, poverty, elder abuse, and policy development.

Prerequisites: 60 credits. GERO 300 is recommended.
Special Arrangements: This course may include optional teleconferencing.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

GEST 486 **UVIC HA 486**

6—UNIV

Museum Principles and Practices

This comprehensive introduction to the museum field uses a variety of innovative print and Web-based materials to explore the following topics: museums—an introduction, collections management, conservation, public programming, exhibitions, and museum management.

Prerequisites: None
Note: Information on the course and permission to participate is to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; telephone (250) 721-8462; e-mail: joydavis@uvcs.uvic.ca
Special Arrangements: As a number of the assignments in this course are practically based, the student should work in or have access to a local museum, gallery, historic site, or related institution.
Start Date: September 7, 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: April 21, 2000

GEST 487 **UVIC HA 487**

6—UNIV

Principles and Practices in Heritage Conservation

This unique course uses print, video, and Web-based materials to present up-to-date information on a variety of key topics in the conservation of the built environment, including the philosophical and historical setting, the legal and institutional framework, the planning process, technical processes and development strategies, and management and implementation.

Prerequisites: None
Note: Information on the course and permission to participate is to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; telephone (250) 721-8462; e-mail: joydavis@uvcs.uvic.ca
Special Arrangements: As a number of the assignments in this course are practically based, the student should work in or have access to a local historic site, project, or area.
Start Date: September 7, 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: April 20, 2000

HEAL 310 **OU HEAL 310**

3—UNIV

Client-Centred Care Management I

This course is intended for professionals working in the health system, and/or upper-level students in degree programs leading to employment in health, who wish to develop their knowledge and skills in client-centred care management. The course deals with the theory of client-centred care management, and the roles of care managers in the emerging health system.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Appropriate professional credential; 60 university credits; completion of social science courses (at least 6 credits) and a course in research methods. Students in OU's Bachelor of Health Science degree programs should have completed the majority of the courses required for the degree before taking this course. Practising health professionals may be permitted to enrol in this course.
Start Date: TBA
Maximum Completion: 30 weeks

HEAL 320 — OU HEAL 320



3—UNIV

Community Development I

This course will be of interest to students in the fields of social services and health. Community development differs fundamentally from the provision of services within an agency, and this course offers an introduction to community work that enables students to begin developing the skills and understanding needed to work in the community. In particular, they learn basic community development concepts and come to appreciate the informal facilitating role played by the community developer in building community capacities. The course has a practical aspect. Students are required to observe a community group throughout the course, and they are evaluated on their observations.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Appropriate professional credential; 60 university credits; completion of social sciences courses (at least 6 credits) and a course in research methods. Students in OU's Bachelor of Health Science degree programs should have completed the majority of the courses required for the degree before taking this course. Practising health and social service professionals may be permitted to enrol in this course.
Start Date: TBA
Maximum Completion: 30 weeks

HEAL 401 — OU HEAL 401



3—UNIV

Health Policy

This course investigates how Canadian health policy has developed and examines issues and challenges facing the Canadian health system. Approaches to the development, analysis, and evaluation of health policy are reviewed using BC as an example. The course provides an examination of the foundations of public policy and funding issues. This is a seminar-style course.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Appropriate professional credential; completion of the majority of courses in one of the Bachelor of Health Science degree programs, including a research methods course and 6 credits in the social sciences. A course in sociology is recommended. Practising health professionals may be permitted to enrol in this course.
Note: This course is one of several Health Issues courses offered on a rotating basis. For dates this course is available, consult an OU advisor.
Start Date: TBA
Maximum Completion: 30 weeks

HEAL 402 — OU HEAL 402



3—UNIV

Issues in Health Care

This course explores political, economic, technological, and societal trends currently affecting health promotion and illness care for Canadians. Students read, analyse, reflect on, discuss, and evaluate major current issues in the health system in Canada. This is a seminar-style course.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Appropriate professional credential; completion of the majority of courses in one of the Bachelor of Health Science degree programs, including a research methods course and 6 credits in the social sciences. A course in sociology is recommended. Practising health professionals may be permitted to enrol in this course.
Note: This course is one of several Health Issues courses offered on a rotating basis. For dates this course is available, consult an OU advisor.
Start Date: TBA
Maximum Completion: 30 weeks

HEAL 403 — OU HEAL 403



3—UNIV

Cultural Diversity in Health Care

This course focusses on cross-cultural concerns that health professionals and clients face in our multicultural society. The role and influence of culture on behaviour in health and illness are examined. This is a seminar-style course.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Appropriate professional credential; completion of the majority of courses in one of the Bachelor of Health Science degree programs, including a research methods course and 6 credits in the social sciences. A course in sociology is recommended. Practising health professionals may be permitted to enrol in this course.
Note: This course is one of several Health Issues courses offered on a rotating basis. For dates this course is available, consult an OU advisor.
Start Date: TBA
Maximum Completion: 30 weeks

HIST 030 — OC HIST 030

PREP

Twentieth-Century History

This course presents a survey of twentieth-century world history. It helps students to understand political, economic, and social events in the world from 1900 to 1990. (Grade 12 equivalency)

Prerequisites: SOST 028 or equivalent is recommended.
Required Texts: *Twentieth-Century History: The World Since 1900* by T. Howarth; *A Map History of the Modern World* by B. Catchpole
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 120 **OU HIST 120**

(OPTION) 3—UNIV

Canadian History to 1867

This course is also available with an on-line component or on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for on-line and OC and OU Web courses. Indicate format preference on the Course Registration form.

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

Prerequisites: None
Required Texts: *Readings in Canadian History: Pre-Confederation* by R. D. Francis and D. B. Smith; *The Illustrated History of Canada* by C. Brown
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 121 **OU HIST 121**

(OPTION) 3—UNIV

Post-Confederation Canadian History

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyse important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English- and French-Canadians, and provincial demands for autonomy.

Prerequisites: None
Note: Students with credit for HIST 102 may not take this course for further credit.
Required Texts: *Destinies: Canadian History Since Confederation* by R. D. Francis, R. Jones, and D. B. Smith; *Readings in Canadian History: Post-Confederation* by R. D. Francis and D. B. Smith
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 150 **UBC HIST 150**

6—UNIV

World History Since 1500

This course studies the civilizations of, and the demographic, ecological, economic, and intellectual links between Africa, America, Asia, Europe, and the Pacific.

Prerequisites: None
Start Date: September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HIST 200 **OU HIST 200**

6—UNIV

Knowledge and Power

This is a multidisciplinary introductory course that explores the relationship between science and society. It helps students to understand the role of scientists and scientific knowledge in our society from a variety of viewpoints. Course materials include a case study of the pesticide controversy; a comparative study of the role of the "man of knowledge" in Micronesian society; a survey of the role of science in China, including both a historical analysis of Chinese science and an analysis of the contemporary doctrine of "red and expert"; a survey of major philosophical definitions of science; and an analysis of the nature of scientific work, particularly as it is revealed in James Watson's *The Double Helix*.

Prerequisites: None. Previous university-level studies in history, science, or social science are helpful.
Note: Students with credit for OU's HUMN 200 may not take this course for further credit.
Required Texts: *Red and Expert* by D. W. Chambers; *The Double Helix* by J. D. Watson; *Science, Non-Science and Pseudo-Science* by M. Charlesworth; *The Structure of Scientific Revolutions* by T. S. Kuhn; *Mapping the World in the Mind* by D. Turnbull; *Winner Take All* by F. Jevons and T. Stokes; *Worm in the Bud* by D. W. Chambers
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 47 weeks

HIST 225 (M) **OU HIST 225**

3—UNIV

History of British Columbia

This course surveys the two centuries since Europeans first arrived in BC. The fifteen units of the course provide an overview of the major historical events in BC, analyse their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts. It is mandatory for students to view the videos in this course.

Prerequisites: None
Required Texts: *The West Beyond the West* by J. Barman; *Contact and Conflict* by R. Fisher; *Readings in the History of British Columbia* by J. Barman, R. A. J. McDonald, and J. Wade; *Stoney Creek Woman* by B. Moran
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 231 — OU HIST 231

3—UNIV

American History 1492–1865

This course traces the social, economic, and political development of the United States through to the end of the Civil War. Students are introduced to the many-faceted patterns of growth that, over a period of three-and-one-half centuries, helped establish many of the characteristics of modern America.

Prerequisites: None
Required Texts: *American History, A Survey, Volume 1: To 1877* by A. Brinkley; *A Little Commonwealth: Family Life in Plymouth Colony* by J. Demos; *The Minutemen and Their World* by R. A. Gross; *Women and Power in American History, Volume 1* by K. K. Sklar and T. Dublin; *The Slave Community: Plantation Life in the Ante-Bellum South* by J. W. Blassingame; *The Lincoln Nobody Knows* by R. N. Current
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 232 — OU HIST 232

3—UNIV

American History 1865 to the Present

This course traces the social, economic, and political development of the United States from Reconstruction to modern times. During this period, America was transformed from an agrarian nation with few international commitments and problems into an urban, industrial power with an extensive international role.

Prerequisites: None
Required Texts: *American History, A Survey, Volume II: Since 1865* by A. Brinkley; *The Strange Career of Jim Crow* by C. V. Woodward; *Women in Modern America: A Brief History* by L. W. Banner; *The Grapes of Wrath* by J. Steinbeck; *America, Russia and the Cold War 1945–1990* by W. LeFeber; *The Autobiography of Malcolm X* by Malcom X
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 240 — OU HIST 240

3—UNIV

History of Modern Europe 1750 to 1950

This course surveys the development of Europe from the mid-eighteenth century to the mid-twentieth century. Students examine in greater depth certain major themes and events, such as the French Revolution, the Industrial Revolution, and the world wars. Particular attention is paid to those phenomena in European history that have had a continuing impact on the world at large.

Prerequisites: None
Note: Students with credit for HIST 410 or HUMN 410 or 416 may not take this course for further credit.
Required Texts: *Europe Reshaped, 1848–1878* by J. Grenville; *The Enlightenment* by N. Hampson; *The Age of Revolution, 1789–1848* by E. Hobsbawm; *Europe Since 1870* by J. Joll; *Stalinism and After* by A. Nove; *Great Issues in Western Civilization* by B. Tierney et al.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 241 — OU HIST 241

3—UNIV

Modern European History I: 1450–1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None
Note: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.
Required Texts: *The Foundations of Early Modern Europe, 1460–1559* by E. F. Rice and A. Grafton; *European Society, 1500–1700* by H. Kamen; *Eighteenth-Century Europe* by I. Woloch; *The First European Revolution, 1776–1815* by N. Hampson; *Readings in Modern European History, 1450–1800*, comp. C. Hamilton
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 303 — UBC HIST 303

6—UNIV

History of the Canadian West

This course examines selected topics in the history of the Canadian West, with an emphasis on the prairie West: the Indians and the fur trade, Louis Riel, prairie settlement, and Western social and political protest.

Prerequisites: 60 credits
Note: This course was formerly numbered HIST 425. Students with credit for HIST 425 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HIST 329 — UBC HIST 329

6—UNIV

Canadian Social History

A study of selected topics in the history of Canadian society, including frontier settlement, rural life, religion, social and institutional structures, immigration and ethnicity, social movements, ideology, family life, life cycle, demographic change, labour, industrialization, and urbanization.

Prerequisites: 60 credits
Start Date: TBA
Maximum Completion: 11 months

HIST 334 **SFU HIST 338**

4—UNIV

World War II

This course is designed as an introduction to the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.

Prerequisites: 9 hours of lower-level history credit. Normally, students should have completed 45 credits (or the equivalent) prior to enrolment in any upper-division history course. SFU's HIST 225 is recommended.
Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.
Equipment Note: Access to the Knowledge Network channel is strongly recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

HIST 335 **UBC HIST 335**

6—UNIV

Gender, Politics, and Culture in Modern Europe

Relationships between changing gender roles and other historical processes—from the French and Industrial Revolutions to imperialism, nationalism, and the rise of consumer cultures—in Europe from the eighteenth century to the present.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HIST 336 **SFU HIST 339**

4—UNIV

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the "Westminster Model" of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 9 lower-level history credits. Normally, students should have completed 45 credits (or equivalent) prior to enrolment in any upper-division history course.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

HIST 339 **UBC HIST 338**

6—UNIV

The United States in the Twentieth Century

American history from the First World War. While foreign affairs are treated in some depth, the course focusses primarily on the domestic scene. Economic developments, the current of ideas, and social and political change receive special attention.

Prerequisites: 60 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HIST 351 **UBC HIST 351**

3—UNIV

Family and Community in Latin America

The role of family and community from the colonial period to the present. The course assesses how the emergence of the nation state affected community and family structures.

Prerequisites: 60 credits
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

HIST 406 **OU HIST 406**

3—UNIV

The Enlightenment in the Americas

Political, social, and cultural ideas in the Americas were influenced by Europe's intellectual ferment during the period of the mid-eighteenth century popularly known as "The Enlightenment" or "The Age of Reason." This course explores the Americas' contribution to the Age of the Enlightenment. It first examines the Enlightenment in England, France, and Germany through the examples of Edward Gibbon, Montesquieu, and Frederick the Great. It then surveys the contemporary intellectual history of the Americas: the names, the circumstances, and the accomplishments of those whose writings marked the advance of education and inquiry in the New World.

Prerequisites: None. Upper-level standing is strongly recommended.
Note: Students with credit for HUMN 415 may not take this course for further credit.
Required Texts: *The Age of the Enlightenment: An Anthology of Eighteenth-Century Texts* (2 vols.), ed. S. Eliot and B. Stern
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HIST 410 **OU HIST 410**

9—UNIV

Conflict and Stability in the Development of Modern Europe, 1870–1970

Much of today's global politics, diplomacy, and economics can only be explained with reference to the history of modern Europe during years of rapid change that produced not only catastrophic clashes but also unexpected harmonies. In this course, the century 1870–1970 is studied as three historical

periods, the first ending in 1918 and the second in 1939. Within each, the phenomena of stability and conflict are explored through four main topic areas: ideas; international competition and European balance; social conflict and social integration; and technology, communications, and weaponry.

Prerequisites: None. Upper-level standing is strongly recommended.
Note: Students with credit for HIST 240 or 241 or HUMN 410 or 416 may not take this course for further credit.
Required Texts: *Europe Since 1870* by J. Joll; *Europe Between the Super-Powers* by A. W. Deporte; *European Society in Upheaval: Social History Since 1750* by P. N. Stearns; *Consciousness and Society* by H. S. Hughes
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 62 weeks

HIST 432 — UBC HIST 432

6—UNIV

International Relations of the Great Powers in the Twentieth Century

This course examines the international relations of the great powers from the First World War to the end of the Cold War.

Prerequisites: 60 credits
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HIST 480 — UBC HIST 480

6—UNIV

Social History of Modern China

Changes and continuities in Chinese society and culture from the late imperial period to the present. Rural and urban life, social stratification, social movements and ideology, family and community, popular beliefs, and cultural values.

Prerequisites: 60 credits
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

HOME 140 — OC HOME 140

1.5—COL

Work Role

This course provides information about the context for home support and the role and responsibilities of the home support attendant, including home management and food preparation skills.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Home Support Attendant program
Note: This course was formerly numbered HOME 111.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 143 — OC HOME 143

.5—COL

Nutrition for Home Support

This course enables students to explain nutrition principles, shop more efficiently for nutritious food, assist clients with eating difficulties, and prepare food and meals for clients on specific diets.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: None
Note: This course is Module 3 of HOME 140.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 150 — OC HOME 150

1.5—COL

Health: Lifestyle and Choices

This course provides an introduction to a holistic concept of health and the components of a health-enhancing lifestyle. Students examine the interrelatedness of the five dimensions of health: physical, emotional, social, intellectual, and spiritual.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Home Support Attendant program; HOME 140
Note: This course was formerly numbered HOME 114.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 160 — OC HOME 160

1.5—COL

Interpersonal Communications

This course focusses on the development of self-awareness and increased understanding of others. Students explore basic communication concepts and applied skills which contribute to effective, caring interpersonal relationships.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Home Support Attendant program; HOME 140
Note: This course was formerly numbered HOME 112.
Equipment Note: Audiocassette and access to audiocassette recording equipment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 170 OC HOME 170

3—COL

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a knowledge base in preparation for practice. Students study the human body in health and illness, with an emphasis on common changes related to ageing. Students are introduced to the concepts of basic needs, human development, and loss.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Home Support Attendant program; HOME 140
Note: This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 179 OC HOME 179

1.5—COL

Practicum

This practical course is designed to explore the roles and responsibilities of a home support attendant and to provide experience as a level I home support attendant under the guidance of a home support agency mentor and supervisor.

Prerequisites: HOME 140, 150, 160, 170
Note: This course was formerly numbered HOME 120.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 181 OC HOME 181

2—COL

Personal Care Skills

This course describes the basic personal care skills needed to provide care in accordance with the BC Personal Assistant Guidelines. Students examine the rationale underlying specific skills and practice.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Home Support Attendant program; HOME 140, 150, 160, 170, 179
Note: This course was formerly numbered HOME 115.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 187 OC HOME 187

1—COL

Personal Care Skills Lab

This practical course allows students to develop and demonstrate the skills learned in HOME 181. Labs of four to five days' duration are required.

Prerequisites: Students are required to pass all previous courses and the HOME 181 examination or have approval from their previous tutor and the program supervisor.
Note: This course was formerly to be part of HOME 180.
Special Arrangements: Attendance at the lab is required. Travel and accommodation expenses to attend the lab are the responsibility of the student. This course may be offered at limited times and locations, and enrolment may be limited. Students are required to bring personal items to the lab. Details are provided by the program area.
Start Date: TBA
Maximum Completion: TBA

HOME 190 OC HOME 190

1.5—COL

Special Needs

This course provides students with an introduction to the basic concepts and approaches involved in the care of clients who are experiencing changes in mental functioning, with a particular emphasis on Alzheimer's disease. This course also explores the role of the home support attendant in challenging family situations.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Communication skills and concepts (such as those presented in HOME 170) are recommended.
Note: This course was formerly numbered HOME 116.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HOME 199 OC HOME 199

1.5—COL

Preceptorship

This final course focusses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Attendant program through selected, supervised clinical experiences in long-term care and in a home support agency.

Prerequisites: Admission to the Home Support Attendant program; successful completion of HOME 140, 150, 160, 170, 179, 181, 187, 190
Note: This course was formerly to be numbered HOME 130.
Special Arrangements: This course may be offered at limited times and locations, and enrolment may be limited. Any travel and accommodation required to attend is at the student's expense. Once arranged, attendance is mandatory.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

HUMN 300 OU HUMN 300

6—UNIV

Science and Society

This course examines the powerful presence of science in society. The course begins by tracing the historical development of scientific ideas, then studies the advances, functions, and implications of science in society. The discussion addresses issues such as social use and misuse of science, science fraud, science methods, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How does— and how should—society use science?

Prerequisites: None. University-level studies in history, science, or social sciences are recommended.
Required Texts: *Readings in Science and Society, Vols. I and II*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 47 weeks

JAPN 100 SFU JAPN 100

3—UNIV

Introduction to Japanese I

Acquisition of basic fluency in speech and introduction to the three writing systems.

Prerequisites: None. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted. Students with some previous knowledge of Japanese should consult with the instructor for course placement.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

JAPN 101 SFU JAPN 101

3—UNIV

Introduction to Japanese II

Continues the work of JAPN 100.

Prerequisites: JAPN 100 or equivalent. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 105 SFU KIN 105

3—UNIV

Fundamentals of Human Structure and Function

This course provides students with the basic physiology of the nervous system, endocrine system, cardio-respiratory system, kidneys, and gastro-intestinal system, and with the structure of the muscle.

Prerequisites: Grade 11 biology, chemistry, and physics are recommended.
Note: Kinesiology majors, honours students, and students with credit for KINE 100 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 110 SFU KIN 110

3—UNIV

Human Nutrition: Current Issues

An introduction to the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 111 SFU KIN 111

3—UNIV

Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around the production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined.

Prerequisites: None
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 140 **SFU KIN 140**

3—UNIV

Contemporary Health Issues

Explores health from a holistic perspective, in which health is viewed as physical, psychological, and social well-being. Considers genetics, environment, personal health behaviours (such as diet, exercise, stress management, and drug use), socioeconomic status, health care delivery systems, and ageing, with the intent to improve students' abilities to evaluate health information.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115
Maximum Completion: 13 weeks

KINE 142 **SFU KIN 142**

3—UNIV

Introduction to Kinesiology

This course examines the basic procedures for the assessment of the status and performance of the individual according to the principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

Prerequisites: Grade 11 biology, chemistry, and physics are recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 143 **SFU KIN 143**

3—UNIV

Exercise Management

This course introduces the student to the fields of exercise management and exercise physiology. The importance of individual variation and personal exercise prescription is emphasized.

Prerequisites: None. Medical clearance from the student's personal physician is recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 310 **SFU KIN 310**

3—UNIV

Exercise/Work Physiology

The study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular, and metabolic adaptations are studied and discussed in detail.

Prerequisites: SFU's KIN 205 (formerly KIN 100), 201, and 207 are recommended. Students with credit for KIN 410 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 311 **SFU KIN 311**

3—UNIV

Applied Human Nutrition

The principles of nutritional biochemistry are applied to nutrition in the life cycle—pregnancy, infancy, childhood, adolescence, and ageing. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context, featuring sources of help on Canadian practice, standards, and regulations.

Prerequisites: KINE 105 or SFU's KIN 205 (formerly KIN 100), and KINE 110. Students with credit for SFU's KIN 220 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 312 **SFU KIN 312**

3—UNIV

Nutrition for Fitness and Sport

This course examines the theory and application for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks, and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small group projects investigating specific nutrition issues and products.

Prerequisites: KINE 105 or SFU's KIN 205, KINE 110 and SFU's KIN 303
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 week

KINE 320 **SFU KIN 320**

3—UNIV

Cultural Aspects of Human Movement

This course examines the cultural aspects of human motor behaviour; the effects of social institutions on the expressed values of selected cultures toward human motor behaviour; and the pertinent aspects of our present culture that may reflect implications for the future of games, sports, dances, and other forms of physical expression.

Prerequisites: 60 credits
Note: This course was formerly numbered KINE 420. Students with credit for KINE 420 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 325 **SFU KIN 325**

3—UNIV

Basic Human Anatomy

This is an introductory course for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, ageing, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.

Prerequisites: SFU's KIN 142 and 205 (or KIN 105 with grade "B" or higher)
Note: This course is intended for those wishing to teach physical education. Students with credit for SFU's KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425. Students with credit for KINE 425 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 367 **SFU KIN 367**

3—UNIV

Psychology of Motor Skill Acquisition

This course examines the phases of skill acquisition, the transfer of training, training principles, the retention of motor skills, and the influence of motivation, personality, and social factors on the acquisition of skill.

Prerequisites: KIN 207
Note: This course was formerly numbered KINE 467. Students with credit for KINE 467 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 375 **SFU KIN 375**

3—UNIV

Human Growth and Development

The fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

Prerequisites: KINE 105 or SFU's KIN 205 (formerly KIN 100), KINE 142 and 143
Note: This course was formerly numbered KINE 475. Students with credit for KINE 475 may not repeat this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

KINE 461 **SFU KIN 461**

3—UNIV

Physiological Aspects of Ageing

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of ageing. The overall emphasis is on humans and other mammalian species and the varieties of ageing changes they manifest. Students are required to do research outside of the course materials.

Prerequisites: KINE 105 or SFU's KIN 205 (formerly KIN 100), and KINE 142, and at least 90 credits
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LANE 341 **UBC LANE 341**



3—UNIV

Introduction to Teaching Children's Literature

Methods of teaching literature to children. The appraisal of books and authors for children.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LANE 379 **UBC LANE 379**



3—UNIV

The Education of Immigrant Students

An examination of the cultural backgrounds of major ethnic groups. Instructional techniques for meeting the needs of immigrant students in the regular classroom with respect to culture and language.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LANE 382 **UBC LANE 382**

3—UNIV

School Library Resource Centre Programs

Strategies for workshop presentations, effective communication, and co-operative programs.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LANE 389 **UBC LANE 389**



3—UNIV

Resource-Based Teaching

Principles and practices of teachers and teacher-librarians planning and teaching the curriculum using the resources of the school library resource centre.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LANE 472 **UBC LANE 472**

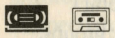
3—UNIV

Reading in the Content Areas

Reading instruction; implications for teaching intermediate and secondary school subjects.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LAWT 497 **UBC LAW 497**



3—UNIV

Law for Teachers: Introduction to Legal Process

An introduction to law-related aspects of the school curriculum, including the nature and purpose of law, legal institutions, legal procedures, legal reasoning, and skills in dealing with legal materials such as cases and statutes.

Prerequisites: 60 credits
Note: This course is not available for credit in UBC's Faculty of Law.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LAWT 498 **UBC LAW 498**



3—UNIV

Law for Teachers: Introduction to Substantive Law

An introduction to areas of law such as family, constitutional, criminal, labour, contract, tort, and property law. Comparative, historical, economic, and political aspects are discussed, together with legal aspects.

Note: This course is not available for credit in UBC's Faculty of Law.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

LIBE 385 **UBC LIBE 385**



3—UNIV

Organization of Learning Resources

The organization, classification, and cataloguing of school library resource centre materials.

Prerequisites: 60 credits
Equipment Note: Access to a computer with a modem is required.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

MACM 101 **SFU MACM 101**

3—UNIV

Discrete Mathematics

Introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

Prerequisites: BC Math 12
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

MATH 010 **OC MATH 010**

PREP

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

Prerequisites: None
Note: Students who need help in finding the most suitable mathematics course should contact Student Services for a copy of the *Math Assessment*.
Equipment Note: Calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 014 **OC MATH 014**



PREP

Intermediate Mathematics

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Grade 10 algebra, and it provides a good preparation for students in technical, business and scientific fields.

Prerequisites: None
Note: Students who need help in finding the most suitable mathematics course should contact Student Services for a copy of the *Math Assessment*.
Equipment Note: Scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

MATH 024 **OC MATH 024**

PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

Prerequisites: MATH 014 or equivalent
Note: Students who need help in finding the most suitable mathematics course should contact Student Services for a copy of the *Math Assessment*.
Required Text: *Essential Mathematics* by M. Keedy and M. Bittinger
Equipment Note: Scientific calculator is required. VHS VCR, TV are recommended.
Special Arrangements: The television series *Math Shop* is an optional supplement to this course. For broadcast times, call 604-431-3270 or, toll-free in BC, 1-877-456-6968
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

MATH 025 OC MATH 025

PREP

Industrial Mathematics (Electrical)

This course has been adapted from MATH 026, *Industrial Mathematics*, to meet the needs of those who wish to write examinations set by the Apprenticeship, Job Training, and Labour Market Division of the Ministry of Education, Skills and Training. This course can be used to meet the advanced-level mathematics requirement for the Provincial Diploma.

