



1981/82

Open Learning Institute
Calendar 1981-82

ALL KINDS OF PEOPLE . . . ALL KINDS OF PLACES

The Open Learning Institute's 1981-82 calendar features a variety of people from small communities all over B.C. They represent a large portion of OLI's clientele — people who want to continue their education but cannot attend regular classes because of the distance they live from a college, or because of the remote areas into which their work takes them. OLI course packages and student services have opened up the lives of many people who thought that a college education was closed to them.

Some of the people that you will see in these photographs live in spots where colleges do not exist; some live in towns where college facilities are available, but personal commitments do not allow them to attend classes. When schedules and circumstances permit, people in the photographed locations can continue their education in a campus-based institution if they so desire — OLI's co-operative relationship with other B.C. colleges makes this possible.

OLI is pleased to be able to serve the people of small-town B.C. In conjunction with the other colleges and institutes in this province, we are working to make life-long learning an option for everyone.

* Photographs courtesy of B.C.'s Ministry of Tourism.



Fishing Company, Butedale, B.C.

OPEN LEARNING INSTITUTE

7671 Alderbridge Way, Richmond, B.C.

MAILING ADDRESS:
Open Learning Institute
P.O. Box 94,000
Richmond, B.C.
V6Y 2A2

REGIONAL ADVISING CENTRES

All enquiries relating to student matters (registration, course materials, student services etc.) should be directed to the nearest regional advising centre.

Station-to-station collect calls will be accepted.

Kelowna Advising Centre
 1626 Richter Street,
 Kelowna, B.C.
 V1Y 2M3
 Tel: 762-7168

Kamloops Advising Centre
 543 St. Paul Street,
 Kamloops, B.C.
 V2C 2J8
 Tel: 374-2844

Nelson Advising Centre
 367 Baker Street,
 Nelson, B.C.
 V1L 4H6
 Tel: 352-2310

Prince George Advising Centre
 1531 Victoria Street,
 Prince George, B.C.
 V2L 2L4
 Tel: 563-4237

Richmond Advising Centre
 7671 Alderbridge Way,
 Richmond, B.C.
 V6Y 2A2
 Tel: 270-8021

Terrace Advising Centre
 3304 Kalum Street,
 Terrace, B.C.
 V8G 2N6
 Tel: 635-4961

Vancouver Downtown Centre
 This advising centre is operated cooperatively by a number of Lower Mainland educational institutions. General advice on educational programs is obtainable at this location.
 549 Howe Street,
 Vancouver, B.C.

Victoria Advising Centre
 #316-560 Johnson Street
 Victoria, B.C.
 V8W 3C6
 Tel: 385-1424

DIVISION OF STUDENT SERVICES AND REGISTRY

Students may occasionally need to contact the main offices in Richmond directly. A toll-free line is available.

Tel: 112-800-663-9711 (long distance, toll-free); 270-8021 (local calls)

ADMINISTRATIVE AND PROGRAM DEVELOPMENT DEPARTMENTS

270-4131

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PROVINCIAL EDUCATIONAL INSTITUTIONS

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The Opening Learning Institute is one of 23 provincially funded educational institutions which operates cooperatively to provide a wide range of educational opportunities to residents of British Columbia. Students are invited to contact any of the institutions listed below for information on educational opportunities available in their region.

* indicates institutions offering distance education programs.

PROVINCIAL INSTITUTES

	Phone
* OPEN LEARNING INSTITUTE	270-8021
Box 94,000, Richmond, B.C. V6Y 2A2	
* BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY	434-5734
3700 Willingdon Ave., Burnaby, B.C. V5G 3H2	
JUSTICE INSTITUTE OF BRITISH COLUMBIA	224-2311
Blake Hall, 4180 West 4th Ave., Vancouver, B.C. V6R 4J5	
PACIFIC MARINE TRAINING INSTITUTE	254-0741
2019 Dundas St., Vancouver, B.C. V5L 1J5	
PACIFIC VOCATIONAL INSTITUTE	434-5711
3650 Willingdon Ave., Burnaby, B.C. V5G 3H1	
EMILY CARR COLLEGE OF ART	687-2345
1339 Johnston St., Granville Island, Vancouver, B.C. V6H 3R9	

COLLEGES

CAMOSUN COLLEGE	592-1281
1950 Lansdowne Road, Victoria, B.C. V8P 5J2	
CAPILANO COLLEGE	986-1911
2055 Purcell Way, North Vancouver, B.C. V7J 3H5	
CARIBOO COLLEGE	374-0123
Box 3010, Kamloops, B.C. V2C 5N3	
COLLEGE OF NEW CALEDONIA	562-2131
3320-22nd Ave., Prince George, B.C. V2N 1P8	
DOUGLAS COLLEGE	521-4851
Box 2503, New Westminster, B.C. V3L 5B2	
EAST KOOTENAY COMMUNITY COLLEGE	489-2751
Box 8500, Cranbrook, B.C. V1C 5L7	
FRASER VALLEY COLLEGE	
East Campus, 45600 Airport Road, Chilliwack, B.C. V2P 6T4	792-0025
West Campus, 34194 Marshall Road, Abbotsford, B.C. V2S 5E4	853-7441
MALASPINA COLLEGE	753-3245
900-5th St., Nanaimo, B.C. V9R 5S5	
* NORTH ISLAND COLLEGE	339-5551
156 Manor Drive, Comox, B.C. V9N 6P7	
NORTHERN LIGHTS COLLEGE	782-5251
11401-8th St., Dawson Creek, B.C. V1G 4G2	
NORTHWEST COMMUNITY COLLEGE	635-6511
Box 726, Terrace, B.C. V8G 4C2	
OKANAGAN COLLEGE	762-5445
1000 KLO Road, Kelowna, B.C. V1Y 4X8	
SELKIRK COLLEGE	365-7292
Box 1200, Castlegar, B.C. V1N 3J1	
* VANCOUVER COMMUNITY COLLEGE	688-1111
Royal Bank Building, 675 West Hastings St., Vancouver, B.C. V6B 1N2	

UNIVERSITIES

* UNIVERSITY OF BRITISH COLUMBIA	228-2211
2075 Wesbrook Place, Vancouver, B.C. V6T 1W5	
* SIMON FRASER UNIVERSITY	291-3111
Burnaby, B.C. V5A 1S6	
* UNIVERSITY OF VICTORIA	477-6911
Box 1700, Victoria, B.C. V8W 2Y2	

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Governing Body
Academic and Administrative Officials

APPENDIX II—Regulations

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4. Examinations
5. Credit by Examination (Course challenge)
6. Final Grades
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1981**MAY**

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MARCH

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SCHEDULE OF IMPORTANT DATES

SUMMER SEMESTER

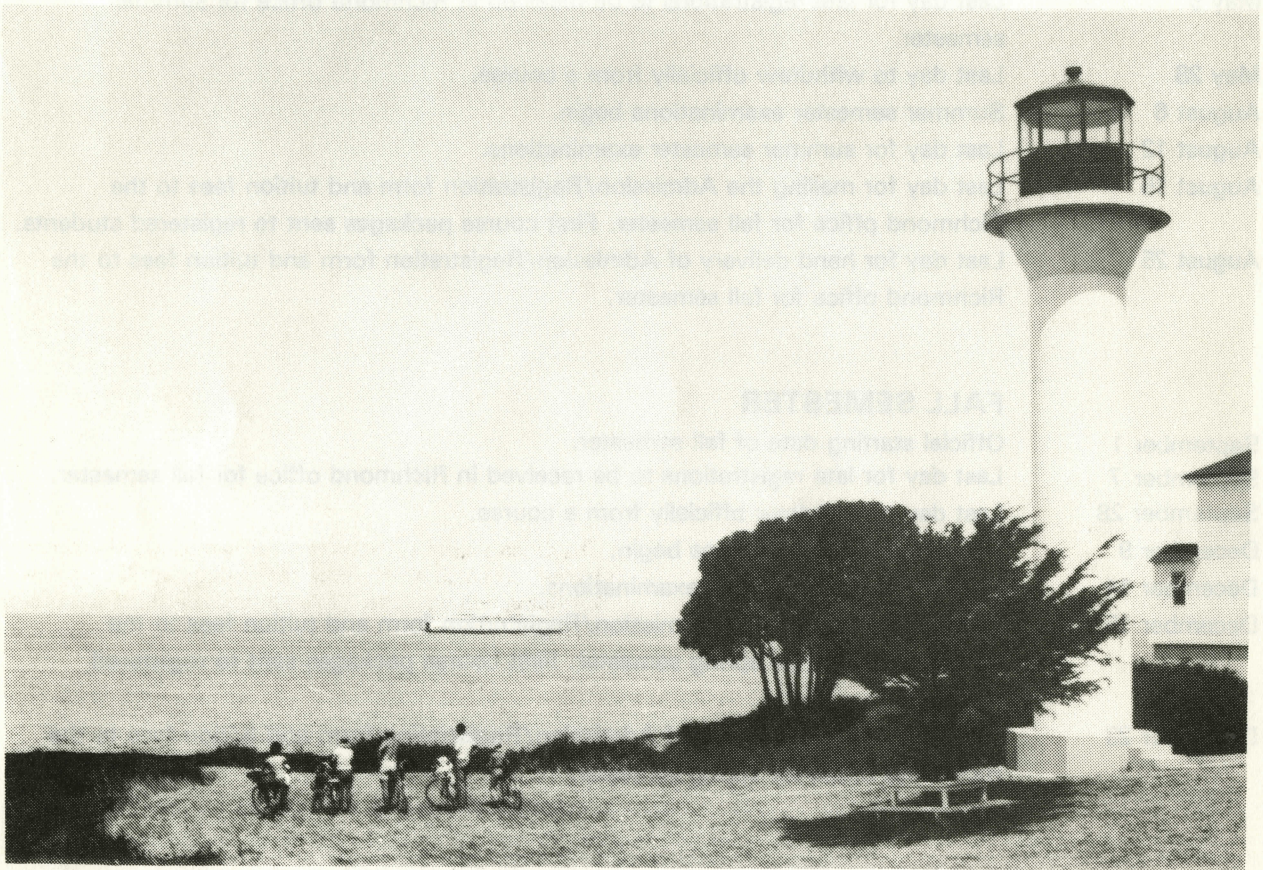
May 1	Official starting date of summer semester.
May 5	Last day for late registrations to be received in Richmond office for summer semester.
May 28	Last day to withdraw officially from a course.
August 6	Summer semester examinations begin.
August 12	Last day for summer semester examinations.
August 15	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for fall semester. First course packages sent to registered students.
August 25	Last day for hand delivery of Admission/Registration form and tuition fees to the Richmond office for fall semester.

FALL SEMESTER

September 1	Official starting date of fall semester.
September 7	Last day for late registrations to be received in Richmond office for fall semester.
September 28	Last day to withdraw officially from a course.
December 9	Fall semester examinations begin.
December 14	Last day for fall semester examinations.
December 15	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for spring semester. First course packages sent to registered students.
December 23	Last day for hand delivery of Admission/Registration form and tuition fees to the Richmond office for spring semester.

SPRING SEMESTER

January 1	Official starting date of spring semester.
January 5	Last day for late registrations to be received in Richmond office for spring semester.
January 28	Last day to withdraw officially from a course.
April 8	Spring semester examinations begin.
April 12	Last day for spring semester examinations.
April 15	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for summer semester. First course packages sent to registered students.
April 23	Last day for hand delivery of Admission/Registration form and tuition fees to the Richmond office for summer semester.
May 1	Official starting date of summer semester.



Lighthouse, Mayne Island, B.C.

The Open Learning Institute

1

The Open Learning Institute (OLI) is a public education institution established under the College and Provincial Institutes Act in June 1978. Its mission is to provide distance learning courses for adult residents of B.C. in Adult Basic Education, Career/Technical/Vocational and University Degree programs. The Institute is authorized by the Universities Act of British Columbia to grant degrees. Distance learning means that students work independently, at home through carefully designed course packages which utilize print, graphics, audio, video, and/or hands-on project materials. OLI's distance learning approach allows students to finish off their high school diploma, work towards a university degree, or start on a whole new career without disrupting their lives. OLI also works with business, industry, and public and private agencies to develop training and upgrading programs. In each case, OLI's expert tutors and advisors are available to help students by toll-free telephone.

In the past two years, OLI has grown to meet increasing demand for its services. We now have:

- over 3,000 students enrolled from all regions of B.C.
- 175 tutors and course writers
- 7 regional advising centres
- 80 courses in 3 program areas (this number is increasing steadily)
- a library hot-line

OLI is here to meet the educational needs and interests of the people of this province. May we help you!



Good Hope Cannery Lodge, Rivers Inlet, B.C.

Students in the Open Learning Institute 2

2.1 Courses

The content and student workload of OLI courses is comparable to that of classroom-based courses. Most courses are designed to be completed in one semester (4 months) although some require two semesters (8 months). Most OLI courses will be offered every semester, starting in September, January, and May of each year. A few, more specialized, courses will be offered less frequently.

Courses are designed in a fashion which facilitates home study and may include a study guide, course texts, audio tapes and materials for practical work. As a student at OLI you will have access to an advisor and a tutor for your courses. Taken together these techniques are called "distance learning" — bringing to you the necessary learning elements available at campuses or schools.

Each OLI course is prepared by a team of specialists, including a subject specialist as course writer, an independent subject consultant, and a course designer, plus editors and graphic artists. Most course writers and consultants are faculty at other colleges and universities in British Columbia, although some are drawn from business and industry.

The courses offered at OLI are paced: that is, you are expected to follow a schedule of assignments and examinations and to complete these within a prescribed time. In this regard, you will be treated like students who are attending traditional classroom-based institutions. OLI courses are not all designed in exactly the same way but all contain a statement in the introductory section about the number of assignments required and the length of time you have to complete them. You will be able to work through the various sections (units) of each course at your own speed until the scheduled completion date.

Samples of all courses are available in each regional advising centre. You may inspect any course prior to registering, or use the materials from other courses as reference material for the course you are taking.

2.2 Television Support and KNOW

The Government of British Columbia recently established the Knowledge Network of the West (KNOW) to provide educational television programming throughout B.C. OLI will be making use of the network in a number of ways:

- to present courses (telecourses) based on programs shown on KNOW

- to use KNOW programs as supplementary or supporting material for courses (credit support programs)
- general interest and non-credit programming

Since television schedules are not known sufficiently far in advance for publication in this calendar, announcements will be made in the press and on KNOW as required.

2.3 Student Support Services

2.3.1 The Student Advisor

When you register at OLI you will be assigned to an advisor who will generally remain with you throughout your program. Where possible, your advisor will be located close to your home. Your advisor is available to assist you in any possible way. In particular:

- a) Before the course commences, your advisor will help you define your goals, and select the appropriate course(s) for your program. Your advisor will also assist with the registration process and have information on financial aid programs available to you.
- b) During the course your advisor is available to help with such matters as proper methods of studying, finding books, arranging meetings with other students, and preparing for examinations.
- c) As you progress through your program your advisor will assist you in redefining goals, monitoring your progress, making any special arrangements, and helping with transfers to other institutions.

Advisors are now located in Richmond, Victoria, Kelowna, Nelson, Prince George and Terrace. Students are always welcome to drop in to any of these advising centres and meet the advisor.

2.3.2 The Course Tutor

Each course has tutors who are knowledgeable in the subject or skill being studied. One of these will be assigned to you and will:

- a) Mark assignments and provide written comments and feedback.
- b) Provide assistance with the course as needed.
- c) Be available by telephone to you at specified times to answer course-related questions or discuss assignments and examinations.

2.3.3 Other Services

Through your advisor, you may have access to most of the student services available on college and university campuses.

2.4 Student Records

Students' records are kept in the Registry in Richmond. Information stored in a student's file is strictly confidential and is only available to the student and authorized Institute officials. For further details see Appendix II, Section 7.

CHARGEEX

VISA

Make it easy on yourself.

You can charge tuition fees and other costs to your VISA account. Remember to complete the appropriate section of the registration form if you wish to do so.

General Information and Definitions 3

3.1 General Information

3.1.1 Name, Address and Telephone Number Changes

It is important that OLI maintains accurate records of students' names, addresses, and telephone numbers — these are the means by which communication and instruction are carried out. You should notify the Institute promptly of any change using the special form included in the first package for each course. This form should be mailed directly to the Registry in Richmond.

3.1.2 Time Extensions for Course Completions

If you are unable to complete your course within the time allowed, you may request a time extension for up to 4 weeks. You should contact your advisor for information. This **must** be done prior to the scheduled date of the examination.

3.1.3 In the Event of a Mail Strike

If a mail strike appears imminent at any time, additional study material will be mailed in advance so that you can continue your studies and assignments without interruption. Special arrangements will be made for collecting and returning your assignments, probably using courier services and a network of pick-up depots. Detailed information will be given at the appropriate time.

3.1.4 Textbooks

Textbooks are required for most courses, and will normally be supplied with the course package if paid for at the time of registration. It is not advisable to try to use editions different from those specified, as the location of references may prove to be impossible. Certain optional items as well as supplies may be ordered through the OLI Bookstore. Registered students will be supplied

with an order form listing the materials available and their cost.

3.1.5 Library Service

Most OLI courses are self-contained and do not require the use of outside resources. However, library service is provided for students enrolled in university level courses. 24 hour telephone service through an OLI librarian located in the Simon Fraser University library provides students with access to books and journals. Telephone and mail costs are paid by the Institute.

3.2 Definitions

3.2.1 Semester

The calendar year is divided into three academic terms called semesters. The semesters begin in September, January, and May of every year. They are referred to as fall, spring, and summer semesters; each semester has fourteen weeks of study time. Students may register in any or all of the three semesters and in one or more courses.

3.2.2 Course

The study of one subject, usually for one semester, is called a course. Most courses are considered worth three semester hours of credit and are to be completed in one semester.

3.2.3 Semester Hour Credit

At a traditional college or university a semester hour represents one hour of lecture a week for one semester, plus the necessary associated work. Since distance education courses do not include lectures, an equal number of hours of work is given similar credit weight. The semester hour value for all OLI courses is given in Section II, Course Descriptions.

General Information and Definitions

3.1 General Information



Catholic Church, Lower Post, B.C.

Admission and Transfer Credit 4

4.1 Admission

4.1.1 Policy on Admission

The Open Learning Institute operates with a policy of open admission. Any resident of British Columbia age 18 or over is free to enrol. Under certain circumstances, residents aged 16 and 17 may register. For details on this, see Section 1.1 in Appendix II.

With certain restrictions, residents of other Canadian provinces and the territories may also enrol. For details on this, see Section 1.2 in Appendix II. Residents of other countries, other B.C. residents temporarily living abroad, will not be considered for normal admission.

4.1.2 Admission Procedure

Admission is a simple process which is combined with registration for your courses. If you wish to register at the Open Learning Institute you should either write or phone the OLI Registry in Richmond or the nearest regional advising centre office for an Admission/Registration form. The address of the OLI Registry is:

Registry
OPEN LEARNING INSTITUTE
P.O. Box 94,000
Richmond, B.C.
V6Y 2A2
Telephone: 270-8021

You are not required to submit any records of your past education, although it may be useful to have these available whenever you consult an advisor.