Prerequisites: Grade 10 mathematics, or placement
Note: This course was formerly numbered MATH 105. Students with credit for MATH 105 may not repeat this course for further credit.
Equipment Note: Calculator with a square root key, a percent key, and a memory key; a parenthesis key is convenient but not essential. A calculator with the required features can be purchased through Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

MATH 026 OC MATH 026

PREP

Industrial Mathematics

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is designed for those who have difficulty with mathematics, or those starting a new career and requiring a review of basic mathematics. This course can be used to meet the advanced-level mathematics requirement for the Provincial Diploma.

Prerequisites: None
Note: This course was formerly numbered MATH 106. Students with credit for MATH 106 may not repeat this course for further credit.
Equipment Note: Calculator with a square root key, a percent key, and a memory key; a parenthesis key is convenient but not essential. A calculator with the required features can be purchased through Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

MATH 034 OC MATH 034

PREP

Provincial Mathematics

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series.

Prerequisites: MATH 024 or equivalent
Note: Students who need help in finding the most suitable mathematics course should contact Student Services for a copy of the *Math Assessment*.
Required Text: *Algebra and Trigonometry* by M. Keedy and M. Bittinger
Equipment Note: Scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

MATH 100 OU MATH 100

3—UNIV

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: Algebra 11 or MATH 024, or equivalent skills as established by assessment, are strongly recommended.
Note: Only one of MATH 100 and MATH 103 may be taken for credit. Students with credit for MATH 101, 104, 120, or equivalent, may not take this course for further credit.
Required Text: *College Algebra and Trigonometry* by R. Ellis and D. Gulick
Equipment Note: Good-quality scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 101 OU MATH 101

3—UNIV

Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the

course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

Prerequisites: Mathematics (Algebra) 11. Mathematics (Algebra) 12, MATH 100, 034, or equivalent skills as established by assessment, are strongly recommended.
Note: Only one of MATH 101 and MATH 104, 110, 111, or 120 may be taken for credit.
Required Text: *Calculus: A Modeling Approach* by M. Bittinger
Equipment Note: Good-quality scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 102 OU MATH 102

(OPTION) 3—UNIV

Introduction to Probability and Statistics

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

The study of statistics contributes to general intellectual development in addition to providing useful, job-oriented professional training. Managers and researchers need to understand data summaries and inferences, but they also need the logical skills inherent in the discipline of statistics to organize their thoughts and critically examine the statements of others. This course exposes students to some of the most useful statistical procedures and also demonstrates certain logical strategies that apply to problems outside statistics itself. (CA, CMA)

Prerequisites: While this course does not involve complex mathematics, Algebra 11, or equivalent skills as established by assessment, is recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Students working toward a Diploma in Management Studies are advised to complete MATH 107 before registering for this course.
Note: Only one of MATH 102, STAT 101, and PSYC 220 may be taken for credit in an OU program.
Required Text: *Statistics* by D. Freedman, R. Pisani, R. Purves, and A. Adhikari (2nd ed.)
Equipment Note: Calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 103 SFU MATH 110

3—UNIV

Introductory Mathematics for the Social and Management Sciences

This course covers linear and quadratic functions, sequences and sums, compound interest, exponential and logarithmic functions, counting techniques, and probability.

Prerequisites: BC Math 11 or equivalent with at least a grade of "C," or permission of the department, or SFU's non-credit basic algebra course
Note: Only one of MATH 100 and 103 may be taken for credit. This course may not be taken for credit by students who already have credit for any mathematics course for which this course (or BC Math 12) is a prerequisite. This course may not be applied toward mathematics minor, major, or honours degree requirements.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

MATH 104 OU MATH 104

3—UNIV

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. (CA)

Prerequisites: One of Algebra 12, MATH 100, or MATH 034, or equivalent skills as established by assessment, is strongly recommended.
Note: Only one of MATH 104 and 101, 110, 111, or 120 may be taken for credit.
Required Text: *Calculus* by M. L. Bittinger
Equipment Note: Good-quality scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 107 OC MATH 107

3—COL

Business Mathematics

This course is designed to introduce the mathematics of management. Students learn such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. Each of these topics assumes no prior knowledge of the mathematics of finance. Students are introduced to each of the topics in a step-by-step manner with many examples provided. (CA)

Prerequisites: Basic arithmetic and algebra (Grade 11)
Note: Students in OC and OU business programs should take only one of MATH 107 or 150.
Required Texts: *Contemporary Business Mathematics with Canadian Applications* by S. Hummelbrunner (5th ed.); and *Solutions Manual*
Equipment Note: Calculator with financial functions is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 120 OU MATH 120

3—UNIV

Calculus I

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of Algebra 12, MATH 100, 034, or equivalent skills as established by assessment. Students should have done well in the prerequisite course in order to succeed in this course.
Note: This course was formerly numbered MATH 110. Students with credit for OU's former introductory calculus courses (MATH 110 and 111) may not repeat this course for further credit. Only one of MATH 120, 104, and 101 may be taken for credit.
Required Text: *Calculus* by L. H. Loomis (3rd ed.)
Equipment Note: Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 121 OU MATH 121

3—UNIV

Calculus II

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

Prerequisites: MATH 120 or equivalent
Note: Only one of MATH 121 and OU's former introductory calculus courses (MATH 110 and 111) may be taken for credit.
Required Text: *Calculus* by L. H. Loomis (3rd ed.)
Text Note: The textbook for this course is not included in the course package. Students can order it from Student Services.
Equipment Note: Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 150 OU MATH 150

3—UNIV

Finite Mathematics

This course provides first-year university students with an opportunity to develop mathematical skills in areas other than calculus. It has a numerical leaning tied to solving problems that have direct relevance in the "real world." The topics covered are systems of linear equations, linear programming, finite probability, and descriptive statistics.

Prerequisites: One of Mathematics 11 or MATH 024. Algebra 12, MATH 034, MATH 100, or equivalent skills as established by assessment are also strongly recommended.
Note: Students with credit for MATH 107 or equivalent are not required to take this course in OC and OU business programs.
Equipment Note: Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 190 SFU MATH 190

4—UNIV

Principles of Mathematics for Teachers

Mathematical ideas involved in number systems and geometry in the elementary school curriculum. Whole number, fractional number, and rational number systems. Plane geometry, solid geometry, metric geometry, and motion geometry.

Prerequisites: BC Math 11 (or equivalent) with a grade of at least "C," or permission of the department
Note: This course may not be applied toward mathematics minor, major, or honours degree requirements. Candidates for degrees in the Faculty of Science may not use this course to satisfy degree requirements. Students who have taken, have received transfer credit for, or are currently taking SFU's MATH 151, 154, or 157 (or equivalent) may not take this course for credit without permission.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

MATH 210 OU MATH 210

3—UNIV

Calculus III—Multivariable Calculus

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions. In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized co-ordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green's Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

Prerequisites: Two semesters in differential and integral calculus, such as MATH 120 and 121. Students should have done well in these courses in order to succeed in this difficult course.
Required Text: *Multivariable Calculus* by J. F. Hurley
Equipment Note: Good-quality programmable scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MATH 230 OU MATH 230

3—UNIV

Linear Algebra

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization.

Prerequisites: One of Algebra 12, MATH 034, or 100. MATH 120, or equivalent skills, is also strongly recommended.
Required Text: *Elementary Linear Algebra* by H. Gerber
Equipment Note: Good-quality programmable scientific calculator is required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

MUSC 103 UBC MUSC 103



3—UNIV

Introduction to the Theory of Music

This course examines concepts of rhythm, pitch, timbre, and texture. Notation and aural recognition of rhythmic and pitch patterns are studied, along with the basic principles of melody and form.

Prerequisites: None
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

MUSC 310 UVIC ME 310



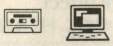
3—UNIV

Learning to Listen to Music

What to listen for and how to listen to music of diverse styles and genres; instructional applications. The course is a survey of the growth and historical development of Western European music from the times of the ancient Greeks to the twentieth century. The course is intended mainly for teaching how to listen to and appreciate music. It also shows how the music of each historical period is related to the literature, philosophy, and art.

Prerequisites: None
Required Text: Course manual and a set of CDs (including reference booklet)
Equipment Note: CD player, access to the Internet, e-mail, computer with sound capability are required.
Start Date: September 1999, January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

MUSC 326 UBC MUSC 326



6—UNIV

Music Appreciation

This is an introductory course for which previous musical background is helpful but not required. Contents include a discussion of musical concepts, evolution of forms, style, and media, and detailed study of selected works from the concert repertoire. Popular forms of music (jazz, folk, rock, etc.) are not included.

Prerequisites: 60 credits
Note: This course may not be applied toward UBC's B.Mus. or B.A. in Music degrees.
Equipment Note: IBM PC or clone capable of running Windows (Windows 95 to be tested) and CD-ROM are required.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

NURS 312 UBC NURS 312

3—UNIV

Supportive Environments for the Health of Families

Fostering the health of families in times of health and illness.

Prerequisites: 60 credits
Start Date: September 1999, January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 340 OC NURS 340



3—COL

Health Review

This first course in the Nurse Refresher program helps students to renew their knowledge base in the biomedical and social sciences in preparation for participation in the remainder of the program. The course covers anatomy, physiology, human development, pharmacology, nursing theory, how to obtain and use resources for learning, and changes in nursing.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to the Nurse Refresher program. Refer to "Nurse Refresher" on page 104. (Some admission requirements may be waived for nurses who wish to take this course for continuing education purposes only.)
Note: This course may be taken to fulfil the RNABC requirements for 100 hours of continuing education.
Required Texts: *Human Body in Health and Disease* by Thibodeau and Paton (2nd ed.); *Pharmacologic Basis of Nursing Practice* by Clarke, Queener, and Karb (6th ed.)
Special Arrangements: This course includes teleconferencing with other students and a tutor moderator.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

NURS 350 — OC NURS 350



12—COL

Nursing Update

Through a combination of home study and clinical experiences, this course helps students to learn about the theory and practice of nursing today. Students review communication skills and some technical nursing skills. Students learn about and have an opportunity to apply Orem's self-care model of nursing practice. A lab kit provided in the course permits simulation of practical nursing skills before entry to a clinical agency. Where possible, the clinical portions of the course take place at a clinical agency in the student's region. For all students, admission to this course and continuance in the program is contingent on the availability of appropriate clinical placement.

Prerequisites: Admission to the Nurse Refresher program (refer to "Nurse Refresher" on page 104) and successful completion of NURS 340. Admission to the course is dependent on the availability of appropriate clinical placement.
Equipment Note: Students are required to wear a nurse's uniform and shoes appropriate to the clinical agency and also have a stethoscope. Access to a blank audiocassette and portable tape recorder with a microphone may be required.
Required Texts: *Clinical Skills and Techniques* by Perry and Potter (4th ed.); *Health Communication: Strategies for Health Professionals* by Northouse and Northouse
Special Arrangements: This course includes teleconferencing with other students and a tutor.
Start Date: Dependent on availability of appropriate clinical placement
Maximum Completion: 30 weeks

NURS 360 — UVIC NURS 360



3—UNIV

Professional Growth: Research

The emphasis of this course is on enhancing nurses' ability to work as scholars. Students experience ways of transforming personal inquisitiveness into a process of posing, exploring, and answering researchable nursing questions. Students experience ways of critically examining a range of research techniques and methods.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: January 2000; May 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 377 — UVIC HSD 377



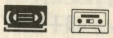
3—UNIV

Group Process

This course focusses on the theories and concepts of group process from a multidisciplinary perspective. Students have the opportunity to experience and critically reflect on group process. The examination of self in relation to group process is an essential component of this course.

Prerequisites: Open to nursing, social work, and child and youth care students
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: September 1999, May 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 405 — UBC NURS 405



2—UNIV

Issues in Professional Nursing

This course is an analysis of issues related to the development of the nursing profession. The course contains a video component.

Prerequisites: NURS 305; open to UBC's School of Nursing students
Note: Students are advised to take NURS 305 and NURS 405 concurrently in the concentrated format in order that the objectives of both courses are met in the designated time frame.
Start Date: TBA
Maximum Completion: 13 weeks

NURS 409 — UBC NURS 409A



3—UNIV

Women's Health Issues

An examination of historical and current trends and issues in the health and health care of women.

Prerequisites: 60 credits
Start Date: September 1999, January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 419 — UBC NURS 409G

6—UNIV

Palliative Care Nursing

An examination of the theory and practice of palliative care, focussing on the complexities of caring for dying patients and their families in both community and institutional settings.

Prerequisites: 60 credits
Start Date: January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 425 **UBC HSD 425**



3—UNIV

Qualitative and Quantitative Analysis

This course provides students with a grounding in the techniques commonly used in the analysis of both qualitative and quantitative data. Students engage in the process of qualitative analysis through examining qualitative data, data coding, and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis is examined using a computer-based system.

Prerequisites: Basic computing and word processing skills
Prerequisite/Corequisite: A research course is recommended.
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: September, January, May. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 426 **UBC NURS 426**



3—UNIV

Nursing and the Health of Communities

This application-oriented survey-level course introduces third-year nursing students to epidemiology. It shows how knowledge of epidemiology can improve a nurse's ability to serve individuals as well as to plan health services; gives information about the health of Canadian communities; and describes additional career opportunities. Through a case study computer simulation, the course provides practical experience in outbreak investigation. Data collection methods, designs for applied research studies, techniques for data analysis, and scientific communication are introduced. The course contains a video component.

Prerequisites: Open to UBC's School of Nursing students and to other health professionals with permission of the instructor. Knowledge of basic probability and biostatistics is helpful but not a prerequisite.
Equipment Note: Access to a computer with CD-ROM is required.
Start Date: TBA
Maximum Completion: 3 months

NURS 450 **UVIC NURS 450**



3—UNIV

Nursing Management

This course is designed to provide an opportunity to explore concepts and issues in nursing management. The diverse and often conflicting roles of the nurse manager within the Canadian health care context is examined. Knowledge and skills acquired through experience and/or other courses serve as a basis for exploring the roles of today's nurse manager.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 453 **UBC NURS 453**



3—UNIV

Leadership and Management in Health Care

This course is a study of the theories, principles, and skills related to leadership and management within contemporary health care.

Prerequisites: Open to UBC's School of Nursing students and to other health professionals with permission of the instructor
Start Date: TBA
Maximum Completion: 3 months

NURS 481 **UVIC NURS 481C**



3—UNIV

Philosophy and Practice of Palliative Care

In this course, students examine the care of the terminally ill and their families from a holistic approach. An important theme throughout the course is the identification of the nurse's own attitude toward life, illness, death, and bereavement. The way in which one's own philosophy shapes interactions with those we care for is explored. The course content reflects an interdisciplinary approach drawing from the knowledge and skills of nursing, medicine, and counselling. Emphasis is placed on participative learning.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: May 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 483 **UVIC NURS 483**



3—UNIV

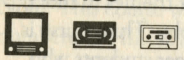
Advanced Nursing: Teaching and Learning

This course provides students with opportunities to experience a variety of teaching-learning situations with patients, staff, peers, or others, and examines that experience using reflective analysis, discussion, and the literature. Students engage in an individually contracted practicum as part of the course. The course is presented with a humanistic philosophical framework which guides its process and teaching-learning strategies.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.

Start Date: September 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 486 — UVIC NURS 486



6—UNIV

Mental Health Challenges in Later Life

This course is designed to assist front-line professionals in working with older persons who experience mental health problems. Studies include stressors affecting emotional health in the elderly; mental health assessment; interventions useful in the management of problematic behaviours in the elderly; environmental strategies for increasing functioning in older people; and community resources for meeting mental health needs. This course provides multiple opportunities to apply theory in practice and to develop attitudes conducive to positive changes in the workplace.

Prerequisites: RN or RPN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: September 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 493 — UVIC NURS 493A



3—UNIV

Community Nursing

This course provides opportunities for students to strengthen their knowledge and understanding of theoretical foundations of nursing practice in the community, from a health promotion perspective. Students explore and critique nurses' roles in community health promotion practice (including public health and outpost nursing) and have opportunities to gain knowledge and skills relevant to community health nursing practice.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: May 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

NURS 495 — UVIC NURS 493C



3—UNIV

Lived Experience of Health in Ageing

The emphasis of this course is on the complex nature of ageing and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analysed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice, and environments that support healthy ageing are integral to this course.

Prerequisites: RN
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PHED 243 — UVIC PE 243



3—UNIV

Foundations of Recreation and Leisure

An introduction to the nature and scope of recreation; a consideration of past influences and future trends; the role of the recreational professional. This new course is the first of a four-course program developed by the Recreation Educator's Articulation Committee, Centre for Curriculum, Transfer and Technology, and BC Ministry of Education, Skills and Training for an integrated and laddered recreation/leisure education system for BC. The course appeals to practitioners in recreation and leisure services; and undergraduate and graduate-level students in physical education, and recreation and leisure services.

Start Date: January 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PHIL 100 — OU PHIL 100

6—UNIV

Introduction to Philosophy

This course offers an introduction to the problems and methods of Western philosophy through the study of some influential philosophical writing and doctrines. Topics discussed include logic, legal obligations, social freedom, ethics, metaphysics, and epistemology, topics that make a fascinating and accessible introduction to the discipline.

Prerequisites: None
Note: Students with credit for UBC's PHIL 100, 120, 410, or SFU's PHIL 110 may not take this course for further credit.
Required Texts: *Euthrypho, Apology, Crito* by Plato, trans. F. J. Church; *The Problems of Philosophy* by B. Russell; *Practical Ethics* by P. Singer
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 47 weeks

PHIL 110 — SFU PHIL 110

3—UNIV

Introduction to Logic and Reasoning

The aim of this course is to familiarize students with fundamental techniques of correct reasoning. Special attention is given to the methods of logic in particular, and to their role in the discovery of truth not only within philosophy but within all forms of rational enquiry. The elements of traditional and modern logic are introduced in an informal way.

Prerequisites: None
Note: Students with credit for PHIL 100 or UBC's PHIL 410 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PHIL 120 **UBC PHIL 120**

3—UNIV

Introduction to Logic and Critical Thinking

Tools for dealing with both everyday and more technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies. The present version of the course is more formal than some may expect or wish. In order to appreciate the need for this, it is helpful to note that some degree of formalization is inevitable. Otherwise, no generalization from particular arguments is possible.

Prerequisites: None
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 125 **UBC PHIL 125**



3—UNIV

Scientific Reasoning

Practice in evaluating arguments by examining the foundations of scientific reasoning; causal models and evaluating causal hypotheses; models of decision making. The course focusses on providing students with the tools to identify and examine the important elements of reports of scientific and engineering research.

Prerequisites: None
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 331 **UVIC PHIL 331**



3—UNIV

Issues in Biomedical Ethics

An investigation into the various ethical problems and concerns that arise in the professional medical context. Issues such as the nature of the physician-patient relationship, informed consent and the right to know, fetal experiments and human experiments in general, euthanasia, insanity treatment, right to treatment, etc., are discussed. The aim of this course is not to give definitive solutions but to inculcate an awareness and understanding of the nature of the problems involved.

Prerequisites: A professional qualification (e.g., RN, MD, etc.) in health care, a course in philosophy, or permission of the instructor
Special Arrangements: Course manual and textbooks are to be purchased directly from UVic's Bookstore using an order form mailed to all registered students by UVic's School of Nursing.
Start Date: September 1999. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PHIL 347 **UBC PHIL 349**

3—UNIV

Philosophy of Religion

A critical and analytical examination of arguments for and arguments against the existence of God, and other related topics.

Prerequisites: 60 credits
Note: This course was formerly numbered PHIL 317 and 349. Students with credit for PHIL 317 or 349 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 400 **UBC PHIL 400**

3—UNIV

Morals, Politics, and the Individual

Introduction to major themes in moral and political philosophy. This course is primarily for fourth-year students who have had no previous course in philosophy.

Prerequisites: 60 credits
Note: This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 401 **UBC PHIL 401**

3—UNIV

Knowledge, Explanation, and the Nature of Things

Introduction to major themes in epistemology and metaphysics. This course is primarily for fourth-year students who have had no previous course in philosophy.

Prerequisites: 60 credits
Note: This course was formerly numbered PHIL 411. Students with credit for PHIL 411 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 433 **UBC PHIL 433**

3—UNIV

Bio-Medical Ethics

Moral problems arise in the health sciences, especially in medicine but also in biology, psychology, and social work. Among the problems are abortion, death and euthanasia, genetic engineering, behaviour modification, compulsory treatment, experimentation

with human beings and animals, and the relationship between professionals and their patients, subjects, or clients.

Prerequisites: 60 credits. No philosophical background is required.
Note: This course was formerly numbered PHIL 407. Students with credit for PHIL 407 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 434 — UBC PHIL 434

3—UNIV

Business and Professional Ethics

Moral problems in contemporary business and professional practice, general moral theory, the law, and policy formation. Corporate social and environmental responsibility, employee rights, preferential hiring and affirmative action programs, conflicts of interest, advertising, "whistle blowing," and self-regulation.

Prerequisites: 60 credits
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHIL 435 — UBC PHIL 435

3—UNIV

Environmental Ethics

Moral problems arise in the context of human relationships with nature and with non-human living things, which may be considered both in terms of general moral theory and policy formation. Topics include moral standing, animal rights, obligations to future generations, pollution, hazardous materials, the depletion of natural resources, and the treatment of non-human living things.

Prerequisites: 60 credits
Equipment Note: Access to a computer with e-mail and the World Wide Web is strongly recommended.
Note: This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PHYS 024 — OC PHYS 024

PREP

Introductory Physics

This advanced-level PREP course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

Prerequisites: MATH 024 or Mathematics 11 (may be taken concurrently)
Required Text: *Fundamentals of Physics: An Introductory Course* by D. C. Heath (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

PHYS 034 — OC PHYS 034

PREP

Senior Physics

This is a provincial-level course that is equivalent to Physics 12. The main topics include kinematics, dynamics, energy, electricity, magnetism, and quantum physics.

Prerequisites: PHYS 024 (or Physics 11) and demonstrated mathematics skills, preferably MATH 034 (or Mathematics 12); alternatively, either enrolment in MATH 034 with at least a "B" average on several assignments or recent completion of MATH 024 (or Mathematics 11) with at least a "B" grade, plus completion of PHYS 024 or Physics 11
Required Text: *Physics: Principles with Applications* by D. Giancoli (6th ed.)
Note: The course includes nine VHS videotapes.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

PHYS 110 — OU PHYS 110

3—UNIV

General Physics I

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level.

Prerequisites: One of Algebra 12, MATH 034, or 100. Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.
Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.
Required Text: *College Physics* by R. A. Serway and J. S. Faughn (3rd ed.)
Equipment Note: Scientific calculator and a set of simple drawing instruments are required. A programmable scientific calculator is strongly recommended but not essential.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PHYS 111 — OU PHYS 111

3—UNIV

General Physics II

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120). Completion of PHYS 115 is strongly recommended.
Note: The combination of PHYS 110 and 111, along with the corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.
Required Text: *College Physics* by R. A. Serway and J. S. Faughn (3rd ed.)
Text Note: The textbook for this course is not included in the course package. Students can order it from Student Services.

Equipment Note: Scientific calculator and a set of simple drawing instruments are required. A programmable scientific calculator is strongly recommended but not essential.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PHYS 115 OU PHYS 115

1—UNIV

Physics Laboratory I

In this course, students perform experiments illustrating the principles learned in PHYS 110. This course is the companion laboratory course to PHYS 110.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive winter months to obtain credit. Registration is in September and the first three weeks in October.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in PHYS 110 or equivalent
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

PHYS 116 OU PHYS 116

1—UNIV

Physics Laboratory II

In this course, students perform experiments illustrating the principles learned in PHYS 111. This course is the companion laboratory course to PHYS 111.

- Students who attend the labs in the Lower Mainland are required to attend three weekend sessions (both Saturday and Sunday) held in three successive spring months to obtain credit. Registration is in January and the first three weeks in February.
- Students who wish to attend labs in the summer are required to attend a one-week session in Kamloops in June, July, or August. Accommodation is available at campus residences in Kamloops. Registration is in March and the first three weeks in April.
- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. OU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Prerequisites: Prior or concurrent registration in PHYS 111 and completion of PHYS 110 and 115 or equivalents
Required Texts: Students are provided with a laboratory manual and other supplies used at the college where they attend the labs.
Start Date: For further information about locations and dates, contact Student Services, Education Information.
Maximum Completion: This course is to be completed in the three weekend sessions or in the one summer week mentioned above.

PLNT 259 UBC PLNT 259

3—UNIV

Introduction to Plant Science

Introduction to the growth, development, and use of cultivated plants. Influences of climate, soil, weeds, diseases, and pests; cultural practices and systems; plant improvement.

Prerequisites: First-year university biology and chemistry, or equivalents
Start Date: TBA
Maximum Completion: 13 weeks

PLNT 409 UBC PLNT 409

3—UNIV

Turf Management

Selection, cultivation, and management of specialized grasses and other ground covers for use in residential and commercial landscaping, recreational and sports turf, golf courses, road sides, and selected applications.

Prerequisites: PLNT 259 or equivalent
Start Date: TBA
Maximum Completion: 13 weeks

PLNT 433 UBC PLNT 433

3—UNIV

Integrated Pest Management

Development and implementation of multidisciplinary pest management programs in agricultural crops.

Prerequisites: PLNT 259 or equivalent. Familiarity with entomology, plant pathology, and weed science is recommended.
Start Date: TBA
Maximum Completion: 13 weeks

PNRP 101 OC PNRP 101

3—COL

Practical Nursing in a Changing Health Care System

This core course is designed to assist returning practical nurses to develop a common philosophical and caring approach and an understanding of required competencies. It is a theory course with learning activities, exercises,

assignments, and an examination. It helps the student develop critical thinking skills and become a successful self-directed learner and articulate health care team member.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: Admission to Practical Nurse Refresher program. Refer to "Practical Nurse Refresher" on page 105 Some admission requirements may be waived for nurses who wish to take this course for continuing education purposes only.
Required Texts: *Understanding Your Health* by Hahn (4th ed.); *Foundations of Nursing* by Christensen and Kockrow (3rd ed.); *Success in Practical Nursing* by Hill and Houlet
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 102 OC PNRP 102

6—COL

Adapting Practice to the Institutional Setting

This course contains both theory and clinical experience. The theory component reviews quality nursing care, and the practical nurse learns how to collaborate and be a member of the health care team. Content covers ageing, communication, health, and healing. There are learning activities, exercises, assignments, and teleconferences. The clinical experience is a four-week preceptorship in acute care, long-term care, or a combination of both.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101 if required for licensure
Required Text: *Foundations of Nursing* by Christensen and Kockrow (3rd ed.)
Start Date: Continuous registration. May be affected by availability of clinical placement. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 103 OC PNRP 103

9—COL

Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings

This course enables the student to become an efficient and effective practical nurse who is capable of providing quality nursing care in collaboration with the health care team. The course combines a theoretical component with supervised practice. The clinical component includes a four-week full-time clinical period in a health care facility (acute or long-term care) and two weeks in a community setting.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101
Required Text: *Foundations of Nursing* by Christensen and Kockrow (2nd ed.)
Start Date: Continuous registration. May be affected by availability of clinical placement. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 104 OC PNRP 104

3—COL

Adapting Practice to the Community Setting

This course is designed to help practical nurses increase their knowledge and skills in community health nursing. Practical nurses lacking the community health component of their previous training may use this for gaining licensure. Nurses presently working in institutions may take this as continuing education. There is both theory and clinical practice. Clinical experience is in a community health setting.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101 if required for licensure
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 105 OC PNRP 105

6—COL

A Caring Approach to Mother, Newborn, Infant, and Child

This course prepares the student to practise in care settings that include mothers, infants, and children. It is directed toward practical nurses who lack the obstetric/pediatric nursing component in their original training. The full-time clinical experience consists of two weeks at a suitable site.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101 if required for licensure
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 106 OC PNRP 106

3—COL

A Caring Approach to Mother and Newborn

This course prepares the student to practise in care settings that include mothers and infants. It has been developed for practical nurses who lack the obstetrical component of their previous training. There is a one-week full-time clinical experience.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101 if required for licensure
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PNRP 107 **OC PNRP 107**

3—COL

A Caring Approach to Infant and Child

This course prepares the student to practise in pediatric settings. It has been developed for practical nurses who lack the pediatric component of their training. There is a one-week full-time clinical experience. This course may also be taken for continuing education.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: PNRP 101 if required for licensure
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

POLI 151 **SFU POL 151**

3—UNIV

The Administration of Justice

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

POLI 200 **OU POLI 200**

(OPTION) 3—UNIV

Canadian Government and Politics

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

Almost everyone has an opinion about politics, but surprisingly few people really know how government works or what it is supposed to accomplish. This course provides an introduction to the workings of government in Canada. It looks at why some problems in Canadian politics never seem to go away and examines the reasons for the differences of opinion about the role government should play in relation to the economy and society.

Prerequisites: None
Required Texts: *Canadian Democracy* by S. Brooks; *Canadian Politics*, ed. J. P. Bickerton and Alain-G. Gagnon; *The Real Worlds of Canadian Politics* by R. M. Campbell and L. A. Pal; *Study Guide: The Remaking of Canada: Canadian Government and Politics in the 1990s* by Wilfred Laurier University
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

POLI 241 **SFU POL 241**

3—UNIV

Introduction to International Politics

Theory and practice of international politics, diplomacy, hot war, cold war, alliances, and the role of leaders.

Prerequisites: SFU's POL 100 or permission of the instructor
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PREP 001 **OC PREP 001**

NC

Planning Your Future

This is a non-credit course. Exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make the educational and vocational choices that are right for them.

Prerequisites: None
Note: All course materials are supplied.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 101 **OU PSYC 101**

(OPTION) 3—UNIV

Introductory Psychology I

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered in this course include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

Prerequisites: None
Note: Students with credit for PSYC 106 may not take this course for further credit.
Required Texts: *Psychology* by C. Wade and C. Tavris; *Telecourse Guide for Psychology* by M. Werthman. The course package includes video programs that accompany each major topic in the course. Transcripts of the videos are available for the hearing-impaired.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 102 **OU PSYC 102**

(OPTION) 3—UNIV

Introductory Psychology II

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This companion course to PSYC 101 introduces students to the scientific study of human behaviour. Topics covered in this course include an overview of psychological theories and research methods; human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity, and group behaviour.

Prerequisites: None
Note: Students with credit for PSYC 107 may not take this course for further credit.
Required Texts: *Psychology* by C. Wade and C. Tavris; *Telecourse Guide for Psychology* by M. Werthman. The course package includes video programs that accompany each major topic in the course. Transcripts of the videos are available for the hearing-impaired.
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 106 — SFU PSYC 100

3—UNIV

Introduction to Psychology I

This course acquaints the student with the major issues in contemporary psychology and considers their historical antecedents. Special attention is given to questions of methodology and research design in psychology. Topics in physiological psychology, perception, learning, and motivation are considered.

Prerequisites: None
Note: Students with credit for PSYC 101 or equivalent may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 107 — SFU PSYC 102

3—UNIV

Introduction to Psychology II

This course acquaints the student with major issues in contemporary psychology and considers their historical antecedents. Topics in learning, cognition, social psychology, and abnormal psychology are considered.

Prerequisites: PSYC 101 or 106, or equivalent
Note: Students with credit for PSYC 100 or 102 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 201 — SFU PSYC 201

4—UNIV

Research Methods in Psychology

An introduction to the procedures used in psychological research and to the logic underlying them. Topics include the strengths and weaknesses of different approaches to research, the formulation of testable questions, the control of extraneous influences, the measurement of effects, and the drawing of valid conclusions from empirical evidence. Provides a background for senior psychology courses since it offers a basis for the critical evaluation and conduct of research.

Prerequisites: PSYC 101 and 102, or PSYC 106 and 107
Note: Only one of PSYC 201 or 210 may be taken for credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 210 — OU PSYC 210

3—UNIV

Introduction to Research in Experimental Psychology

This course introduces the methods used by researchers in experimental psychology. The two principal aims of the course are to teach how to be a critical consumer of scientific information and how to design, perform, analyse, and report the student's own experiments. This course provides a foundation for more advanced courses in experimental psychology.

Prerequisites: None. PSYC 101 and 102, or 106 and 107, are strongly recommended.
Note: Only one of PSYC 210 or 201 may be taken for credit.
Required Texts: *Understanding Behavioural Research* by N. S. Harrison
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 220 — OU PSYC 220

3—UNIV

Statistics in the Social Sciences

This course covers basic descriptive and inferential statistical techniques used in analysing social science research data. The student becomes familiar with ways to organize and analyse data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics—e.g., elementary probability theory.

Prerequisites: Principles of Mathematics 12 or MATH 100 or 034, and permission of the OU advisor. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.
Note: Only one of MATH 102, PSYC 220, or STAT 101 may be taken for credit in an OU program.
Required Texts: *Using Basic Statistics in the Behavioural Sciences* by A. E. Coldeway; *Student Workbook* by A. E. Coldeway; *Scientific Methods and Analysis I* by C. Whissell
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 230 OU PSYC 230

3—UNIV

Introduction to Applied Social Psychology

This course is only available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

This course examines a wide variety of complex social problems from the perspective of social psychological theories and techniques. The course consists of nine modules, seven of which are needed in order to earn credit for the course. Each module examines a number of social issues or problems under such general topics as group influence, the social self, social influences on individual health, sex and gender, aggression, intimate relationships, and sharing and competing for scarce resources. Course work requires students to make extensive use of social science and related resources from the World Wide Web.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge
Required Text: None
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 241 SFU PSYC 241

3—UNIV

Introduction to Abnormal Psychology

Introduces students to the area of abnormal psychology. Topics include the definition and classification of pathological behaviour, factors involved in the development of pathology, and evaluation of therapy outcome.

Prerequisites: PSYC 101 and 102, or PSYC 106 and 107
Note: Students with credit for PSYC 245, 300, or SFU's PSYC 340 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 245 OU PSYC 245

3—UNIV

Abnormal Psychology

This course is based on the telecourse The World of Abnormal Psychology, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

Prerequisites: None. PSYC 101 and 102 or PSYC 106 and 107 are recommended.
Note: Students with credit for PSYC 241, 300, or SFU's PSYC 340 may not take this course for further credit.
Required Texts: *Abnormal Psychology and Modern Life* by R. C. Carson, J. N. Butcher, and S. Mineka; *Study Guide: Abnormal Psychology and Modern Life* by R. C. Carson and J. N. Butcher
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 250 SFU PSYC 250

3—UNIV

Child Psychology

Considers the psychological and physical aspects of human development from conception through middle childhood. Topics include social, emotional, language, cognitive, perceptual, and physical development.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107
Note: Students with credit for PSYC 255, 315, 344, UBC's PSYC 301, SFU's PSYC 350 or 351 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 255 OU PSYC 255

(OPTION) 3—UNIV

Introduction to Childhood and Adolescence

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course covers development from conception through adolescence, focussing on the mutual influence of child and context. Topics include major developmental principles; research methods; genetics; prenatal development; cognition, memory, and language development; and socialization.

Prerequisites: None
Note: Students with credit for PSYC 250, 315, 344, 345, or SFU's 351 or 355 may not take this course for further credit.
Required Texts: *Child Development* by L. A. Sroufe, R. Cooper, and G. De Hart; *Time to Grow: Study Guide for the Telecourse* by D. Thornbrugh
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 260 SFU PSYC 260

3—UNIV

Introduction to Social Psychology

This course deals with methodology and content in the areas of social stratification, role theory, socialization, language, personality and society, attitudes, group dynamics, and crowd behaviour.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107
Note: Students with credit for PSYC 308, 361 and 362, or SFU's PSYC 360 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 280 **SFU PSYC 280**

3—UNIV

Biological Bases of Behaviour

Surveys a variety of biological approaches to understanding behaviour, including research from allied disciplines relevant to the biopsychological analysis of behaviour. Includes: genetic basis of normal and abnormal behaviour, psychobiology of development, intelligence, aggression, biological approaches to mental illness, learning disabilities, and the behavioural effects of drugs, hormones, biorhythms, brain damage, and environmental enrichment.

Prerequisites: PSYC 100 and 102 or PSYC 106 and 107. First-year biology is recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 300 **UBC PSYC 300**

6—UNIV

Behaviour Disorders

This course examines the definition, history, and scope of deviant behaviour, with emphasis on the psychological factors that control its origins, maintenance, and modification. Course topics include the historical development of beliefs in abnormal psychology; the impact of contemporary scientific practice on our understanding of the disorders; classification systems covering abnormal behaviour; clinical and research methods in the study of abnormal behaviour; and the disorders of anxiety, depression, social problems, stress disorders, schizophrenia, and organic syndromes (brain dysfunction, mental retardation) and the treatment of these disorders.

Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses
Note: Students with credit for PSYC 241, 245, or SFU's PYSC 340 may not take this course for further credit. This course was formerly numbered PSYC 437. Students with credit for PSYC 437 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

PSYC 302 **SFU PSYC 302**

3—UNIV

Learning

Conditions, principles, and theories of learning. Consideration of the acquisition and extinction of behaviour.

Prerequisites: PSYC 201 or 210, and PSYC 221
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 304 **UBC PSYC 304**

6—UNIV

Brain and Behaviour

This course is about the physiological basis of behaviour for non-psychology majors or for psychology majors who are not in UBC's B.Sc. program. The focus of the course is on what is known about brain processes involved in perception, motivation, aggression, emotion, psychopathology, and learning.

Prerequisites: 60 credits, including 6 credits of 200-level psychology courses
Note: This course was formerly numbered PSYC 438. Students with credit for PSYC 438 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

PSYC 308 **UBC PSYC 308**

6—UNIV

Social Psychology

This course examines the theory and research of individual social behaviour, social motivation, attitudes, group interaction, socialization, racial prejudice, and related topics. It focusses on the relation between individual, interpersonal, and group processes in the following topic areas: person perception and social cognition; liking; attraction and sexual conduct; pro- and anti-social behaviour; attitudes and persuasion; group dynamics and social influence; prejudice, stereotyping, and intergroup relations. Readings cover the application of social psychology to the study of courtroom procedure, health, education, communication, the quality of life, domestic violence, and other social issues.

Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses
Note: Students with credit for PSYC 260, 361 or 362, UBC's PSYC 450, or SFU's PSYC 360 may not take this course for further credit. This course was formerly numbered PSYC 451. Students with credit for PSYC 451 may not repeat this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

PSYC 309 **UBC PSYC 309**

6—UNIV

Cognitive Processes

This course examines the contribution of cognitive processes to perception, attention, and memory. It is an examination of cognitive development, language, thinking, and creativity. What has cognitive psychology discovered about perception, memory, thought, and other mental processes, and what do these discoveries mean at a practical as well as a theoretical level? To address these questions, this course

surveys both classic and contemporary cognitive research spanning a broad spectrum of subjects, from the simple to the complex (e.g., identifying a letter of the alphabet versus imagining a trip across town) and from the familiar to the fantastic (e.g., failing to recall a newly learned telephone number versus failing to recognize well-known faces—including a student's own).

Prerequisites: 60 credits, including 6 credits of 200-level psychology courses; or PSYC 101 and 102 or PSYC 106 and 107; or equivalent
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

PSYC 310 **SFU PSYC 307**

4—UNIV

Historical Foundations of Psychology

Examines the development of psychological thought through theories of ontology, epistemology, and ethics that laid the foundations for modern psychology. Provides a background for psychology courses by analysing how various viewpoints on the mind-body relationship, empiricism, rationalism, and the nature of science contributed to the development of modern psychology.

Prerequisites: PSYC 210, SFU's PSYC 201, or permission of the department
Equipment Note: Access to a computer and modem may be required.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 314 **UBC PSYC 314**

3—UNIV

Health Psychology

This course provides a general introduction to the psychology of health and explores health-related behaviours such as smoking and drug use, effects of stressful events on health, methods of coping with stress, impact of chronic illness on the family, and social support systems. In addition, topics such as the mind-body relation, research methods in health psychology, pain and pain behaviour, the management of chronic and terminal illness, and death, dying, and bereavement are addressed. Diseases covered include cancer, heart disease, AIDS, rheumatoid arthritis, and Alzheimer's disease.

Prerequisites: PSYC 100 or 6 credits of 200-level psychology courses or permission of the instructor
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PSYC 315 **UBC PSYC 315**

3—UNIV

Childhood and Adolescence

Human development from the preschool period through adolescence.

Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses
Note: Students with credit for PSYC 344, 345, 440, or 445, UBC's PSYC 301, or SFU's PSYC 250, 351, or 355 may not take this course for further credit.
Start Date: January, March, May, July, September, November. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

PSYC 320 **UBC PSYC 320**

6—UNIV

Psychology of Gender

An examination of physical, psychological, and cultural influences.

Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or equivalent; or 6 credits of 200-level psychology courses
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 11 months

PSYC 344 **OU PSYC 344**

3—UNIV

Developmental Psychology of Children

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family, and cultural factors that influence development in complex ways. The course has also been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.
Note: Students with credit for UBC's PSYC 301 or 315 or PSYC 250 or SFU's PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit.
Required Texts: *The Development of Children* by M. Cole and S. Cole; *Study Guide to Accompany The Development of Children* by S. Stolarz-Fantino; *Readings in Child Development*, ed. K. Covell
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 345 **OU PSYC 345**

3—UNIV

Adolescent Development

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture.

Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.
Note: Students with credit for UBC's PSYC 301 or 315 or SFU's PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit.
Required Texts: *Adolescence* by J. Santrock; *Student Study Guide* by M. Walraven; *Readings in Adolescent Development*, ed. J. Albert
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 346 — OU PSYC 346

3—UNIV

Psychology of Adulthood and Ageing

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology. The course covers the adult life span: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107, or equivalents. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.
Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SFU's PSYC 357 may not take this course for further credit.
Required Texts: *Adult Development and Ageing* by Rybash, Rodin, and Santrock
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 357 — SFU PSYC 357

3—UNIV

Psychology of Adulthood and Ageing

Considers human development from young adulthood to old age. Included are theories of adult development and ageing, environmental and biological factors in ageing, and the effects of ageing on sensation, perception, learning, cognition, personality, psychopathology, and social relations.

Prerequisites: PSYC 201 or 210; and one of PSYC 250, 315, 344, 350, or 351, or UBC's PSYC 301
Note: Students with credit for PSYC 346 or 446 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 361 — OU PSYC 361

3—UNIV

Social Psychology I

This course introduces the field of social psychology, focussing on how we think about and interact with others. Topics covered are person perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.
Note: Students with credit for PSYC 260, 308, or SFU's PSYC 360 may not take this course for further credit.
Required Texts: *Social Psychology: Understanding Human Interaction* by R. Baron and D. Byrne; *Study Guide for Baron and Byrne Social Psychology* by B. P. Allen and G. F. Smith; *Readings about The Social Animal* by E. Aronson
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 362 — OU PSYC 362

3—UNIV

Social Psychology II

This course is a continuation of PSYC 361. Topics covered include prosocial behaviour, aggression, group dynamics, and applying social psychology to work and other settings.

Prerequisites: PSYC 361 or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended.
Note: Students with credit for PSYC 260, 308, or SFU's PSYC 360 may not take this course for further credit.
Required Texts: *Social Psychology: Understanding Human Interaction* by R. Baron and D. Byrne; *Study Guide for Baron and Byrne Social Psychology* by B. P. Allen and G. F. Smith; *Readings about The Social Animal* by E. Aronson
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

PSYC 369 **SFU PSYC 369**

3—UNIV

Law and Psychology

Introduces students to the area of law and psychology. The role of psychology in the legal system is discussed. Topics include social psychology and law, developmental psychology and law, juvenile justice, experimental psychology and law, mental disability and law, and the influence of psychology in the legal system.

Prerequisites: PSYC 201 or 210
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

PSYC 385 **SFU PSYC 385**

3—UNIV

Evolution and Social Behaviour

Topics such as altruism, parental care, mate choice, sex differences in behaviour, aggression, dominance, and territoriality are considered from an evolutionary perspective. The role of heredity and environment in the development of these behaviours is also discussed.

Prerequisites: PSYC 201 or 210
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

READ 391 **UBC READ 391**

3—UNIV

Theory and Practice in Reading Instruction

Theoretical foundations of reading instruction and methods that relate to the theories.

Prerequisites: 60 credits
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

READ 392 **UBC READ 392**

3—UNIV

Trends and Issues in Reading Instruction

New trends in reading instruction, curricula, and issues relating to these theories.

Prerequisites: UBC's READ 391, 310, or 320
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

RMES 500 **UBC RMES 500**

3—UNIV

Resource and Environmental Workshop: Integrated Watershed Management

An interdisciplinary approach to the topic areas of watershed management, reflecting the guiding principle that water quality and quantity are indicators of environmental health. Topics include hydrology, sediments, water quality, aquatic biota, governance, land use, methods, and more. Case studies are presented.

Prerequisites: Undergraduate degree and permission of the instructor
Equipment Note: IBM PC or clone capable of running Windows (Windows 95 to be tested) and CD-ROM, access to the Internet are required.
Start Date: TBA
Maximum Completion: 7 months

SCIE 010 **OC SCIE 010**

PREP

General Science

This is a general science course that covers some physics, chemistry, biology, and the scientific method. (Grade 10 science equivalency)

Prerequisites: None
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOCI 101 **OU SOCI 101**

(OPTION) 3—UNIV

Introduction to Sociology I

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

Prerequisites: None. This course or equivalent is a prerequisite to advanced sociology courses.
Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.
Required Texts: *Exploring Society: Pathways in Sociology* by R. Drislane and G. Parkinson; *Society in Question* by R. Brym; *Book of Readings*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOCI 102 **OU SOCI 102**

(OPTION) 3—UNIV

Introduction to Sociology II

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic

analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Prerequisites: None. SOCI 101 or equivalent skills and knowledge are recommended.
Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.
Required Texts: *Exploring Society: Pathways in Sociology* by R. Drislane and G. Parkinson; *Society in Question* by R. Brym
Texts Note: The textbooks for this course are not included in the course package. Students can order them from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOCI 103 — SFU SA 100

4—UNIV

Perspectives on Canadian Society

An examination of Canadian society from the perspective of the social sciences—an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society, and also to those who may be considering further work in sociology and anthropology. Topics to be considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism, Native issues.

Prerequisites: None
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 150 — SFU SA 150

4—UNIV

Introduction to Sociology

The study of basic concerns of sociology, such as social order, social change, social conflict, and social inequality.

Prerequisites: None
Note: Students with credit for SOCI 101 or 102 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 222 — OU SOCI 122

(OPTION) 3—UNIV

The Sociology of Crime

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

Using a social constructionist perspective, this course challenges many of our assumptions about the criminal justice system. The course focusses on the creation of law, police work, activities of courts, and the experience of incarceration. This course provides an excellent introduction to the application of social theory.

Prerequisites: None
Required Text: *A Sociology of Crime* by S. Hester and P. Eglin
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOCI 250 — SFU SA 250

4—UNIV

Introduction to Sociological Theory

An account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

Prerequisites: SOCI 102 or 150
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 316 — SFU SA 316

4—UNIV

Tourism and Social Policy

This course examines tourism from the perspective of sociology and anthropology, focussing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: SOCI 102 or 150 and one 200-level sociology or sociology/anthropology course
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 355 — SFU SA 355

4—UNIV

Quantitative Methods

An examination of measurement issues within sociological and anthropological research, focussing on the logical and conceptual construction and interpretation of tables, and an examination of the uses and abuses of statistics. Through an introduction to "hands-on" use of the computer, this course emphasizes the applications, rather than the mathematics, of statistics.

Prerequisites: SFU's STAT 203 (formerly 103) or equivalent, and SA 255 or POL 213
Note: Students with credit for SOCI 355 may not take SFU's POL 315 for further credit.
Equipment Note: Access to a PC running DOS 3.2 or higher and a 3.5" density drive is required.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 386 **SFU SA 386**

4—UNIV

Native Peoples and Public Policy

An examination of relations between Natives and non-Natives, indigenous peoples and governments in Canada. The consequences of these relations for the lives of Native peoples.

Prerequisites: SFU's SA 101 and one of SFU's SA 201, 263, 286, or 293
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 420 **SFU SA 420**

4—UNIV

Sociology of Ageing

This course looks at the structural and behavioural implications of ageing. Topics included are demographic aspects of ageing; the relationship of ageing to political, economic, familial, and other social institutions; and the psychological significance of ageing.

Prerequisites: SOCI 150 or 102 and one 200-level sociology or sociology/anthropology course
Special Arrangements: There are two teleconferences which are strongly recommended.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SOCI 430 **OU SOCI 430**

(OPTION) 3—UNIV

Sociology of the Family I

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course uses a comparative and historical approach to examine the contemporary Western family. Differences in family organization in our society and over time and place are explored in the context of social theory. The family in the community, sex roles and marriage relationships, family networks, and family breakdown and violence are some of the topics studied.

Prerequisites: SOCI 101 or equivalent skills and knowledge
Required Texts: *The Changing Family: Comparative Perspectives* by M. Hutter; *The Family: Changing Trends in Canada* by M. Baker; *More Than a Labour of Love* by M. Luxton; *Sociology of the Family: Readings*, comp. Open Learning Agency
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOCI 431 **OU SOCI 431**

(OPTION) 3—UNIV

Sociology of the Family II

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

A continuation of SOCI 430, this course provides a cross-cultural comparison of the family and looks at family variation over geographical distance rather than historical distance. The course shows how households and communities are organized in various societies vastly different from our own and thereby broadens and refines the theoretical propositions already made about the family. The course, therefore, challenges the assumption that "the family" is a universal unit and is universally the same. The practical reason behind this stance is that we live in a multicultural country made up of people who have different values, backgrounds, and family organizations. The student is provided with a basis for understanding these differences and distinguishing between an ethnocentric bias and a legitimate critique.

Prerequisites: SOCI 430, or equivalent skills and knowledge
Required Texts: *The Changing Family: Comparative Perspectives* by M. Hutter; *Comparative Sociology of the Family: Readings*, comp. Open Learning Agency; *The Nayars: A Society without the Nuclear Family* by R. Drislane
Text Note: *The Changing Family* is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOIL 200 **UBC SOIL 200**

3—UNIV

Introduction to Soil Science

Physical, chemical, and biological properties of soils; soil formation, classification, use, and conservation.

Prerequisites: First-year university mathematics, chemistry, and physics, or equivalent skills and knowledge
Special Arrangements: Attendance at an intensive two-day laboratory session (date TBA) at UBC and lab fee are required.
Start Date: TBA
Maximum Completion: 5 months

SOST 010 **OC SOST 010**

PREP

A Study of Canada

This is a course in government, law, and the land and peoples of Canada. (Grade 10 social studies equivalency)

Prerequisites: None
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SOST 028 **OC SOST 028**

PREP

Canada and the Contemporary World

In this course, students examine some of the major global issues of our time, including population pressures, food shortages, urbanization, environmental damage, and technological change. (Grade 11 social studies equivalency)

Prerequisites: Grade 10 social studies is recommended.

Required Text: *Towards Tomorrow: Canada in a Changing World* by S. Dunlop
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 36 weeks

SPAN 100 (M) OU SPAN 100

 (OPTION) 3—UNIV

Introduction to Spanish I

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

Designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/ Boston, this course emphasizes the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by telephone.

Prerequisites: None. Basic knowledge of Spanish is highly recommended.
Note: Students who speak Spanish as their first language may not take this course for further credit.
Required Texts: *Destinos: An Introduction to Spanish and Destinos Workbook/Study Guide Part 1* by B. Van Patten, M. A. Marks, and R. V. Teschner; *Destinos* Audio and Video Programs (Lessons 1 to 26)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SPAN 101 (M) OU SPAN 101

 (OPTION) 3—UNIV

Introduction to Spanish II

This course is also available with an on-line component. Refer to "Delivery Options" on page 116 for information about requirements for on-line courses. Indicate format preference on the Course Registration form.

This course is the continuation of SPAN 100. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by telephone.

Prerequisites: SPAN 100 or equivalent
Note: Students who speak Spanish as their first language may not take this course for further credit.
Required Texts: *Destinos: An Introduction to Spanish and Destinos Workbook/Study Guide Part 2* by B. Van Patten, M. A. Marks, and R. V. Teschner; *Destinos* Audio and Video Programs (Lessons 27 to 52)
Text Note: *Destinos: An Introduction to Spanish* is not included in the course package. Students can order it from Student Services.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSED 361 UBC SSED 361

 3—UNIV

Introduction to Curriculum and Instruction in Law-Related Education

The rationales and objectives, teaching and learning activities, and curriculum materials for law-related education in elementary and secondary schools.

Prerequisites: 60 credits **Start Date**: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

SSWP 107 OC SSWP 107

 3—COL

An Introduction to Field Work in Social Services: Practicum I

This course exposes students to a variety of social service settings within their community. A combination of seventy-two hours of field work (comprising six hours a week for a twelve-week period) and home study helps students to integrate theory and knowledge into their social service work.

Prerequisites: Admission to the Social Service Worker program, ENGL 107, SOCI 102, and SSWP 200 and 355
Required Texts: *Intentional Interviewing and Counselling* by A. E. Ivey; *Introduction to Field Work in Social Services: Practicum I*, comp. Open Learning Agency
Equipment Note: VHS tape and access to a video camera to record an interview assignment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSWP 109 OC SSWP 109

4—COL

Introductory Counselling Skills for Social Service Workers

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to resolve issues, and through role playing practise and demonstrate new skills. Before completing the final assignment, students are required to register for SSWP 110.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Corequisite: SSWP 110
Required Texts: *Intentional Interviewing and Counselling* by A. E. Ivey; *Relationships—the Heart of Helping People* by H. H. Perlman; *Introductory Counselling Skills for Social Service Workers*, comp. Open Learning Agency
Equipment Note: VHS tape and access to a video camera to record an interview assignment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSWP 110 OC SSWP 110

1—COL

Weekend Workshop for Introductory Counselling Skills

This two-day workshop, to be taken concurrently with SSWP 109, is designed to give students the opportunity to practise and receive feedback on their core communication, interviewing, and counsellings skills and on their ability to apply the problem-solving model in case-simulation scenarios. Travel expenses to get to the weekend workshop are the student's responsibility. Enrolment may be limited.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites/Corequisite: SSWP 109
Start Date: TBA
Maximum Completion: 30 weeks

SSWP 122 OC SSWP 122

3—COL

Native Issues in Social Services

This course analyses contemporary and historic First Nations issues using a combination of teleconferencing instruction and home study. Upon completion of this course, students are able to demonstrate an understanding of many First Nations issues. This course is held at designated times during the year.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112. An approved social science elective may be substituted for SSWP 122.