4.1.3 Visiting Students

If you are taking courses at OLI for transfer to another institution, you should have written approval in advance from the Dean of your faculty (or other authorized officer), although registration at OLI is not dependent on this document. This is to ensure that credits will be transferable to your program at your home institution.

With minor exceptions, OLI university level courses are acceptable for transfer to the three British Columbia universities, subject to the course fitting the program of

an individual student. For further information, consult an OLI advisor, or an advisor at your home institution.

4.2 Transfer Credit from Other Institutions

Students with partial programs may receive transfer credit for previous studies taken through a recognized institution. Credit up to 75% of that required to complete the program may be awarded. Transfer credit is evaluated on the basis of the program for which the student has applied. It is awarded in recognition of the level and type of studies taken, and is not dependent on an identical course being offered at OLI. The transfer credits received will reduce the total number of credits that must be taken at OLI for a certificate, diploma, or degree. (See Appendix II for Transfer Credit regulations—Section 2.)

Transfer credit is only awarded for courses which normally may be used to complete the requirement of the specific degree (e.g. professional courses may not be used to meet the requirements of the B.A. degree).

4.2.1 Transfer Credit Procedure

If you are seeking to transfer credit from another educational institution you must submit:

- a) a special application for transfer credit. This form is available from your advisor or the OLI Registry in Richmond.
- b) a \$20 evaluation fee if evaluation involves documents from outside British Columbia.
- c) official transcripts from all previous educational institutions attended. These may be obtained by writing to the secondary and/or post-secondary institution which you attended.
- d) a calendar/syllabus if the previous institution attended is outside of Canada.

Documents in languages other than English or French must be accompanied by a notarized translation.

4.3 Taking Courses at Other Institutions

If you are an OLI student considering taking courses at other institutions for credit towards an OLI certificate, diploma or degree, it is recommended that you obtain written approval from your advisor, in advance. This is to ensure that courses taken will be appropriate to your program, and that a record of the approval is on file for future reference.

4.4 Students Wishing to Acquire a Second Degree

Students who already hold a degree at the Bachelor level may register at OLI to take a second Bachelor degree. the following conditions apply:

- a) All conditions specified for the completion of OLI degree selected must be met.
- b) The OLI degree must be in different areas of specialization than the previous degree.
- c) Transfer credit for courses taken for the first degree may be awarded to a maximum of 90 semester hours (i.e. 75% of the credits required for the OLI degree).

Registration is easy at OLI

- mail-in
- phone-in
- walk-in

See page 19 for details.

Registration and Fees

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5.1 Registration Procedure

5.1.1 New Students

New students registering with the Open Learning Institute must complete an Admission/Registration form which may be obtained from the Registry in Richmond or the nearest regional advising centre. The completed form should be submitted with the full fees to:

Registry
OPEN LEARNING INSTITUTE
P.O. Box 94,000
Richmond, B.C.
V6Y 2A2
Telephone: 270-8021

The deadlines for submission of the Admission/Registration form are on the back of the form.

Cheques, money orders, or traveller's cheques should be made payable to the Open Learning Institute. Fees may also be charged to a VISA account. When the completed Admission/Registration form has been processed, you will be sent an introductory package notifying you of the name of your advisor and tutors, and providing other useful information. The course materials will be sent two weeks before the official starting date of the term, provided that full fees have been received.

5.1.2 Former Students

Students completing courses at OLI will receive personalized registration forms by mail. These forms should be completed and returned as specified above.

REGISTRATION IS NOT COMPLETE UNTIL THE FULL FEES ARE RECEIVED IN THE REGISTRY.

5.1.3 Late Registration

Late registrations may be accepted up to the fifth day of the term. The additional fee for special processing of late registrations is \$20 which must be submitted with any course registration received in the Registry between the last day for normal registration and the fifth day of the term. Fees for late registrations must be submitted in the form of a certified cheque, money order, or traveller's cheque, so that course materials can be mailed without waiting for a personal cheque to clear.

Payments made in person at the Richmond office may also be made in cash.

Late registrants should note that they will receive course materials late and will need to make extra effort to make up lost time. Late registration will not be considered a sufficient reason for an extension of time at the end of the semester.

5.2 Audit Registration

With distance education, there is no direct equivalent to the audit status commonly found in traditional institutions. However, single copies of Open Learning Institute materials for private study are available for purchase by those who do not wish to pursue a formal course of instruction. Individuals purchasing a course will receive a copy of the course package; textbooks and other additional materials may be purchased at the regular price. Purchase of course materials will not entitle a person to receive assistance from a course tutor, to submit assignments, or to write examinations other than through the Course Challenge procedure (see section 6.2). Such purchases will not be entered to the student record.

5.3 Course Changes

Because of time delays involved in exchanging course materials, course changes are not normally permitted. An exception will be made when a student has been placed at the wrong level and wishes to change to a higher or lower level course in the same subject area. If you find that you are in a course which is too easy or too difficult, you should consult your tutor or advisor at the earliest possible opportunity, in no case later than the 28th day of the semester.

5.4 Fees

5.4.1 Schedule of Fees

The Institute Board reserves the right to change the schedule of fees without notice.

The fees shown in sections a) and b) below do not include the cost of textbooks and supplies; this cost varies from course to course. The total fee for each course is given in the course description for the course in Section II.

- a) **Tuition Fees (text and supplies fees extra)**
 Secondary School completion courses: \$25 per course
 Career/Technical/Vocational courses (credit): \$15 per semester hour.
 Career/Technical/Vocational courses (non-credit): \$25 course.
 University courses: \$20 per semester hour.
- b) **Purchase of course materials ("audit" fee).**
 The cost of texts and supplies is extra.
 Secondary school completion courses: \$20 per course.
 Career/Technical/Vocational courses (credit): \$35 per course.
 Career/Technical/Vocational courses (non-credit): \$20 per course.
 University courses: \$50 per course.
- c) **Other Fees**
 Transfer Credit Evaluation involving non-B.C. documents: \$20
 Late Registration Handling Fee: \$20
 This fee must be submitted with any course registration received in the Registry between the last day for normal registration and the fifth day of the term.
 Special Examination Arrangements: \$15 per course
 See Examination Regulations (Appendix II, Section 3.3.2) for details of when this fee will be assessed.
 Grade Appeal Fee: \$10 per course
 Transcript Fee
 First copy: \$2
 Additional copies ordered at the same time: \$1

5.4.2 Senior Citizens

Students aged 65 or over are eligible for reduced tuition fees. If you are in this category, you should submit one quarter of the tuition fee shown in the course section of the calendar. There is no reduction of the charge made for textbooks and supplies.

5.4.3. Income Tax Receipts

Income Tax receipts will be available annually for fees paid during the year. They are issued from the Registry in Richmond in February and sent to your mailing address. For home study courses, the entire course fee, including the cost of required texts and supplies, is tax-deductible.

5.5 Transfer of Registration and Fees

Registration, including the payment of fees, is specific to the person and semester specified on the registration form. Registration cannot be transferred to another person, nor can registration be transferred to a later semester.

5.6 Withdrawal from Courses and Refund of Fees

Students may withdraw from courses that extend for longer than two months during the first 28 days of the semester. Notice of Withdrawal must be submitted in writing to arrive in the registry by 4:30 p.m. on the 28th day of the semester (September 28, January 28, May 28). A refund of 75% of the tuition fee will be made after course materials have been returned. No other refunds will be made.

5.7 Repeating a Course

Students who fail a required course will need to re-register in the course, do whatever term work the tutor requires, and re-write the final examination. Students who receive a low passing grade in a course may wish to re-register in the course to obtain a better grade and to improve their mastery of the material.

Alternatively, students may challenge the course (attempt to receive credit by examination only). Course challenge is graded on a Pass/Fail basis. See section 6.2 Credit by Examination for additional details.

All attempts at a course will be included in the student record, but credit will be granted once only.

Examinations and Grades

6

6.1 Examinations

At the end of the course you will be required to write a final examination at a convenient centre. Approximately 60 examination centres are established around the province. Most students will not have to travel more than 20 miles to an examination centre, although in more isolated areas, distances of up to 50 miles may be expected. Examinations are held at weekend and in the evening. You will receive instructions relating to the examination by mail.

If, for a good reason, you are unable to attend a regular examination centre, you may request approval from the Director of Student Services to write the exam at another location with an authorized invigilator present. If approval is granted for these special examination arrangements, you will be required to pay a fee of \$15 per course to cover the cost of the special arrangements. This fee must be paid not less than 14 days before the scheduled date of the examination. Handicapped students may claim exemption from this fee; you should consult with your advisor for information on the procedure.

6.2 Credit by Examination (Course Challenge)

The Open Learning Institute provides a mechanism for students who have acquired knowledge other than by formal study to receive credit for specified courses by examination.

Detailed regulations for Credit by Examination appear in Appendix II, Section 5. Students who qualify to attempt to obtain credit by this mechanism should contact the Registry or any advising office for the special registration form.

Almost all OLI courses are available for challenge — your advisor will inform you of the exceptions.

6.3 Supplemental Examinations

The Open Learning Institute does not hold supplemental examinations for students who fail the examination. To improve a grade, it is necessary to re-register in the course (see section 5.7).

6.4 Grading System

Students will receive a final grade at the completion of each course taken for credit towards any certificate, diploma, or degree. Term work and a final examination will normally make up the final course grade. All final grades will be entered into and remain a part of the student's permanent record.

6.4.1 Credit Courses

a) The following tables show the grades and numerical equivalents that will be used and included in the grade point average.

Students must pass the final examination in order to pass a course.

Grade	Definition	Numerical Equivalent
A	Consistently distinguished performance in assignments and examination.	4
B	Above average achievement, with the student exhibiting consistent mastery of the subject material.	3
C	Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.	2
D	Bare passing grade. Students receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.	1
F	Fail grade—A student has not met the requirements of the course, because of low standards of performance.	0
I	Incomplete—Awarded to a student who fails to complete the requirements of the course and who does not write the final examination.	0

b) The following symbols are also used but will not be included in the grade point average:

- AG** *Aegrotat Grade — Awarded to a student who is passing, but is unable to complete some essential portion of a course because of an acceptable, documented excuse. For further details, see Appendix II, Section 4.10.*
- FC** *Failed attempt at Credit by Examination (Course Challenge). No credit granted.*
- PC** *Passed attempt at Credit by Examination (Course Challenge). Credit for course granted.*
- W** *Withdrew from course according to accepted policy. (See Appendix II, Section 3.2f.)*
- X** *Incomplete Grade — Recorded when a student has, for a valid reason, been granted an extension to the time normally required for completion of a course. If the course is not completed by the date agreed upon the X will become an F grade. See Section 3.1.2 for procedure to follow when requesting an extension of time.*
- Z** *Grade not yet available.*

6.4.2 Non-Credit Courses

Certain non-credit courses require submission of work, but course grades are not awarded. The following symbols are used for such courses:

- J** All required work completed.
- K** Course not completed.

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

6.5 Cheating and Plagiarism

6.5.1 Cheating

Any misconduct in examinations will be dealt with severely; see Appendix II, Section 4.9 for further information.

6.5.2 Plagiarism

Plagiarism, the presentation of another person's words or ideas without acknowledgement of the source, is considered dishonest and academically unacceptable. Any student found guilty of plagiarism will receive an automatic zero on the portion of the course where plagiarism was involved. A second offence will result in a fail grade for the course.

Students in doubt about what constitutes plagiarism should consult their tutor.

6.6 Statement of Grades

A statement of grades is sent to students as soon as possible after the completion of final examinations for the term. Grades will not be released to students by any other means. Any errors or omissions in the statement of grades should be reported immediately to the Registry.

6.7 Appeal of Grades

A request to have a final grade reviewed must be submitted in writing to the Director of Student Services within 21 days of the date of the mailing of grades. The fee for an appeal is \$10 per course and must accompany the request to the Director of Student Services. See Appendix II, Section 6.2 for further details on Appeals.

6.8 Grade Point Average (GPA)

The grade point average is a means of expressing the student's average performance. It is calculated in the following manner:

Grade points for a course	= Course credit value x numerical equivalent of grade. Sum of grade points for all credit courses
Grade point average	= $\frac{\text{Sum of course creditvalues for all creditcourses.}}{\text{Sum of course creditvalues for all creditcourses.}}$

Courses with grades of AG, FC, PC, J, K, W, X, and Z are automatically excluded from the grade point average.

Courses numbered at the OXX level do not carry credit values and therefore are not included in the grade point average.

6.9 Grade Point Average Requirements for Graduation

6.9.1 Grade 10 and Grade 12 Completion Programs

There are no minimum grade point average requirements for these programs.

6.9.2 Certificate and Diploma Programs

There are no minimum grade point average requirements for graduation for these programs.

6.9.3 Degree Programs

In order to qualify for a degree, students must have a grade point average of 2.0 or higher, calculated on those upper levels courses taken at OLI which are used to meet the degree requirements for the two areas of specialization.

6.10 Application for Graduation

Students who believe that they have completed the requirements for any certificate, diploma or degree must make a formal request in writing for an evaluation of standing. This will initiate the process leading to the award.

6.11 Official Transcripts

An official transcript is a copy of your detailed permanent record which bears the Registrar's (or his delegate's) signature and the seal of the Institute.

A special form to request transcripts is available from OLI offices. Transcripts will only be released when this form, signed by the student, is received in the Registry. Transcripts will not be issued on the request of any third party or of any student who has not made arrangements to clear any outstanding debts with the Institute.

Transcript fees:

First transcript	\$2.00
Additional transcript request on the same form. Each	\$1.00

**Early registration is highly desirable.
Prompt mailing or phoning of your application will result in timely delivery of your course package**

6.11 Official Transcript

An official transcript is a copy of your degree program record which shows the courses you have taken and the grades you have earned. It is a permanent record of your academic achievement.

A request form to request a transcript is sent with your application. The form must be filled out and signed by you. The form must be submitted to the Registrar's Office. The Registrar's Office will issue the transcript to you. The transcript will be sent to you by mail or by electronic transfer.

6.12 Degree Programs

In order to qualify for a degree, students must have a grade point average of 2.0 or higher, obtained on those upper level courses taken at UJ which are used to meet the degree requirements for the two years of specialization.

6.13 Application for Graduation



Log Cabin, Quesnel Lake, B.C.

Financial Assistance

7

7.1 Philosophy

It is the hope of the Open Learning Institute that no student will be denied access to its programs because of a lack of finances. Although, at the present time, the Institute does not have a great deal of funds at its disposal, it will do everything possible to assist any student with a demonstrated need.

Financial aid may be used to assist in the payment of tuition fees, the purchase of course materials, or for travel to centres where the laboratory portions of some courses are held.

7.2 Definitions

Loan

A loan is a sum of money borrowed by a student on a promise to repay at some specified time.

Bursary (Grant)

A bursary is a non-repayable grant which is made to a student proving financial need and having a satisfactory academic record.

Scholarship

A scholarship is a cash payment made to a student in recognition of high academic achievement.

7.3 Applications for Assistance

Any student in need of financial assistance should, in the first place, contact his advisor, who will be able to supply application forms and provide information on how to proceed.

7.4 Part-Time Student Eligibility

Some awards are open only to full-time students; the definition of "full-time" used for this purpose is dependent on the specific award and as a result may vary. The usual minimum course load ranges from 9 to 15 semester hours.

Awards open to part-time students are usually prorated according to the load carried by the student.

Any part-time student requiring financial assistance should contact his advisor for advice.

7.5 British Columbia Student Assistance Program

The B.C. Student Assistance Program is a comprehensive program of financial assistance to post-secondary students. It is composed of two interrelated components:

- a) The Canada Student Loan Program, funded by the federal government.
- b) The B.C. Provincial Grant Program, funded by the province.

Funds are normally disbursed in a combination of non-repayable provincial grant and repayable federal loan. A load of 9 or more semester hours must be maintained during the period covered by the application.

At the present time, because of federal regulations in relation to the Canada Student Loan Program, students taking distance education courses are not eligible for the B.C. Student Assistance Program. Since this may change, students who are registering in 9 semester hours or more, and can demonstrate financial need, are advised to consult with their advisor regarding the status of this program.

7.6 British Columbia Special Assistance Program

This program is designed to provide financial assistance to students who do not qualify under the regular B.C. Student Assistance Program. Funds are awarded as a non-repayable grant to needy students enrolled in credit courses leading to a certificate, diploma or first degree. The maximum grant under this program is normally \$300 per academic year or \$150 per semester. It is generally awarded to help only with direct educational costs such as fees and books.

Emphasis under this program is on helping mature students and single parents, especially in cases where an attempt is being made to upgrade marketable skills.

7.7 Loans

B.C. Youth Foundation

The B.C. Youth Foundation makes available interest-free loans to students who are ineligible for government loans. Loans are made to bona fide B.C. Residents to a maximum age of 30. Loans may be for fees, books and for a monthly living allowance to assist students who are not living at home. A guarantor is normally required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. The loans are designed for study in technical and vocational fields and for Second Level (Grade 12) Completion, as well as for college and university level work.

Open Learning Institute Emergency Loan Fund

This fund will be used to provide small, short-term loans to meet an unforeseen financial crisis. Loans of up to \$100, interest free, will be provided for a period of up to 45 days, provided a definite source of repayment is indicated. A post-dated cheque to cover the repayment is required.

7.8 Bursaries

Open Learning Institute Bursary Fund

Open Learning Institute Permanent Bursary Endowment Fund

The Bursary Fund will be used to provide a supplemental source of income to students who would not otherwise be able to continue with their studies. The funds

will be issued as a non-repayable grant to students proving financial need and holding a satisfactory academic record. Bursaries will only be awarded from this fund after eligibility for other awards, particularly B.C. government assistance, has been determined.

The Permanent Bursary Endowment Fund is a perpetual trust established by private donation, the interest from which will be used to supplement the bursary fund.

Pacific Association for Continuing Education Bursary
Provides bursary funds of between \$50 and \$200 for part-time or short-term students in any recognized and formally organized learning activity in continuing education or training in B.C. Applicants must show evidence of financial need, and show that they have no access to any other scholarship or bursary funds. They must also show evidence of intent to pursue a continuing education plan or job upgrading goal which will benefit both the individual and his community. Applications must be received by the Secretary of PACE at least one month prior to the commencement of the learning activity.

Private Bursaries

There are many private bursaries available to students attending British Columbia post-secondary institutions; many of these will be tenable at the Open Learning Institute.

For a comprehensive list of private bursaries, students may consult the calendar of any of the B.C. universities. Application procedures for these bursaries vary, and many have restrictions and conditions imposed on them. Advisors will help students select and apply for suitable bursaries which are tenable at OLI.

OLI offers several telecourses for full and partial credit via the K.N.O.W. network. Call us for further details. Know your objectives before you enrol. Call an OLI advisor or your local college to discuss your needs and interests.