Prerequisites: None
Required Texts: *The Dispossessed: Life and Death in Native Canada* by G. York; *The Sacred Tree* by The Four Worlds Development Project, University of Lethbridge; *Native Issues Course Manual*, comp. Open Learning Agency
Equipment Note: Audiocassette and access to audiocassette recording equipment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSWP 200 OC-OU SSWP 200

3—COL/UNIV

An Introduction to Social Work Practice

Through a historical overview of social work and an introduction to its ethics, this course helps students to reflect on the basis of social work practice. Emphasis is on change, the various helping theories, and how invisible walls of racism, sexism, classism, heterosexism, ableism, and ageism produce and sustain inequalities in society.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: None
Required Texts: *A Little Rebellion* by B. Moran; *Case Critical: Challenging Social Work in Canada* by B. Carniol (3rd ed.); *An Introduction to Social Work Practice: Study Guide* by School of Social Work, University of Victoria
Equipment Note: Audiocassette and access to VCR and audiocassette recording equipment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSWP 207 OC SSWP 207

3—COL

Practicum II—Block Placement

This is a four- to six-week block placement in a social service agency other than the student's present place of employment.

Prerequisites: All previous course work is to be successfully completed prior to commencing the block placement: ENGL 107, SOCI 102, SSWP 200, 355, 107, 109, 110, 212, and an elective.
Required Text: *Practicum Placement II*, comp. Open Learning Agency
Equipment Note: Audiocassette and access to audiocassette recording equipment are required.
Start Date: TBA
Maximum Completion: 30 weeks

SSWP 212 OC-OU SSWP 212

3—COL/UNIV

Social Welfare

This course examines the social welfare state in Canada and social service work within this context. Particular focus is given to the impact of social welfare policies on human service delivery and social problems.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: None
Note: This course was formerly numbered SSWP 112.
Required Texts: *Social Welfare in Canada: Revisited, Facing up to the Future* by A. A. Armitage; *An Overview of Canadian Social Policy* by M. Hess
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

SSWP 355 OC-OU SSWP 355

3—COL/UNIV

Human Development

This course introduces concepts and models of how human behaviour is acquired, maintained, and modified. Students learn some of the key changes that occur at various stages of the life cycle and how knowledge of human development can contribute to effective intervention in practice.

This course may be taken as a continuing education course. Refer to "Continuing Education Opportunities" on page 112.

Prerequisites: None
Required Texts: *Life Span Development* by J. Santrock (5th ed.); *Life Span Development—Student Study Guide* by J. Santrock
Note: Only one of SSWP 355 and CYCA 366 may be taken for credit.
Equipment Note: Audiocassette and access to audiocassette recording equipment are required.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

STAT 101 SFU STAT 101

3—UNIV

Introduction to Statistics A

An introductory course in random variables and their distributions, estimation, and hypothesis testing.

Prerequisites: BC Math 11 (or equivalent) or Basic Algebra (see beginning-level requirements in the SFU Calendar)
Note: Students with credit for SFU's ARCH 376, BUEC 232 (formerly 332), or STAT 270 (formerly MATH 272 and 371), or ECON 310 may not take this course for further credit. Students with credit for SFU's STAT 102, 203 (formerly 103), MATH 101 or 102, or OU's MATH 102 or PSYC 220 may not take this course for further credit.
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements for the above equipment. Prior computer knowledge is expected. Students may need as many as 65 hours on-line, therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

WKPL 109 OC WKPL 109

(OPTION) 0.5—COL

The Role of the Supervisor

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

To develop the skills needed as a supervisor in today's changing workplace, a clear understanding of the role and functions of a supervisor is needed. The purpose of the course is to provide a broad overview of these roles and duties. The topics covered are change trends and transition issues; an exploration of the responsibilities, skills, and general functions of a supervisor; diversity in the workplace, and the characteristics of a successful supervisor. The final examination is a course project. This is the prerequisite course for WKPL 110, 120, 130, 140, and 150. Upon completion of this course, students may register in any of the WKPL courses in the Workplace Leadership Foundation Certificate program.

Prerequisites: Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Note: Students with credit for WKPL 110 (edition 1), BUSM 111 or 113 (edition 1) may not take this course for further credit.
Required Text: *Supervision: Quality, Diversity and Technology* by S. Certo (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 8 weeks

WKPL 110 (M) OC WKPL 110

(OPTION) 3—COL

Leadership Skills

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

Modern supervision challenges and the functions of the supervisor are the focus of the course. Workplace issues such as ensuring high quality, working with teams, meeting high ethical standards, and using modern technology are examined. The functions of planning, the efficient use of organizational resources, and decision making are presented. Leadership styles and what it takes to be a successful supervisor are explored. The course design enables students to study the topics that suit their interests and workplace needs. Students select five topics out of eight for their course, in consultation with their tutor. The final examination is a course project.

Prerequisites: WKPL 109. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Note: Students with credit for BUSM 111 or 113 (edition 1) or CYCA 361 may not take this course for further credit.

Required Text: *Supervision: Quality, Diversity and Technology* by S. Certo (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

WKPL 130 (M) OC WKPL 130

(OPTION) 3—COL

Interpersonal Skills

This course is also available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses. Indicate format preference on the Course Registration form.

This course is designed to help develop an awareness of appropriate methods of communication and how they enhance a student's interpersonal skills. Emphasis is placed on the role that communication skills play in forming the basis for effective interpersonal relations in the workplace. Topics covered in the course include communicating effectively, motivating employees, improving productivity, "problem" employee supervision, managing time and stress, and managing conflict and change. The course design enables students to study the topics that suit their interests and workplace needs. The first topic, "Communications," is mandatory; however, students select their remaining (four out of five) topics in consultation with their tutor. The final examination is a course project. (CUIC)

Prerequisites: WKPL 109. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Note: Students with credit for WKPL 130 (edition 1) or CMNS 115 may not take this course for further credit.
Required Texts: *Supervision: Quality, Diversity and Technology* by S. Certo (2nd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

WKPL 140 (M) OC WKPL 140

2—COL

Financial Aspects of Management

This course is only available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

This course introduces the financial functions within an organization. The main objective is to learn the effective use of economic resources available to students as supervisors. Depending on a student's choice of units, the accounting function, cost control, budgeting, or cost centre administration is studied. The course design enables students to study the topics that suit their interests and workplace needs. Students select topics in consultation with their tutor. The final examination is a course project.

Prerequisites: WKPL 109. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 26 weeks

WKPL 190 OC WKPL 190

3—COL

Workplace Project

This course is available only to students who registered in the Workplace Leadership Foundation program from 1993 to August 31, 1998.

Completion of a major project enables students to demonstrate their understanding of the objectives of the six courses within the Workplace Leadership Foundation program. The project allows students to integrate knowledge and explore the relationships between the different modules. While students are completing the other courses in the program, they consider their workplace project and, if possible, choose a subject, making sure that the subject is related to their overall learning objective and has the support of their employer. The course tutor guides students through the process of planning, researching, and presenting their project.

Prerequisites: Students should have completed and passed the six courses in the Workplace Leadership Foundation Certificate program before registering for the Workplace Project. In addition, students are required to have completed Unit 307, Writing a Project Report, either as part of WKPL 130 or in conjunction with the Workplace Project.
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

WOOD 120 UBC WOOD 120

3—UNIV

Introduction to Wood Products Industry

Introduction to forestry, wood products industry, processes, products, markets, and forest policy issues affecting the wood industry.

Prerequisites: TBA
Equipment Note: Access to e-mail, the Internet, and CD-ROM playback is required.
Start Date: TBA
Maximum Completion: TBA

WOOD 475 UBC WOOD 475

3—UNIV

Wood Properties, Identification and Uses

Elementary chemical, physical, and mechanical properties of wood and their variations in relation to structure; identification by hand lens features; manufacture of lumber, pulp, and composite wood products.

Prerequisites: FRST 111
Note: This course replaces *Manufacture of Forest Products* in the Professional Forester program. This course is not available for credit to wood science and industry students.
Start Date: January, May, September. Registration deadline date applies. Refer to page 115.
Maximum Completion: 5 months

WOST 103 **SFU WS 101**

3—UNIV

Introduction to Women's Issues in Canada

An interdisciplinary study of current issues related to women's experiences in Canada. The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

Prerequisites: None
Note: Students with credit for WOST 100 or 101 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

WOST 104 **SFU WS 102**

3—UNIV

Introduction to Western Feminism

A historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

Prerequisites: None
Note: Students with credit for SFU's WS 100 may not take this course for further credit.
Start Date: January, May, September, subject to availability. Registration deadline date applies. Refer to page 115.
Maximum Completion: 13 weeks

WOST 300 **UBC WMST 300**

3—UNIV

Introduction to Gender Studies

An interdisciplinary exploration of gender, sexual identity, and gender relations, emphasizing historical and cross-cultural aspects and the social construction of masculinity and femininity.

Prerequisites: 60 credits
Start Date: January, March, May, July, September, November 2000. Registration deadline date applies. Refer to page 115.
Maximum Completion: 7 months

Courses Under Development

The courses listed in this section were under development at the time of printing. To determine availability of these courses:

- Contact Student Services, Education Information:
  (604) 431-3300
  (Yukon residents may call collect)
  1-800-663-9711 (Toll-free in BC)
  E-mail: studentserv@ola.bc.ca
- Or visit the OC and OU Web site (Student Services, Courses Currently Available):
  http://www.ola.bc.ca/ou/home/html

ADMN 316 **UVIC ADMN 315**

3—UNIV

Local Government in Canada: Administration and History

This course provides an overview of local governments in Canada. Topics include history of Canadian local governments, political structure and process, government systems, intergovernmental relations, policy making, ethical issues, and reform and changes occurring in local governments. Required course in UVic's Diploma in Local Government Management.

Prerequisites: None. Third-year standing is recommended.
Start Date: TBA
Maximum Completion: 4 months

ADMN 335 **OU ADMN 335**

3—UNIV

Finance

This course in corporate financial management is recommended for anyone who wishes to pursue a career as a financial officer in credit, inventory, or budget management; in cost, financial, or tax accounting; or in auditing. It is designed to enable the student to develop an understanding of corporate financing and the structure and operation of the Canadian financial system. The focus of the course is on the fundamental concepts, institutions, and processes that influence financial decision making. (CA, CIM, CMA, CUIC, ICB, QAA)

Prerequisites: ECON 200 and 201; ADMN 231, or BUSM 131 and 132; and MATH 150 or 107 are firm prerequisites. The following courses are strongly recommended: CMPT 150 (formerly CMPT 110), or CMPT 108 and 109; ADMN 232; MATH 104. BUSM 121 is also recommended.
Note: Students with credit for BUSM 236 may not take this course for further credit. This course was formerly numbered ADMN 435. Students with credit for ADMN 435 may not repeat this course for further credit.
Required Texts: TBA
Maximum Completion: 30 weeks

ADMN 350 **OU ADMN 350**

3—UNIV

Marketing: Principles and Practices

This third-year university course provides an introduction to the business function of marketing. It looks at marketing strategy and the four "Ps" of marketing: product development, pricing, promotion, and place. Additional topics include planning and forecasting, wholesaling, retailing, international marketing, and non-profit marketing. The development of a market plan is a major focus of this course. (CIM, CUIC, ICB, QAA)

Prerequisites: None
Note: Students with credit for BUSM 151 or 343 or ADMN 450 may not take this course for further credit.
Required Texts: *Foundations of Marketing* by D. Beckman, D. Kurtz, and L. Boon (6th Cdn. ed.); *Canadian Study Guide for the Telecourse Marketing*, comp. Open Learning Agency
Equipment Note: Calculator is required.
Maximum Completion: 30 weeks

ADMN 407 **UVIC ADMN 407**

3—UNIV

Managing Contracts and Strategic Partnerships in the Public, Private, and Non-Profit Sectors

The management of relationships between governments (federal, provincial, local, and First Nations), business, and non-profit organizations is covered. This course examines contract management (for the delivery of public services) between organizations in the various sectors: governments, businesses, and/or non-profit organizations. Topics include partnering, writing contracts, responding to requests for proposals, legal issues, ethical issues, evaluation, financial reporting, and accountability.

Prerequisites: None. Third-year standing is recommended.
Start Date: TBA
Maximum Completion: 4 months

ADMN 447 **UVIC ADMN 447**

3—UNIV

Local Government Labour Relations and Human Resource Management

This course focusses on labour relations and human resource management issues which are specific to local governments in BC. Topics include union/management relations; collective bargaining and agreements; effects of contracting out; dispute resolution; human resource planning; recruitment, selection, and hiring; compensation, benefits, and staff training.

Prerequisites: None. Third-year standing is recommended.
Note: Only one of ADMN 447, and UVic's ADMN 425 or 431 may be taken for credit. Students with credit for OU's ADMN 324 or 325 or 424 or OC's BUSM 222 may not take this course for further credit.
Start Date: TBA
Maximum Completion: 4 months

ANTH 101 — SFU SA 101

4—UNIV

Introduction to Anthropology

An introduction to the study of human social and cultural life from an anthropological perspective. The course explores the scope and nature of the discipline of anthropology through study of selected cases drawn from both technologically simple communities and complex modern industrial societies.

Prerequisites: None
Note: Students with credit for SFU's SA 170 may not take this course for further credit.
Maximum Completion: 13 weeks

APST 453 — OU APST 453

3—UNIV

Understanding Research in Nursing and Respiratory Therapy

Designed for nursing students and other health professionals, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

Prerequisites: None. An introductory statistics course is recommended.
Required Texts: *A Sourcebook of Nursing Research* by S. Downs; *Nursing Research: Principles and Methods* by Polit and Hungler; *Understanding Research in Nursing Workbook*, comp. Athabasca University
Maximum Completion: TBA

BISC 130 — SFU BISC 100

4—UNIV

Introduction to Biology

An introduction to the basic concepts of biology, emphasizing evolution as a unifying theme. Topics include cell structure, mitosis and meiosis, DNA structure and function, evolution and population, and ecosystem ecology.

Prerequisites: None
Note: Students with credit for SFU's BISC 101 or OU's BISC 100, 120, or 121, or a succeeding biology course may not take this course for further credit. Students with credit for Biology 12 are not normally permitted to take this course for credit.
Maximum Completion: 13 weeks

BUSM 222 — OC BUSM 222

(OPTION) 3—COL

Personnel Administration

This course will also be available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses

This course introduces the student to Human Resource Management (HRM) in Canada, starting with a look at how HRM relates to larger, overarching organizational goals, objectives, and strategic planning. The course highlights the five major areas of HRM responsibility: strategic human resource analysis, planning, staffing, employee development, and employee maintenance. It further describes the major functions of the HR manager, including job analysis, planning, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, benefits, and health and safety. In addition, the course materials and lessons may be used to analyse the unique HRM needs and challenges faced by contemporary Aboriginal organizations in Canada.

Prerequisites: BUSM 111 or 113 or an introductory course in supervision or management
Note: Students with credit for ADMN 431 or 447 may not take this course for further credit.
Required Text: *Human Resource Management in Canada* by T. H. Stone and N. M. Meltz (3rd ed.)
Start Date: Continuous registration. Refer to page 115.
Maximum Completion: 30 weeks

CHHS 109 — OC CHHS 109

3—PREP

Preliminary Counselling

This course provides students with basic interviewing skills, enhanced communication skills, and professional ethics. Students learn appropriate listening and problem-solving skills for short-term and brief interventions. Students increase awareness of their knowledge, skills, and values; learn to manage stresses and to recognize how professional relationships are developed and maintained.

Prerequisites: None
Note: Students with credit for SSWP 109 may not take this course for further credit. CHHS 109 and SSWP 109 are an excluded combination.
Required Text: *Intentional Interviewing and Counselling, Facilitating Client Development in a Multicultural Society* by A. E. Ivey (3rd ed.)
Maximum Completion: TBA

CMNS 253 — SFU CMNS 253

3—UNIV

Introduction to Information Technology: The New Media

An introduction to new communication/information technologies, seen as new media of communication: the technologies, their uses, and the social issues arising from them.

Prerequisites: CMNS 110 or 130
Maximum Completion: 13 weeks

CMNS 261 **SFU CMNS 261**

3—UNIV

Documentary Research in Communication

Media and communication research often involve the study of historical, governmental, and corporate data. This course introduces the techniques necessary for analysis of the primary source documents.

Prerequisites: CMNS 110 or 130
Note: This course has a high research component. Students should contact the instructor prior to registration if this is foreseen to be a problem.
Maximum Completion: 13 weeks

CMNS 473 **SFU CMNS 473**

4—UNIV

Publication Design and Print Production

An examination of theory, principles, and applications in publication design and print production, including computer applications. The course focusses on magazines, books, and electronic formats. Creative, marketing, and managerial issues are explored.

Prerequisites: 60 credit hours and CMNS 375
Maximum Completion: 13 weeks

CPSC 116 **SFU CMPT 116**

3—UNIV

Introduction to a Second Programming Language: SMALLTALK

This is a self-study course for students who wish to learn SMALLTALK.

Prerequisites: One of SFU's CMPT 101, 102, or 103. (The prerequisite for this course is not offered by OU at this time.)
Note: Students who have studied SMALLTALK in a previous course may not take this course for further credit.
Maximum Completion: 13 weeks

CPSC 160 **SFU CMPT 150**

3—UNIV

Introduction to Computer Design

Digital design concepts are presented in such a way that students learn how logic blocks can be designed and employed to construct a simple computer. An interactive simulation environment is used for assignments. Assembly language programming is introduced.

Prerequisites: None. Completion of a university-level computer science course or consultation with an OU advisor is recommended.
Note: Only one of SFU's CMPT 150 and ENSC 150 may be taken for credit. Students with credit for SFU's CMPT 290 may not take this course for further credit.
Maximum Completion: 13 weeks

CRIM 302 **SFU CRIM 302**

3—UNIV

Critical Approaches to Crime and Deviance

Critique of traditional criminological theory and of the conventional approaches to the problems of crime and punishment. Examination of the relationships between crime, class, and power. The criminal as a scapegoat for the system. The stereotype of the criminal. Street crime vs. corporation and state crime. Criticism of treatment ideology and techniques. Comparison of conservative and radical criminal policy, the controversy about the possibility of a value-free social science, and about the political commitment of the social scientist.

Prerequisites: CRIM 101 and 104
Maximum Completion: 13 weeks

CRIM 320 **SFU CRIM 320**

5—UNIV

Advanced Research Issues in Criminology

A detailed examination and application of the research methods and techniques most frequently used in criminological research. Advantages and shortcomings of each method and the appropriateness of each technique for the specific types of criminological research. Ethics of criminological research. Specific issues of interdisciplinary research. Critical evaluation of the methods utilized in certain major criminological studies.

Prerequisites: CRIM 101 and 220
Maximum Completion: 13 weeks

CRIM 335 **SFU CRIM 335**

3—UNIV

Human Rights and Civil Liberties

A study of the relationship between the government and the individual. Focus upon the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Examination of the issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression. A study of human rights at the international, federal, and provincial levels.

Prerequisites: CRIM 330
Maximum Completion: 13 weeks

EDUC 240 **SFU EDUC 240**

3—UNIV

Social Issues in Education

This course examines the social functions of school; education and socialization; and social, political, economic, and cultural influences on the institutions and practices of education.

Prerequisites: None
Note: This course may be applied toward the Certificate in Liberal Arts offered through SFU.
Maximum Completion: 13 weeks

EDUC 250 **SFU EDUC 250**

3—UNIV

Studies in the History of Education in the Western World

This course consists of a study of major trends in educational practice from antiquity to the present.

Prerequisites: None
Note: This course may be applied toward the Certificate in Liberal Arts offered through SFU.
Maximum Completion: 13 weeks

EDUC 341 **SFU EDUC 341**

3—UNIV

Literacy, Education, and Culture

This is an introduction to the study of literacy from an interdisciplinary perspective, one that explores the role of literacy in social development, the economic and cultural values of literacy, and the effects of literacy on cognitive processes. The particular concern of this course is with the formal transmission of literacy in educational institutions. The course especially addresses the varying conceptions of literacy that educators have traditionally valued and the research that aims to explain, justify, and prescribe educational practices intended to increase literacy.

Prerequisites: 60 credit hours
Note: This course is required for the Certificate in Literacy Instruction and may be applied toward the Post-Baccalaureate Diploma in English as a Second Language offered through SFU.
Maximum Completion: 13 weeks

EDUC 431 **SFU EDUC 431**

4—UNIV

Concepts of Childhood in the History of Western Education

This course consists of a study of some of the origins of twentieth-century concepts of childhood and their relationship to educational thought and practice in the Western world.

Prerequisites: 60 credit hours
Note: This course may be applied toward the Certificate in Liberal Arts offered through SFU.
Maximum Completion: 13 weeks

EDUC 473 **SFU EDUC 473**

4—UNIV

Designs for Learning: Reading (Elementary and Secondary)

This course covers the basic principles and practices of elementary reading instruction. Planning for learning, creating learning environments, and developing teaching strategies are considered.

Prerequisites: SFU's EDUC 401 and 402, or equivalent professional year of teacher training
Maximum Completion: 13 weeks

EDUC 481 **SFU EDUC 481**

4—UNIV

French Immersion and Programme francophone

History, definition, and growth of immersion (a Canadian phenomenon) and its relations to Programme francophone in BC. Emphasis on integration of four skills (listening, speaking, reading, and writing), particularly on speaking. Error analysis, teaching techniques, and development of activity centres. Exploration and adaptation of various commercial programs in different subjects (e.g., French, mathematics).

Prerequisites: SFU's EDUC 401 and 402, or equivalent professional year of teacher training
Maximum Completion: 13 weeks

EDUC 482 **SFU EDUC 482**

4—UNIV

Designs for Learning: Educational Uses of Computers

Students develop a critical understanding of the role of computers in education and learn how microcomputers can be used. The course focusses on learning about computers and software and provides experience with courseware designed for instruction and software tools designed to facilitate the task of teaching.

Prerequisites: SFU's EDUC 401 and 402, or equivalent professional year of teacher training
Equipment Note: Computer with modem is required.
Maximum Completion: 13 weeks

ENGL 205 **SFU EDUC 205**

3—UNIV

Seventeenth and Eighteenth Century Literatures in English

The study of literary works from the Jacobean, Commonwealth, Restoration, and eighteenth century periods.

Prerequisites: Previous credit in two of ENGL 101, 102, 103, 104, 105, or 199
Maximum Completion: 13 weeks

ENGL 371 **SFU EDUC 371**

4—UNIV

Advanced Composition: Theory and Practice

Students engage in theoretically informed practice of writing in various non-academic genres. Emphasis is placed on the kinds of writing that students are likely to use after graduation.

Prerequisites: Credit in any two of ENGL 101, 102, 103, 104, 105, and 199, and two 200-division English courses, one of which is ENGL 204 or 205
Particular Prerequisite: ENGL 210 or a writing sample approved by the instructor
Maximum Completion: 13 weeks

FNST 201 **SFU FNST 201**

3—UNIV

Canadian Aboriginal Peoples' Perspectives on History

An examination of fact and ideology in history and historic events involving contact between Aboriginal and European people. Also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites/Corequisite: FNST 101
Maximum Completion: 13 weeks

FREN 161 **OU FREN 161**



3—UNIV

Points de vue II

A continuation of FREN 160, this course is a study of French grammar, composition, and literature.

Prerequisites: FREN 160 or its equivalent
Required Text: *Liaison* by R. Hester, G. Wade, and G. Iain
Other Texts: TBA
Text Note: *Liaison* is not included in the course package. Students can order it from Student Services.
Maximum Completion: 30 weeks

FREN 301 **SFU FREN 301**

3—UNIV

Advanced French Composition I

Emphasis is placed on written command of French. Detailed study of syntax.

Prerequisites: FREN 206
Maximum Completion: 13 weeks

HEAL 410 **OU HEAL 410**

6—UNIV

Client-Centred Care Management II

This course is intended to provide an opportunity for practice of the concepts dealt with in the preceding theory course in client-centred care management.

Prerequisites: HEAL 310
Note: The practicum provided in this course requires a minimum of four weeks in a health practice setting. Admission to this course is dependent on the availability of appropriate placement in a practice setting.
Required Texts: TBA
Maximum Completion: TBA

HEAL 420 **OU HEAL 420**

3—UNIV

Community Development II

This course is intended to provide an opportunity to put into practice, in the student's choice of setting, the community development principles and concepts explored in HEAL 320.

Prerequisites: HEAL 320
Note: Admission to the course is dependent on the availability of appropriate placement in a practice setting.
Required Texts: TBA
Maximum Completion: TBA

HIST 102 **SFU HIST 102**

3—UNIV

Canada Since Confederation

This course is a survey of Canadian history since 1867.

Prerequisites: None
Note: Students with credit for HIST 121 may not take this course for further credit. This course was formerly numbered HIST 122. Students with credit for HIST 122 may not repeat this course for further credit.
Maximum Completion: 13 weeks

HUMN 102 **SFU HUMN 102**

3—UNIV

Classical Mythology

An introduction to the central myths of the Greeks and Romans. The course investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None
Maximum Completion: 13 weeks

HUMN 230 **SFU HUMN 230**

3—UNIV

Introduction to Religious Studies

The examination of religion as expressed in the religious and humanistic traditions available through the investigation of primary textual sources. A critical and appreciative approach to religious phenomena is emphasized through the theological, literary, historical, philosophical, and behavioural backgrounds that influence our understanding of religion.

Prerequisites: None
Maximum Completion: 13 weeks

ITEC 020 **OC ITEC 020**



PREP

Introduction to Information Technology

This course is for students who want to expand their skills using the Internet. The course is valuable for students taking courses where they need to use the Internet to gather information to complete projects and assignments, or who wish to have an introduction to Web page design and creation. As these are all practical skills, this introductory course is delivered entirely via the Internet, with ample opportunity to use Internet tools such as Netscape, Internet Explorer, and the various search engines to navigate the World Wide Web. Topics include Internet terminology, browser fundamentals, search engines, e-mail, HTML basics, text formatting, adding hypertext links, and graphics. Activities include use of e-mail, downloading and uploading files, taking part in newsgroups, listservs and conferences, and an introduction to creating Web pages.

Prerequisites: None
Equipment Note: Macintosh or PC running Windows 3.1 or 95m minimum 14,400 bps modem, access to the Internet, Netscape or Internet Explorer, e-mail are required.
Maximum Completion: TBA

KINE 212 — SFU KIN 212

3—UNIV

Food and Society

This course deals with the cultural, social, agricultural, and economic factors which influence food selection and nutrition. Students explore traditional diets of various ethnic groups and diet modification as immigrants adjust to life in a new country or to an urban setting. This course also examines domestic and global food security, hunger in the developing and developed world, and sustainable methods of meeting the increasing world food demand.

Prerequisites: KINE 110 and 111
Equipment Note: Access is required to a computer and modem with the following minimum specifications:

- 16 MB RAM, 10 MB free disk space, and a 14.4 baud modem (28.8 preferred)
- Macintosh running System 7.5 or above or PC with Windows 95
- One of the following Web browsers: Internet Explorer or Netscape, Version 4 or higher

Students need to make their own arrangements to access the above. Prior computer knowledge is expected. Familiarity with the Internet and related applications is highly recommended. Students may need as many as 65 hours on-line; therefore, students should check to ensure their means of access provides the required number of hours. Any costs involved in this regard are the responsibility of the student. For complete information regarding access, refer to the course outline.
Maximum Completion: 13 weeks

LING 110 — SFU LING 110

3—UNIV

The Wonder of Words

This course examines the structure of words, the change in meaning of words, and the change in form of words, using examples from English, French, and other languages. This is a general-interest course, open to all students.

Prerequisites: None
Maximum Completion: 13 weeks

LING 130 — SFU LING 130

3—UNIV

Practical Phonetics

Practical training in the description of sounds used in language.

Prerequisites: None
Maximum Completion: 13 weeks

LING 220 — SFU LING 220

3—UNIV

Introduction to Linguistics

An introduction to linguistic analysis.

Prerequisites: None
Note: Students with credit for SFU's LING 240 may not take this course for further credit.
Maximum Completion: 13 weeks

LING 360 — SFU LING 360

3—UNIV

Linguistics and Language Teaching: Theory

Theoretical aspects of second language learning.

Prerequisites: SFU's LING 130 and 220, or 310
Maximum Completion: 13 weeks

NURS 415 — OC NURS 415

3—COL

Home Care Nursing Theory

Prerequisites: RNABC Practising Membership
Required Texts: TBA
Maximum Completion: 30 weeks

NURS 420 — OC NURS 420

3—COL

Home Care Nursing Practice

Prerequisites: RNABC Practising Membership and NURS 410
Required Texts: TBA
Maximum Completion: 30 weeks

POLI 100 — SFU POL 100

3—UNIV

Introduction to Politics and Government

A comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course explores the major concepts, methods, approaches, and issues in political science as well as the primary components of government structure and the political process.

Prerequisites: None
Maximum Completion: 13 weeks

PSYC 209 — SFU PSYC 210

4—UNIV

Data Analysis in Psychology

Covers basic descriptive and inferential techniques most appropriately applied to the various forms of data from psychological research.

Prerequisites: SFU's PSYC 201 or OU's PSYC 210 and MATH 12, or MATH 100 or 103, or equivalent.
Note: Students without MATH 12 should enrol in MATH 103. Only one of PSYC 209 and MATH 102 and PSYC 220 may be taken for credit.
Maximum Completion: 13 weeks

PSYC 221 **SFU PSYC 221**

3—UNIV

Introduction to Cognitive Psychology

Introduction to the method and theory relevant to thinking and related processes. Includes an examination of memory, attention, concept formation, problem solving, consciousness, and the relation of language to thought.

Prerequisites: SFU's PSYC 101 or PSYC 100 and 102; or OU's PSYC 101 and 102
Note: Students with credit for PSYC 309 or SFU's PSYC 320 may not take this course for further credit.
Maximum Completion: 13 weeks

SOCI 300 **SFU SA 300**

4—UNIV

Canadian Social Structure

An analysis of the social institutions and structure of Canadian society. The focus of the course varies from semester to semester, but typically it examines different theoretical approaches to the study of Canada and, from these, develops a framework of the analysis of Canadian social institutions and class structure.

Prerequisites: SFU's SA 150 and one second-year sociology or sociology/anthropology course. SFU's SA 100 is recommended.
Maximum Completion: 13 weeks

SOCI 322 **SFU SA 322**

4—UNIV

Sociology of Religion

An examination of the development and social impact of religious institutions in modern industrial societies. Consideration is given to the classical theoretical approaches to the sociology of religion, and further topics that may be considered include denominational religion in Britain and North America; the secularization thesis; the relationship between science and religion; and the organization, structure, and social appeal of sectarian groups in contemporary society.

Prerequisites: SOCI 102 or 150 (SFU's SA 150); and one 200-level sociology or anthropology course
Note: This course was formerly numbered SOCI 460. Students with credit for SOCI 460 may not repeat this course for further credit.
Maximum Completion: 13 weeks

SOCI 358 **SFU SA 358**



4—UNIV

The Philosophy of the Social Sciences

An analysis of the nature of explanation in the social sciences: "mind" and action, positivist and interpretive modes of explanation, sociological and historical explanation, objectivity, forms of relativism, the concept of rationality.

Prerequisites: SOCI 102 or 150 (SFU's SA 150). One 200-level sociology or sociology/anthropology course. SFU's SA 250 and 255 are also recommended.
Maximum Completion: 13 weeks

WKPL 120 (M) **OC WKPL 120**



2—COL

Operational Aspects of Management

This course will only be available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

This course considers the techniques available to a supervisor for the control of work. Not all topics may be of relevance to all supervisory positions. Students choose topics on the basis of the type of organization in which they work and their supervisory responsibilities. The course design enables students to study the topics that suit their interests and workplace needs. Students select topics in consultation with their tutor. The final examination is a course project.

Prerequisites: WKPL 109. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.
Note: Students with credit for WKPL 120 (edition 1) may not take this course for further credit.
Required Texts: TBA
Maximum Completion: 26 weeks

WKPL 150 (M) **OC WKPL 150**



3—COL

Human Resource Development

This course will only be available on the World Wide Web. Refer to "Delivery Options" on page 116 for information about requirements for OC and OU Web courses.

This course provides an understanding of the supervisor's role in promoting the effective use of human resources within a work unit. The specific subjects include selecting employees, providing orientation and training, appraising performance, and safety and health issues. The course design enables students to study the topics that suit their interests and workplace needs. Students select their topics in consultation with their tutor. The final examination is a course project.

Prerequisites: WKPL 109. Employment in a supervisory capacity is recommended.
Note: Students with credit for WKPL 150 (edition 1) or BUSM 122 may not take this course for further credit.
Maximum Completion: 30 weeks

Distance Education Offered by BC's Other Public Post-Secondary Institutions

Simon Fraser University

University of British Columbia

University of Victoria

Royal Roads University

Technical University of British Columbia

University of Northern British Columbia

In 1984, the provincial government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency (OLA) was selected to be the central administrative headquarters for the University Consortium.

This arrangement allows students to register through the OLA for distance education courses offered by member institutions Simon Fraser University, the University of British Columbia, and the University of Victoria, without having to be admitted to these institutions. Currently 300 courses (listed in this calendar) are offered through this partnership, thereby giving students increased access to a university education through distance education.

New partners Royal Roads University, the Technical University of British Columbia, and the University of Northern British Columbia have joined the University Consortium. Although their distance education courses are not available for registration through the OLA, their programs are described in this section. Interested students should contact the respective institutions to obtain further information on their programs.

SFU, UBC, UVIC DISTANCE EDUCATION PROGRAMS

Register for Courses through OLA

Simon Fraser University

http://www.sfu.ca/

Simon Fraser University (SFU) offers the following certificate, diploma, and degree programs in part or completely by distance education. All programs have limits to the total number of transfer credits permitted. Within these limits, credits may be transferred for all courses passed that are acceptable under SFU policies.

In addition, a student can only be awarded an SFU certificate, diploma, or degree by becoming a Simon Fraser University student. To do so, prospective students must apply for admission to SFU and meet admission requirements and deadlines. Once admitted, in most cases students must also apply to the school or department for acceptance into the specific program.

Further Information

For further information in this regard contact the Admissions Office:

Write	8888 University Drive Burnaby, BC V5A 1S6
Phone	(604) 291-3397 or (604) 291-5620
E-mail	undergraduate-admissions@sfu.ca
Web site	http://www.reg.sfu.ca

Students whose goal is to complete a certificate, diploma, or degree program through Simon Fraser University are strongly recommended to obtain a copy of SFU's calendar listing admission and program requirements. (Calendar prices are listed in Canadian funds.)

In person	SFU Bookstore at the Burnaby or Harbour Centre campus and at Information and Registration Services at the Harbour Centre campus; $3.75 (GST and PST included)
By mail	$8.75 within BC (PST and GST included) $10.52 within the rest of Canada (GST included) $11.29 in the United States $18.29 or $29.20 all other countries (surface or air delivery, respectively)
By phone	(604) 291-3881 to pay with Visa or MasterCard
Web site	SFU's calendar can also be accessed on the World Wide Web at http://www.sfu.ca/

Certificate in Community Economic Development

http://www.sfu.ca/

This certificate offers recognition to those who seek accreditation in community-based social and economic development. The program offers a wide range of theoretical and practical approaches to alternate economic strategies and to ecologically sustainable communities, both rural and urban. Students may complete the program entirely through distance education.

Admission Requirements

In addition to meeting the normal admission requirements of SFU, students must submit a completed program approval form to the Community Economic Development advisor to obtain formal acceptance into the certificate program.

Further Information

Phone	Advisor, (604) 291-5850
Web site	Address above

Certificate Program in Computing Studies

http://www.sfu.ca/

This program provides both part-time and full-time students with an opportunity to understand the fundamentals of computers and programming without necessarily specializing in computing science. Not all course are available by distance education.

Admission Requirements

Admission is governed by SFU admission regulations.

Further Information

Phone	Advisor, (604) 291-4277
Web site	Address above

General and Advanced Certificates in Criminology

http://www.sfu.ca/

Both certificates are primarily directed toward undergraduate students and criminal justice professionals, but are open to all interested persons. (Individuals who hold a bachelor's degree should refer to the Post Baccalaureate Diploma in Criminology.) The certificates are not designed to satisfy specific employment credentials. Rather, the General Certificate provides students with a basic theoretical and descriptive foundation in criminology and the Advanced Certificate provides an in-depth understanding of criminology through more intensive study. Courses are designed to assist students in acquiring an understanding of the complexities of illegal behaviours, as well as society's reaction to these behaviours. Students may complete either certificate entirely through distance education.

Admission Requirements

In addition to meeting the normal admission requirements of SFU, students must apply in writing to the School of Criminology for admission into the Advanced Certificate program. Program admission requirements are completion of the General Certificate or two years' accredited course work at a university or community college, or completion of a certificate or diploma program in criminology from a BC regional college.

Further Information

Phone	Advisor, (604) 291-3645
Web site	Address above

Certificate in Health and Fitness Studies

http://www.sfu.ca/

This certificate is directed toward those who wish to pursue studies in the areas of health, physical fitness, and nutrition for their personal development. The program is also useful for amateur coaches, recreation instructors, and supervisory personnel at YM/YWCAs, health spas, and community centres. The program introduces students to a variety of exercise management techniques, sources of accurate information on exercise, the role of nutrition in health and disease, the prevention and care of injuries arising from exercise and sports participation, and some principles of human health sciences. Students may complete the program entirely through distance education.

Admission Requirements

In addition to meeting the normal admission requirements of SFU, students must submit a completed program approval form to the Kinesiology advisor to obtain formal acceptance into the certificate program.

Further Information

Phone	Advisor, (604) 291-3573
Web site	Address above

Certificate in Applied Human Nutrition

http://www.sfu.ca/

This certificate program is intended for professionals who are not dietitians or nutritionists, but are concerned with promotion of health and wellness, for example, nurses, kinesiologists, professional coaches and personal trainers, teachers, trained food service supervisors, dietary technicians, pharmacists, and clinical psychologists. The purpose is to provide these professionals with an enhanced understanding of the relationships among food, body composition, health, and human performance. (This certificate does not qualify the individual as a registered dietitian.) Students may complete the program entirely through distance education.

Admission Requirements

In addition to meeting the normal admission requirements of SFU, students must submit a completed program approval form to the Kinesiology advisor to obtain formal acceptance into the certificate program. Students planning to take both this certificate and the Certificate in Health and Fitness must obtain

permission from the Kinesiology advisor before beginning their program.

Further Information

Phone Advisor, (604) 291-3573
Web site Address above

Certificate in Liberal Arts

http://www.sfu.ca/

This certificate program provides students with a broad exposure to areas of knowledge and methods of inquiry that are considered essential to a liberal education. It is available to all undergraduate students who desire a program structured for breadth of learning. It may be taken in conjunction with a degree program, or it may be taken by students not currently seeking a degree.

A substantial number of the SFU courses that may be applied toward the certificate are available as distance education courses. Others that may be transferred to the certificate program are available through Open College and Open University or other distance education opportunities. It is possible, therefore, to complete the certificate program entirely through distance education.

Further Information

Phone Advisor, (604) 291-3909
Web site Address above

Certificate in Literacy Instruction

http://www.sfu.ca/

This program prepares students to teach literacy skills to adult learners. By combining courses from different disciplines with opportunities for guided practice, it provides historical and contextual perspectives on literacy, acquaints students with current field practices, and develops practical skills. Courses are offered at the Burnaby campus during the day and evening, at SFU at Harbour Centre, at other selected off-campus locations, and by distance education.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education. Not all required courses are available by distance education.

Further Information

Phone Advisor, (604) 291-3488
Web site Address above

Post Baccalaureate Diploma Programs

The Post Baccalaureate Diploma (PBD) offers those who hold a bachelor's or advanced degree in any field the opportunity to develop and follow a program of individualized study not usually provided by graduate or professional degrees. The program responds to changing educational needs, such as where mid-career advancement or changing career goals demand new knowledge and skills. It also affirms the established values of general education: learning for its own sake.

The student embarking on such a program is actively involved, together with faculty advisors, in identifying goals and developing a program of study designed to meet these goals. Many courses are available through distance education, but other courses may only be available on campus at present.

Post Baccalaureate Diploma Program in Community Economic Development

http://www.sfu.ca/

This program is for those with an undergraduate degree or equivalent. The diploma is applicable to a wide range of occupational, professional, and academic fields. By combining courses from several different disciplines with a specially designed core program of study and opportunities for guided practice, the program provides unique perspectives on economic, social, and cultural development within the context of communities.

Further Information

Phone Advisor, (604) 291-5850
Web site Address above

Post Baccalaureate Diploma in Criminology

http://www.sfu.ca/

This diploma provides an opportunity for individuals who have previously completed a bachelor's degree (or higher), in any field of study, to expand their knowledge of criminology through a recognized program. It is of special interest to those who wish to fulfil or change career goals, professionals who seek mid-career advancement through upgrading, and those who wish to develop their general education background. The diploma allows students to pursue individual interests in specific areas of criminology and is available by distance education, at the Burnaby campus, and at SFU at Harbour Centre.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education.

Further Information

Phone Advisor, (604) 291-3645
Web site Address above

Post Baccalaureate Diploma Program in Education

http://www.sfu.ca/

This program is designed to raise teacher qualifications for those with a bachelor's degree from category 4 to 5, and for those with a master's degree from category 5 to 6. Students should speak directly with the Teacher Qualification Service or their school district regarding courses acceptable for this change.

In consultation with the diploma program advisor, students develop a program of study, which must be approved by Undergraduate Programs in the Faculty of Education. The program may be taken on a part-time or full-time basis and completed at the Burnaby campus or at selected locations in the interior of BC, or through the distance education program.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education.

Further Information

Phone Advisor, (604) 291-3645
Web site Address above

Post Baccalaureate Diploma in Ethnic and Intercultural Relations

http://www.sfu.ca/

Ethnic and intercultural relations is the study of ethnically defined conflicts and problems of migration. Such conflicts arise from the ascription of demeaning characteristics to groups of people, and, more importantly, result from exclusion. This diploma program provides an opportunity to explore the causes of unequal treatment, to compare ethnic antagonisms internationally, and to develop strategies to improve intergroup relations in Canada in light of this knowledge.

The program is intended primarily for human services professionals (social workers, educators, police, counsellors, personnel managers, health practitioners, or civil servants), who wish to perform with cultural sensitivity in a diversified milieu, and for those who wish to develop their general educational background. The diploma program seeks to foster better understanding of the nature of the multiethnic society in which we live and work.

A few of the courses are available through a combination of distance education courses and day and evening courses. The program is offered at the Burnaby campus and at SFU at Harbour Centre. Students can take the diploma program on a part-time or full-time basis.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education. Not all courses are available by distance education.

Further Information

Phone Advisor, (604) 291-3726
Web site Address above

Post Baccalaureate Diploma Program in Gerontology

http://www.sfu.ca/

This program is available for students who have completed a bachelor's degree and are working or plan to work with the elderly. It provides a broadly based, multidisciplinary perspective on ageing as well as requisite knowledge and skills for meaningful intervention and application of research findings to practice.

Further Information

Phone Advisor, (604) 291-5065
Web site Address above

Post Baccalaureate Diploma in Social Policy Issues

http://www.sfu.ca/

This diploma offers students an opportunity to apply recent developments in social theory and research methods to the investigation of a range of social problems and social policy issues. As well as featuring courses which examine various substantive social policy issues, the overall program aims to provide the critical perspectives needed in order to grasp the processes by which social problems are defined, understood, and acted upon in both Canada and other societies.

The program is intended for persons who have previously completed a bachelor's degree (or higher) in any field of study and is of special interest to those who wish to fulfil or change career goals, professionals (teachers, civil servants, nurses, and those working in the social services field) who seek new perspectives for analysing and interpreting social policy issues, and those who wish to develop their general educational background.

Available through a combination of distance education courses and day and evening courses, the program is offered at the Burnaby campus and at SFU at Harbour Centre. Students can take the diploma program on a part-time or full-time basis.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education. Not all courses are available by distance education.

Further Information

Phone Advisor, (604) 291-3726
Web site Address above

Post Baccalaureate Diploma in Teaching English as a Second Language

http://www.sfu.ca/

The Department of Linguistics and the Faculty of Education jointly offer this program (PBDTESL) designed to fulfil the professional needs of future and practising teachers in the field of ESL. The program emphasizes an understanding of the general principles of linguistic theory and analysis, structures of languages, the principles and applications of language pedagogy, the principles and applications of testing and assessment, the psychology of language, theories of human development and language acquisition, and the sociocultural context of learning.

Courses are offered at the Burnaby campus and may be taken on full- or part-time basis. In addition, some courses are available at SFU at Harbour Centre and by distance education.

Admission Requirements

Students must be admitted to SFU before being eligible to take courses other than by distance education. Not all courses are available by distance education.

Further Information

Phone Advisor, (604) 291-5739
Web site Address above

Undergraduate Degree Programs

All degree programs consist of 120 credit hours that include concentration in one or more particular areas of study known as a major and minor. Upon successful completion of all program and university requirements, students are awarded a bachelor's degree.

Bachelor of Arts—Criminology Major

http://www.sfu.ca/

This degree program offers courses to students interested in a comprehensive, interdisciplinary approach to the subject matter of criminology. Most courses are available through distance education.

Further Information

Phone Advisor, (604) 291-3645
Web site Address above

Bachelor of Arts—English Major

http://www.sfu.ca/

The Centre for Distance Education, in co-operation with the English Department, is in the process of developing a program leading to a major in English that will be available entirely through distance education. At present, students are able to complete a minor that could apply to the Bachelor of General Studies degree program.

Further Information

Phone Advisor, (604) 291-4835 or (604) 291-3371
Web site Address above

Bachelor of Arts—Joint Psychology and Criminology Major

http://www.sfu.ca/

This program is for those interested in exploring various relationships between the study of criminology and psychology. Students must consult the advisors in both the Department of Psychology and the School of Criminology. Most courses are available through distance education.

Further Information

Phone Criminology advisor, (604) 291-3645
Psychology advisor, (604) 291-3359 or (604) 291-4840
Web site Address above

Bachelor of Arts—Joint Sociology/Anthropology and Criminology Major

http://www.sfu.ca/

Sociology/anthropology and criminology have some common methods and theoretical concerns; for example, the relationship between such variables as class, gender, ethnicity, and crime; the social construction of deviance; the law as a social phenomenon; and the general social, political, and economic frameworks of society that condition the nature and perception of social problems. This joint major is recommended for students who share these concerns. Many courses are available through distance education.

Further Information

Phone	Sociology/anthropology advisor, (604) 291-3726
	Criminology advisor, (604) 291-3645
Web site	Address above

Bachelor of General Studies

http://www.sfu.ca/

This non-specialist degree program, administered within the Faculty of Arts, is designed for students whose educational goals are not met by other, more structured, undergraduate degree programs. Students may complete one or more minors or extended minors (but no major), in any academic area(s) as part of this degree. Students may complete this degree program entirely through distance education.

Students considering this program are strongly urged to consult the advisor before declaring the Bachelor of General Studies as the goal. The advisor will work with the student to develop a program of courses to achieve the student's academic objectives.

Further Information

Phone	Advisor, (604) 291-3909
Web site	Address above

Minor Degree Programs

The following Minor programs are available in part or entirely through distance education. A student's academic goal must be an undergraduate degree that also includes a major, with the exception of the Bachelor of General Studies (see previous). The minor is awarded upon successful completion of an undergraduate degree.

Faculty of Arts

Canadian Studies
English
Sociology and Anthropology

Faculty of Applied Science

Communications
Kinesiology
Publishing

Faculty of Education

Early Childhood Education
Educational Psychology
Elementary School Physical Education
Environmental Education
Learning Disabilities

University of British Columbia

http://det.cstudies.ubc.ca

The Distance Education and Technology (DE&T) unit of Continuing Studies at the University of British Columbia (UBC) has a long history of developing and delivering educational opportunities to students who are unable to attend the university campus. DE&T has evolved into an academic support unit that works collaboratively with faculty members from all twelve university faculties to develop and deliver courses, programs, and learning materials to a wide variety of students.

Throughout its history, Distance Education and Technology has established partnerships between the internationally renowned faculty that work, teach, and research at UBC and groups such as the Open Learning Agency and the University Consortium, which allow students from around BC to take courses originating from UBC. In recent years, DE&T actively extended its collaboration to include a variety of international institutions which, in turn, broaden the scope of course development.

Either through DE&T or in partnership with other units on campus, DE&T provides and co-ordinates students services, library services, and technical support to all students enrolled in distance education courses. All of these services are specifically tailored to meet the particular needs of students studying at a distance.

Flexibility is an important characteristic of distance education, and DE&T offers a selection of undergraduate, graduate, and certificate courses in:

- Agricultural Sciences
- Applied Sciences
- Arts
- Commerce and Business Administration
- Dentistry
- Education
- Forestry
- Graduate Studies
- Law
- Medicine
- Pharmaceutical Sciences
- Science

Besides printed materials, students encounter a variety of media such as audio, video, CD-ROM, World Wide Web, and other Internet services in delivery of these courses.

Many courses have six sessional offerings each year starting September, November, January, March, May, and July.

Some certificate programs are also available at a distance for students not formally admitted to a UBC degree program. Distance education also assists working professionals to continue their education through certificate programs offered at a graduate level.

Academic prerequisites and technical requirements vary according to the courses offered. Therefore, students are advised to review applicable course descriptions found in printed calendars and on the DE&T Web site.

Details on admission and registration procedures, prerequisites, fees, entry dates, and course completion times are outlined in the *UBC Continuing Studies Credit Calendar*.

Further Information

To request a calendar or for further information on distance education, visit the above Web site, or

Write Distance Education and Technology
Continuing Studies
The University of British Columbia
2329 West Mall, Room 1170
Vancouver, BC V6T 1Z4
Phone (604) 822-6565
Fax (604) 822-8636
E-mail det@cstudies.ubc.ca

Related Areas on Campus

Within the UBC community, there are several offices that deliver distance education in collaboration with the Distance Education and Technology office or through separate programs such as:

Faculty of Agricultural Sciences
Phone (604) 822-3453

Faculty of Arts
Arts Academic Advising Office
Phone (604) 822-4028

Faculty of Commerce and Business Administration
Executive Programs
Phone (604) 822-8400
Real Estate Division
Phone (604) 822-8444

Faculty of Education
Teacher Education Office
Phone (604) 822-5242
Office of Continuing Professional Education
Phone (604) 822-2013

Faculty of Forestry
Phone (604) 822-2727

Faculty of Graduate Studies
Phone (604) 822-2848

Faculty of Medicine, Department of Pathology
Bachelor of Medical Laboratory Sciences
Correspondence Program
Phone (604) 822-7108

School of Nursing
Outreach Program
Phone (604) 822-7497

Registrar's Office
Admissions
Phone (604) 822-3014

Post-Graduate Certificate in Technology-Based Distributed Learning

http://itesm.cstudies.ubc.ca/info/

UBC and the Monterrey Institute of Technology (ITESM) have teamed up to develop five on-line courses exploring technology-based distributed learning. The courses focus on philosophical and practical issues in regards to designing, selecting, managing, and evaluating technology-based distributed learning as well as the pedagogical design and student support services critical for success. These courses were designed to help education professionals to address issues in the field.

All five courses are delivered on-line through a course Web site that is accessed by students living in over seventeen countries around the world. Throughout each thirteen-week course, students interact with fellow students and tutors via on-line instruction, discussion forums, and collaborative assignments.

Students may choose to participate in these courses under regular status (e.g., graded) or audit status (e.g., non-graded). There are no examinations but students are graded on approximately three assignments per course.

A passing final grade of 60 percent in each course is required for a student to earn the Certificate of Completion when all five courses are completed. Students can cover the whole program or just those courses that are of particular interest to them.

Generally, four courses are offered each year, two in September and two in January. Therefore, a student could complete the certificate program within a year and a half. However, most students prefer to enrol in one course per term and commonly complete the certificate in two and a half years.

Admission Requirements

The academic prerequisite to enrol in these courses is the same minimum standard for enrolling in UBC Faculty of Graduate Studies programs. Applicants to the program may also request special permission to enrol based on their work experience and/or other education history.

Further Information

Phone	(604) 822-8889
Fax	(604) 822-8636
E-mail	det@cstudies.ubc.ca
Web site	Address above

University of Victoria

http://www.uvcs.uvic.ca/desweb/desuvic.htm

The University of Victoria (UVic) has been a leader in distance learning for more than twenty-five years, offering certificate, diploma, and degree completion programs relevant to certain practising professions. Students receive instruction through print, audio or videotapes, and audioconferences. On-line technologies are now being integrated into course delivery. Distance learners have access to the University of Victoria Libraries through the INFOLINE Service. Summer institutes and short immersion courses are also offered.

For details, visit the above Web site.

Certificate in Adult and Continuing Education

http://www.uvcs.uvic.ca/csie/cace/

The Certificate in Adult and Continuing Education (CACE) is a professional development program for those who instruct adults, or co-ordinate and facilitate education and training programs. CACE courses are delivered primarily by distance education in three terms: fall, spring, and spring plus (March to June), and an immersion format is offered on campus during the summer. Credit may also be obtained through participation in workshops offered year round. Learning is enhanced with teleconferencing or computer communication. CACE is jointly developed and delivered by the University of Victoria, University of Alberta, University of Saskatchewan, and University of Manitoba.