Awards, Medals, Prizes

8



8.1 Lieutenant-Governor's Medal

To be awarded annually to a student graduating from a career, technical, or vocational program of less than two year's duration. This medal will be awarded to a student who has not only excelled in his studies but also contributed in a positive way to the life of the Institute or to his community.



General store and coffee shop, Nazko, B.C.

Programs of Study

9

The Open Learning Institute offers courses in three broad areas of study — Adult Basic Education, Career/Technical/Vocational and University. Students may take individual courses and are not required to enroll for an entire program.

9.1 Adult Basic Education Programs

Adult Basic Education (ABE) programs lead in two steps to secondary school completion. Graduates will receive provincially recognized certificates. Each program is expected to take at least a year (two semesters) of study to complete. Students are advised to enter programs at the highest level appropriate to their needs and capabilities. It is *not* necessary to complete the Grade 10 program before proceeding to the Grade 12, or to complete the Grade 12 program before proceeding to Career/Technical/Vocational or University level programs. If you have any doubt about the appropriate level at which to start, you should consult an advisor. If, after registration, you find yourself in a course at too high or too low a level, contact your advisor as quickly as possible. A change to a more suitable course will be arranged.

9.1.1 Preparatory Courses

These courses are designed to help correct deficiencies in basic English and Mathematics so that students can proceed with the First Level (Grade 10) completion program. At present, only one course is available, but additional courses will be developed in the near future: MATH 003 Algebra 1

9.1.2 First Level (Grade 10) Completion Program

The First Level Completion program consists of four courses:

ENGL 010	Reading and Writing English or
ENGL 013	Studying English
MATH 010	Practical Mathematics or
MATH 013	Algebra II
SCIE 010	General Science
SOST 010	Themes in Canadian Life

Each course requires approximately six hours of study per week over the four month duration of the course.

Note: ENGL 013 is designed for students whose first language is not English.

9.1.3 Second Level (Grade 12) Completion Program

This program is designed to meet the B.C. Ministry of Education Adult Secondary Certificate requirements. Students who successfully complete the full program will be awarded the Ministry of Education Senior Secondary School Completion Certificate (the "Dogwood Certificate").

The program requires the completion of seven courses, three of which are specified and must be completed by all candidates. These are:

ENGL 020	Practice in Prose Composition (Equivalent to English 11)
ENGL 030	Introduction to Literature (Equivalent to English 12)
SOST 020	Canada and the Contemporary World (Equivalent to Social Studies 11)

The remaining four courses are to be selected from those listed below. At least three of the four must be selected from those marked with an asterisk:

BISC 023	General Biology (formerly BISC 020 plus 022)
*BISC 030	Human Biology
BOTR 111	Typing I
BOTR 125	Forkner Shorthand I
BUSM 131	Accounting I
*BUSM 132	Accounting II
*ENGL 034	Survey of British Literature
FREN 020	French I
*FREN 030	French II
*GEOG 030	Geography
*HIST 030	History
MATH 020	Algebra or MATH 023 Algebra III
*MATH 033	Algebra IV
SCIE 020	Physical Science

Additional courses will be available at a later date. Courses in the planning stage include Chemistry and Spanish.

Courses taken at other schools or institutions may be used to meet the above requirements under the following conditions:

- Transfer standing may be given for up to four courses.
- All courses numbered 11 or 12, including locally developed, provincially approved courses, taken through a recognized secondary school, including evening school or the Correspondence Education Branch of the Ministry, will be accepted.
- Other courses, including courses taken through other colleges or institutes, or through schools in other provinces, will be accepted if judged equivalent to B.C. Grade 11 or 12 courses.
- Standing may also be granted for life experiences and specific training of other types (e.g. auto mechanics).

Students wishing to use courses taken other than at OLI are recommended to consult an advisor before selecting their courses.

Courses marked * are not available in 1981-82.

NOTE: In order to be eligible to graduate on the Adult Secondary Certificate program (rather than the regular 12-14 course program), students must complete four of the seven courses after their nineteenth birthday, or after their eighteenth birthday if they have been out of regular school for one year or more.

9.2 Career, Technical and Vocational Programs

Courses are offered in a wide variety of areas. Students may select any number of courses, but to obtain a certificate ten courses must be completed. Students who complete any ten courses of their choice will be awarded a general certificate. Specific program certificates will be awarded to those who complete the program requirements as described on the following pages. Programs may be modified to accommodate students' individual requirements with the approval of an OLI advisor. Advisors will assist in program planning and will provide information on program changes.

9.2.1 General Program

Students design their own programs by selecting any combination of 30 credits (10 courses) of course work numbered at the 100 level. A general certificate will be awarded.

9.2.2 Business Programs

a) Office Administration. The office administration program is designed for persons requiring knowledge and skills for business office employment. Because job opportunities are many and varied, the program is flexible enough to allow students to develop specific skills to levels appropriate to their career goals and aptitudes.

Required Courses:

BUSM 101	Introduction to Canadian Business
BOTR 101	Office Procedures I
BOTR 111	Typing I
ENGL 107	Business Communication

6 Electives Chosen From:

BUSM 131	Accounting I
BOTR 125	Forkner Shorthand I
MATH 107	Business Mathematics
†BOTR 102	Office Procedures II
BOTR 112	Typing II
BUSM 132	Accounting II
†BOTR 103	Secretarial Procedures and Administration
ENGL 106	Written Communication

Depending on the combination of electives chosen, students can acquire general office skills or concentrate on accounting or secretarial skills. Positions requiring general office skills include clerk typist, "person Friday" and administrative assistant.

Stenographic and secretarial positions require good English, shorthand and typing skills. Students intending to specialize in secretarial skills should select Forkner Shorthand I, Typing II, Office Procedures II and Secretarial Procedures and Administration.

Bookkeeping and accounting clerk positions demand various levels of mathematical and accounting skills. Business Mathematics, Accounting I and Accounting II are recommended for students wishing to pursue a career in accounting.

An OLI advisor will be pleased to discuss the choice of electives.

Students completing the program will be awarded the Office Administration Certificate (replacing the Office Assistant and Secretarial Certificates).

Graduates of the office administration program can complete the requirements for the Office Management Certificate by taking these additional courses:

BUSM 131	Accounting I (if not taken previously)
BUSM 132	Accounting II (if not taken previously)
BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
†BOTR 170	Office Management

Courses marked † are not available in 1981-82

b) Office Management

The program is designed for persons who have or expect to have responsibilities related to running a business office. Office experience is recommended. Students lacking extensive office experience are advised to select Office Procedures I and II as electives.

Required Courses:

BUSM 101	Introduction to Canadian Business
BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
BUSM 131	Accounting I
BUSM 132	Accounting II
ENGL 107	Business Communication
†BOTR 170	Office Management

3 Electives Selected from:

BOTR 101	Office Procedures I
†BOTR 102	Office Procedures II
ENGL 106	Written Communication
MATH 107	Business Mathematics
†BUSM 141	Business Law

Students completing the program will receive the Office Management Certificate.

c) Small Business Management

The program is designed for persons who plan to own and/or manage a small service, manufacturing or retail business. Potential owners are advised to select the elective course Small Business Management I (how to start a small business).

Required courses:

BUSM 103	Small Business Management II
BUSM 101	Introduction to Canadian Business
BUSM 121	Management Principles and Practices
†BUSM 141	Business Law
ENGL 107	Business Communication
BUSM 131	Accounting I
†BUSM 136	Financial Management

3 Electives Selected from:

BUSM 102 or	
BUSM 105	Small Business Management I
BUSM 111	Effective Supervision
BUSM 132	Accounting II
BUSM 151	Marketing
BUSM 156	Advertising
BUSM 157	Salesmanship
†BOTR 170	Office Management
ENGL 106	Written Communication

Students completing the program will be awarded the Small Business Management Certificate.

d) Restaurant Management

The program is designed for persons who plan to own and/or manage a restaurant. Potential owners with limited business or food service industry experience are advised to start the program with the elective course Restaurant Management I. This course provides an introduction to the food service industry, explains the complexity of planning a restaurant, and helps the student assess his/her suitability for the business.

Required Courses:

HSPY 131	Restaurant Management II
BUSM 101	Introduction to Canadian Business
BUSM 121	Management Principles and Practices
BUSM 131	Accounting I
ENGL 107	Business Communication
†HSPY 132	Restaurant Finance and Administration

4 Electives Selected from:

HSPY 130	Restaurant Management I
BUSM 111	Effective Supervision
BUSM 132	Accounting II
†BUSM 141	Business Law
BUSM 151	Marketing
BUSM 156	Advertising
ENGL 106	Written Communication
MATH 107	Business Mathematics

Students completing the program will receive the Restaurant Management Certificate.

e) Motel Management

The program is designed for persons who plan to own and/or operate a motel. For persons with limited hospitality industry experience, the elective course Motel Management I is recommended as the first course to be studied. Motel Management I provides an introduction to the accommodation industry, explains the complexity of planning a motel, and helps the student assess his/her suitability for the business:

Required Courses:

HSPY 141	Motel Management II
BUSM 101	Introduction to Canadian Business
BUSM 121	Management Principles and Practices
BUSM 131	Accounting I
ENGL 107	Business Communication
†HSPY 142	Motel Finance and Administration

4 Electives Selected from:

BUSM 111	Effective Supervision
BUSM 132	Accounting II
†BUSM 141	Business Law
BUSM 151	Marketing
BUSM 156	Advertising
ENGL 106	Written Communication
HSPY 140	Motel Management I
MATH 107	Business Mathematics

Students completing the program will receive the Motel Management Certificate.

The B.C. Motels, Resorts and Trailer Parks Association will award certificates for completion, with C grades or higher, of each of Motel Management I, Motel Management II, and Motel Finance and Administration.

9.2.3 Industrial Programs

a) Industrial Supervision

The Industrial supervision program is designed for persons who have, or expect to have, supervisory responsibilities in industrial or manufacturing concerns. The program will provide the knowledge and skills required for sound decision-making, organizing and planning of production as well as an introduction to the labour-management area.

Required Courses:

BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
†BUSM 172	Law and Labour Relations
ENGL 106	Written Communication
GTEC 121	Project Management
†GTEC 131	Safety and Accident Prevention
†GTEC 151	Production Management

Courses marked † are not available in 1981-82.

3 Electives Selected from:

BUSM 101	Introduction to Canadian Business
†CSTN 192	Construction Estimating
†GTEC 113	Mechanical Drafting
MATH 106	Industrial Mathematics
†SCIE 106	Industrial Science

Students completing the program will be awarded the Industrial Supervision Certificate.

b) Construction Management

The construction management program is designed for persons who presently hold or desire to hold a management position in the construction industry. The program is designed to provide the necessary knowledge and skills required to effectively manage the variety of trades involved in the construction process.

Required Courses:

BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
†CSTN 191	Building Codes, Permits and Specifications
†CSTN 192	Construction Estimating
ENGL 106	Written Communication
GTEC 112	Construction Drafting
GTEC 121	Project Management

3 Electives Selected from:

BUSM 101	Introduction to Canadian Business
†BUSM 172	Law and Labour Relations
†CSTN 112	Survey Methods and Instruments
MATH 106	Industrial Mathematics
†SCIE 106	Industrial Science

Students completing the program will be awarded the Construction Management Certificate.

c) Electronics

An Electronics Certificate program is under development. Although the program requirements have not yet been defined, the following courses will be available in 1981-82:

ELEC 110	Introduction to Electronics
ELEC 115	Electronics: RC Networks
ELEC 120	Electronics: Transducers and Signals
ELEC 121	Electronics: DC Amps and Voltage Regulators

9.2.4 Other Courses

The following courses, not presently part of a program, are offered by the Career, Technical, Vocational program area:

BUSM 156	Advertising
BUSM 157	Salesmanship
CSTN 121	Electricity for the Building Trades
CSTN 122	Residential Wiring: Building and Maintenance
GTEC 171	Electrical Utility Operations I
GTEC 172	Electrical Utility Operations II
GTEC 181	Fundamentals of Lighting
MATH 040	The Metric System

Courses marked † are not available in 1981-82.

An OLI advisor can help you plan a program of studies that meets your needs and interests. Call today!

9.3 University Programs

OLI offers a B.A. degree with specializations in Biological Sciences, Economics, History, Mathematics, Psychology, English, Sociology and Geography. Students are required to specialize in two of these subject areas.

9.3.1 Program Requirements

In order to qualify for the Bachelor's degree, a student must complete a minimum of 120 semester hours (normally 40 courses) of credit including:

- a) In the first 60 semester hours:
 - i) General Education Requirements:
ENGL 100 and 101 Literature and Composition I and II
Three semester hours in Mathematics or Computing Science, normally one of MATH 101, 102, 110 or CMPT 100.
Three semester hours in Science (Biology, Physical Geography or Chemistry), normally one of BISC 100, GEOG 110, †GEOG 111 or †CHEM 110.
Six semester hours in Sociology or Psychology, normally any two of SOCI 101, 102 or PSYC 101, 102.
ECON 100 The Canadian Economy
HIST 121 Canadian History since 1867
Note: These courses may be taken in any preferred order.
 - ii) The required lower level courses for two areas of specialization.
- b) In the final 60 semester hours:
A minimum of 45 semester hours of courses numbered at the 400 level.
Within the above 45 semester hours a minimum of 21 semester hours of courses numbered at the 400 level, in each of two areas of specialization, which must include the course numbered 499 (Directed Studies) in both these areas.
Note: Transfer students are expected to complete the general education requirements of the first 60 semester hours either prior to, or subsequent to, transfer. You will be advised as to which requirements you are considered to have completed with your transfer courses. Courses may be used to meet the above requirements, even though they may not transfer as the exact equivalent of the courses specified, as long as the general intent of the general education requirement is fulfilled.

9.3.2 Specific Course Requirements

For the available majors, specific course requirements are:

a) Biology

BISC 110	Introduction to Biology I (3)
BISC 111	Introduction to Biology II (3)
BISC 210	Introductory Genetics (3)
BISC 220	Introduction to Cell Biology (3)
BISC 250	Introduction to Community Ecology (3)
†BISC 400	Statistical Methods in Biology (2)
†CHEM 110	Basic Principles of Chemistry I (3)
†CHEM 111	Basic Principles of Chemistry II (3)
†CHEM 240	Organic Chemistry I (3)
†CHEM 241	Organic Chemistry II (3)
MATH 102	Introduction to Probability and Statistics (3)

or

MATH 400	Statistical Methods in Biological and Social Sciences (2)
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Also recommended:

MATH 101	Calculus for the Biological and Social Sciences (3)
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b) Economics

ECON 100	The Canadian Economy (3)
ECON 200	Principles of Microeconomics (3)
ECON 201	Principles of Macroeconomics (3)
†ECON 220	Labour Economics (3)
†ECON 400	Intermediate Microeconomic Analysis (3)
†ECON 401	Intermediate Macroeconomic Analysis (3)
†ECON 410	Economic and Business Statistics (3)
MATH 102	Introduction to Probability and Statistics (3)

Also recommended:

MATH 101	Calculus for the Biological and Social Sciences (3)
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c) English

ENGL 100	Literature and Composition I (3)
ENGL 101	Literature and Composition II (3)
ENGL 220	English Literature from Chaucer to Milton (3)
ENGL 221	English Literature in the 18th and 19th Centuries (3)

Also recommended:

Relevant history survey courses.

Courses marked † are not available in 1981-82.

d) Geography

GEOG 110	Introduction to Physical Geography I — Geomorphology and Hydrology (3)
†GEOG 111	Introduction to Physical Geography II — Meteorology and Climatology (3)
GEOG 230	Introduction to Cultural and Historical Geography (3)
†GEOG 231	Introduction to Economic and Urban Geography (3)
†GEOG 400	Statistical Methods in Geography (2)
MATH 102	Introduction to Probability and Statistics (3) <i>or</i>
MATH 400	Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

MATH 101	Calculus for the Biological and Social Sciences (3)
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e) History

HIST 120	Canadian History to 1867 (3)
HIST 121	Canadian History (1867 to the present) (3)
HIST 210	Historical Method (3)

3 additional semester hours of lower level history.

f) Mathematics

MATH 110	Calculus I (3)
MATH 111	Calculus II (3)
MATH 210	Calculus III (3)
†MATH 211	Calculus IV (3)
†MATH 220	Linear Algebra (3)

Also recommended:

MATH 102	Introduction to Probability and Statistics (3)
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g) Psychology

PSYC 101	Introductory Psychology I (3)
PSYC 102	Introductory Psychology II (3) [or PSYC 100 (6)]
†PSYC 210	Introduction to Experimental Psychology (3)
†PSYC 230	Introduction to Applied Psychology (3)
†PSYC 400	Statistical Methods in Psychology (2)

Courses marked † are not available in 1981-82.

MATH 102	Introduction to Probability and Statistics (3) <i>or</i>
†MATH 400	Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

MATH 101	Calculus for Biological and Social Sciences (3)
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h) Sociology

SOCI 101	Introduction to Sociology I (3)
SOCI 102	Introduction to Sociology II (3)
†SOCI 200	Introduction to Sociological Theory (3)
†SOCI 210	Canadian Social Structure (3)
†SOCI 400	Statistical Methods in Sociology (2)
MATH 102	Introduction to Probability and Statistics (3) <i>or</i>
†MATH 400	Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

MATH 101	Calculus for Biological and Social Sciences (3)
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Courses marked † are not available in 1981-82.



Fishing boat, Bella Coola, B.C.

Information on Courses

10

10.1 Course Planning

The Open Learning Institute is committed to completing the development of the courses required to complete the programs described in this Calendar over the next five years. Each year during this period, approximately thirty new courses will be added to those listed in this Calendar. During this development period, students may occasionally experience delays in completing a program because of non-availability of a specific course.

Once a course has been developed and offered for enrolment, it will normally be available in each of the three semesters, subject to a minimum enrolment requirement or availability of facilities. Students may therefore plan to commence most courses in January, May or September.

The following courses will not be offered each semester in 1981-82:

BISC 110	Starts September only
BISC 111	Starts January only

10.2 Course Selection

10.2.1 Number of Courses

It is expected that most students will be "part-time" — that is, will take less than a full load of courses each semester.

As you select your course(s) you should consider how much time per week you will have available for studying. In the beginning it is advisable not to register for more than one course each semester if you have other commitments such as working fulltime. It is estimated that you should plan to spend 6 to 8 hours per week studying for each secondary school completion course and career/technical/vocational course and 10 hours per week for each university course. These are only guidelines and may vary depending on your background and experience and the nature of the course.

All courses are designed to be completed in four months.

You should also be sure that any prerequisite listed for a course in the course description has been met before selecting that course.

Before choosing your course(s) you should check the educational requirements of your ultimate goal, then select your course(s) to ensure they will be credited towards your goal.

10.2.2 Prerequisites

Applicants who have not satisfied a specific requirement listed as a prerequisite for admission to a course may apply to an advisor to have the prerequisite waived if they believe the lack of the prerequisite will not prevent them from completing the course to their satisfaction.

10.2.3 Further Assistance

If you require further advice in selecting your courses you should contact an advisor at the centre closest to you. Collect telephone calls will be accepted.

KELOWNA

Ms. Lois Leal,
1626 Richter Street,
Kelowna, B.C.
V1Y 2M3
762-7168

PRINCE GEORGE

Mr. Greg Dallimore,
1531 Victoria Street,
Prince George, B.C.,
V2L 2L4
563-4237

TERRACE

Mr. Bernie Distel,
3304 Kalum Street,
Terrace, B.C.
V8G 2N6
635-4961

RICHMOND

Ms. Ethelyn McInnes-Rankin,
or Ms. Norma Charlton,
7671 Alderbridge Way,
Richmond, B.C.,
V6Y 2A2
270-8021 (local) or
112-800-663-9711 (Toll-free
direct line)

VICTORIA

Ms. Joan Richardt,
#316-560 Johnson Street,
Victoria, B.C.
V8W 3C6
385-1424

KAMLOOPS

Ms. Iris Rich-McQuay,
543 St. Paul Street,
Kamloops, B.C.
V2C 2J8
374-2844

NELSON

Mr. Thad Allen,
367 Baker St.,
Nelson, B.C.
V1L 4H6
352-2310

10.3 Course Numbering System

Each course is represented by an alpha code which indicates the subject area. (e.g. ENGL = English).

The alpha code is followed by a 3 digit number. The first digit indicates the course level.

- | | |
|---|---|
| <p>0xx Secondary School Completion
College Prep
Vocational Prep</p> <p>1xx Courses normally taken in the first year of any career/technical/vocational or university program (usually no prerequisites).</p> <p>2xx Courses normally taken in the second year of any career/technical/vocational or university program, or courses designed to upgrade a one-year certificate.</p> <p>3xx Courses designed to upgrade a two-year diploma.</p> <p>4xx Upper-level degree courses.</p> | <p>Courses which do not count as part of any OLI certificate, diploma or degree, other than one which is specifically school level.</p> |
|---|---|

Are you attending another B.C. college or university? You should know that OLI course credits are transferable to other institutions. Call your local college or an OLI advisor for details.

Course Descriptions

11

ADMN 411

3 credits

Management and Motivation I

This is the first part of a two semester course in Management and Motivation. The aim of this course is to describe human motivation in the workplace and how it can be managed so as to contribute to productivity and job satisfaction. It introduces the psychological theory of reinforcement, using examples of everyday behaviour, then shows how this theory can be applied in organizations. In this course, the student will learn how to analyze situations to determine the impact of extrinsic motivation on an employee's behaviour and how to manipulate external factors in a job situation in a way that will benefit both the employee and the manager. On completion of both courses, ADMN 411 and 412, the student should be able to identify and describe the motivational components of a job design and to describe their effectiveness towards creating an environment in which employees can accomplish meaningful work.

Prerequisites: None.

Required texts: Murrell, H. *Motivation at Work*. Methuen, 1976.

Course fee: \$66.00 (tuition \$60, textbook and supplies \$6).

ADMN 412

3 credits

Management and Motivation II

This course is a continuation of ADMN 411. It will examine the factors that control intrinsic motivation and consider how these factors might be adjusted to solve motivational problems and thus promote managerial effectiveness.

Prerequisites: ADMN 411 or equivalent skills and knowledge.

Required texts: None.

Course fee: \$60.00.

BISC 023

General Biology

(This course replaces BISC 020 and 022)

This course is the equivalent of the Ministry of Education Biology II. Topics include cell growth and reproduction, heredity, the science of classification, microbiology, and the study of plants and animals. Student will be asked to conduct simple, but interesting experiments.

Prerequisites: Grade 10 completion.

Required texts: *Modern Biology*. Oho, J.H. And Towie, A. Holt, Rinehart. Harcourt, Brace and World, 1980.

Required equipment: Students will be loaned an experimental kit, a set of prepared slides and a microscope. A deposit is required which will be refunded when the equipment is returned.

Course fee: \$121.00 (tuition \$25, text and supplies \$46, refundable deposit on equipment \$50).

BISC 030

Human Biology

Available in 1981-82 only as a telecourse.

The central part of this course is a detailed study of human physiology and anatomy. The early part of the course deals with some general biological topics.

Prerequisites: BISC 022 or 023, Biology II, or placement by an advisor.

Required texts: Smith, L. M. and Roohk, B. L. *Introducing Biology*, Kendall, Hunt, 1978.
Smith, L.M. and Roohk, B.L. *Student Handbook To Introducing Biology*, Kendall, Hunt, 1978.

Course fee: \$44.00 (tuition \$25, textbooks and supplies \$19).

BISC 100**3 credits****Biology and the Human Species**

This course is designed to introduce the student to biological principles applicable to many contemporary problems of human well-being and long-term survival. Beginning with the concept of biological systems, the course proceeds to relate structure to function at the cellular level and at the level of organ systems and processes in higher plants and animals. The course continues with an investigation of the mechanism in heredity, development and behaviour which provides the physical basis for understanding variation and adaptation of organisms. Finally, the subject of natural diversity of plants and animals is approached through the principles of evolutionary ecology, social behaviour, populations, and geographic distribution. In the final units of the course, some problems facing human communities are explored.

The aim of this course is to provide students who do not intend to major in science with a scientific perspective within which any problem connected with the well-being and long-term survival of the human species may be examined critically and researched further by use of the appropriate literature. Students planning to proceed to more advanced courses in biology should take BISC 110 and 111 rather than BISC 100.

Prerequisites: None.

Required texts: Kirk, Taggart, Starr, *Biology: The Unity and Diversity of Life*. Wadsworth, 1978. Semb and Glick. *Biology: The Unity and Diversity of Life — A Study Guide*. Wadsworth, 1978.

Course fee: \$94.00 (tuition \$60, textbook and supplies \$34).

BISC 110**3 credits****Introduction to Biology I**

Designed as the first of a pair of introductory laboratory courses in biological science, this course deals with evolution, cell biology, genetics, and the classification of organisms. Students intending to take upper level biology courses should take BISC 110, and its companion course, BISC 111.

One requirement of the course is attendance at three weekend laboratory sessions at a designated community college or other institution. Information about locations and dates may be obtained from advisors.

Prerequisites: None.

Required texts: Curtis, Helena. *Biology* 3rd ed. Worth, 1979. Levert, Ray F., Barbara W. Saigo and Susan E. Eichhorn. *Laboratory Topics in Biology to Accompany Biology*. Worth, 1979. Null, Vivian Manns. *Study guide to accompany Biology*. Worth, 1979.

Required readings: Bakker, Robert T. "Dinosaur renaissance." *Scientific American* offprint #916. Bentley, David and Ronald Hoy. "The neurobiology of cricket song." *Scientific American* offprint #1302. Boycott, Prian B. "Learning in the octopus." *Scientific American* offprint #1006. Ehrlich, Paul R. and Peter H. Raven. "Butterflies and plants." *Scientific American* offprint #1302.

Course fee: \$113 (tuition \$60, textbooks and readings \$53)

BISC 111**3 credits****Introduction to Biology II**

The second part of an introductory laboratory course in biology, this course examines in detail the structure and functioning of plants and animals, and integrates various themes and concepts from BISC 110. The course interprets the theory of evolution in the light of current knowledge of genetics and ecology, and investigates how organisms behave as part of natural systems, interacting with an environment. Additional topics include animal behaviour and human evolution.

Students will be required to attend two weekend laboratory sessions at a designated community college or other institution.

Prerequisite: BISC 110 or equivalent skills and knowledge.

Required texts: As for BISC 110

Required readings: *Scientific American* offprints:
 Adolph, E. F. "The heart's pacemaker."
 Davenport, Horace W. "Why the stomach does not digest itself."
 Edwards, R. G. and Ruth E. Fowler. "Human embryos in the laboratory."
 Fritts, Harold, C. "Tree rings and climate."
 Gosz, James et al. "The flow of energy in a forest ecosystem."
 Grant, Verne. "The fertilization of flowers."
 Heslop-Harrison, Yolande. "Carnivorous plants."
 Hutchinson, G. Evelyn. "The biosphere."
 Kettlewell, H. B. D. "Darwin's missing evidence."
 McEwen, Bruce S. "Interactions between hormones and nerve tissue."
 Michael, Charles R. "Retinal processing of visual images."
 Myers, Judith H. and Charles J. Krebs. "Population cycles in rodents."
 Palmer, John D. "Biological clocks of the tidal zone."
 Schneider, Dietrich. "The sex-attractant receptor of moths."
 Carolina Biological Readers: Rhodes, Philip. *Birth Control* 2nd ed. 1976.
 Hart, Gavin. *Sexually transmitted diseases*.
 Reprinted by the Open Learning Institute:

Hardin, Garrett. "The tragedy of the commons." *Science*, 162:1243-1248, 1968.

Course fee:

For students who have not taken BISC 110: \$122.00 (tuition \$60, textbooks and readings \$62)
 For students who have taken BISC 110: \$72.00 (tuition \$60, readings \$12).

BISC 210**3 credits****Introductory 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. This course describes the transmission, distribution, arrangement and alteration of genetic information and how it functions and is maintained in populations.

Prerequisites: BISC 111 or equivalent skills and knowledge. Students who have previously received credit for BISC 410 may not receive credit for BISC 210.

Required text: Strickberger, M. W. *Genetics*. 2nd ed. Macmillan, 1976.

Required readings: *Scientific American* offprints:
 How Cells Divide. D. Mazia. September 1961.
 Sex Differences in Cells.
 Genes outside the Chromosome. R. Sager.
 The Molecule of Infectious Drug Resistance.
 The Genetic Code.
 The Genetic Code II.
 The Genetic Code III.
 The Bacterial Chromosome.
 The Fine Structure of the Gene.
 The Nucleotide Sequence of a Viral DNA.
 The Genetics of Human Cancer.
 Recombinant DNA Debate.
 Bacterial Tests for Potential Carcinogens.
 The Manipulation of Genes.
 Gene Transplantation and the Analysis of Development.
 Genetic Amniocentesis.
 Transposable Genetic Elements.
 \$101 (tuition \$60, textbooks and readings \$41).

Course fee:

BISC 220 **3 credits**
Introduction to Cell Biology

Course under development. Starting date and details to be announced.

BISC 250 **3 credits**
Introduction to Community Ecology

This is the first part of a two course sequence and provides an introduction to the fundamental principles of the science. The course will also give the student a basic understanding of ecosystems and communities.

Major topics included in this course are: historical development, plant formations of the world, biotic zones of B.C., community energetics, aquatic ecosystems, biogeography, animal geography and human ecology. Some aspects of pollution and environmental health are included as essential course topics due to the significance of their immediate and long range effects upon mankind. Both the content and emphasis of the course are on a scientific rather than sociological approach.

The course aims to help students gain insights into the scope and dynamics of ecology and serves as a framework upon which more information will be given in a subsequent course.

Prerequisites: BISC 111 or equivalent skills and knowledge. Students who have previously received credit for BISC 450 may not receive credit for this course.

Required texts: TBA

Course fee: Tuition \$60, textbook and supply fee to be determined.

BISC 451 **3 credits**
Population Ecology

The broad conceptual basis laid down by Community Ecology (BISC 250) is deep-ended in this course, through the study of such important topics as evolutionary ecology, competition, predation, and population biology.

Prerequisites: BISC 250
Required texts: Ricklefs, R.E. *Ecology*. 2nd ed. Chiron Press, 1979.
Course fee: \$94 (tuition \$60, textbook and supplies \$34)

BOTR 101 **3 credits**
Office Procedures I

Course under development. Starting date and further details to be announced.

An introductory study of office technology and procedures related to filing, mail handling, records, telephone, duplication and human relations.

Prerequisites: None
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

BOTR 102 **3 credits**
Office procedures II

Not available in 1981-2

An overview of office technology relating to business machines, word processing, data processing, reprographics, and a study of banking, buying and selling procedures.

Prerequisites: BOTR 101
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

BOTR 103 **3 credits**
Secretarial Procedures and Administration

Not available in 1981-82

The study and practical application of procedures related to time management, organization of data, public relations, meetings and conferences, business travel and financial records.

Prerequisites: BOTR 101
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

BOTR 111 **Typing I**

3 credits

Typing I is a basic skill course which focuses on keyboarding by touch, tabulations, letters, and manuscripts. The production of mailable work is emphasized. Speed is developed to 35 gwpm.

Students must have the use of a manual or electric typewriter with standard keyboard, pica or elite type, adjustable margin sets, and adjustable tabulator sets.

Prerequisites: None

Required texts: Ubelacker, Delaney, and Allan. *Canadian College Typing: Career Course*. Copp Clark Pitman, 1979. *Canadian College Typing: Workbook: Lessons 1-80*. Copp Clark Pitman, 1980.

Course fee: \$63.00 (tuition \$45, textbooks and supplies \$18)

BOTR 112 **Typing II**

3 credits

Typing II is an intermediate skill course that builds on the basic skills learned in Typing I. Students apply their skills to more advanced letters, tabulations, financial statements, forms and manuscripts.

Students must have the use of a manual or electric typewriter with standard keyboard, pica or elite type, adjustable margin sets and adjustable tabulator sets.

Prerequisites: Typing I or equivalent

Required texts: *Canadian College Typing: Workbook, Lessons 81-160*. Copp Clark Pitman, 1980. The textbook (*Canadian College Typing: A Career Course*) from BOTR III is also required. If you do not already have this, you should order a copy. Cost is \$11.

Course fee: \$52.00 (tuition \$45, workbook and supplies \$7)

BOTR 125

3 credits

Forkner Shorthand I

Forkner Shorthand is a system of rapid writing that uses combinations of alphabet letters and a few symbols.

This course presents the principles of Forkner Shorthand through reading and writing practice, and provides for dictation and transcription skill development. Accurate typewritten transcription of unfamiliar material dictated at 80 wpm is the student's final course objective.

The course is primarily intended for persons wishing to develop stenographic skills for vocational use. Students must have the use of a cassette player and a typewriter.

Prerequisites: Basic typing skills

Note: Students who lack typing skills may enrol in Typing I and Forkner Shorthand I in the same semester.

Required texts: Forkner and Brown. *Forkner Shorthand*. Gage, 1972. Forkner and Brown. *Study Guide for Forkner Shorthand*. Gage.

Course fee: \$58.00 (tuition \$45, textbook and supplies \$13)

BOTR 170

3 credits

Office Management

Not available in 1981-82

A study of the skills required to manage a business office with particular reference to office systems and records management.

Prerequisites: To be determined

Required texts: To be announced

Course fee: Tuition \$45, textbook and supplies fee to be determined.

BUSM 101**3 credits****Introduction to Canadian Business**

Course under development. Starting date and further details to be announced.

This course presents an overview of the nature of business in Canada, including its origins, forms of ownership and organization and environment. It provides an introduction to the functions of production, marketing, finance and personnel.

Prerequisites: None

Required texts: To be announced

Course fee: Tuition \$45, textbook and supplies fee to be determined.

BUSM 102**3 credits****Small Business Management I**

For potential business owners, the course presents the steps necessary to start a small service, manufacturing or retail business. Emphasis is placed on developing a comprehensive business plan for which students should be prepared to gather information in their community. Topics include: forms of ownership; finance; basic marketing research; governmental assistance; self-assessment; regulations; risk management; customer service; purchasing and marketing.

At the completion of the course, students should be able to prepare a basic development plan for a new business.

Prerequisites: None

Required texts: Szonyi, A.J. and Steinhoff, D. *Small Business Management Fundamentals*. 1st Canadian ed. McGraw-Hill Ryerson Ltd., 1979.

Course fee: \$70.00 (tuition \$45, textbook and supplies \$25).

BUSM 103**3 credits****Small Business Management II**

Course under development. Starting date and further details to be announced.

The day-to-day management of the on-going small business enterprise, focusing on marketing skills, progress measurement, money management and personnel practices.

Prerequisites: None

Required texts: To be announced.

Course fee: Tuition \$45, textbook and supplies fee to be determined.

BUSM 105**3 credits****Small Business Management I**

This is a televersion of BUSM 102. It will only be available at times when the television programs are being broadcast, and is restricted to students who can receive the broadcasts.

Prerequisites: None

Required texts: Baumbeck and Lawyer. *How to Organize and Operate a Small Business*. 6th ed. Prentice Hall, 1979.

Archer and White. *Starting and Managing Your Own Business*. Financial Post/MacMillan, 1979.

Course fee: \$77.00 (tuition \$45, textbooks and supplies \$32).

BUSM 111**3 credits****Effective Supervision**

Effective Supervision is designed for persons who aspire to be, or are already, in the position of first-line supervision dealing directly with employees in any organization. The course aims to develop the supervisor's ability to achieve balance between concern for people and concern for work output.

Topics include communication skills, practical theories of motivation, working with unionized employees, productivity improvement and work control, decision-making and problem solving. Students, will be involved in on-the-job observation and practical projects.

Prerequisites: None

Required texts: Bittel, L. *What Every Supervisor Should Know*. 4th ed. McGraw-Hill, 1980.
Bittel, L. *Skills Development Profile*. McGraw-Hill, 1980.

Course fee: \$76.00 (tuition \$45, textbook and supplies \$31)

BUSM 121**3 credits****Management Principles and Practices**

The course is designed to give students a basic framework for understanding the role and functions of a manager and to explain the principles, concepts and techniques which can be used by managers in carrying out these functions. It is intended for persons who presently hold, or desire to hold, management responsibilities in an organization or enterprise, large, medium or small, public or private, product or service oriented.

Specific topics include planning, decision-making, organizing, leading, controlling and innovating. Skills emphasized are the analysis of management issues or problems and the formulation of realistic, practical plans of action to resolve them. This is accomplished through case studies and assignments which ask students to analyze specific situations in which they are working.

Prerequisites: None

Required texts: Hampton, E. R. *Contemporary Management*. 2nd. ed. McGraw-Hill, 1981.

Course fee: \$76.00 (tuition \$45, textbook and supplies \$31)

BUSM 131**3 credits****Accounting I**

Accounting I is an introductory course which aims to provide students with an understanding of the total accounting process from recording business transactions to preparing simple financial statements. The emphasis is placed on the practical application of accounting principles to business situations. Students will undertake a major project which will entail the setting-up of a set of books for a small business enterprise.

On successful completion of the course, students will be able to interpret business vouchers; record transactions; post, balance, and close a general ledger; and prepare simple financial statements in proper format.

Prerequisites: None

Required texts: D'Amico, V. and Obonsawin, M. *Basic Accounting*. Copp Clark Pitman, 1978.

Course fee: \$60.00 (tuition \$45, textbook and supplies \$24)

BUSM 132**3 credits****Accounting II**

The course is designed to provide knowledge in financial and management accounting techniques to students who have completed *Accounting I* or a similar accounting course. On completion of this course, students will be able to prepare the books and financial statements for both partnerships and corporations. The material is related to accounting concepts and generally accepted principles to enable students to determine the reasons behind certain accounting practices.

Topics include accounts receivable, inventory valuation, depreciation methods, shares and bonds, and cash flow statements.