Transfer

Course transfer is possible among CACE programs at:

- CACE institutions
- University College of the Fraser Valley (BA, Adult Education)
- University of Alberta (BEd, Adult Education)
- Athabasca University (Certificate in Career Development)

Please ask for specific information regarding transferability into CACE of the following:

- HRDC's Counselling Modules
- BC Tel's Master Training Program/Professional Development Program
- Vancouver Community College's Provincial Instructor Diploma Program

Further Information

Phone	(250) 721-7860
E-mail	danderson@uvcs.uvic.ca
Web site	Address above

Certificate Program in Computer Based Information Systems

http://www.uvcs.uvic.ca/tecweb/

The Computer Based Information Systems (CBIS) program opens doors to new career paths in fields such as systems analysis, project management, network management, strategic planning, communications, and systems architecture. Those interested in becoming a more adept user, implementer, or manager of information systems should investigate the courses available in this program.

Transfer

Courses in the CBIS program are eligible for transfer credit toward the Open University's Bachelor of Business Administration (Public Sector Option) degree program.

Further Information

Phone	(250) 721-6127
E-mail	cschneid@uvcs.uvic.ca
Web site	Address above

Certificate Program in Environmental and Occupational Health

http://www.uvics.uvic.ca/hlthsci/eoh/

Distance education in environmental and occupational health benefits people interested in making a career change to a rapidly expanding field and employees in the field who are seeking continued professional education. Occupational Health and Environmental Law is available by distance education. Currently under development for distance are Environmental Health Informatics, Human Health Risk Assessment, and Risk Management. The certificate program requires the completion of twelve courses: seven mandatory and five electives. Four courses can be transferred into the program; four will be available by distance education.

Transfer

Courses are eligible for transfer credit toward the Open University's Bachelor of Arts, Major Program; Bachelor of Science, Major Program; and Bachelor of General Studies degree program.

Further Information

Phone	(250) 721-8558
E-mail	amclauchlan@uvcs.uvic.ca
Web site	Address above

Certificate or Diploma in Business Administration

http://www.uvcs.uvic.ca/busman/

The Certificate in Business Administration (CBA) and the Diploma in Business Administration (DBA) are designed to provide mid-career learners with an effective working knowledge of the analytical tools and management concepts used in modern business and a grounding in the practical management skills required in contemporary business activities. Available since 1989, in a face-to-face mode at the University of Victoria, these highly regarded programs are now being made available to students around the world via the Internet.

Further Information

Phone	(250) 721-8073
E-mail	pwebster@uvcs.uvic.ca
Web site	Address above

Certificate or Diploma Programs in the Restoration of Natural Systems

http://www.uvcs.uvic.ca/restore/

Designed for professionals in the field or people wishing a career change, the Restoration of Natural Systems program offers a number of courses to serve the needs of students living outside the Greater Victoria area. The program gives students the knowledge and skills required to develop and carry out environmental restoration projects—an area identified as one of the most in need of skilled workers.

Further Information

Phone	(250) 721-8463
E-mail	pfaulds@uvcs.uvic.ca
Web site	Address above

Diploma Program in Cultural Conservation

http://www.uvcs.uvic.ca/crmp/

This program is designed to enable professionals in the museum and heritage sector to complete either individual courses or a full diploma program on a part-time basis. The program offers a combination of computer-mediated distance courses and on-campus immersion courses that emphasize a balance of theory and practice and encourage students to relate their learning to their professional contexts. Individual courses can be taken on a non-credit basis; participation in the diploma program requires an undergraduate degree and related professional experience.

Transfer

Up to 6.0 units of core course credits can be transferred from Open College and Open University.

Deadlines

The deadlines for the two core courses offered through Open College and Open University is normally in early September. Intake for other program courses is continuous throughout the year.

Further Information

Write	Cultural Resource Management Program Division of Continuing Studies University of Victoria PO Box 3030 STN CSC Victoria BC V8W 3N6
Phone	(250) 721-8462
E-mail	joydavis@uvcs.uvic.ca
Web site	Address above

Diploma in Educational Technology

http://www.uvcs.uvic.ca/csie/diploma.htm

In this diploma program students develop skills and confidence in using educational and information technologies for effective teaching and learning. The program includes nine units of required courses and six units of electives that enable students to focus on a specific subject area from diverse choices such as language arts, ESL, art, or science. Required courses build practical knowledge on operating available technologies; using mass media, computers, the Internet, and networking technologies for instruction; and developing visual literacy and strategies to use visual media in the classroom. Practical laboratory work, classes, seminars, and multimedia resources enhance teachers' understanding of ways to use

educational technology and the role that information technology plays in society and education. Three courses are being developed for distance delivery.

Further Information

Phone	(250) 721-7871
Fax	(250) 721-6603
E-mail	bwood@uvcs.uvic.ca
Web site	Address above

Diploma Program in Local Government Management

http://www.hsd.uvic.ca/PAD/padm.htm

This new program offers professional education to managers and administrators employed in the local government sector in BC. Offered via distance education throughout BC, the program provides part-time study at the senior undergraduate or post-baccalaureate level. Some workshop courses are available in the Vancouver and Victoria areas. Upon completion of the twelve-course diploma, students may be able to transfer some of their courses to the Open University's Bachelor of Business Administration degree program.

Admission Requirements

Normally, two years of post-secondary or professional education and three years' work experience in local government.

Transfer

Students may, with authorization, transfer up to three university-level courses (4.5 units).

Deadlines

February 15 for May intake; May 31 for September; October 15 for January.

Further Information

Phone	Heather Kirkham, Program Manager (250) 721-8067
E-mail	hkirkham@hsd.uvic.ca
Web site	Address above

Diploma in Personal Planning and CAPP (K–12)

http://www.uvcs.uvic.ca/csie/diploma.htm

Teachers of Personal Planning at the grades 8–12 level acquire the knowledge, understanding, and skills desired to make these new curricula a valuable part of their students' lives and learning. This diploma program includes twelve units of required courses and three units of electives. Courses address the three themes emphasized throughout students' schooling: taking responsibility for their learning; identifying career and personal goals; and exploring plans to realize their goals. Teachers completing the diploma obtain knowledge of current resources in life/career planning, including computer-based programs; skills to establish and monitor work-experience programs; a repertoire of teaching strategies linked to curriculum outcomes; and assessment models and resources suited to the Personal Planning/CAPP curriculum. Two foundation courses are available for distance study.

Further Information

Phone	(250) 721-7871
Fax	(250) 721-6603
E-mail	bwood@uvcs.uvic.ca
Web site	Address above

Diploma Program in Public Sector Management

http://www.hsd.uvic.ca/PAD/padm.htm

This program offers professional education to managers and administrators at all levels of government (federal, provincial, and municipal, plus agencies and crown corporations) as well as other non-profit organizations. Offered via distance education throughout BC (and beyond), the program provides part-time study at the senior undergraduate or post-baccalaureate level. Upon completion of the twelve-course diploma, students may transfer their courses to the Open University's Bachelor of Business Administration (Public Sector Option) degree program. Some workshop courses are available in the Vancouver and Victoria areas.

Admission Requirements

Normally, two years of post-secondary or professional education and three years' work experience in the public or non-profit sector.

Transfer

Students may, with authorization, transfer up to three university-level courses (4.5 units).

Deadlines

February 15 for May intake; May 31 for September; October 15 for January.

Further Information

Phone	Heather Kirkham, Program Manager (250) 721-8067
E-mail	hkirkham@hsd.uvic.ca
Web site	Address above

Bachelor of Arts in Child and Youth Care

http://www.hsd.uvic.ca/CYC/cyc.htm

The School of Child and Youth Care (CYC) offers distance courses throughout most of Canada. Graduates are employed in programs for youth corrections, day-care schools, group homes, hospitals, residential treatment, and early intervention with special needs infants. Open University students can register in four introductory core courses, requiring no prerequisites, and a variety of special topics electives. Students wishing to complete the distance Baccalaureate in Child and Youth Care apply to the University of Victoria to complete the required upper-level courses.

Deadlines

OU CYCA course registrations deadlines are: July 30 for September courses; November 15 for January courses; from March 15 on, various dates, for courses offered in the May to August period.

Transfer

OU CYCA courses are directly transferable to the UVic CYC program and are listed as UVic courses on UVic transcripts.

Further Information

Phone	(250) 721-8048 (24-hour information line)
E-mail	kslater@hsd.uvic.ca
Web site	Address above

Bachelor of Science in Nursing

http://www.hsd.uvic.ca/NSG/nsg.htm

The University of Victoria School of Nursing has opened its distance education baccalaureate degree program to nurses across Canada and the United States. Students experience an innovative curriculum responding to the challenges of health care in our society and the evolving role of the nurse. The program is based in a health promotion/caring philosophy and integrates practice-driven learning with creative, multidisciplinary practicum opportunities. The complete program is available by distance.

Further Information

Write	School of Nursing University of Victoria PO Box 1700 Victoria, BC V8W 2Y2
Phone	(250) 721-7954
E-mail	mbrown@hsd.uvic.ca
Web site	Address above

Bachelor of Social Work

http://www.hsd.uvic.ca/SW/sw.htm

The School of Social Work offers a Bachelor of Social Work (BSW) through its Distance Degree Program. The school emphasizes structural, feminist, and First Nations analyses and is committed to empowerment based on equity, community change, and adult education principles. The BSW can be completed on a full- or part-time basis. Most courses are completed by independent study. Other courses are offered in a summer session on-campus. Two practica are completed in the student's own community.

Further Information

Phone	(250) 721-8047
E-mail	mosborne@hsd.uvic.ca
Web site	Address above

Education

http://www.uvcs.uvic.ca/csie/

In co-operation with the Faculty of Education at the University of Victoria, Continuing Studies in Education designs and delivers programs, credit courses, and learning resources to help teachers implement educational innovations. Some undergraduate education courses are offered by distance; other undergraduate/graduate courses/programs are offered at off-campus locations in BC on weekends, during evenings, or in a summer immersion format. Learning opportunities for educators exist in undergraduate courses, graduate studies, diploma and certificates, professional development, and custom-developed programs for schools/districts.

Further Information

Phone	(250) 721-8944
E-mail	lwagner@uvcs.uvic.ca
Web site	Address above

RRU, TECHBC, UNBC DISTANCE EDUCATION PROGRAMS

Contact the Institution to Register

Royal Roads University

http://www.royalroads.ca

Royal Roads University's (RRU) approach to curriculum design emphasizes learning outcomes highly applicable to the workplace and built upon a strong theoretical base. RRU incorporates the expertise of industry, the public sector, and institutional partners in program development and instructional delivery to ensure the highest possible level of program relevance and quality.

Royal Roads University is committed to the recognition of lifelong learning. Through the use of prior learning assessment (PLA), RRU enhances accessibility for students with non-traditional backgrounds, providing them with the opportunity to be evaluated and receive recognition for their existing demonstrable skills and knowledge. This learner-centred approach opens doors to higher learning for qualified candidates who otherwise may not meet traditional university admission requirements.

RRU's graduate degrees are delivered through a combination of short (three to five week) residencies alternating with distance offerings. Programs may provide the opportunity for individuals who are not registered in the degree programs to enrol in specific distance offerings.

Further Information

For program information, visit the above Web site, or

Write	Learner Services and Registrar Royal Roads University 2005 Sooke Road Victoria, BC V9B 5Y2
Phone	(250) 391-2505 1-800-788-8028 (toll-free outside Victoria)
E-mail	rruregistrar@royalroads.ca

MA in Conflict Analysis and Management

http://www.royalroads.ca/macam/default.htm

Integrating psychology, political science, sociology, economics, and law, graduates gain cross-cultural understanding of the nature of conflict and diversity and develop applied dispute resolution skills.

Created for mid-career professionals, this two-year interdisciplinary program provides both the theoretical and practical skills necessary to identify, analyse, and manage group conflict in a variety of international and domestic arenas. It stresses a holistic, cross-cultural approach to conflict analysis and management with a special, though not exclusive, emphasis on the Pacific Basin. In addition, the program focusses on bilateral and multilateral disputes relating to trade, investment, development, resource use, the environment, governance, sovereignty, peacekeeping, and peacebuilding. The program is structured on the basis of two full-time five-week on-campus residency periods, contemporary distance education technologies, and a work-based thesis project.

MA in Leadership and Training

http://www.royalroads.ca/programs/leadership.htm

The development of sophisticated leadership and problem-solving skills is necessary for managing complex organizations in the twenty-first century. Developed for mid-career professionals working in public and private sector learning/training environments, the program gives graduates a business orientation and the skills to assist their organizations in developing and making necessary changes.

The program consists of two years of interdisciplinary study. In each year, students focus on "real world" problem-solving projects grounded in a rigorous theoretical understanding of the nature of modern learning organizations and the changing role of leadership within them. This MA program is structured on the basis of two intensive five-week residency periods, followed by distance-formatted learning.

MSc/MA in Environment and Management
http://www.royalroads.ca/programs/environment.htm

Created for mid-career professionals, this program is designed to produce leaders who can make sound environmental choices and create opportunities for business development and financial health. The program enhances the ability of people and organizations to more effectively manage the transition to sustainable business practices.

Graduates of the program will:

- Be empowered to perform "context science and decision making" that require a broad amalgam of scientific knowledge, political policy, and leadership skills.
- Be effective problem solvers, individually and as team players.
- Be able to act as leaders who can meet the fundamental challenges of moving to a sustainable society.
- Have the skills to co-ordinate and integrate different perspectives that will help industry, government, and the public.
- Make informed decisions that reduce pollution, conserve resources, and create a future which is productive, equitable, and sustainable.
- Have a broad environmental vision and a sound understanding of environmental sciences and the dynamics of the public and private sectors.

The degree program is structured as two full-time five-week residency periods followed by distance learning.

MBA Programs
http://www.royalroads.ca/programs/management.htm

Four new exciting and innovative Master of Business Administration programs were designed for professionals who want to develop their careers while continuing to work. Digital Technologies Management, Public Relations and Communications Management, Human Resources Management, and the Executive MBA were developed in collaboration with leading industry experts. Each two-year program is comprised of three distinctive three-week residencies, where the key issues of leadership development and team building are an integral part of the learning process, and are combined with state-of-the-art, interactive distance learning.

Technical University of British Columbia

http://www.tu.bc.ca

The Technical University of British Columbia (TechBC), located in Surrey, is Canada's newest publicly funded university. The first three program areas of Information Technology, Management and Technology, and Interactive Arts will offer undergraduate and graduate programs in fall 1999. All programs will focus on education and applied research in emerging technology-based professions. A culture of interdisciplinarity and integration will be nurtured through dynamic collaboration between program areas and industry advisors to ensure that TechBC graduates have the knowledge and practical education to enter the jobs of the future. TechBC's flexible and specialized approach will be showcased through the use of innovative educational technology in the delivery of its programs to increase convenience and accessibility for learners. Many courses will have a face-to-face component, but all will make extensive use of multimedia and the Internet to support distributed learning.

Further Information

To learn more about the infinite possibilities at TechBC, visit the above Web site.

University of Northern British Columbia

http://vaughan.fac.unbc.ca/ctl

The University of Northern British Columbia (UNBC) is one of Canada's newest universities, with a main campus in Prince George and representation across BC's northern interior. Course offerings reflect the university's northern focus, as well as its full-fledged undergraduate program of core disciplines.

UNBC delivers a growing variety of courses over the Internet by both synchronous and asynchronous methods. Technical support is available by phone and e-mail, with free 1-888 access by phone for students within UNBC's service region. Students in the UNBC region may also speak with their instructors using the 1-888 line. Wherever students are in the world, UNBC courses can reach them over the World Wide Web, on their own time schedule. UNBC can also gather students together in virtual classrooms using the LearnLinc audio-graphics conferencing system. (Courses do not require LearnLinc capability unless specified.) Web courses are either custom designed, or employ the WebCT course shell as the supporting technological solution. Course content has been developed by the instructor teaching the course on the Web, in most cases, and there is an emphasis on students interacting with faculty through the course discussion forum.

Further Information

For more information about Internet-accessible offerings at UNBC, see the LearnLinc and WebCT virtual campus links at the above Web site.

BC's Other Public Post-Secondary Institutions

Open College and Open University work with other public post-secondary institutions in BC to offer a variety of programs and courses. OC and OU advisors are pleased to discuss choices with students, or students may contact institutions directly.

Provincial Institutes

British Columbia Institute of Technology
3700 Willingdon Avenue
Burnaby, BC V5G 3H2
Student Services (604) 434-1610

Pacific Marine Training Campus
265 West Esplanade
North Vancouver, BC V7M 1A5
Switchboard (604) 985-0622

Sea Island Campus
Unit 200, 5301 Airport Road South
Richmond, BC V7B 1B5
Switchboard (604) 419-3777

Emily Carr Institute of Art and Design
1399 Johnston Street
(Granville Island)
Vancouver, BC V6H 3R9
Switchboard (604) 844-3800
Admissions (604) 844-3813

Institute of Indigenous Government
342 Water Street
Vancouver, BC V6B 1B6
Switchboard (604) 602-9555

Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC V3L 5T4
Switchboard (604) 525-5422

Nicola Valley Institute of Technology
P.O. Box 399
Merritt, BC V1K 1B8
Switchboard (250) 378-3300

University Colleges and Universities

Kwantlen University College
12666–72 Avenue
Surrey, BC V3W 2M8
Switchboard (604) 599-2100

Malaspina University College
900 Fifth Street
Nanaimo, BC V9R 5S5
Switchboard (250) 753-3245
Advising Centre (250) 755-8752

Okanagan University College
1000 KLO Road
Kelowna, BC V1Y 4X8
Switchboard (250) 762-5445

Royal Roads University
2005 Sooke Road
Victoria, BC V9B 5Y2
Learner Services and Registrar
(250) 391-2505
Toll-free outside Victoria
1-800-788-8028

Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
Registrar (604) 291-3224
Distance Education
(604) 291-3524
Toll-free in BC 1-800-663-1411

Technical University of British Columbia
301–10334–152A Street
Surrey, BC V3R 7P8
Education Information
(604) 586-6000

University College of the Cariboo
Box 3010
Kamloops, BC V2C 5N3
Switchboard (250) 828-5000

Williams Lake Campus
301–383 Oliver Street
Williams Lake, BC V2G 1M4
Switchboard (250) 392-8000

University College of the Fraser Valley
East Campus
45635 Yale Road
Chilliwack, BC V2P 6T4
Switchboard (604) 792-0025
Course Information
(604) 795-2819

West Campus
33844 King Road
Abbotsford, BC V2S 7M9
Switchboard (604) 853-7441
Student Services (604) 854-4528

University of British Columbia
2329 West Mall, Room 1170
Vancouver, BC V6T 1Z4
Admissions (604) 822-3014
Distance Education and Technology
(604) 822-6565

University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9
General Information
(250) 960-5555
Toll-free in BC 1-800-667-8622

University of Victoria
PO Box 1700
Victoria, BC V8W 2Y2
Switchboard (250) 721-7211

Colleges

Camosun College
3100 Foul Bay Road
Victoria, BC V8P 5J2
Switchboard (250) 370-3000
Academic Advising
(250) 370-3558

Capilano College
2055 Purcell Way
North Vancouver, BC V7J 3H5
Switchboard (604) 986-1911
Academic Advising
(604) 984-4990

College of New Caledonia
3330–22 Avenue
Prince George, BC V2N 1P8
Switchboard (250) 562-2131

College of the Rockies
Box 8500
Cranbrook, BC V1C 5L7
Switchboard (250) 489-2751

Douglas College
Box 2503
New Westminster, BC V3L 5B2
Switchboard (604) 525-5400
Student Services (604) 527-5486

Langara College
100 West 49 Avenue
Vancouver, BC V5Y 2Z6
Switchboard (604) 323-5511
Student Services (604) 323-5221

Northern Lights College
Dawson Creek Campus
11401–8 Street
Dawson Creek, BC V1G 4G2
Switchboard (250) 782-5251

Fort St. John Campus
Box 1000
Fort St. John, BC V1J 6K1
Switchboard (250) 785-6981

North Island College
2300 Ryan Road
Courtenay, BC V9N 8N6
Switchboard (250) 334-5000

Northwest Community College
5331 McConnell Avenue
Terrace, BC V8G 4X2
Switchboard (250) 635-6511

Selkirk College
Box 1200
Castlegar, BC V1N 3J1
Switchboard (250) 365-7292

Vancouver Community College
City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9
Switchboard (604) 443-8300
Counselling Office
(604) 443-8443/53

King Edward Campus
1155 East Broadway
Box 24620, Station F
Vancouver, BC V5N 5T9
Switchboard (604) 871-7000
Counselling Office (604) 871-7191

Other Divisions and Services of the Open Learning Agency

Open Learning Agency
4355 Mathissi Place
Burnaby, BC, Canada
V5G 4S8

(604) 431-3000
TTY (604) 431-3361
1-800-663-1663
(Toll-free in BC)
E-mail: olainfo@ola.bc.ca
Web site: www.ola.bc.ca

Open School (OS)

Workplace Training Systems (WTS)

Knowledge Network (KN)

International Credential Evaluation Service (ICES)

First Nations Educational Resources

Educational Collaborations

Learning Resource Marketing, Distribution, and Licensing

The Open Learning Agency (OLA) plays a significant role in promoting the social and economic development of individuals and communities throughout BC, and extends its services to other parts of Canada and the world. This calendar has outlined the educational services Open College and Open University provide to individual students. The following section briefly describes some of the OLA's other divisions and services which address related educational issues, such as:

- Regional development and assistance for the K–12 educational system.
- Workplace training to meet the needs of business and the professions.
- Access to educational programming via province-wide television.
- Evaluation of international credentials for those new to Canada.
- Educational access services for groups with unique requirements.
- Promotion and movement of BC and Canadian learning resources across borders.
- Access to learning resources in various formats for educators and the general public.

OLA's Other Divisions and Services

Open School (OS)

A division of OLA

http://www.openschool.bc.ca

For more information, visit the OS Web site or contact:
Open School
2nd floor
1117 Wharf Street
Victoria, BC
Canada V8W 1T7
(250) 953-7400
1-888-883-4766
(Toll-free in BC)
E-mail
info@openschool.bc.ca

Open School (OS) is an integral part of the BC educational system. As one of the Open Learning Agency's divisions, Open School provides a valuable resource to students, teachers, and school administrators.

Open School provides flexible and easily accessible K–12 courses and resources for students and teachers. OS programs are delivered through partnerships with Distance Education Schools, BC school districts, some post-secondary institutions, and via innovative delivery methods for the classroom, community centre, or home. Open School programs use a range of technologies to deliver distance education. Television, computer conferencing, the World Wide Web, interactive video, and multimedia technologies are all used to deliver dynamic and innovative educational programs.

Whether students wish to study independently or want to supplement their school learning, Open School's courses and resources provide a flexible way to learn.

Workplace Training Systems (WTS)

A division of OLA

http://www.wts-bc.com

For more information, visit the WTS Web site or contact a WTS Skills, Access, or Career Centre.

Workplace Training Systems (WTS) works in consultation with both private and public sector organizations to enhance workplace performance. Whether providing corporations with computer training or designing courseware, WTS delivers customized workplace solutions that ready clients for today's competitive marketplace.

Seven WTS skills and training access centres, located in communities around the province, help individuals find jobs and receive career, training, and employment transition assessment and counselling. WTS clients may also gain access to Microsoft- and Oracle-certified courses and programs. A leader in on-site learning-centre design and development, WTS also staffs and operates industrial learning centres with Canfor Pulp and Paper in New Westminster and Cominco in Trail.

WTS Skills and Training Access Centres

WTS Burnaby
Skills Centre
(604) 660-8450

WTS North Fraser
Skills Centre
(604) 460-2900

WTS Employment Access Centre
(Richmond)
(604) 303-7900

WTS Kamloops
Career & Technology Centre
(250) 314-6100

WTS Prince George
Community Skills Centre
(250) 565-4428

WTS Salmon Arm
Community Career Centre
(250) 832-9476

WTS Sicamous
Community Career Centre
(250) 836-3403

Knowledge Network (KN)

A division of OLA

http://www.knowtv.com

Knowledge Network (KN) is BC's public educational broadcaster. It provides a full range of curriculum-enhancing programming for students in kindergarten to Grade 12 and on through post-secondary studies. KN also offers entertaining, informational, and educational programming for all ages.

KN receives approximately fifty percent of its funding from the government of BC. The balance is provided by KN's Partners in Knowledge—a group of approximately 30,000 individuals and corporate sponsors from throughout BC.

For more information, visit the KN Web site or contact Audience Relations:
(604) 431-3270
1-877-I-KNOW-TV
(1-877-456-6988)
(Toll-free in BC)
E-mail
knonline@ola.bc.ca

International Credential Evaluation Service (ICES)

A service of OLA

http://www.ola.bc.ca/ices

The International Credential Evaluation Service (ICES) provides educational evaluation services for individuals who have completed studies outside of Canada. These reports, issued to individuals, employers, associations, and regulatory bodies, provide a comparison of international and Canadian educational credentials.

ICES clients have used their evaluation reports to help them find employment, immigrate, and gain access to Canadian educational opportunities. ICES reports are required for admission to a growing number of educational institutions, professional associations, and other organizations.

For more information, visit the OLA Web site or contact ICES:
(604) 431-3402
Fax (604) 431-3382
E-mail
icesinfo@ola.bc.ca

First Nations Educational Resources

First Nations Learning Centres

In its commitment to First Nations learners, the Open Learning Agency has assisted in the development of many community-based First Nations Learning Centres across the province. At these centres, First Nations students learn at their own pace in a setting that is in tune with their culture and their own communities. OLA's partner learning centres offer Adult Basic Education (ABE) upgrading courses and programs, business and other college courses, and some university-level courses. OLA can also help tailor a program to meet the needs of First Nations communities.

First Nations Learning Centre Information:
(604) 431-3299
(Yukon residents may call collect)
1-800-663-1663
local 3299
(Toll-free in BC)

Resources for Educators of First Nations Learners

First Nations Course Adaptation Guide

(funded by the BC Ministry of Advanced Education, Training and Technology Community Outreach Partnership Fund)

This guide is designed to assist instructors in analysing the values and assumptions of course materials so that a cross-cultural dialogue can be initiated; to provide ideas on ways to increase the Aboriginal content; and to suggest ways to make the learning process more inclusive of Aboriginal values and perspectives.

To purchase the guide, call (604) 431-3210 (BC Lower Mainland) or 1-800-663-1653 (toll-free in North America), quoting item number 203660.

First Nations Literacy Theme Units—An Instructor's Guide
(funded by the BC Ministry of Advanced Education, Training and Technology and Human Resource Development Canada, National Literacy Secretariat)

These theme units represent a community-based/learner-centred literacy program based on community connectedness and self-expression. They provide First Nations students with opportunities to recognize the voices of other First Nations people and to find their own.

For more information, call (604) 431-3307 (Yukon residents may call collect), or 1-800-663-1663, local 3307 (toll-free in BC).