Prerequisites: Accounting I or equivalent

Required text: Pyle, White, Larson, Zin. *Fundamental Accounting Principles*. 3rd Canadian ed. Irwin Dorsey, 1980.

Optional text: Pyle, White Larson, Zin. *Workbook of Study Guides with Solutions*. Irwin Dorsey, 1980.

Course fee: \$69.00 (tuition \$45, required text and supplies \$24).

BUSM 136**3 credits****Financial Management**

Not available in 1981-82

Financial management of the small business enterprise including financial analysis for planning and control, budgeting, and sources and costs of funds.

Prerequisites: To be determined
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

BUSM 141 **3 credits**

Business law

Not available in 1981

An introduction to business law, including contracts, agency, sale of goods, partnership and company law.

Prerequisites: None
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

BUSM 151 **3 credits**

Introduction to Marketing

Available in 1981-82 only as a telecourse

An introduction to the principles and practices used in the marketing of consumer goods.

Prerequisites: None
Required texts: Beckman, Boone and Kurtz. *Foundations of Marketing*. 1st Canadian ed. Holt, Rinehart and Winston, 1979.
Course fee: \$68.00 (tuition \$45, textbook and supplies \$23).

BUSM 156 **3 credits**

Advertising

Available in 1981-82 only as a telecourse. It will only be available at times when the television programs are being broadcast, and is restricted to students who can receive the broadcasts.

This course is primarily a study of advertising as a tool of marketing and as a process of communication. The course focuses on various advertising media, especially television, radio and print, and includes aspects of advertising strategy, design and production.

Prerequisites: A basic knowledge of marketing is advised.
Required texts: Wright *et al.* *Advertising*. 4th ed. McGraw-Hill, 1977.
Course fee: \$71.00 (tuition \$45, textbook and supplies \$26).

BUSM 157

3 credits

Salesmanship

Available in 1981-82 only as a telecourse. It will only be available at times when the television programs are being broadcast, and is restricted to students who can receive the broadcasts.

This course is designed to acquaint persons interested in sales careers with the basic steps in the selling process. It includes communication methods, developing sales, retail and industrial selling, and introduction to sales management.

Prerequisites: None
Required texts: Young and Mondy. *Personal Selling: Function, Theory and Practice*. Hott, Rinehart and Winston, 1978.
Course fee: \$68.00 (tuition \$45, textbook and supplies \$23).

BUSM 172 **3 credits**

Law and Labour Relations

Not available in 1981-82

Details and starting date to be announced.

CMPT 100 **3 credits**

Computing in Modern Society

This is an overview course in computer literacy for the person who desires to be informed about a rapidly developing technology and science. It describes the history of computer development and then goes on to discuss applications in the realms of business, education, science, administration and information systems. Current trends in computing are examined with a view to assessing their social impact and some of the ethical questions they pose for mankind.

Prerequisites: None
Required texts: Rothmann, S. and Mosmann, C. *Computers and Society*. 2nd ed. Science Research Associates, 1976.
Course fee: \$83.00 (tuition \$60, textbook and supplies \$23).

CSTN 112 **3 credits**

Survey Methods and Instruments

Not available in 1981-82

The study and practical application of basic surveying techniques and an introduction to modern survey equipment.

Prerequisites: None
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

CSTN 121 3 credits

Electricity for the Building Trades

This course, together with the amendments and bulletins accepted by Order in Council for use in British Columbia, explores the use and application of the Canadian Electrical Code. This course is of particular interest to those students desiring to obtain the British Columbia class C certificate of competency. The regulations governing certificates of competency require candidates to have field experience and/or additional special training to be eligible to write that examination.

Prerequisites: None
Required texts: Canadian Electrical Code, 13th Edition.
Course fee: \$58.00 (tuition \$45, textbook and supplies \$13).

CSTN 122 3 credits

Residential Wiring: Installation and Maintenance

Course under development. Starting date and further details to be announced.

This course is designed to teach students how to safely and efficiently install and maintain a complete residential wiring system. The course deals with the sizing, characteristics and permissible use of various types of electrical conductors and introduces the student to common circuit components, such as switches, receptacles and fuses. Wiring methods, grounding, service entrance, service panels and capacities, and the wiring systems for new and old buildings is covered. This is a practical course and students will assemble and test various Lab projects.

CSTN 191 3 credits

Building Codes, Permits and Specifications

Not available in 1981-82

The study of applicable building codes, permits and specifications pertaining to construction in B.C.

CSTN 192 3 credits

Construction Estimating I

Course under development. Starting date and further details to be announced.

The study and practical application of the principles and techniques used to accurately estimate material and labour costs for construction.

ECON 100 3 credits

The Canadian Economy

Under development. Details and starting date to be announced.

ECON 200 3 credits

Principles of Microeconomics

The objectives of this course are to introduce the principles of Economics, to demonstrate how these principles apply to current Canadian economic problems, and to provide practice in economic analysis. It aims to provide an understanding and appreciation of the foundation upon which our economic society rests.

The coursework focuses on the individual economic unit: the person, the household, the firm and the industry within our economic system. How is wealth produced, distributed and consumed at this "microeconomic" level? How do these units interact with each other? Are they influenced by governments?

Looking at specific products, the coursework explores how a producer's output is marketed, the level of resources that is used or misused, and the returns that it receives from each "input." It examines the role and impact of the large and powerful corporations as well as the not-so-powerful businesses, including the family farm.

It examines some of the problems that are inherent in the present system of mass production and (seeming) corporate indifference: problems such as income inequalities and poverty, pollution, environmental decay, urban wastefulness and market failure.

Prerequisites: None
Required texts: West, E.G. and Miller, R.L. *Economics Today — The Micro View*. Canadian edition. Harper & Row, 1978.
 West, E.G. and Spector, Lee. *Economics Today — The Macro View, the Micro View: Student Learning Guide*.
Course fee: \$82.00 (tuition \$60, textbook and supplies \$22).

ECON 201**3 credits****Principles of Macroeconomics**

Building on the principles of economics taught in ECON 200, this course discusses the behavior of the Canadian economy as a whole, or large components of it. It examines how a nation's income is determined and how it is allocated between consumption, investment, governments, and the trade sector. Data on prices, interest rates, employment and exchange rates are studied so as to show how they are established and how they relate to one another. Considerable attention is given to theories about inflation, unemployment, wage and price controls, trade imbalances, government deficits, devaluation, and other public policy issues.

Prerequisites: ECON 200 should precede or be taken concurrently.

Required texts: West, E. G. and Miller, R. L. *Economics Today—The Macro View*. Canadian edition. Harper & Row, 1978.
West, E. G. and Spector, Lee. *Economics Today—The Macro View, The Micro View: Student Learning Guide*. Canadian edition. Harper & Row, 1979.
Kennedy, P. & Dorosh, G. *Dateline Canada*. Prentice Hall. 1978.
Course fee: \$93.00 (tuition \$60, text book and supplies \$33).

ECON 240**3 credits****Comparative Economic Systems**

Course under development. Starting date and details to be announced.

ECON 410**3 credits****Economic and Business Statistics**

Course under development. Starting date and details to be announced.

ELEC 110**3 credits****Introduction to Electronics**

An introductory course in the applications of modern electronic technology.

During this course the student will: develop skill in soldering components on printed circuit boards, identify and test a variety of basic electronic components, draw and interpret schematic diagrams and learn to make effective use of the test meter.

Prerequisites: Good colour vision and hand/eye co-ordination.

Required texts: All required course material will be supplied.

Required supplies: Students will require the following items:
Soldering iron
Wire strippers
These may be purchased through OLI.

Course fee: \$105.00 [tuition \$45, supplies including returnable power supply module and multimeter \$60 (refundable deposit)].

ELEC 115**3 credits****Electronics: RC Networks**

Course under development. Starting date and details to be announced.

ELEC 120**3 credits****Electronics: Transducers and Signals**

A study of the electronic devices used to collect and display data relating to a wide range of variables such as motion, light temperature and pressure. The physical and electrical characteristics of these devices are investigated by means of Lab projects.

Prerequisites: ELEC 110 or equivalent

Required texts: All required course material will be supplied.

Required supplies: Students will require the following items:
Soldering iron
Wire strippers
These may be purchased through OLI.

Course fee: \$105.00 (tuition \$45, supplies including returnable power supply module and multimeter \$60 (refundable deposit)).

ELEC 121**3 credits****Electronics: D.C. Amplifiers and Voltage Regulators**

Course under development. Starting date and further details to be announced.

The principles of D.C. amplification and their application to a variety of typical circuits used in the industrial, instrumentation and control fields. Circuit operation is verified through suitable lab projects.

ELEC 122**3 credits****Electronics: A.C. Amplifiers and Oscillators**

Not available in 1981-82.

A study of the circuitry required to develop various A.C. waveforms and of the methods employed to amplify these waveforms without distortion. The accompanying Lab Projects demonstrate the effectiveness of a variety of amplifiers and oscillators.

ENGL 010**Reading and Writing English**

This course is designed to improve the students' skills in reading and writing for both pleasure and practical purposes. The course consists of step-by-step reading activities and guided writing practice on topics related to the student's own interests and activities. Some study of grammar and usage is involved.

Prerequisites: Ability to work independently on correspondence-type materials.
Required texts: All required course materials will be supplied.
Course fee: \$25.00

ENGL 013**Studying English**

This course is a special version of ENGL 010 prepared with second language students in mind. Several sections of ENGL 010 have been replaced by material on English vocabulary and sentence structure.

Prerequisites: Ability to work independently on correspondence type materials.
Required texts: Frank, M. *Modern English Part II*. Prentice-Hall, 1972.
Course fee: \$36.00 (tuition \$25, textbook and supplies \$11).

ENGL 020**Practice in Prose Composition**

This course will introduce the student to various forms of prose composition — the narrative essay, the expository essay, the research-type essay, the literary essay, the technical report. Through the use of numerous essay models and writing assignments, the student will be involved in a wide range of writing activities.

Prerequisites: ENGL 010, Grade 10 English or placement by an advisor.
Required texts: Dawe, A. *Four Approaches to Prose*, Macmillan, 1971.
Course fee: \$30.00 (tuition \$25, textbook and supplies \$5).

ENGL 030**Introduction to Literature**

This course will introduce the student to a systematic study of fiction (short story and novel), drama and poetry. The course will concentrate on the careful reading of a few selected literary works from the twentieth century by Canadian authors. Short essays written in response to the literature studies will be expected.

- Prerequisites:** ENGL 020, Grade 11 English or placement by an advisor.
- Required texts:** St. Pierre, P. *Breaking Smith's Quarter Horse*, McGraw-Hill Ryerson, 1969.
 Mitchell, K. et al., *Cruel Tears*, Talon books, 1977.
 Metcalf, J. *Sixteen by Twelve*, McGraw-Hill Ryerson, 1971.
 Atwood, M. *The Edible Woman*, New Canadian Library, 1973.
Transitions III: Poetry. A Sourcebook of Canadian Literature. CommCept Publ. Ltd., 1978.
- Course fee:** \$55.00 (tuition \$25, textbook and supplies \$30).

ENGL 034**Survey Of British Literature**

This course follows the development of British literature from the time of the Anglo-Saxons to the Modern Age. The concentration is on the works of the major writers in each period, especially Chaucer, Shakespeare, Donne, Milton, Pope, Wordsworth, Keats, Tennyson, Browning and others.

- Prerequisites:** ENGL 020, Grade 11 English, or placement by an advisor.
- Required texts:** *Adventures in English Literature: Heritage Edition*. Harcourt, Brace, Jovonovitch, 1980.
- Course fee:** \$49.00 (tuition \$25, textbook and supplies \$24).

ENGL 100**Literature and Composition I**

This course is split between composition and literature. It includes a thorough review of basic grammar, punctuation, diction, and writing mechanics; instruction in the composing of 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 presents stories and novels written during the past hundred years to demonstrate the characteristics of fiction in general. Drama and poetry are the subjects of Literature and Composition II.

Given its double focus on literature and composition the value of the course is undeniable. Success here means not only that you qualify for further post-secondary courses, but also that you will have improved your reading and writing skills, and that you will have read some of the more interesting fictional works.

This course satisfies half of the first-year degree requirements in English at the Open Learning Institute.

- Prerequisites:** None.
- Required texts:** Barnet, Sylvan. *A Short Guide to Writing About Literature*, 3rd ed. Little, Brown and Company, 1975.
 Butler, Eugenia, Mary Ann Hickman, and Lalla Overby. *Correct Writing*, 2nd ed. Form 2. Heath and Co., 1978.
 Butler, Eugenia, Mary Ann Hickman, and Lalla Overby. *Correcting Writing: Answer Key*. 2nd ed., Form 2, Heath and Co., 1978.
 Conrad, Joseph. *Heart of Darkness*, ed. Robert Kimbrough. Norton Critical Edition (revised), 1972.
 Laurence, Margaret. *The Stone Angel*. McClelland, New Canadian Library, 1968.
 Stone, Wilfred, Nancy Huddleston Parker, and Robert Hoopes. *The Short Story: An Introduction*. McGraw-Hill, 1976.
- Recommended texts:** You will need also a standard dictionary. The Open Learning Institute recommends Avis, W. S. et al., eds. *Canadian Senior Dictionary*. Toronto: Gage Educational Publishing Ltd., 1979.
- Course fee:** \$102.00 (tuition \$60, textbook and supplies \$42).

ENGL 101 3 credits

Literature and Composition II

This course is an introduction, using twentieth-century samples, to poetry and drama. In the first half, the course briefly considers the major features of poetry (figurative language, sounds, rhythm, and so on) and then looks closely at how a poem is organized, how specific subjects can be treated in a variety of ways, how thematic patterns emerge, and how the work of a specific poet can be characterized according to style. Students learn to make judgements on the quality of poems; they will also study in detail selected major poets of our century.

In the second half, three plays, written since 1950 in England, the U.S.A., and Canada, are studied. Topics for consideration include dramatic structure, characterization, theme, comedy and tragedy. The course is not a national or historical survey of literature. Although reference will be made to attitudes or ideas which became significant in the twentieth century, the works studied are intended to be only examples of their literary forms.

Prerequisites: ENGL 100 or equivalent skills and knowledge.

Required texts: Abrams, M. H. *A Glossary of Literary Terms*. Third Edition. New York: Holt, Rinehart and Winston, Inc., 1971.
Albee, Edward. *Who's Afraid of Virginia Woolf?* New York: Pocket Books, 1974.
Bolt, Robert. *A Man for All Seasons*. Agincourt: Bellhaven House (revised) 1968.
Geddes, Gary. *Twentieth-Century Poetry & Poetics*. Second Edition. Toronto: Oxford University Press, 1973.
Ryga, George. *The Ecstasy of Rita Joe*. Vancouver: Talonbooks, 1970.
Two handbooks on composition are also required:
Baker, Sheridan. *The Practical Stylist*. 4th ed. New York: Thomas Y. Crowell Ltd., 1977.
Baker, Sheridan. *Instructor's Manual for The Practical Stylist*. 4th ed. New York: Thomas Y. Crowell Ltd., 1977.

Recommended texts: Avis, W. S. et al., eds. *Canadian Senior Dictionary*. Toronto: Gage Educational Publishing Limited, 1979.

In addition, those students who do not have the ENGL 100 text *Correct Writing* will need:
Butler, E. M. et al. *An Auto-Instructional Text in Correct Writing*, 2nd ed., Form 2. Heath and Co., 1980.

Student should have access to a cassette tape recorder.
Course fee: \$97.00 (tuition \$60, textbook and supplies \$37).

ENGL 106 3 credits

Written Communication

This fundamental writing course emphasizes the development of practical language skills for persons in business, industry and public service.

The course begins with a review of basic grammar and continues with techniques that will 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.

Prerequisites: None.

Required texts: Blumenthal, J. *English 3200*, 2nd ed. Harcourt Brace Jovanovich, 1972.

Optional text: An English dictionary.
Blumenthal, J. *Tests for English 3200*, 2nd ed. Harcourt Brace Jovanovich, 1972.

Course fee: \$56.00 (tuition \$45, textbook and supplies \$11).

ENGL 107 3 credits

Business Communication

Course under development. Starting date to be announced.

This course focuses on the principles of oral and written communication in business. Basic communication principles related to listening, speaking and writing are applied to business situations.

Prerequisites: None.

Required texts: To be announced.

Course fee: Tuition \$45, textbook and supplies fee to be determined.

ENGL 220**3 credits****English Literature I**

A survey of English Literature from Chaucer to Milton, the course focuses on significant literary works in discussing Chaucer's narrative range and technique and his methods of characterization, the major styles of Elizabethan lyric poetry, Shakespeare's use of dramatic contrasts and characterization, and epic form and theory in Milton's *Paradise Lost*. Attention is paid to cultural and historical perspective.

- Prerequisites:** One introductory English course or equivalent skills and knowledge.
- Required texts:** Abrams, M. H. et al. *The Norton Anthology of English Literature: Major Authors Edition*. 3rd ed. W. W. Norton & Co. Inc., 1975.
Shakespeare, W. *Antony and Cleopatra*. B. Everett, ed. New American Library, 1964.
Students should have access to a cassette tape recorder.
- Course fee:** \$100.00 (tuition \$60, textbook and supplies \$40).

ENGL 221**3 credits****English Literature II**

This course is the second half of a survey course in English Literature, covering a variety of representative novels and Romantic and Victorian poetry.

- Prerequisites:** One introductory English course or equivalent skills and knowledge.
- Required texts:** To be announced.
- Course fee:** Tuition \$60, textbook and supplies fee to be determined.

ENGL 432**3 credits****Modern Canadian Fiction**

Like all literature courses, this course aims to make the student at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. By exploring eight novels and about twenty short stories published between 1920 and the present, the course acquaints the student 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 judgement that they raise —

notably the question of realism. Hugh MacLennan, Gabrielle Roy, Margaret Laurence and Mordecai Richler are among these authors, and their works raise discussion not only of writing itself but also of such Canadian concerns as regionalism, mythology and identity, and multiculturalism.

The student will learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. The student's ability to reflect and comment interestingly on a variety of fiction will be further enhanced by the course work in reading, hearing and writing literary critiques.

- Prerequisites:** One lower-level English course, or equivalent skills and knowledge.
- Required texts:** Carrier, Roch. *La Guerre, Yes Sir!* Nanasi, 1968.
Hodgins, Jack. *The Invention of the World*. Macmillan, 1977.
Laurence, Margaret. *The Stone Angel*. McClelland and Stewart, 1964.
MacLennan, Hugh. *Each Man's Son*. Macmillan, 1978.
Munro, Alice. *Lives of Girls and Women*. New American Library of Canada, 1971.
Richler, Mordecai. *The Apprenticeship of Duddy Kravitz*. McClelland and Stewart, 1959.
Ross, Sinclair. *As For Me and My House*. McClelland and Stewart, 1957.
Roy, Gabrielle. *The Cashier*. McClelland and Stewart, 1963.
Readings on Modern Canadian fiction. Open Learning Institute, 1979.
- For grammar and style:**
Bell, James B., and Corbett, Edward P. J. *The Little English Handbook for Canadians*. Wiley, 1977.
- For reference:**
Abrams, M. H. *A Glossary of Literary Terms*. 3rd ed. Holt, Rinehart and Winston, 1971.
- Course fee:** \$103.00 (tuition \$60, textbook and supplies \$43).

ENGL 442**3 credits****Modern American Fiction**

Modern American Fiction introduces the student to some representative fiction written in the United States from 1900-1940. This period was one of the richest in American Literature; the works selected are by significant writers who dramatized themes or attitudes central to the developing American outlook. Those writers studied are: Dreiser, Wharton, Anderson, Fitzgerald, Cather, Hemingway, Faulkner, and Steinbeck. Their fiction reflects various social issues prominent at the time and which are of continuing concern today: poverty, individualism, societal constraints on personal growth.

The course aims to help students develop critical and analytical skills that will enrich their appreciation of literature.

Prerequisites: One lower-level English course or equivalent skills and knowledge.

Required texts: Anderson, S. *Winesburg, Ohio*. Penguin, 1960. Cather, W. *A Lost Lady*. New York: Random, Vintage, 1972.

Dreiser, T. *Sister Carrie*.

Rinehart, 1957.

Faulkner, W. *Light in August*.

Random, Vintage 1972.

Fitzgerald, F. *The Great Gatsby*. Scribner, 1968.

Hemingway, E. *The Snows of Kilimanjaro and Other Stories*.

Scribner, 1970.

Steinbeck, J. *The Grapes of Wrath*. Penguin, 1978.

Wharton, E. *Ethan Frome*.

Scribner, 1968.

Abrams, M. *A Glossary of Literary Terms*. Rinehart, 1971.

Course fee: \$98.00 (tuition \$60, textbook and supplies \$38).

FREN 020**French I**

This is an introductory course in French that will emphasize the oral approach to language learning through regular use of cassette tapes. In combination with FREN 030, it will take the student to a point roughly equivalent to French at the high school completion level.

Prerequisites: None.

Textbooks: DuMont, F. *French Grammar*. Barnes and Noble, 1950. *Harrap's Mini Pocket Dictionary (French/English, English/French)*. Harrap, 1977. Students should have access to a cassette tape recorder.

Course fee: \$51.00 (tuition \$25, textbook and tapes \$26).

FREN 030**French II**

This is a continuation of FREN 020, once again stressing the oral approach through the use of cassette tapes. In combination with FREN 020, it will take the student to a point roughly equivalent to the high school completion level of French.

Prerequisites: FREN 020 or equivalent

Textbooks: To be announced

Course fee: Tuition \$25, textbook and supplies fee to be determined.

GEOG 030**Introduction to Geography**

Course under development. Starting date and details to be announced.

GEOG 110**3 credits****Introduction to Physical Geography I: Geomorphology and Hydrology**

Course under development. Starting date and details to be announced.

GEOG 111**3 credits****Introduction to Physical Geography
II: Meteorology and Climatology**

Course under development. Starting date and details to be announced.

GEOG 230**3 credits****Introduction to Human Geography:
Man and Environment**

(tentatively scheduled for Sept. '81)

This course looks at the effect of the environment on man and, more significantly, man's modification of the environment. The complex interrelationship between man and the environment is a central concern of the human geographer. The development of the present day views of this relationship is traced through a study of past geographic views on this topic. Both determinist and possibilist views are discussed. Subjects studied include resource exploitation, population growth, and environmental impact of man's activities. Developed in parallel with the study of the subject areas are a range of cartographic and geographic research skills.

Prerequisites:

None

Required texts:

P. Haggett. *Geography: A Modern Synthesis*. 3rd ed. Harper & Row, 1979.
Readings in Human Geography. Open Learning Institute, 1981.

Course fee:

Tuition \$60, textbook and supplies fee to be determined.

GEOG 470**3 credits****Regional Geography of Canada I**

This is the first part of a two-semester course. This course deals with aspects of the physical, human and economic geography of Canada in a regional context. The methodology of regionalization is discussed and illustrated by dividing Canada into six regions: the Atlantic Provinces, the Great Lakes-St. Lawrence Lowlands, the Canadian Shield, the Interior Plains, the Cordillera and the North. The first two regions are the focus of this course and the latter four regions are examined in detail in GEOG 471.

Population distribution patterns across Canada are investigated and the Atlantic Provinces and Great Lakes-St. Lawrence Lowlands are studied in detail to illustrate principles of geography and develop certain geographical themes, such as dispersion and fragmentation in the Atlantic Provinces, concentration of industry in southern Ontario and areal spread of the French-Canadian population.

The aim of this course is to promote an understanding of the similarities and differences between areas across Canada and to develop skills in recognizing and relating distribution patterns of the phenomena that concern geographers. Students are encouraged to take a geographical viewpoint in examining certain social and economic problems in Canada. The methodology and philosophy of geography, based on Canadian examples, are the concerns of this course; not simply a collection of facts about Canada.

Prerequisites:

One lower-level geography course or equivalent skills and knowledge.

Required texts:

Putman, D. F. and Putnam, R. G. *Canada: A Regional Analysis*. 2nd ed. Dent, 1979.
Stanford, Q., ed. *The Canadian Oxford School Atlas*. 4th ed. Don Mills: Oxford University Press, 1977.
Macpherson, A., ed. *The Atlantic Provinces. Studies in Canadian Geography*. Ed. L. Trotier. University of Toronto Press, 1972.
Gentilcore, L., ed. *Ontario. Studies in Canadian Geography*. Ed. L. Trotier. University of Toronto Press, 1972.

Course fee:

\$100.00 (tuition \$60, textbook and supplies \$40).

GEOG 471**3 credits****Regional Geography of Canada II**

This is the second of two senior-level courses dealing with aspects of the physical, human, and economic geography of Canada in a regional context. This course examines in detail the Canadian Shield, the Interior Plains, the Cordillera and the North.

- Prerequisites:** GEOG 470 or equivalent skills and knowledge
- Required texts:** Putnam, D. F. and Putnam, R. G. *Canada: A Regional Analysis*. 2nd ed. Toronto: Dent, 1979.
Stanford, O., ed. *The Canadian Oxford School Atlas*. 4th ed. Don Mills: Oxford University Press, 1977.
Smith, P. J., ed. *The Prairie Provinces. Studies in Canadian Geography*. Ed. L. Trotier. University of Toronto Press, 1972.
Robinson, J. L. ed. *British Columbia. Studies in Canadian Geography*. Ed. L. Trotier. University of Toronto Press, 1972.
Wonders, W. C. ed. *The North. Studies in Canadian Geography*. Ed. L. Trotier. University of Toronto Press, 1972.
Robinson, J. L. *Resources of the Canadian Shield*. Toronto: Methuen Publishers, 1969.
Robinson, J. L. and Hardwick, W. G. *British Columbia: 100 Years of Geographical Change*. Vancouver: Talonbooks, 1973.
- Course fee:** \$83.00 (tuition \$60, textbook and supplies \$23).

GEOG 472**3 credits****Regional Geography of British Columbia I**

This is the first of two closely related courses designed to develop a basic geographic understanding of the Pacific province. It covers the concepts of regions and regionalization, puts British Columbia in its Pacific Northwest and Pacific Rim settings, and outlines the human and physical landscapes of the province.

- Prerequisites:** One lower level geography course or equivalent skills and knowledge.
- Required text:** Farley, A. L. *Atlas of British Columbia: People, Environment and Resource Use*. UBC Press, 1979.
- Course fee:** Tuition \$60, textbook and supplies fee to be determined.

GTEC 112**3 credits****Construction Drafting**

Course under development.

Starting date and further details to be announced.

An introduction to the basic graphical language and the application of basic drafting techniques to the production of residential, commercial and industrial construction drawings.

GTEC 113**3 credits****Mechanical Drafting**

Not available in 1981-82.

An introduction to the basic graphical language and the application of basic drafting techniques to the production of "mechanical" drawings.

GTEC 121**3 credits****Project Management**

Course under development.

Starting date to be announced.

This course is designed to cover all aspects of the planning, organizing and control of major projects. The management process it emphasizes is one designed to use the skills needed both for planning project work and for participating in the day-to-day activities. The principles of the Project Management approach, which was developed for construction work, are readily adaptable to industrial applications.

Specific topics include: the technical responsibilities of management in major projects; conceptual design of projects; developing and diagramming Networks; analysis of Networks (including Critical Path determination, calculating all types of "Float" and how this "Float" can be effectively utilized); reviewing and revising the Critical Path; activity analysis and review; Project Cost Control; project reporting procedures for management.

- Prerequisites:** None.
- Required texts:** Lang, D. W. *Critical Path Analysis*. Hodder and Stoughton, 1978.
- Course fee:** \$51.00 (tuition \$45, textbook and supplies \$6).

GTEC 131 **3 credits**
Safety and Accident Prevention

*Course under development.
 Starting date and further details to be announced.*

A study of safety procedures and their application in accident prevention in industry.

GTEC 151 **3 credits**
Production Management

Not available in 1981/82.

The course studies the problems of production and develops some basic skills in the control, planning and labour-management areas.

GTEC 171
Electrical Utility Operations I

*Course under development.
 Starting dates and further details to be announced.*

An introduction to the system components of an electrical utility.

GTEC 172
Electrical Utility Operations II

Not available in 1981-82.

GTEC 181 **3 credits**
Fundamentals of Lighting

*Course under development.
 Starting date and further details to be announced.*

An introductory course that provides the basis for a general understanding of light and vision. Students will solve lighting problems using the appropriate laws and describe the characteristics of light sources. They will also study the quality and quantity considerations for task and area lighting in industrial plants, office schools, stores and homes.

HIST 030
Twentieth Century History

This course makes a survey of world history from about 1900 to the present. Concentration is on the two great wars, the depression years, political philosophies (fascism, communism, democracy) and international relations since the end of World War II.

Prerequisites: SOST 020 or Social Studies II.
Required text: Howarth, *Twentieth Century History: The World Since 1900*. Longman.

Course fee: \$40.00 (tuition \$25, textbook and supplies \$15).

HIST 120 **3 credits**
Canadian History to 1867

Course under development. Starting date and details to be announced.

HIST 121 **3 credits**
Canadian History (1867 to the present)

This course is an overview of the major issues and events in post-Confederation Canada and an introduction to the study of history. The four units of the course identify and analyze important and controversial issues at the time of Confederation, such as the winners and losers in Canadian national development, in addition to issues of current concern, such as English-French relations and provincial demands for autonomy. Canadian History emphasizes factual information of Canada from 1867 to the present time and also utilizes various historians' approaches to the main issues and events and historical origins of current Canadian problems.

Prerequisites: None.
Required texts: Abella, I and Millar, D., eds. *The Canadian Worker in the Twentieth Century*. Toronto: Oxford University Press, 1978.
 Berger, C., et al., eds. *Approaches to Canadian History*. Toronto: University of Toronto Press, 1967.
 Creighton, D. *Canada's First Century*. Toronto: Macmillan, 1970.

Rioux, M. *Quebec in Question*. Toronto: James Lorimer, 1971.
 Woodcock, G. *Gabriel Dumont: The Metis Chief and His Lost World*. Edmonton: Hurtig, 1976.
Course fee: \$84.00 (tuition \$60, textbook and supplies \$24)

HIST 210 **3 credits**
Great Britain (1603 to the present)

Course under development. Starting date and details to be announced.

HIST 240 **3 credits**
History of Modern Europe, 1750 to 1950

This course will present in survey form an outline of the development of Europe from the mid-eighteenth to the mid-twentieth century. Within that context, certain major themes and events, such as the French Revolution, the Industrial Revolution and the world wars, will be examined in greater depth. Particular attention will be paid to those phenomena in European history that have had a continuing impact on the world at large.

Prerequisites: None
Required texts: Grenville, J.A.S. *Europe reshaped 1848-1878*. William Collins Sons, 1978.
 Hampson, N. *The Enlightenment*. Penguin, 1979.
 Hobsbawm, E.J. *The age of revolution 1789-1848*. World Publishing Co., 1962.
 Joll, J. *Europe since 1870*. Harper & Row, 1973.
 Koch, H.W. *The origins of the first world war*. Macmillan, 1972.
 Nove, A. *Stalinism and after*. George Allen & Unwin, 1975.
 Tierney, B. ed al. *From Louis XIV through the Cold War*. Great Issues in Western Civilization, vol. 2. 3rd ed. Random House, 1976.

Course Fee: \$120.00 (tuition \$60, textbook and supplies \$60)

HSPY 130 **3 credits**
Restaurant Management I

This is an introductory course for persons considering the purchase of a food service business. Emphasis is placed on the purchase or development of a small to medium size, individually owned restaurant. Course topics include: a brief history of the food service industry including recent trends, personal and financial requirements of the potential restaurant owner, problems which may be encountered during the planning phase, assessing the market potential for a restaurant, developing a basic break-even analysis, obtaining financing, laws and regulations, sources of assistance, and other topics associated with the planning of a restaurant business.

On completion of the course the student should be able to prepare a basic development plan for a restaurant.

Prerequisites: None
Required texts: Dyer, D. *So You Want To Start A Restaurant?* Boston: C.B.I. Publishing Co. Ltd., 1971.
Course fee: \$60 (tuition \$45, textbook and supplies \$15)

HSPY 131 **3 credits**
Restaurant Management II

The course introduces the basic skills required to operate a small-to-medium sized food service outlet. The emphasis is placed on developing skills in menu planning and in food, beverage and labor costing. Additional topics include purchasing procedures, sanitation, internal security and revenue control.

Prerequisites: None
Required text: Berberoglu, H. *The World of the Restaurateur*. 2nd ed. Toronto: Ryerson Polytechnical Institute, 1978.
Course fee: \$66.00 (tuition \$45, textbook and supplies \$21)

HSPY 132 **3 credits**
Restaurant Finance and Administration

Not available in 1981-82

Restaurant bookkeeping systems, breakeven analysis, insurance, taxation, laws and regulations, cost and profit projections, expansion considerations.

HSPY 140**3 credits****Motel Management I**

This is an introductory course for persons considering the purchase of a motel business. Course topics include: personal and financial requirements of the potential motel owner, problems which may be encountered during the planning phase, assessing the market potential for a motel business, property values, buying versus building, sources of assistance, and other topics related to the planning of a motel business.

On completion of the course the student should be able to prepare a basic development plan for a motel.

Prerequisites: None

Required texts: All required course materials will be supplied.

Course fee: \$45.00

HSPY 141**3 credits****Motel Management II**

The course is designed for owners, prospective owners or senior employees of small or medium sized motels. It emphasizes the management techniques that are necessary in the day-to-day operation of a tourist establishment. The primary aim of the course is to teach students how to run a motel. Major topics are personnel policies, front office, guest reception, guest accounts, housekeeping, property maintenance, purchasing and marketing. Students should be prepared to make one or two visits to motels in their community.

Prerequisites: None

Required texts: All required course materials will be supplied.

Course fee: \$45.00

HSPY 142**3 credits****Motel Financing and Administration**

Not available in 1981-82.

Motel bookkeeping systems, budgeting, breakeven analysis, insurance, taxation, rate setting, laws and regulations, expansion considerations.

MATH 003**Algebra I**

This course is the equivalent of grade 9 mathematics.

Prerequisites: Ability to work independently on correspondence type materials.

Required texts: Wigle, R., Dawling, R. and Jennings, P. *Mathematical Pursuits One*. Gage, 1975.

Course fee: \$40.00 (tuition \$25, textbook and supplies \$15)

MATH 010**Practical Mathematics**

The content of this course is based on the belief that a broad mathematical education is a value in today's world. Topics to be studied include basic arithmetic, consumer mathematics and a brief look at practical geometry and algebra.

Prerequisites: Ability to work independently on correspondence-type materials.

Required texts: All required materials will be supplied.

Course fee: \$25.00

MATH 013**Algebra II**

This course is the equivalent of grade 10 mathematics.

Prerequisites: *MATH 003, grade 9 mathematics, or placement by an advisor.*

Required texts: Wigle, R., Dawling, R. and Jennings, P. *Mathematical Pursuits Two*. Gage, 1975.

Course fee: \$40.00 (tuition \$25, textbook and supplies \$15)

MATH 023

Algebra III

This course is the equivalent of grade 11 mathematics.

- Prerequisites:** MATH 013, grade 10 mathematics, or placement by an advisor.
- Required texts:** Wigle, R., Dawling, R. and Jennings, P. *Mathematical Pursuits Three*. Gage, 1975
- Course fee:** \$40.00 (tuition \$25, textbook and supplies \$15)

MATH 033

Algebra IV

This course is the equivalent of Grade 12 mathematics.

- Prerequisites:** MATH 023, grade 11 mathematics or placement by an advisor.
- Required texts:** Wigle, R., Dawling R. and Jennings, P. *Mathematical Pursuits Four*. Gage, 1975.
- Course fee:** \$40.00 (tuition \$25, textbook and supplies \$15)

MATH 040

Introduction to the Metric System

Canada has made the decision to adopt the metric system of measurement and is now following a planned program for conversion. Why should we change? How does the system work? This course answers these questions. Its purpose is to familiarize students with the metric system and to provide them with the knowledge and skills necessary to use it in everyday life. It is particularly useful for those in industry, commerce or in the professions.

- Prerequisites:** None
- Required texts:** All required course materials will be supplied.
- Course fee:** \$25.00

MATH 101

Calculus for Biological and Social Sciences

3 credits

The emphasis of this course is on applications rather than theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills. This review is followed by an introduction to limits and continuity, proceeding to a study of differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima and minima.

Throughout the course these mathematical tools are applied to problems as varied as maximizing profit, carbon dating, memory, criminology and transportation planning.

- Prerequisites:** Algebra 12 or equivalent skills and knowledge.
- Required texts:** Bittinger, M. *Calculus: A Modelling Approach*. Reading, Mass. and Don Mills, Ontario: Addison-Wesley, 1976.
- Course fee:** \$77.00 (tuition \$60, textbook and supplies \$17)

MATH 102

Introduction to Probability and Statistics

3 credits

This course is designed for those intending to major in a biological or social science, and more generally for anyone who wants to understand and critically evaluate the statistics with which we are constantly bombarded in modern society. With an emphasis on practical applications, the following topics are introduced: design of experiments, descriptive statistics, correlation and regression, probability, sampling, and tests of significance.

- Prerequisites:** Algebra 12 or equivalent skills and knowledge.
- Required texts:** Freedman, D., Pisani, R. and Purves, R. *Statistics*. Norton, 1978.
- Freedman, D. and Lane, D. *A Workbook for Statistics*. Norton, 1978.
- Course fee:** \$81.00 (tuition \$60, textbook and supplies \$21)

MATH 106**3 credits****Industrial Mathematics**

Course under development. Starting date to be announced.

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of trades. The course is particularly designed for the student who has previously had difficulty with mathematics, or for the student who is starting a new career and wants a review of basic mathematics.

Prerequisites: None
Required texts: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

MATH 107**3 credits****Business Mathematics**

Course under development. Starting date to be announced.

This is an introductory study of mathematics applicable to business. Topics include interest, discounts, markup and depreciation.