Educational Collaborations

Across the Country, Around the World

Through Open College and Open University, the Open Learning Agency responds to the needs of students in other parts of Canada and in other nations by offering certificate, diploma, and degree programs in association with partner institutions. OLA also provides a wide range of instructional and technical services to educational institutions throughout the world.

Open University (OU) offers a Bachelor of Fine Arts degree through articulation agreements with both the Ontario College of Art & Design and Georgian College. Similarly, an OU Bachelor of Music in Jazz Studies is available through agreements with Ontario's Humber College as well as BC's Capilano College. An OU Bachelor of Business Administration degree is offered through other agreements with Ontario's Mohawk College and various BC colleges and institutes.

Through agreements with international educational institutions, OC and OU programs also reach students in the developed and developing worlds. In Japan, Singapore, and Malaysia, for example, students have earned Canadian credentials through various courses, programs, and services. In India and the Middle East, OU offers a Bachelor of Technology (Computing) in co-operation with Aptech Computer Education.

Learning Resource Marketing, Distribution, and Licensing

http://www.ola.bc.ca

In addition to offering courses directly to students through Open College and Open University, the Open Learning Agency also has learning resource materials available for purchase or adaptation. OLA markets its curriculum and course materials to educational institutions, businesses, and individuals in BC, Canada, and internationally. It also distributes materials created by other accredited universities, colleges, vocational institutions, and television producers, and offers adaptation licences for many products to organizations that wish to customize OLA's resources to meet a unique educational need.

For more information, visit the OLA Web site or contact the Marketing Department Order Desk:
(604) 431-3210
(BC Lower Mainland)
1-800-663-1653
(Toll-free in North America)
Fax (604) 431-3381
E-mail
catalogue@ola.bc.ca

ADMINISTRATION, FACULTY, AND PROFESSIONAL STAFF

Open College and Open University

President, Open College
President and Vice-Chancellor, Open University
Jaap Tuinman
B.Ed., M.Ed. (Zwolle)
Ph.D. (Georgia)

Provost, Open College and Open University
Martin Petter
B.A. (British Columbia)
M.A., D.Phil. (Oxford)

Director, Open College
Dean, Business, Health and Human Services, Open University
Diane Reed, R.N.
B.S.N. (Saskatchewan)
M.A. (British Columbia)

Dean, Arts and Science, Open University
Sharon Meen
B.A., M.A. (Toronto)
Ph.D. (British Columbia)

Associate Director, Open College
Associate Dean, Business and Administrative Studies, Open University
Wendelin Fraser
B.A. (Saskatchewan)
M.B.A. (Simon Fraser)

Associate Deans, Arts and Science, Open University
Françoise de Pauw
LL.B. (Louvain)
Jane Munro
B.A. (Indiana)
M.A. (Simon Fraser)
M.F.A., Ed.D. (British Columbia)

Associate Dean, External Programs, Open University
Louis Giguère
B.A., B.Sc. (Laval)
M.Sc. (British Columbia)
Ph.D. (Simon Fraser)

Co-ordinator, Adult Basic Education, Career and College Preparation
Maureen Malcolm
B.Ed. (British Columbia)
M.Phil. (Cork)

Co-ordinator, Business Programs
Susan Bell
B.A. (Dalhousie)
M.B.A. (Simon Fraser)

Co-ordinator, Dental Programs and Projects
Debbie Payne
C.D.A. (VCC/VVI)

Program Supervisors, Arts and Science
Deirdre Brown
B.A. (Simon Fraser)
M.A. (Carleton)
Jean Jin
B.A. (Nankai)
M.A. (Sydney)

Program Supervisor, Computer Systems
Vince Manis
B.Sc., M.Sc. (British Columbia)

Program Supervisor, Nurse Refresher
Katherine Fukuyama R.N.
B.S.N., M.Ed.
(British Columbia)

Program Supervisor, Human Services
Judith McLean
B.S.W., M.S.W. (British Columbia)

Senior Tutor, Business
Ronald Lakes
B.Comm., B.A. (Saskatchewan)
M.A. (Toronto)
M.B.A. (British Columbia)

Senior Tutor, Certified Dental Assisting
Dorothy Phillip, R.D.H.
B.Sc. (Washington)

Senior Tutor, English
Donald Stanley
B.A. (British Columbia)
M.A. (State: New York at Binghamton)
Ph.D. (British Columbia)

Senior Tutor, Humanities
Leslie Buffam
B.A. (Victoria)
M.A. (British Columbia)

Senior Tutor, Mathematics
Veda Abu-Bakare
B.Sc. (Toronto)
M.Math. (Waterloo)

Senior Tutor, Psychology
Mary Ann King
B.A. (Prince Edward Island)
M.A., Ph.D. (British Columbia)

Senior Tutor, Science
Trevor Chandler
B.Sc. Hons. (Guelph)
Ph.D. (Simon Fraser)

Senior Tutor, Social Sciences
Gary Parkinson
B.A., M.A. (Saskatchewan)
Ph.D. (British Columbia)

Senior Tutors, Adult Basic Education
John Harris (English Programs)
M.Ed. (British Columbia)
Derek Knox (Science and Technology Programs)
B.Sc., Teach.Cert., M.Ed.
(British Columbia)
Jane Morton (Mathematics Programs)
B.A. (British Columbia)
P.D.P. (Simon Fraser)
Phyllis Norris (ESL Programs)
B.S.W. (British Columbia)

Advisors
Susan Brain
M.Ed. (Simon Fraser)
John Bryant
B.A. (British Columbia)
Carol Rennie
B.A. (Western Ontario)
David Roth
B.A., M.A. (Simon Fraser)
Rosella Vanee
Dip. (Douglas College)

Course Designers
Richard Abercrombie
B.A. (British Columbia)
M.A. (Simon Fraser)
Gayla Chernovsky
B.A. (Toronto)
Gordon Fisher
B.A. (British Columbia)
Alex Laks
B.Sc. (Simon Fraser)
M.Sc. (Canterbury)
Penelope Street
A.B. (California)
M.F.A. (British Columbia)

Course Editor
Anne Leobold
B.A. (Toronto)

Tutors, Open College (Business, Health and Human Services, Adult Basic Education)

Rosalyn Alexander
B.A. (Southampton)
M.A. (British Columbia)
Teach.Dip. (Victoria)

Karen Bancroft
M.B.A. (Toronto)

John Barber
M.A. (Simon Fraser)

Janice Bell
B.A., LL.B. (British Columbia)

Liza Bortolin, R.N.
B.S.N. (Saskatchewan)
M.S.N. (British Columbia)

Kathy Boyd, C.D.A.

Adrienne Burton
B.A., B.Ed. (British Columbia)

Nancy Bury, A.C.I.
B.A. (British Columbia)

Margaret Cadwaladr
M.A. (British Columbia)

Josephine Cain
M.S.W., M.F.A. (British Columbia)

Robert Calnan, R.N.
Dip. (BCIT)
B.S.N., M.Ed. (Victoria)

Rosemary Carter
Ph.D. (British Columbia)

Norman Claridge
B.Sc. (British Columbia)

John Cobley
M.A. (British Columbia)

Faye Condon, C.D.A.

Lynnette Cramen, R.D.H.

Jennifer Davenport
B.Comm. (British Columbia)
LL.B. (Victoria)

Sharon Dixon, R.N.
B.S.N. (Victoria)

Kathryn Duke, R.N.
B.S.N., M.Ed. (British Columbia)

Susan Fisher
M.A., Ph.D. (British Columbia)

Peter Fuhrman
B.Comm., M.B.A. (Alberta)

Barbara Gillespie
B.A. (Simon Fraser)

Lavinia Greenwood
B.Sc., M.A. (Victoria)

Fereshteh Grenier, R.N.
Dip. (Namazee, Iran)
B.S.N. (Pahlavi, Iran)
M.S.N. (Pennsylvania)

Valerie Hadley, C.D.A., I.D.
Dip.Ed. (Alberta)

John Harris
M.Ed. (British Columbia)

Margery Hawkins, R.N.
B.S.N., M.S.N.
(British Columbia)

Sheryl Haynes, C.D.A., I.D.
B.Ed. (Alberta)
Dip.Adult Ed. (VCC)

Diana Holland
B.A. (Ottawa)
B.Ph. (St. Paul)

Lynne Hurd, R.N.
B.S.N. (Alberta)

Bruce Irving
B.Ed., M.Ed. (Victoria)

Rita Jack
B.A. (Simon Fraser)

Brian Killip
B.A., M.A. (Simon Fraser)

James Knechtel
B.A. (Toronto)

Derek Knox
B.Sc., Teach.Cert., M.Ed.
(British Columbia)

Ronald Lakes
B. Comm., B.A. (Saskatchewan)
M.A. (Toronto)
M.B.A. (British Columbia)

Cathy Larson, C.D.A., I.D.

Dee Lewis, C.D.A., I.D.

Donald Lindsay, C.M.A., C.H.E.

Robert Lindsay
B.Comm., M.A.
(British Columbia)

Douglas Loblaw
B.A. (Toronto)

Penny MacCourt
B.S.W., M.S.W. (Manitoba)

Barbara Madani
B.A., M.Sc. (Waterloo)

Debora Marchant
M.A. (Alberta)

Dianne Marcotte, C.D.A.
B.Sc. (British Columbia)

Marie Matthew
M.Ed. (British Columbia)

Louise Moreau
M.Ed., B.Sc. (British Columbia)

Chris Morgan
Ph.D. (Memorial)

Jane Morton
B.A. (British Columbia)
P.D.P. (Simon Fraser)

Valerie Murray, C.G.A.
B. Comm. (Manitoba)
M.Ed. (British Columbia)

Lois Nelson
B.A. (British Columbia)

Wayne Nickel, C.E.A.P.
R.S.W., M.S.W. (Carleton)

Phyllis Norris
B.S.W. (British Columbia)

John O'Brien, C.G.A.

Linda Olsen, C.D.A.

Frances Paski
B.Sc. (Carleton)
P.D.P., P.D.B. (Simon Fraser)

John Patterson
B.A., Teach.Cert. (Simon Fraser)

Dorothy Phillips, R.D.H.
B.Sc. (Washington)

Dawn Repin
B.Ed. (British Columbia)

Bryan Richards
B.A., Teach.Cert.
(British Columbia)

Lynne Ronneseth, C.A., C.M.C.
B.Sc., B.Ed., M.A. (Dalhousie)

Donna Rosentreter, R.N.
B.S.N., M.Ed. (Alberta)

Michele Rosko, C.D.A., I.D.
Dipl.Ad.Ed. (VCC)

Gordon Rudolph
B.Sc., Teach.Cert., M.Ed.
(British Columbia)

Moira Schulte
B.Sc. (Edinburgh)

Tracy Scott
B.B.A. (Simon Fraser)

Dale Smith
B.A. (British Columbia)
M.A. (Washington)

John Symons

Vijay Verma, P.Eng.
B.Sc. (India)
M.Eng. (Tech. Nova Scotia)
M.B.A. (British Columbia)

Joanne Vestvik, I.D., R.D.H.
B.Sc., M.Ed. (Idaho)

Edie Wan, C.G.A.
B.A. (Winnipeg)
B.Comm. (Manitoba)

Keith Whitmore, C.G.A., P.Eng.,
C.H.E., C.C.E.
B.Sc., M.Sc., M.B.A. (Alberta)

Gary Zilkie, C.G.A.
B.Comm. (British Columbia)

Tutors, Open University

Veda Abu-Bakare
B.Sc. (Toronto)
M.Math. (Waterloo)

Jack Adamowicz
B.A. (Alberta)
M.Sc. (Calgary)
Ph.D. (Western Ontario)

Gerardo Avila
M.A. (British Columbia)

Gerry Baillargeon
Ph.D. (British Columbia)

Alexander Beveridge
B.Sc.Hon., Ph.D. (Glasgow)
M.B.A. (Alberta)

Linda Bruneau
B.A. (Quebec)

Leslie Buffam
B.A. (Victoria)
M.A. (British Columbia)

Donald Burton
Ph.D. (London)

Margaret Cadwaladr
B.A., M.A. (British Columbia)

Rosemary Carter
Ph.D. (British Columbia)

Trevor Chandler
B.Sc. Hons. (Guelph)
Ph.D. (Simon Fraser)

Jean Coates Cleary
M.A. (Victoria)

Maricela Corzo-Pena
B.A. (Havana)
M.A. (Simon Fraser)

Judith Dillon
B.A. (Oberlin College)
M.A., Ph.D. (McGill)

Robert Drislane
B.Sc. Hons., M.Sc. (London)
Ph.D. (London School of Economics)

Mike Edgell
B.A. Hons., Ph.D. (Birmingham)
M.Sc. (London)

Sandra Foster
B.S.N., M.S.N. (British Columbia)

Bob Fuhr
M.A. (McGill)

Peter Fuhrman
B. Comm., M.B.A. (Alberta)

Kuldip Gill
Ph.D. (British Columbia)

Martin Guderna
Dip. (OCA), (ABA–Florence)

Angus Gunn
M.A. (British Columbia)

Bernadette Harris
B.Sc. (Illinois)
M.Sc. (San Diego State)
Ph.D. (Virginia)

Patricia Hartford
M.A. (Brigham Young)

David Heinimann
B.A. (Western Ontario)
M.A., Ph.D. (McGill)

David Holm
Ph.D. (Yale)

Richard Humphries, C.M.A.
B.A., M.B.A. (Simon Fraser)

Lynne Hurd, R.N.
B.S.N. (Alberta)

Iserdeo Jainarain
Ph.D. (Manitoba)

Kearnon Kanne
B.A. (Simon Fraser)
M.F.A. (Mills)

Mary Ann King
B.A. (Prince Edward Island)
M.A., Ph.D. (British Columbia)

Richard Bruce Kirkley
Ph.D. (Toronto)

Darren Kopetsky
M.H.S.A. (Alberta)

Mary Kruger
B.S.N., M.S.N., Ed.D.
(British Columbia)

Ronald Lakes
B. Comm., B.A. (Saskatchewan)
M.A. (Toronto)
M.B.A. (British Columbia)

Gwyneth Lewis
M.A. (British Columbia)

James Lindfield
Dip. (ECCAD)
M.A. (CIHE)

Ken Lum
B.A. Hons. (British Columbia)
M.Sc., Ph.D. (Purdue)

Dennis W. H. McGuire
B.A. Hons. (Windsor)
M.A. (McMaster)
Ph.D. (Simon Fraser)

John Marasigan
B.A. Hons., B.S.Ed. Hons.
(St. Louis, Philippines)
M.Ed. (Loyola)
M.A., M.B.A. Spec., Ph.D.
(Louvain)

Laurain Mills
B.A. (Victoria)
M.A., Ph.D. (Western Ontario)

Megan Mills
B.A., M.B.A. (Manitoba)

Rocky Mirza
B.Sc. (London)
Ph.D. (Simon Fraser)

Chris Morgan
B.Sc. Hons., M.Sc., Ph.D.
(Memorial)

Yolande Morin
M.A. (British Columbia)

Denise Neilsen
B.Sc. Hons. (London)
M.Sc. (Queen's)
Ph.D. (McGill)

Eric Nellis
Ph.D. (British Columbia)

Doug Nicol
B.A. (Simon Fraser)
M.A. (British Columbia)

Gary Parkinson
B.A., M.A. (Saskatchewan)
Ph.D. (British Columbia)

David Phillips
B.Sc. Hons. (Surrey)
M.Sc. (Aston)

Terrance Power
B.A. (St. Mary's)
LL.B., M.P.A. (Dalhousie)
M.B.A. (Asia Pacific)

Diane Purvey
M.A. (Victoria)

Norman Reed
B.Sc., M.Sc., Ph.D. (Waterloo)

Alice Rich
Dip. (ECCAD)
B.A. (British Columbia)

Valerie Ruhe
B.Ed. (Concordia)
M.A. (British Columbia)

Mark Salopek
B.A., B.Comm., M.A. (Alberta)
Ph.D. (Cambridge)

Mohsen Shoja-Nia
B.A., M.S.M.S. (Miami)

Donald Sinclair
B.Sc., M.Sc. (Manitoba)
Ph.D. (British Columbia)

Donald Stanley
B.A. (British Columbia)
M.A. (State: New York at Binghamton)
Ph.D. (British Columbia)

Val Sutherland
M.A. (British Columbia)

Mary Taitt
B.Sc. (London)
M.Sc. (Durham)
Ph.D. (British Columbia)

Sandra Taylor
B.A., M.Sc., Ph.D.
(British Columbia)

Trudy Temple
B.B.A. (Simon Fraser)

Robert Verner
B.Sc., Teach.Cert.
(British Columbia)
M.Sc. (Eastern Washington)

Jill Wade
B.A. (Manitoba)
M.A., B.L.S., M.A.
(British Columbia)
Ph.D. (Simon Fraser)

Alastair Watt
M.A. (Aberdeen)
Dip.Ad.Ed., M.Ed.
(British Columbia)
Ph.D. (Exeter)

Keith Whitmore, C.G.A., P.Eng.,
C.H.E., C.C.E.
B.Sc., M.Sc., M.B.A. (Alberta)

June Williams
B.Sc. Hons. (St. Francis Xavier)
M.Sc. (Alberta)

Lucia Worthington
A.A. (Chaffey)
B.A., B.A. (California Polytechnic)
M.A. (Claremont)

Mahmoud Ziaei
B.Sc. (Tabriz)
M.Sc. (Essex)
Ph.D. (Oxford)

Gary Zilkie, C.G.A.
B.Comm. (British Columbia)

Academic Council, Open University

Chair
Martin Petter

Deans
Sharon Meen

Diane Reed

Registrar
Norma Macovi

Associate Deans
Françoise de Pauw

Wendelin Fraser

Louis Giguère

Jane Munro

Senior Tutors
Veda Abu-Bakare

Leslie Buffam

Trevor Chandler

Mary Ann King

Ronald Lakes

Gary Parkinson

Donald Stanley

External Members
Margaret Anderson
B.A., M.A., Ph.D. (Michigan)

David Dolphin
B.Sc., Ph.D., D.Sc. (Nottingham)

Gordon Farrell, C.M.A.
M.B.A. (Simon Fraser)

Barbara Girard
B.A. (OU British Columbia)
M.B.A. (Asia Pacific)

David Holm
B.Sc. (British Columbia)
Ph.D. (Connecticut)

Carol Jillings
B.S. (San Francisco)
M.S.N. (British Columbia)
Ph.D. (Union Institute)

Peter Kennedy
B.A. (Quebec)
Ph.D. (Wisconsin)

Valerie Kuehne
B.Sc.N. (Alberta)
M.Ed. (Loyola)
M.A., Ph.D. (Northwestern)

Greg F. Lee
B.Sc., M.Sc., Ph.D.
(British Columbia)

Stanley Shapiro
A.B. (Harvard)
M.B.A. (Wharton)
Ph.D. (Pennsylvania)

Peter Smith (Co-Chair)
B.A. (British Columbia)
M.A., Ph.D. (Yale)

Paul West
B.Sc., Ph.D. (McMaster)

OLA Board Member
Elmer Froese
B.Ed., B.A. (Saskatchewan)
M.Ed., Ed.D. (Houston)

Secretary
Angela Gauld

Student Services

Registrar
Norma Macovi
B.A. (Saskatchewan)
M.Ed. (British Columbia)

Associate Registrars
Sueling Chang
B.Sc. (West Indies)

Bob Ruf
B.Sc. (Saskatchewan)

Financial Aid Officer
Gordon Down
B.A. (Trinity Western)

Disability Services Advisors
Bruce Mesman
M.Ed. (Simon Fraser)

Gregory Travers, A.R.P.
Dip. (BCIT)

First Nations Education Advisor
TBA

International Credential Evaluation Service (ICES)

Director
Lurline Langbell

Manager
Rosalie Phillips
B.A. Hons. (Victoria)

Institutional Research and Planning

Director
Don Black
B.A. (Simon Fraser)
M.A. (Carleton)

Head Librarian (on leave)
Connie Fitzpatrick
B. Mus., B.L.S. (British Columbia)

Head Librarian (acting)
Lea Starr
B.Sc. (Alberta)
M.L.S. (Toronto)

Reference Librarian
Joyce Wong
B.A. (York)
B.F.A. (ECIAD)
M.L.I.S. (British Columbia)

Student Services Librarian
Barbara Webb
B.A. (Western Ontario)
M.L.S. (McGill)

INDEX

A

Academic regulations / 31–46
Accounting (ADMN, BUSM) / 118, 130
Accreditation / 7, 87–92
Administrative studies
  accreditation / 7, 87–92
  certificate programs / 71–74
  courses (ADMN, BUSM) / 118–123, 129–132, 214, 215
  courses chart / 87–89
  degree programs / 78–86
  diploma programs / 75–77
  programs chart / 70
Admissions / 15–19
Adult Basic Education (ABE)
  certificate programs / 4, 49
  course list / 49–50
  diploma program / 4, 49
  financial aid / 26
Advisors, student / 12–14
Ageing, study of (see Gerontology)
Agricultural studies (AGEC, AGSC) / 123–124
(see also Food science)
Animal science (APSC, BISC) / 124, 128, 129
Anthropology (ANTH) / 124, 215
Apiculture (APSC) / 124
Appeals / 34–38
  of grades / 44–45
Application for Transfer Credit form / end of calendar
Applied science (APSC) / 124
Archaeology (ARCH) / 125
Arts, degree programs / 52–67
Asian studies (ASIA) / 125
Assessment
  English / 13
  mathematics / 13
  (see also Portfolio-assisted assessment; Prior learning assessment; Transfer credit)
Astronomy (ASTR) / 126
Audit, course option / 12
Awards / 27–29

B

Bachelor degrees (see Degree programs)
Beekeeping (APSC) / 124
Biology (BISC) / 126–129, 215
British Columbia Institute of Technology
  address / 237
  collaborative degree program / 83
Bursaries / 26–27
Business
  accreditation / 7, 87–92
  certificate programs / 71–74
  courses (ADMN, BUSM, ENTR, WKPL) / 118–123, 129–132, 167, 211–212, 214, 215, 220
  courses chart / 87–89
  degree programs / 78–86
  diploma programs / 75–77
  programs chart / 70
Business communication (ENGL) / 163

C

Calculus (MATH) / 189–192
Camosun College, address / 237
Canadian studies (CNST, SOST) / 139–140, 208–209
(see also First Nations; Geography; History; Political science; Sociology; Women's Studies)
Cancelling a registration / 38
Capilano College
  address / 237
  collaborative degree program / 84–86
Career planning
  courses (EDCP, PREP) / 153–154, 200
  services / 13–14
Certificate programs
  graduation procedures, requirements / 45
  overview / 4, 6
  programs offered:
  Adult Basic Education (ABE) / 4, 49
  Business Skills / 71
  Certified Dental Assisting / 98
  General Studies / 94
  Home Support Attendant / 84
  Management of Workplace Instruction / 73
  Management Studies / 72
  Office Skills / 71
  Social Service Worker / 102
  Workplace Leadership Foundation /74
Challenge examination, challenge project / 37–38, 99, 149
Chemistry (CHEM) / 133–135
Child and youth care (CYCA, ECED) / 144–147, 152
Clinical courses
  registration / 17
  registration cancellation / 38
Collaborative degree programs / 9, 58, 59, 60, 61, 62, 63, 80–81, 82, 83, 84–86, 107–108, 109, 110, 242
College of New Caledonia, address / 237
College of the Rockies, address / 237
Commerce (ADMN, BUSM, ECON) / 119–120, 122, 123, 129, 130–132, 152–153, 212, 214
Communication (CHHS, CMNS, ENGL, WKPL) / 135–136, 159–160, 215, 220
Community economic development (CEDE) / 132
Computer animation (see FINA 229 in course descriptions section) / 170–171
Computer applications (CMPT, DTEC) / 136–139, 152, 217
Computer science (CPSC, ITEC) / 140, 218
Computer studies (CMPT, ITEC) / 136–137, 218
Counselling (CHHS, CNPS, EDUC, SSWP) / 139, 155, 210, 215
Course
  audit / 12
  challenge / 37–38, 99, 149
  change / 39
  completion time / 18, 38–40, 115
  costs / 13, 23–25
  credit / 12
  credit-free / 12
  descriptions / 113–220
  disclaimer / iii
  examination / 18–19, 41–43
  extension / 18, 39–40
  fees / 22–25
  formats / 2, 116
  on-line / 2, 116
  overview / 1–2
  prerequisites / 13
  registration / 16–17
  registration cancellation / 38
  registration form / end of calendar
  scheduling / 2, 17–18, 115
  start date / 17–18, 115
  subject index / 117
  Web / 2, 116, 218
  withdrawal / 19, 38–39
Credential evaluation of international studies / 21, 241
Credit banking (see Prior learning assessment)
Credit, course option / 12
Credit-free, course option / 12
Criminal records search / 101
Criminology (CRIM) / 140–144, 216
(see also Sociology)

D

Data base management (CMPT, DTEC) / 136–139, 152
Degree programs
  general education requirements / 54
  graduation procedures, requirements / 45
  overview / 8–9
  programs offered:
  Associate of Arts / 52
  Associate of Science / 53
  Bachelor of Arts, Concentration in Business Administration / 79

Bachelor of Arts, General Program / 55
Bachelor of Arts, Major Program / 56–57
Bachelor of Business Administration / 78–79
Bachelor of Business Administration (Public Sector Management Option) / 80–81
Bachelor of Design / 58
Bachelor of Fine Art / 59
Bachelor of General Studies / 95
Bachelor of Health Science (Physiotherapy) / 107–108
Bachelor of Health Science (Psychiatric Nursing) / 109
Bachelor of Health Science (Respiratory Therapy) / 110–111
Bachelor of Music (Jazz Studies) / 60
Bachelor of Music (Performance) / 61
Bachelor of Music Therapy / 62
Bachelor of Science, General Program / 64–65
Bachelor of Science in Nursing / 111
Bachelor of Science, Major Program / 66–67
Bachelor of Technology (Computing) / 82
Bachelor of Technology (Technology Management) / 83
Bachelor of Tourism Management / 84–86
Master of Music Therapy / 63
Dendrology (FRST) / 173–175
Dental assisting
courses (DENT) / 147–151
programs / 98–99
Deposits / 24
Design, degree program / 58
Diploma programs
graduation procedures, requirements / 45
overview / 4
programs offered:
Adult Basic Education (ABE) / 49
Fire Services / 75
General Studies / 94
Information Technology Management / 75
Management Studies / 76
Disabilities, students with,
course examination / 41
extension / 38–40
financial aid / 26
services / 3, 14
Douglas College
address / 238
collaborative degree program / 109