Prerequisites: None
Required text: To be announced
Course fee: Tuition \$45, textbook and supplies fee to be determined.

MATH 110**3 credits****Introduction to Calculus I**

The main aim of the course is to provide an introduction to the techniques for finding derivatives (that is, slopes) of elementary real-valued functions of a single real variable, and applications of derivatives to problems in optimization, related rates, curve sketching and approximation. A part of this aim is the development and study of the various classes of elementary functions used extensively in all of the sciences. These classes include polynomial, rational and algebraic functions, exponentials and logarithms, and trigonometric and hyperbolic functions and their inverses.

Prerequisites: Algebra 12 or equivalent skills and knowledge
Required texts: Loomis, L.H. *Calculus*. 2nd. ed. Addison-Wesley, 1977.
Course fee: \$85.00 (tuition \$60, textbook and supplies \$25)

MATH 111**3 credits****Introduction to Calculus II**

The main aims of this course are to provide an introduction to the principal techniques used for finding integrals, that is, antiderivatives of elementary functions, and to show how these integrals can be used to compute geometric and physical quantities such as area, volume, curve length, centroids and such. About two-thirds of the course is devoted to integration and applications. The remaining third is devoted to an introductory study of infinite series of real numbers.

Prerequisites: MATH 110 or equivalent skills and knowledge
Required texts: Loomis, L.H. *Calculus*. 2nd ed. Addison Wesley, 1977.
Course fee: \$60.00 (MATH III uses the same text as MATH 110. If you do not have this text, you should request one and send a course fee of \$85.00)

MATH 210**3 credits****Calculus III**

Course under development. Starting date and details to be announced.

MATH 211**3 credits****Calculus IV**

Course under development. Starting date and details to be announced.

MATH 220**3 credits****Linear Algebra**

Course under development. Starting date and details to be announced.

MATH 411**3 credits****Differential Equations**

The main aim of the course is to provide an introduction to ordinary differential equations and to the methods available for their solution, and to give a broad exposure to the applications of these equations in the biological, physical and chemical sciences, in engineering and in economics and the social sciences.

The first four units of the course cover introductory material on differential equations in general and several specific methods of finding analytical solutions of first-order equations. Differential equations occur very widely in many fields, and considerable emphasis has been given to their use as a modelling tool.

The next four units are concerned with linear differential equations of higher order. These units cover both analytical methods of solution and general or qualitative properties of the solutions of such equations. Linear systems are discussed in the ninth unit.

The last two units of the course deal with two specific solution techniques: the Laplace transform and series solutions.

Prerequisites: Two or preferably three semesters of differential and integral calculus.

Required texts: Finizio, N. and Ladas, G. *Ordinary Differential Equations with Modern Applications*. Wadsworth, 1978.

Students should possess either an electronic calculator or a set of numerical tables. The calculator should have natural exponentials and logarithms and trigonometric functions. A suitable set of numerical tables, available from OLI, is Castle, Frank. *Five-Figure Logarithmic and Other Tables*. Macmillan Co. of Canada.

Course fee: \$81.00 (tuition \$60, textbook and supplies \$21)

PREP 001**Planning Your Future**

You may be among the many Canadians who are asking "Who am I?" "Where am I going?" and "What am I going to do with my life?" these questions are asked both by young people just starting out and by persons who have spent many years in the world of work.

As society changes due to new technology, new work

methods and new kinds of jobs, each of us should be taking a hard look at our career plans. We should be assessing ourselves to see where we fit in and how we can increase our satisfaction with our jobs and in our personal lives. Are our skills, training and attitudes in step with today's requirements? Do we have worthwhile prospects for the future? Are we doing what we can do best? Do we enjoy our jobs and our careers?

These are difficult questions to answer unless you have certain knowledge and skills. This course is intended to help you develop skills and knowledge needed to plan for a successful future.

Prerequisites: None

Required texts: All required course materials will be supplied.

Course fee: \$25.00

PSYC 101**3 credits****Introductory Psychology I**

This is the first part of a two-semester course in Introductory Psychology. The course reviews topics of major interest currently being investigated by psychologists. Students will examine recently discovered and innovative applications of knowledge in the areas of human development, learning, memory, language. Explanations of human behaviour are emphasized, particularly individual personality differences and the dynamics of social interdependence.

Prerequisites: None

Required texts: Lindzey, G., Hall, C.S. and Thompson, R. F. *Psychology*. 2nd ed. Worth, 1978.

Course fee: \$80.00 (tuition \$60, textbook and supplies \$20)

PSYC 102 **3 credits**
Introductory Psychology II

This course is a continuation of PSYC 101. It examines recently discovered and innovative applications of knowledge in the areas of intelligence, personality, social interaction and group influence, attitude change, sleep and dreams, sexuality, and behaviour disorder.

Prerequisites: PSYC 101 or equivalent skills and knowledge.

Required texts: Lindzey, G., Hall, C. S. and Thompson, R. F. *Psychology*. 2nd ed. Worth, 1978.

Course fee: Tuition \$60.00
 (PSYC 102 uses the same text as PSYC 101 (*Psychology* by Lindzey, et al.). If you do not have this, please send \$20.00 text fee for a total course fee of \$80.00. Otherwise send only the tuition fee.)

PSYC 210 **3 credits**
Introduction to Experimental Psychology

Course under development. Starting date and details to be announced.

PSYC 230 **3 credits**
Introduction to Applied Psychology

Course under development. Starting date and details to be announced.

PSYC 440 **3 credits**
Child Psychology

This course explores the relationships among the various genetic, physiological, interpersonal and socio-cultural factors shaping human development from conception to adolescence. The course has a strong scientific orientation, integrating current research with major contemporary theories. Some of the topics examined in detail include the biological basis of development, infancy and early experience, learning, emotional development, language and communication, cognitive development, sex differences, morality and self-control, family, peer group and school influences.

On completion of the course the student will be able to identify the major issues in child development and critically discuss the major contemporary theories and research. The student will also develop important skills in surveying the scientific literature and in learning to enhance the information derived from his or her own experience with children.

The course is appropriate for those anticipating a career working with children, as well as for those wishing a clearer understanding of human development.

Prerequisites: PSYC 101 and 102 or equivalent skills and knowledge.

Required texts: Hetherington, M. E. and Parke, R. D. *Child Psychology: A Contemporary Viewpoint*. 2nd ed. McGraw-Hill, 1979 and accompanying study guide. Levin, G. R. *A Self-Directing Guide to the Study of Child Psychology*. Brooks-Cole, 1973.

Course fee: \$115.00 (tuition \$60, textbook and supplies \$55)

PSYC 445**3 credits****Adolescence and Adulthood**

This course is a continuation of PSYC 440, exploring the various factors shaping human development from puberty and adolescence to early adulthood. The two major aims of the course are: (1) to yield an understanding of the major contemporary facts of adolescence and early adult development; and (2) to help you learn how to teach yourself more about the psychology of adolescence and youth, now and in the future.

Prerequisites: PSYC 101 and 102 or equivalent skills and knowledge.

Required texts: TBA

Course fee: Tuition \$60, textbook and supply fee to be determined.

SCIE 010**General Science**

This course raises a number of questions related to energy, nutrition, the human body, and consumerism. It also attempts to define the scientific method, using a variety of activities and projects.

Prerequisites: Ability to work independently on correspondence-type material.

Required texts: All required course materials will be supplied.

Course fee: \$25.00

SCIE 020**Physical Science**

This course is developed around principles and processes in physics, chemistry and earth and space sciences. It will serve as a general interest course for students who do not elect to go further in science. The emphasis throughout will be on the role played by principles of science in the student's everyday environment and on science-related issues and problems. It can also serve as a preparation for taking physics, chemistry and biology for students who have not, as yet, done so.

Prerequisites: SCIE 010, Grade 10 Science or placement by an advisor.

Required texts: Krynowsky, W. J. *Foundations of Space Science*. Holt-Rinehart & Winston, Inc., 1970. Students should have access to a cassette tape recorder.

Course fee: \$38.00 (tuition \$25, textbook and supplies \$13)

SCIE 106**Industrial Science**

Course under development. Starting date and further details to be announced.

This course develops an understanding of elementary scientific principles and applies them to the design and operation of basic machines.

SOCI 101**3 credits****Introduction to Sociology I**

This course attempts to familiarize the student with the fundamental perspective and concerns of Sociology. The author works from the premise that sociology is grounded in history, that concepts like "rationalization" and "alienation" are impossible to understand without some discussion of major historical developments. The focus of the course is on the contrast between industrial and pre-industrial societies. This theme is discussed in several different contexts: with respect to the rise of capitalism; the division of labour; the erosion of traditional values; and the decline of the community. By the end of the course the student should be able to define the relationship between an individual and society and be equipped to discuss the more abstract issues with which sociologists concern themselves.

Prerequisites:

None

Required texts:

Himmelfarb A. and Richardson, C.J. *People, Power and Process*. McGraw-Hill Ryerson, 1970.
 Bowen, E.S. *Return to Laughter*. Doubleday and Company, 1964.
 Durkheim, E. *Suicide*. Free Press, 1951. Erikson, E. H. *Childhood and Society*, 2nd ed., rev. W.W. Norton and Co., 1963.
 Goffman, E. *Asylums*. Doubleday and Co.
 Heilbroner, R.L. *The Making of Economic Society*, 6th ed. Prentice-Hall, 1980.
 Theodorson, G.A. and Theodorson A.G., eds. *A Modern Dictionary of Sociology*. Fitzhenry and Whiteside, Ltd. 1979.
 Weber, M. *The Protestant Ethic and the Spirit of Capitalism*. Charles Scribner and Sons, 1958.
Readings in Modern Sociology I. Open Learning Institute, 1980.

Course fee:

\$134.00 (tuition \$60, textbook and supplies \$74)

SOCI 102**3 credits****Introduction to Sociology II**

A continuation of SOCI 101, the concepts developed are applied in this course to Canadian society. The topics covered are modern capitalism and Canadian society; social stratification and inequality; racism, ethnic groups and Quebec nationalism; politics and international development; work and leisure; and collective behaviour and social change.

Prerequisites:

SOCI 101 or equivalent skills and knowledge.

Required texts:

Marchak, P. *In whose interests: An essay on multi-national corporations in a Canadian context*. McClelland and Stewart, 1979.
 Marx, K., and Engels, F. *The communist manifesto*.
Readings in modern sociology II. Open Learning Institute, 1981.
 You will also require several texts from SOCI 101, namely those by Himmelfarb and Richardson, Heilbroner, Theodorson and Theodorson and Weber. If you do not have these books, you may order them from OLI at a cost of \$45.00
 \$73.00 (tuition \$60, textbook and supplies \$13)

*Course fee:***SOCI 210****3 credits****Canadian Social Structure**

Course under development. Starting date and details to be announced.

SOCI 430**3 credits****Sociology of the Family I**

This course is an introduction to the study of the family. It is designed for both students with an academic interest in the family, and those for whom familiarity with the family is important in their work. The aim is to provide students with an understanding of human social behaviour as it occurs in families. To do this it begins with a discussion of the nature of society and social roles. It then moves on to consider the topics of sex-roles, romantic love, courtship and mate-selection, and premarital sex.

Prerequisites: None

Required texts: Ishwaran, K. *The Canadian Family*. Revised. Holt, Rinehart and Winston, 1976.
Reiss, Ira L. *Family systems in America*. 3rd ed. Holt Rinehart and Winston, 1980.
Sussman, M. *Sourcebook in marriage and the family*. 4th ed. Houghton Mifflin, 1974.

Course fee: \$111.00 (tuition \$60, textbook and supplies \$51)

SOCI 431**3 credits****Sociology of the Family II**

The second of a two-part study of family life, this course discusses decision-making in families, child rearing, the family life cycle, family disruption including divorce and death of a family member, and the family in the future.

Prerequisites: SOCI 430 or equivalent skills and knowledge.

Required texts: As for SOCI 430
Note: This course uses the same texts as SOCI 430. If you do not have them, you may order them from OLI at a cost of \$51.

Course fee: \$60.00.

SOCI 450**3 credits****Sociology of Deviance I**

This is the first of a two-semester course on the Sociology of Deviance. This first course provides an introductory overview of the historical and contemporary approaches to the explanation and analysis of deviant behaviour, particularly behaviour designated "criminal." Part I of the course is organized into three parts, each of which focuses on a particular issue or perspective. Major topics included are: social norms, deviance, deviants, and perspectives taken are from biological, psychological, ecological, functionalist, anomie, control/containment viewpoints. The course ends with a look at some sociological questions and answers to deviance.

Though the primary aim of the course is to provide students with knowledge enabling them to understand deviant behaviour in terms of a variety of sociological patterns it will give them critical, analytical, and practical skills that will be useful in other social science courses. Examples include essay writing and simple social research techniques.

Prerequisites: Lower-level Sociology course or equivalent skills and knowledge.

Required texts: Theodorson & Theodorson. *A Modern Dictionary of Sociology*. Barnes & Nobel, 1979.
Readings on the Sociology of Deviance. Open Learning Institute, 1979.

Course fee: \$94.00 (tuition \$60, textbook and supplies \$34)

SOCI 451**3 credits****Sociology of Deviance II**

Since the 1960s, sociologists studying crime and deviance have explored largely four areas of thought: the implications of social conflict; labelling; naturalism; and the nature of etiology of crime committed by power elites. This course examines the writings of contemporary theorists from the 1960s onwards, thereby completing the survey (begun by SOCI 450) of the sociology of deviance.

Prerequisites: SOCI 450 or equivalent skills and knowledge.

Required texts: Open Learning Institute. *A Second Book of Readings on the Sociology of Deviance*. Open Learning Institute, 1981. Monograph to be announced.

Course fee: \$73.00 (tuition \$60, textbook and supplies \$13)

SOST 010**Themes in Canadian Life**

The material of this course in social studies includes various aspects of present-day life in Canada. Among the topics to be discussed are the people, the land, and the cities of Canada; Canadian government and law; the industrial and economic systems; consumerism; energy and other current problems.

Prerequisites: Ability to work independently on correspondence-type materials.

Required texts: All required course materials will be supplied.

Course fee: \$25.00

SOST 020**Canada and the Contemporary World**

This course will examine some of the major social, economic, and political issues affecting the modern world — including population growth, urbanization, food and energy supply, industrialization, and international conflict. These themes or issues will be introduced to show how they have affected the history of modern Canada since Confederation in 1867.

Prerequisites: SOST 010, Grade 10 Social Studies or placement by an advisor.

Required texts: Molyneux J. and Olsen M., *World Prospects: A Contemporary Study*. Prentice-Hall, 1979.

Course fee: \$44.00 (tuition \$25, textbook and supplies \$19)

**Have you budgeted your study time?
An OLI advisor can help you plan a
study program that fits your schedule.**

Appendix 1

Board of the Institute

(Year of expiry of term shown in parentheses)

James S. Pritchard, B. Com. (Alta), C.A. — Chairman (1981)

Betsy McDonald — Vice Chairman (1981)

Bryan P. Beirne, B.Sc., M.A., M.Sc., Ph.D. (Dub.) M.R.I.A. (1981)

Alan C. M. Brown, B.A.Sc. (Brit. Col.), M.A.T. (Brown), Dip. Ed. (Oxon) (1981)

Lloyd J. Hoole (1981)

Samuel L. Macey, B.A. (Brit. Col.), Ph.D. (Wash), F.M.S. (1981)

Dugal R. MacGregor, Ph.D. (Oregon State) (1981)

J. Fred Weber (1981)

S. Woodward — Secretary

T. Ryan B. Com. (Toronto), L.L.B. (Brit. Col.) 1982

Academic and Administrative Officials

Principal's Office

Principal

Ronald R. Jeffels, C.D., B.A., B. Ed. (Alta.) M.A. (Cantab.)

Librarian

Rosemary M. Cunningham, B.C., M.L.S. (Brit. Col.)

Academic Affairs

Dean

Ian Mugridge, B.A., M.A. (Oxon), Ph.D. (Calif.)

Administrative Assistant

Raymonde Reichmann, B. Mus. (Que.)

Adult Basic Education Programs

Director

Alan Dawe, B.A., B. Ed., (Brit. Col.), M.A. (Wash.)

Coordinator

Doug Cronk, B.A. (Victoria), M.A. (S.F.U.)

Career/Technical/Vocational Programs

Director

Derek Franklin, Dip. Public Admn. (U. Vic.) Dip. Adult Ed. (Brit. Col.)

Coordinator: Business Programs

Maureen Lawrence, B.A. (W. Ont.), M. Ed. (Brit. Col.)

Coordinator: Industrial Programs

Scott Mackay

Course Design

Director

David Kaufman, B. Eng., M. Eng., (McGill), Ed.D., (Brit. Col.)

Provincial Programs

Director

Richard W. Scales, B.A., M.Ed., (Brit. Col.)

Student Services

Director, Student Services & Registrar

Denys Meakin, B.A., M.A. (Oxon), Ph.D. (Alta.)

Advisor (Kamloops):

Iris Rich-McQuay, B.S.W. (Brit. Col.)

Advisor (Kelowna):

Lois Leal, B.A., M.A. (S.F.U.)

Advisor (Nelson):

Thad Allen, B.A. (Calif. State)

Advisor (Prince George):

Greg Dallimore, B.Ed. (Victoria), M.Ed. (Alta.)

Advisor (Richmond):

Norma Charlton, B.A. (Sask.)

Advisor (Richmond):

Ethelyn McInnes-Rankin, B.A. (Winn.)

Advisor (Terrace):

Bernie Distel, B.Sc. (Colorado)

Advisor (Victoria):

Joan Richardt, B.A. (Sask.), M.A. (Brit. Col.)

Examinations & Publications Coordinator:

Susan Dohm

Manager, Admissions and Records:

Hersh Cramer, B.A. (Sir George Williams)

Research and Information Officer:

Pat Bates, B.Ed. (Brit. Col.)

University Programs**Director**

Ian Mugridge, B.A., M.A. (Oxon), Ph.D. (Calif.)

Coordinator: Social Sciences

Jocelyn Calvert, B.A. (W. Ont.), M.S., Ph.D. (Wisc.)

Administration**Dean**

Sid Segal, B.Sc., B.Ed. (North Dakota),
M.B.A. (S.F.U.)

Bursar's Office**Bursar**

Sid Segal, B.Sc., B. Ed. (North Dakota),
M.B.A. (S.F.U.)

Chief Accountant

Michael Raftery, F.C.A. (Engl.), C.A. (Brit. Col.)

Budget Assistant

Richard Humphreys, A.C.S. (SHC-Utah) B.A. (S.F.U.)

Data Processing & Ancillary Services**Director**

Michael Battistel, B.A. (S.F.U.)

Applications Development Analyst

Dave Gilmore

Applications Development Analyst

Bob Bruce, B.Sc., M.Sc., Ph.D. (Brit. Col.)

Purchasing

Pat LaVac

Personnel Services**Manager**

Carol Gibson

Program Support**Director**

John Bottomley, B.A. (Keele), M.A., Ph.D. (Brit. Col.)