E

Early childhood education (ECED, EDUC) / 152, 157, 217
Economics (ADMN, AGEC, CEDE, ECON) / 119, 123, 132–133, 214
Ecosystems (BISC, CHEM, ENVS, EOSC) / 128, 129, 134–135, 167–168
Education (EDST, EDUC, LANE, LAWT) / 154–159, 187–188, 216–217
adult (ADED, EDUC) / 118, 155
counselling (CHHS, CNPS) / 137, 215
curriculum development (EDCI, SSED) / 153, 209
early childhood (ECED, EDUC) / 152, 157, 217
law for teachers (LAWT, SSED) / 188, 209
reading instruction (READ) / 206
Educational collaborations / 9, 73, 75, 242
(see also Collaborative degree programs)
Educational psychology (EDUC, EPSE) / 154, 168
Emily Carr Institute of Art and Design, address / 237
Engineering (CIVL) / 135
English (ENGL) / 159–167, 217
English as a second language (ELT, ESL) / 159, 168–169
Entrepreneurship (BUSM, ENTR) / 129, 167
Enrolment / 2–3, 15, 32
Environmental studies (CIVL, ENVS, EOSC, RMES, SOIL) / 135, 167–168, 206, 208
Ethics (see Philosophy)
Examination
absence from / 42
admission to / 41–42
centres / 41
challenge / 37–38, 99
conduct / 42
eligibility for / 41
dates / 19, 41
fees / 25
illness during / 43
release of / 43
rush marking / 43
scheduling / 18–19, 41–43
special arrangements / 41
students with disabilities / 41
Extension / 38–40

F

Family studies (CNPS, CYCA, HIST, SOCI) / 139, 147, 182, 208
(see also Child and youth care)
Fees
audit / 12, 23
certificate of completion / 25
course administration / 24
course challenge / 38
course materials / 23
credit-free / 12, 23
deposit, rental / 24
examination / 18, 25, 41, 43
extension / 18, 25, 39
formal appeal / 25, 44–45
income tax receipt / 25
international students / 23
Letter of Permission / 25
other institutions / 22, 23
portfolio-assisted assessment / 38
re-assessment / 50
refund / 38
repeat registration / 40
senior citizens / 22
textbooks, supplies / 24
transcript / 25
transfer credit assessment / 25, 36
tuition / 22
Film studies (FILM) / 169
(see also Computer animation)
Finance (ADM, BUSM, WKPL) / 118–123, 129–132, 212, 214
Financial aid / 26–28
Fine art
courses (FINA) / 169–171
degree programs / 58, 59
Fire Services, diploma program / 75
First Nations
courses (FNST) / 171, 218
learning centres / 241
programs, services / 3, 14, 241–242
resources / 242–243
Fish biology (ANSC) / 124
Food science (FOOD) / 171
(see also Agricultural studies; Kinesiology)
Forestry (FRST) / 173–175
(see also Wood products)
Formal learning assessment (see Prior learning assessment)
Forms
Application for Transfer Credit / end of calendar
Course Registration / end of calendar
Freedom of Information and Protection of Privacy Act / ii, 45–46
French language (FREN) / 171–173, 218

G

General education requirements, OU degrees / 54
General studies
  certificate program / 94
  degree program / 95
  diploma program / 94
Genetics (BISC) / 127
Geography (EOSC, GEOG) / 167–186, 175–176
Geology (GEOL) / 177–177
German language (GERM) / 177
Gerontology (GERO) / 177, 178
Grade point average (GPA) / 35, 43–44
Grades / 35, 43–45
Graduation procedures, requirements / 19, 45
Grants / 26–28

H

Health science
  certificate programs / 98–103
  continuing education / 112
  courses (HEAL) / 178–179, 218
  (see also Dental assisting; Gerontology; Kinesiology; Nursing)
  degree programs / 107–111
  refresher programs / 104–106
History (HIST) / 179–183, 218
Home care nursing (NURS) / 193, 194, 195, 219
Home Support Attendant
  certificate program / 100
  courses (HOME) / 183–184
Hours of study / 5, 18, 115
Humanities (HUMN) / 185, 218
(see also English; History; Philosophy)

I

Income tax receipt / 25
Industrial relations (ADMN) / 120
Information systems (BUSM, CMPT, CPSC) / 132, 136–139, 140, 216
Information technology (CMPT, DTEC, ITEC) / 136–137, 152, 218
Institute of Indigenous Government, address / 237
International Credential Evaluation Service (ICES) / 21, 241
International relations (HIST, POLI) / 183, 200
International students / 15, 23
Internet
  courses / 2, 116
  skills (ITEC) / 218

J

Japanese language (JAPN) / 185
Justice Institute of British Columbia
  address / 237
  collaborative diploma program / 75

K

Kinesiology (KINE) / 185–187, 219
Knowledge Network / 241
Kwantlen University College, address / 237

L

Laboratory courses
  registration / 17, 115
  registration cancellation / 38
Langara College, address / 238
Language Proficiency Index (LPI) / 13
Law
  and psychology (PYSC) / 206
  Business (BUSM) / 131
  Criminology (CRIM) / 140–144, 216
  for teachers (LAWT, SSED) / 188, 209
Learning resources available for purchase or adaptation / 242
Letter of Permission / 25, 36
Library
  courses (LANE , LIBE) / 187, 188
  services / 14
Linguistics (ENGL, LING) / 164, 219
Literature (ENGL) / 160–167, 217
Loans / 27–28

M

Mail services / 17
Malaspina University College, address / 237
Management of Workplace Instruction, certificate program / 73
Management studies / 70
  certificate program / 72
  courses (ADMN, BUSM, ENTR, WKPL) / 118–123, 129–132, 167, 211–212, 214, 215, 220
  diploma program / 76
Marketing (ADMN, BUSM) / 122, 130–131, 132
Marketing department, OLA / 242
Mathematics (MACM, MATH) / 188–192
M, grade / 12, 44
Museum studies (GEST) / 178
Music
  courses (MUSC) / 192
  degree programs / 60, 61

N

Nicola Valley Institute of Technology, address / 237
Non-formal learning assessment (see Prior learning assessment)
Northern Lights College, address / 238
North Island College, address / 238
Northwest Community College, address / 238
Nursing
  courses (APST, NURS, PNRP) / 125, 192–195, 198–200, 215, 219
  degree programs / 107–111
  refresher programs / 104–106
Nutrition (HOME, KINE) / 183, 185–186

O

Oceanography (EOSC) / 168
Okanagan University College, address / 237
On-line courses / 2, 116, 218
Open School / 240
Operations management (ADMN) / 119, 214, 215
Organizational behaviour (ADMN, BUSM) / 120, 131–132

P

Performing arts, degree programs / 60, 61
(see also Computer animation)
Philosophy (PHIL) / 195–197
Physical education/recreation (PHED) / 195
Physics (PHYS) / 197–198
Physiotherapy, degree program / 107–108
Plant science (PLNT) / 198
Political science (POLI) / 200, 219
Portfolio-assisted assessment / 37–38
Postage, course cost / 23
Post-secondary institutions in BC, public
  addresses / 237–238
  distance education programs / 221–236
Practical Nurse Refresher
  courses (PNRP) / 198–200
  programs / 105
Prior learning assessment / 3, 21, 37–38
Professional accreditation / 7, 87–92
Programs
  admission to / 15
  overview / 1–9
Psychiatric Nursing, degree program / 109
Psychology (PSYC) / 200, 206, 219, 220
(see also Child and youth care; Criminology)
Public sector management (ADMN) / 119, 214
  degree program / 80–81
Publishing (CMNS) / 135–136, 215, 216

R

Recreation (PHED) / 195
Refunds, deposits / 24, 38–39
Registration / 15–19
Registration form / end of calendar
Rentals / 24
Repeat registration / 40
Repiratory Therapy, degree program / 110–111
Royal Roads University
  address / 234, 237
  distance education programs / 234–235

S

Science
  degree programs / 64–67
  general science course (SCIE) / 206
  (see also Agricultural studies; Animal science; Astronomy; Biology; Chemistry; Environmental studies; Food science; Forestry; Geography; Geology; Physics; Plant science; Soil science)
Selkirk College, address / 238
Senior citizens, fees for / 22
Services for students / 2–3, 13–14
Simon Fraser University
  address / 222, 237
  course change, completion, extension, withdrawal / 18, 38–40, 115
  deposits, refunds / 24
  distance education programs / 222–227
  enrolment / 17, 20, 115
  examination / 19, 43
  registration / 16–18, 115
  registration cancellation / 38
  repeat registration / 40
  telephone services / 23
  textbooks, supplies / 24
  tuition fees / 22
Social sciences (ANTH, ECON, POLI, SOCI, SOST) / 119, 123, 124, 132–133, 200, 206–209, 214, 215, 219
Social service, courses in (SSWP) / 209–211
Social Service Worker, certificate program / 102
Sociology (SOCI) / 206–208, 220
(see also Canadian studies; Child and youth care; Criminology; Organizational behaviour; Social sciences)
Soil science (SOIL) / 208
Spanish language (SPAN) / 209
Statistics (ADMN, ECON, FRST, MATH, PSYC, SOCI, STAT) / 119, 122, 153, 174, 188, 190, 191, 201, 207, 211
Student
  advisors / 12–14
  conduct, regulations / 32–34, 42
  loans / 27–28
  records / 45–46
  (see also Grades; Transcripts)
  services / 2–3, 12–14
Substance abuse (CYCA) / 146–147
Sustainable development / 128, 129, 135

T

Technical University of British Columbia
  address / 237
  distance education programs / 236
Technology management
  degree programs / 82–83
  diploma program / 75
Telephone services / 2, 23
Tourism management, degree program / 84–86
Transcript / 44
  fee / 25
  (see also Grades)
Transfer credit / 3, 20–21, 34–37
Tuition fees / 22–23

U

University College of the Cariboo
  address / 237
  collaborative degree program / 110–111
University College of the Fraser Valley
  address / 237
  collaborative degree program / 111
University of British Columbia
  address / 237
  course change, completion, extension, withdrawal / 18, 38–40, 115
  deposits, refunds / 24
  distance education programs / 228–229
  enrolment / 17, 20, 115
  examination / 19, 43
  registration / 16–18, 115
  registration cancellation / 38
  repeat registration / 40
  telephone services / 23
  textbooks, supplies / 24
  tuition fees / 22
University of Northern British Columbia
  address / 237
  distance education programs / 236
University of Victoria
  address / 237
  course change, completion, extension, withdrawal / 18, 38–40, 115
  deposits, refunds / 24
  distance education programs / 230–233
  enrolment / 17, 20, 115
  examination / 19, 43
  registration / 16–18, 115
  registration cancellation / 38
  repeat registration / 40
  telephone services / 23
  textbooks, supplies / 24
  tuition fees / 22
Urban studies (GEOG) / 176

V

Vancouver Community College, address / 238
Video, in courses / 2, 116

W

Web
  courses / 2, 116
  skills (ITEC) / 218
Withdrawal, from course / 38–39
Women's studies (WOST) / 213
Wood products (WOOD) / 212
Workplace leadership
  courses (WKPL) / 211–212, 220
  Foundation Certificate / 74
Workplace Training Systems / 240
Writing (ENGL) / 159–164, 217

Y

Year 2000 (Y2K), compliance / ii, 116

OPEN LEARNING AGENCY
Canada's Lifelong Learning Provider

COURSE REGISTRATION

Student Services, Box 82080, Burnaby, BC V5C 6J8

DO YOU HAVE AN OLA STUDENT NUMBER?
YES ☐ NO ☐
IF YES, ENTER IT HERE:

PERSONAL DATA (PRINT CLEARLY)

1 SURNAME (legal)

2 GIVEN NAMES (in full as on birth certificate)

3 PREVIOUS SURNAME (If applicable)

4 MAILING ADDRESS

MAILING ADDRESS—SECOND LINE (if necessary)

5 CITY / TOWN / VILLAGE

6 PROVINCE / STATE

7 POSTAL CODE / ZIP CODE

8 COUNTRY

9 HOME TELEPONE NUMBER
Area Code

10 BUSINESS TELEPHONE NUMBER
Area Code Local

11 E-MAIL ADDRESS (print clearly)

12 DATE OF BIRTH
Day Month Year

13 GENDER
M ☐ F ☐

14 COUNTRY OF CITIZENSHIP

15 VISA STATUS (Non-Canadian) IF RESIDING IN CANADA
☐ Student ☐ Permanent Resident (Landed Immigrant) ☐ Visitor ☐ Work Permit ☐ Diplomat ☐ Other

16 EMPLOYMENT TYPE (see reverse)

17 EDUCATION LEVEL (see reverse)

18 EDUCATION GOAL (see reverse)

19 BC PEN (if known; see reverse)

20 ARE YOU ATTENDING A SECONDARY SCHOOL?
YES ☐ NO ☐

21 **VOLUNTARY DISCLOSURE**

These questions are optional and will not affect eligibility for courses and programs.

Do you have a disability? YES ☐ NO ☐
If yes, do you wish to be contacted by our Disabilities Services staff? YES ☐ NO ☐
Are you of First Nations ancestry? YES ☐ NO ☐
If yes, do you wish to be contacted by our First Nations Services staff? YES ☐ NO ☐
Are you a member of the Canadian Forces Community College Network? YES ☐ NO ☐

Complete the Prerequisites Declaration on the reverse side of this form. Incomplete forms cannot be processed.

COURSES

LETTER CODE	NUMBER	FORMAT *	COURSE TITLE	FEE	OFFICE USE ONLY
			TOTAL FEES	$	

* Format may be print, on-line, Web, or video.

REGISTRATION PAYMENT (Payment is deposited on receipt.)

☐ CHEQUE ☐ VISA ☐ MASTERCARD
☐ SPONSORED (Attach the sponsor's letter of authorization.)
☐ FINANCIAL AID/AWARDS

TOTAL FEES _____

EXPIRY DATE
Month / Year

CARD NUMBER

Name on Card (print clearly) _____

Cardholder's Signature _____

I hereby certify that the information I have submitted on this registration is true and correct. Completion of this signed form permits the Open Learning Agency to request and/or confirm any information necessary to support my registration. Falsification of any documents or information submitted will result in the immediate cancellation of admission or registration at the Open Learning Agency and this information will be shared with other educational institutions. In signing this application I understand that the information collected on this form is collected under the authority of the Open Learning Agency Act. The information provided will be used for the sole purposes of registration, resource development, and other purposes consistent with the mandate of the Open Learning Agency.

Student's Signature _____ Date _____

EMPLOYMENT TYPE (enter in Box 16)

Select the code corresponding most closely to your present main activity and enter it in **Box 16** on the front of this form.

A. Student
B. Employed
C. Unemployed
D. Retired
E. Undeclared
F. Incarcerated (e.g., in prison) (Used for administrative purposes only.)

EDUCATION LEVEL (enter in Box 17)

Select the code corresponding most closely to the highest level of education that you have completed and enter it in **Box 17** on the front of this form. This is for advising and statistical purposes only and will not affect eligibilty for courses or programs.

21 Elementary
22 Some secondary
23 Secondary school graduate
24 Some post-secondary
25 College certificate/diploma
26 University degree
27 Undeclared
28 Other

EDUCATION GOAL (enter in Box 18)

Indicate your goal in applying to the Open Learning Agency. Select the most appropriate code and enter it in **Box 18** on the front of this form. This information will be used for advising and statistical purposes.

10 Grade 10/11 Certificate
12 Grade 12 Provincial Diploma
AS Associate Degree (Open University)
BA Bachelor's Degree (Open University)
CE Certificate (Open College)
CR General Upgrading
DI Diploma (Open College)
GE General Interest, Career Upgrading
TC Transfer Credit
00 Undeclared

OFFICE USE ONLY

Date _____ Initial _____

BC PEN (PROVINCIAL EDUCATION NUMBER) (Box 19)

Student personal information contained on this form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner.

Direct questions to Student Services, Open Learning Agency, (604) 431-3300 (Yukon residents may call collect) or 1-800-663-9711 (toll-free in BC).

PREREQUISITES DECLARATION

Before registering, check if the course in which you wish to enrol is available. Course prerequisites are listed in the calendar. Visiting students are not normally required to submit transcripts. If you have questions regarding course prerequisites or wish to register in three or more courses, contact Student Services.

COURSE SELECTED	INDICATE HOW AND WHEN YOU MET THE REQUIRED PREREQUISITES	HOURS PER WEEK AVAILABLE FOR STUDY

REGISTER BY TELEPHONE

(604) 431-3300
(Yukon resident may call collect)
1-800-663-9711 (Toll-free in BC)

REGISTER BY FAX

(604) 431-3382

REGISTER BY MAIL

Open Learning Agency
Student Services
Box 82080
Burnaby, BC V5C 6J8

REGISTER IN PERSON

Open Learning Agency
Student Services
4355 Mathissi Place
Burnaby, BC

REGISTER ON-LINE

www.ola.bc.ca/ou/services/enrol.html

OPEN LEARNING AGENCY
Canada's Lifelong Learning Provider

APPLICATION FOR TRANSFER CREDIT

Admissions, Box 82080, Burnaby, BC V5C 6J8

DO YOU HAVE AN OLA STUDENT NUMBER?
YES ☐ NO ☐
IF YES, ENTER IT HERE:

GENERAL INFORMATION

- Applicants applying for transfer credit are declaring a program at Open College and Open University, and their permanent record will reflect this information.
- Visiting students are not normally required to complete this form or submit transcripts.
- Follow the instructions given to complete both sides of the form. For further information, contact Student Services, Education Information, (604) 431-3300 (Yukon residents may call collect) or 1-800-663-9711 (toll-free in BC).
- Submit the completed form, documents, and assessment fee by mail to Admissions, Open Learning Agency, at the above address, or in person at 4355 Mathissi Place, Burnaby, BC.

PERSONAL DATA (PRINT CLEARLY)

1 SURNAME (legal)

2 GIVEN NAMES (in full as on birth certificate)

3 PREVIOUS SURNAME (If applicable)

4 MAILING ADDRESS

MAILING ADDRESS—2ND LINE (if necessary)

5 CITY / TOWN / VILLAGE

6 PROVINCE / STATE

7 POSTAL CODE / ZIP CODE

8 COUNTRY

9 HOME TELEPONE NUMBER
Area Code

10 BUSINESS TELEPHONE NUMBER
Area Code Local

11 E-MAIL ADDRESS (print clearly)

12 DATE OF BIRTH
Day Month Year

13 GENDER
M ☐ F ☐

14 COUNTRY OF CITIZENSHIP

15 VISA STATUS (Non-Canadian) IF RESIDING IN CANADA
☐ Student ☐ Permanent Resident (Landed Immigrant) ☐ Visitor ☐ Work Permit ☐ Diplomat ☐ Other

ACADEMIC INTENTION

From the list below select the program you wish to complete and enter the code in Box 16.

16 PROGRAM

17 B.A. MAJOR PROGRAM SPECIALIZATION
English ☐ History ☐ Psychology ☐ Sociology ☐

18 B.A. GENERAL PROGRAM SPECIALIZATION 1 | B.Sc. GENERAL PROGRAM SPECIALIZATION 1

B.A. GENERAL PROGRAM SPECIALIZATION 2 | B.Sc. GENERAL PROGRAM SPECIALIZATION 2

B.Sc. GENERAL PROGRAM SPECIALIZATION 3

19 BC PEN (if known; see reverse)

ACADEMIC INTENTION

Select the program you wish to complete. Enter the code in Box 16.

CODE	PROGRAM
100004	Bachelor of General Studies
100005	Bachelor of Fine Art*
100006	Bachelor of Design*
100007	Bachelor of Music Therapy*
100011	Bachelor of Business Administration
100013	Bachelor of Arts, General Program**
100014	Bachelor of Science, General Program* †
100017	Bachelor of Arts, Major Program
100021	Bachelor of Health Science (Physiotherapy)*
100023	Bachelor of Health Science (Psychiatric Nursing)*
100024	Bachelor of Health Science (Respiratory Therapy)*
100028	Bachelor of Technology (Technology Management)*
100032	Bachelor of Music (Jazz Studies)*
100033	Bachelor of Music (Performance)*
100034	Bachelor of Science, Major Program (Biology)*
100037	Bachelor of Tourism Management*
100038	Bachelor of Technology (Computing)*
100039	Bachelor of Business Administration (Public Sector Management Option)*
100040	Bachelor of Science in Nursing*
300001	Master of Music Therapy*
400001	Associate of Arts
400002	Associate of Science
600004	Workplace Leadership Foundation Certificate
600006	Management of Workplace Instruction*
600012	Certificate in Business Skills
600013	Certificate in Management Studies
600018	Nurse Refresher Certificate
600019	Social Service Worker Certificate
600022	Certificate in General Studies
600032	Certificate in Office Skills
600033	Home Support Attendant Certificate
600037	Practical Nurse Refresher Certificate
600039	Certificate in Certified Dental Assisting
700004	Diploma in Management Studies
700005	Diploma in General Studies
700007	Diploma in Information Technology Management*
900001	Provincial Diploma (Grade 12)
900003	ABE Intermediate Level Certificate
900004	ABE Advanced Level Certificate

* A portion of the overall requirements for these programs are to be completed through other institutions, organizations, or OLA divisions. (See *OC and OU Calendar* for details.)

** Two subject specializations required.

† Three subject specializations required.

Other Open College and Open University programs if not listed above: _____

OPS-001(6/99)

OVER

RECORD OF PREVIOUS EDUCATION

- Applicants applying for transfer credit to a program are to submit all transcripts of formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application. Failure to do so may result in penalties being imposed and additional fees charged.
- Applicants are to arrange for official transcripts to be sent directly to Admissions, Open Learning Agency. Educational institutions will provide official transcripts on request. In extenuating circumstances, if original documents are not obtainable, OLA will accept notarized copies.
- Replaceable documents will not be returned. Transcripts/documents in a language other than English or French will require authenticated translation. Other supporting documents (course outlines,calendar), if not in English, will require authenticated translation. High school documents are only required if applying for transfer credit toward a high school-level program (Adult Basic Education).

NOTE: INTERNATIONAL DOCUMENTS

Individuals who have foreign documents (documents for studies completed outside Canada) and who have not had their documents evaluated as a result of a collaborative arrangement between Open University and another institution or professional association, may be required to have their documents evaluated by the International Credential Evaluation Services (ICES) before their application for transfer credit to a program will be considered. OLA Admissions will notify you if this is a requirement.

Institutions from which you are submitting transcripts:

NAME OF INSTITUTION	LOCATION (CITY OR COUNTRY)	DATE ENTERED YEAR	DATE ENTERED MONTH	DATE ENTERED YEAR	DATE ENTERED MONTH	CHECK IF TRANSCRIPT REQUESTED	CREDENTIAL AWARD

COMMENT _____

BC PEN (PROVINCIAL EDUCATION NUMBER) (Box 19)

Student personal information contained on this form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner.

Direct questions to Student Services, Open Learning Agency, (604) 431-3300 (Yukon residents may call collect) or 1-800-663-9711 (toll-free in BC).

I hereby certify that the information I have submitted on this registration is true and correct. Completion of this signed form permits the Open Learning Agency to request and/or confirm any information necessary to support my registration. Falsification of any documents or information submitted will result in the immediate cancellation of admission or registration at the Open Learning Agency and this information will be shared with other educational institutions. In signing this application I understand that the information collected on this form is collected under the authority of the Open Learning Agency Act. The information provided will be used for the sole purposes of registration, resource development, and other purposes consistent with the mandate of the Open Learning Agency.

Student's Signature _____ **Date** _____

PAYMENT FOR TRANSFER CREDIT ASSESSMENT
(Payment is deposited on receipt.)

☐ **CHEQUE** ☐ **VISA** ☐ **MASTERCARD**

☐ **SPONSORED (Attach the sponsor's letter of authorization.)**

TOTAL FEES _____ **EXPIRY DATE** ____ / ____ Month / Year

CARD NUMBER

TRANSFER CREDIT ASSESSMENT FEE

A non-refundable assessment fee is required to be submitted with this application.

- BC documents only $40.00
- Non-BC documents, or combined BC and non-BC .. $75.00

Name on Card (print clearly) _____

Cardholder's Signature _____

HOW TO REGISTER

Students should:

1. Select the course(s) they want to enrol in.
2. Ensure they have the prerequisites outlined in the course descriptions section of this calendar and state on the Course Registration form (located at the end of the calendar) how they meet the necessary prerequisites. For assistance contact Student Services, Education Information.
3. Confirm that they have the equipment required (such as access to the Internet for an on-line or Web course). Required equipment is specified in the course descriptions section of this calendar.
4. Be aware of the application deadline and the start date of the course, especially if the course originates with SFU, UBC, or UVic. For assistance contact Student Services, Education Information.
5. Disclose a disability if they require adaptive services, put this information on the Course Registration form, and submit an official written request, including relevant medical documentation, at least eight to ten weeks prior to the start date of the course.
6. Select one of the following methods of payment.

Note:

- Registrations are not processed until all course fees have been received.
- Payment is required in Canadian funds. Cheques are to be drawn on Canadian financial institutions.
- Payment is deposited on receipt.
- Payment is refunded for registrations not processed.

Register by telephone with Visa or MasterCard

Call Student Services, with course details and credit card information, on any weekday from 8:30 a.m. to 4:00 p.m.

Register by fax with Visa or MasterCard

Fax the completed Course Registration form in this calendar to Student Services. (Do not mail the original Course Registration form when it is sent by fax.)

Register by mail with Visa, MasterCard, cheque, or money order

Mail the completed Course Registration form with full fee payment to Student Services. Cheque or money order is payable to the Open Learning Agency.

Register in person with full fee payment

Visit Student Services on any weekday from 8:30 a.m. to 4:00 p.m., with full fee payment by Visa, MasterCard, debit card, cheque, money order, or cash.

Register on-line with Visa or MasterCard, or print the form and fax or mail with full fee payment

Complete the secure Course Registration form on the OC and OU Web site. Include credit card information. This information is transferred directly to OLA in an encrypted format. The OC and OU Web site also includes a printable version of the form which may be sent by mail or fax with full fee payment to Student Services.

Register by Telephone
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711
(Toll-free in BC)

Register by Fax
(604) 431-3382

Register by Mail
Open Learning Agency
Student Services
Box 82080
Burnaby, BC V5C 6J8

Register in Person
Open Learning Agency
Student Services
4355 Mathissi Place
Burnaby, BC

Register On-line
www.ola.bc.ca/ou/services/enrol.html

OPEN COLLEGE
OPEN UNIVERSITY
DIVISIONS OF THE OPEN LEARNING AGENCY

STUDENT SERVICES
Open Learning Agency
4355 Mathissi Place
Burnaby, BC
V5G 4S8

MAIL
Student Services
Open Learning Agency
Box 82080
Burnaby, BC
V5C 6J8

WEB SITE
www.ola.bc.ca/ou/

PHONE
(604) 431-3300
(Yukon residents may call collect)
1-800-663-9711 (Toll-free in BC)

FAX
(604) 431-3381
(604) 431-3382

E-MAIL
studentserv@ola.bc.ca



YEAR-ROUND REGISTRATION

FLEXIBLE COURSE SCHEDULING

VARIED COURSE FORMATS

TUTOR SUPPORT

STUDENT SERVICES

CREDIT FOR PRIOR LEARNING

CHOICE OF COURSES AND PROGRAMS

Career and College Preparation

Arts and Science

Business, Management, Technology, and Tourism

General Studies

Health and Human Services



Printed on Recycled Paper

ISBN 1-55162-912-7

C100438