Manager, Course Materials:

Barbara Parker, B.A., M.A. (S.F.U.)

Manager, Print Production:

Hardy Fischer

Appendix II

Regulations

1. Admission

1.1 B.C. Residents

- a) All B.C. residents age 18 or over at the time of commencement of courses are eligible for admission.
- b) B.C. residents aged 16 and 17 are eligible for admission:
 - i) if they have completed the requirements for Grade 12 graduation.

or

- ii) if they have been out of school for 12 months or more.

or

- iii) if they are sponsored by a secondary school and have a letter of support from the principal.

Students in categories ii) and iii) may have restrictions placed on the program they may take, and may be required to take placement tests.

1.2 Residents of Provinces and Territories of Canada other than B.C.

All residents of other Canadian provinces and territories, age 18 or over, are eligible for admission and may register for programs with the following restrictions:

- a) No telephone service will be provided unless the student makes special arrangements and agrees to pay for the cost of all calls.
- b) Courses with a laboratory, workshop or other portion which requires attendance will not be available to out-of-province students.
- c) Courses which have a required radio, TV or similar component will not be available unless alternative arrangements can be made.

1.3 Foreign Students

Residents of countries other than Canada will not be considered for normal admission. Permanent Canadian residents who are temporarily domiciled abroad will be admitted according to paragraph 1.2.

Provision may be made to serve foreign students through special contract arrangements.

2. Transfer Credit

2.1 Transfer Credit Regulations

Note: These regulations apply primarily to students seeking a degree from OLI.

- a) Transfer credit will be awarded to persons working towards an OLI certificate, diploma, or degree on the basis of its applicability to a specific OLI program. Students changing programs may apply for a re-evaluation of transfer credit.
- b) Transfer credit will be awarded only on the basis of official transcripts or appropriately authenticated copies. All documents submitted, unless irreplaceable, will become the property of OLI. Authenticated translations of documents in a language other than English or French may be required.
- c) Transfer credit will be awarded only for studies taken through an accredited or similarly recognized institution, and only for work credited by that institution. Other formal studies may be considered for credit on an individual basis.
- d) Transfer credit may be granted up to 75% of the total credit required for the degree, diploma or certificate. All transfer credit is subject to the regulations contained in paragraphs (b), (c) and (f), and also to the following conditions:
 - i) Credits used to meet the requirements of a qualification at OLI or elsewhere may not subsequently be used towards a qualification at a lower level.
 - ii) If credits have been used to meet the requirements of a qualification at OLI or elsewhere, they may be used to meet the requirements of a second qualification at the same level but with a different specialization, up to a maximum of 75% of the credits required for the second qualification.
 - iii) All specific requirements of the degree, diploma or certificate sought must be met. In particular, students seeking an OLI degree must complete at OLI the courses numbered 499 (Directed Studies) in both areas of specialization.
- e) Once registered at OLI, students who wish to take courses at other institutions for credit towards an OLI certificate, diploma, or degree must obtain written permission in advance through their advisor.
- f) Transfer credit will be awarded only for courses passed with a grade of C or higher (ABCDF system) or a grade of 60% or higher (50% pass mark system).

2.2 Transfer Credit Review Committee

2.2.1 Purpose

- a) To establish rules for the award of transfer credit.
- b) To advise, at the request of those responsible for credit evaluation, on the suitability of work for transfer.
- c) To act as final arbiter in cases of dispute over the award of credit.

2.2.2 Constitution

- a) The Committee will be constituted of the Director of Student Services (Chairman), the Senior Advisor, and the Director of the relevant program development section, or his delegate. A person responsible for evaluation of transfer credit will act as non-voting secretary.

2.2.3 Procedure for Student-Initiated Reviews

- a) In the event that a student feels that he has been awarded transfer credit inappropriately, he should first request an informal review. The details of the claim should be addressed in writing to the Senior Advisor, who will investigate and report to the student.
- b) If the student remains dissatisfied, he may request a formal review by the Transfer Credit Review Committee. In order to initiate this review, he should submit a written request for a formal review to the Director of Student Services. This request should include:
 - i) A complete chronological history of the academic background of the student.
 - ii) A list of academic transcripts and certificates which were submitted with the original application for transfer credit.
 - iii) A statement of what the applicant feels would be appropriate credit, and the rationale for this statement.
 - iv) Any additional relevant documentation.
- c) The Transfer Credit Review Committee will review the application and make its decision in line with established policies and precedents; in the absence of established policy or precedent, an evaluation of the work will be made. The decision of the Transfer Credit Review Committee is final.

3. Fees

3.1 General

- a) All fees are payable on demand and must be paid in the manner and by the dates prescribed.
- b) The Board of the Institute reserves the right to change fees without prior notice.
- c) In the event of any indebtedness to the Institute, any fees paid will be applied in the first place to the removal of the indebtedness. No transcripts, certificates or diplomas will be issued to a student in debt to the Institute except by approval of the Board.

3.2 Tuition Fees

- a) Tuition fees are due and payable at the time of registration: registration is incomplete until fees have been paid.
- b) There is no provision for partial payment of fees. No course materials will be mailed until fees are paid in full.
- c) Fees should be remitted by cheque, traveller's cheque or money order payable to the Open Learning Institute to arrive by the due date. In the event that late registration is permitted, payment must be made by money order, certified cheque or traveller's cheque.
- d) Receipts for the payment of fees will not be issued unless requested later for reimbursement by an employer, etc. An official receipt in the form prescribed by Revenue Canada will be issued annually for income tax purposes.
- e) The last date for receipt of tuition fees is 14 days before the official starting date of the term to which the application is made. Late registration may be permitted up to the fifth day of the term on payment of a late registration handling fee.
- f) For courses which extend longer than 2 months and which have tuition fee of \$25 or higher, a refund of 75% of the tuition fee will be made if notice of withdrawal is received in the Registry within 28 days of the starting date of the semester. No other refund will be made.
- g) Senior citizens, age 65 or over, are eligible for a reduction in the tuition fee. In the event that enrollment in a course is restricted, students paying full fees will have priority.

3.3 Other Fees

3.3.1 Transfer Credit Evaluation Fee

A transfer credit evaluation fee must accompany all applications for evaluation of transfer credit involving documents originating outside British Columbia. This fee is not refundable.

3.3.2 Special Examination Arrangements

When approval is granted for special examination arrangements a fee will be levied to cover the cost of these special arrangements. This fee is due and payable not less than 14 days prior to the scheduled date of the examination. Handicapped students who are unable to attend regular examinations will be exempt from these fees.

3.3.3 Supplemental Examinations

A fee per course will be payable prior to the examination by students resitting examinations. If special arrangements are made for a supplemental examination, the special examination arrangements charge will apply in addition.

3.3.4 Transcript Fees

A fee will be charged for transcripts, other than those sent as an end-of-term statement of grades. Fees for transcripts are payable in advance; transcripts will not be provided until payment is received.

3.4 Deposits

- a) Students registering for a course which has specified returnable materials associated with it are required to pay a deposit which will be refunded (less 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 will depend on the value of the package.

4. Examinations

4.1 Eligibility

- a) A student will be eligible to sit an examination of the Institute provided that he is registered for the course leading to that examination, or provided that he has been specifically authorized to sit the examination under other sections of these regulations.

4.2 Examination Centres

- a) Examination centres will be established at the discretion of the Institute, and wherever possible students will be allocated to centres which are convenient to their homes.
- b) Provided sufficient notice is given to the Institute, students may be permitted to change their centre.

4.3 Supervision

- a) In each examination centre there will be a senior invigilator who will be responsible for the conduct of the examinations.

4.4 Date and Time

- a) Each examination will be conducted on the day and time shown on the timetable. No departure will be from the timetable except in an emergency.
- b) The time allowed for an examination will be that specified on the question paper. No additional time will be allowed to candidates who arrive late for an examination.

4.5 Admission to the Examination

- a) Each candidate is required to identify himself in the examination room by producing his Notice of Examination along with identification (preferably photographic: e.g. a passport or driver's licence) acceptable to the senior invigilator.
- b) Candidates may take into the examination room only those materials authorized for that examination. Ladies will be permitted to take their handbags, but 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 examination sessions. A candidate who arrives after the first half hour will be permitted to write the examination, but the senior invigilator will be required to make a report stating the time of admission, the reason given by the candidate for his lateness, and whether any other candidate had previously left the room. The Institute reserves the right to refuse to accept the script submitted by such a candidate.

4.6 Information to Candidates

- a) 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 announcement be made. The senior invigilator will report any such difficulty to the examiners.

4.7 Conduct in the Examination Room

- a) Candidates may not smoke in the examination room.

4.8 Leaving the Examination Room

- a) Candidates may not leave the examination room during the first half hour or the last 10 minutes of the scheduled examination period.
- b) If after the first half hour of an examination a candidate wishes to leave the examination room he 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 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 his examination any time after the first half hour of an examination, excepting the last 10 minutes, on surrender of his answer book to an invigilator, but he will not be re-admitted to the examination.
- d) No answer book, used or unused, or any portion thereof, or other examination stationery (except, at the discretion of the Institute, the question paper) may be removed from the examination room by a candidate.

4.9 Misconduct in the Examination Room

- a) A candidate may be liable to such penalties as the Institute may determine for any misconduct or breach of the examination regulations.
- b) Any incident in which misconduct is suspected will be reported by the senior 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 Institute along with the invigilator's report.
- c) If, in the opinion of the senior invigilator, it is in the interest of the other candidates present, he may discontinue the examination of a candidate involved and expel him from the examination room.

4.10 Absence from the Examination

- a) In the case of absence from an examination through ill health, the candidate (or his agent) must submit a relevant medical certificate and a written explanation of his absence, to be received by the Registry with 7 days of the examination.
 - b) In the case of absence from an examination due to a serious cause, other than ill health of the candidate himself, the candidate (or his agent) must submit
 - i) evidence of the cause (wherever possible)
- and
- ii) a written explanation of his absence, to be received by the Registry within 7 days of the examination.
- c) A student who, with acceptable cause, misses a mandatory examination may:
 - i) be permitted to take a regular examination at the next examination period;
- or
- ii) be permitted to take a special or supplemental examination, if such examination is available;
- or
- iii) 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.

4.11 Illness During an Examination

- a) If a candidate becomes ill while sitting an examination, he should notify the invigilator immediately. The invigilator will take full particulars of the circumstances and send his report, along with the partially completed script, to the examiners. The candidate should submit documentation supporting his illness to the Registry within 7 days.

4.12 Release of Examination Grades

- a) The Institute does not make available to a student his examination grade nor the marks on individual questions, nor will the Institute return the examination script to the student under any circumstances.

5. Credit by Examination (Course Challenge)

5.1 General

The Open Learning Institute provides a mechanism for students who have acquired knowledge other than by formal study to receive credit for specified courses by examination. Courses open to the award of credit by examination will be announced periodically.

5.2 Eligibility

5.2.1

To be eligible for credit by examination, a student must be registered in a program of study at the Open Learning Institute and have successfully completed at least one course towards his stated goal. Only courses which are applicable towards that goal may be challenged.

5.2.2

Students may not register for credit by examination for any course which they have previously challenged unsuccessfully. After unsuccessful challenges in two courses, no further registration for credit by examination will be permitted.

5.2.3

Students whose language is other than English, or who received their secondary education in a language other than English, will not be permitted to challenge courses in that particular language at a level lower than third year university. This restriction does not apply to literature courses.

5.3 Registration and Fees

Students may register for the examination at any time on the form available from the Registry or any advising office. However, students should note that examinations will normally be scheduled in conjunction with a final examination in the course and should plan accordingly. A lead time of at least four weeks is required.

Fee for the examination is 50% of the normal course fee, excluding any special examination arrangement fees that may be involved as a result of special scheduling at the student's request. The fee must be submitted with the application.

5.4 Grading

Challenge examinations are marked on a Pass/Fail basis, with all attempts being shown in the student record with a notation that examination only was involved. These grades will not be included in the computation of the grade point average. A performance equivalent to a C grade is required for the award of a "Pass" mark.

6. Final Grades

6.1 Release of Final Grades

- a) Only the Registry is empowered to release final grades. After the end of each session, a statement of grades is mailed to each student at his most recent mailing address.

6.2 Appeal of Final Grades

- a) Although final grades are reviewed carefully before release, students will have the right of appeal. Appeals should be submitted in writing, accompanied by the grade appeal fee, to the Director of Student Services, to arrive within 21 days of the date of mailing grades, the grade appeal fee will be refunded if the appeal is successful. The appeal should contain full particulars of the grounds of the appeal.
- b) 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 right of appeal under Section 6.2a.
- c) Grade appeals will be considered by a committee chaired by the Director of the program area and including the subject coordinates and the Director of Student Services; other staff in the discipline or related disciplines may be consulted.

7. Release of Information About Students

7.1 Disclosure to Students of Their Own Records

- a) Students have the right to inspect their academic record and challenge the contents which they believe to be inaccurate or misleading. A staff member will be present during such an inspection.
- b) Students will, on submission of a signed request and payment of the appropriate fee, have the right to receive transcripts of their own academic record. Such a right will not apply to students in debt to the institution, but such students will still have the right to inspect and review their records.
- c) No partial transcripts of a record will be issued.
- d) OLI will not normally provide students or third parties with copies of other documents on file, e.g. transcripts from other institutions.

7.2 Disclosure to Faculty and Administrative Officers of the Institution

- a) Information on students may be disclosed without consent of the student to designated Institute officials deemed to have legitimate educational interest.

7.3 Disclosure to Third Parties

- a) The following information is considered public information and may be released without restriction:
 - i) Name
 - ii) Period of Registration
 - iii) Program
 - iv) Certificates, diplomas, degrees, etc. awarded
- b) Information will be released without student consent to persons in compliance with a judicial order or subpoena, or as required by federal or provincial legislation.

- c) Necessary 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 Manager of Admissions and Records, or if that person is unavailable, to other management staff.
- d) Other than in the above situations, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to his record (e.g. in financial aid). This restriction applies to requests from parents, spouses, credit bureaus, police etc.

CHARGEX

VISA

Make it easy on yourself.

You can charge tuition fees and other costs to your VISA account. Remember to complete the appropriate section of the registration form if you wish to do so.



Registry, Box 94000, Richmond, B.C. V6Y 2A2

ADMISSION/REGISTRATION FOR NEW STUDENTS ONLY

PLEASE READ INFORMATION ON REVERSE BEFORE COMPLETING. PRINT CLEARLY

PERSONAL DATA

SURNAME

GIVEN NAMES — IN FULL AS ON BIRTH CERTIFICATE

ORIGINAL SURNAME IF MARRIED, WIDOWED OR DIVORCED

PERMANENT HOME ADDRESS

PERMANENT HOME ADDRESS — 2nd LINE IF NECESSARY

CITY / TOWN / VILLAGE

MAILING ADDRESS — IF DIFFERENT FROM HOME ADDRESS

MAILING ADDRESS — 2nd LINE IF NECESSARY

CITY / TOWN / VILLAGE

TITLE

☐ Mr.

☐ Mrs.

☐ Miss

☐ Ms.

SOCIAL INSURANCE NUMBER

DATE OF BIRTH

Day Month Year

SEX

☐ M

☐ F

HOME TELEPHONE NUMBER

Area Code

BUSINESS TELEPHONE NUMBER

Area Code

PROVINCE

POSTAL CODE

MARITAL STATUS

☐ Single

☐ Married

COUNTRY OF CITIZENSHIP

STATUS OF VISA — If
Non-Canadian ☐
Student ☐ Landed Immigrant ☐
Visitor ☐ Diplomatic ☐

Approx. hours
per week available
for study

Education
Code (See
Reverse)

Occupation
Code (See
Reverse)

SPECIAL ARRANGEMENTS OR
ASSISTANCE REQUESTED DUE TO
HANDICAP CHECK (✓)
SEE REVERSE ☐

PROVINCE

POSTAL CODE

ACADEMIC INTENTIONS

SESSION
APPLIED FOR

☐ FALL SEMESTER
SEPTEMBER 1

☐ SPRING SEMESTER
JANUARY 1

☐ SUMMER SEMESTER
MAY 1

19

PURPOSE OF
APPLICATION —
CHECK (✓) AS
APPROPRIATE
(CHECK ONE ONLY)

TO COMPLETE
AN OLI PROGRAM

DEGREE

2 YEAR DIPLOMA

1 YEAR CERTIFICATE

GRADE 12 COMPLETION

☐ B.A.

MAIN SUBJECTS (DEGREE STUDENTS) OR NAME OF DIPLOMA/CERTIFICATE

GRADE 10 COMPLETION

TO TAKE COURSE FOR CREDIT AT ANOTHER INSTITUTION

TO TAKE COURSE FOR GENERAL INTEREST ONLY

☐

☐

☐

COURSES

COURSE IDENTIFIER

COURSE TITLE

COURSE FEE

IF YOU WISH TO PAY YOUR FEES BY VISA, PLEASE
ENTER THE NUMBER AND EXPIRY DATE OF YOUR VISA
CARD:

ACCOUNT NUMBER

EXPIRY

FEES (OR VISA NUMBER) SHOULD BE SUBMITTED
WITH THIS REGISTRATION. COURSE MATERIALS WILL
NOT BE SENT UNTIL FEES ARE PAID IN FULL. IF YOU
ARE NOT MAKING FULL PAYMENT AT THIS TIME,
PLEASE INDICATE BY CHECKING (✓) BOX AND STATE
THE REASON AND WHEN THE BALANCE WILL BE PAID
IN FULL ON THE REVERSE SIDE OF THIS FORM.

FULL FEES NOT ENCLOSED ☐

AMOUNT ENCLOSED

\$

LATE REGISTRATION FEE WHEN REQUIRED (See Reverse)

TOTAL FEES

\$

I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE

SIGNATURE

DATE

DEADLINES FOR SUBMISSION

ADMISSION / REGISTRATION FORM MUST BE MAILED OR HAND DELIVERED BY THE DEADLINES SHOWN BELOW IN ORDER TO BE PROCESSED IN TIME FOR THE PARTICULAR SEMESTER. LATER APPLICATIONS WILL BE ACCEPTED UP TO THE FINAL DEADLINE SHOWN ONLY IF ACCOMPANIED BY THE SPECIAL LATE REGISTRATION HANDLING FEE OF \$20.00.

FOR SEMESTER COMMENCING	LAST DATE FOR MAILING REGISTRATION	LAST DATE FOR HAND DELIVERY OF REGISTRATION TO RICHMOND OFFICE	FINAL DEADLINE FOR RECEIPT IN RICHMOND WHEN ACCOMPANIED BY SPECIAL LATE REGISTRATION HANDLING FEE
1 JANUARY	15 DECEMBER	23 DECEMBER	5 JANUARY
1 MAY	15 APRIL	23 APRIL	5 MAY
1 SEPTEMBER	15 AUGUST	23 AUGUST	5 SEPTEMBER

FEES

PLEASE STATE REASON WHY FULL FEES ARE NOT ENCLOSED AND WHEN BALANCE WILL BE PAID IN FULL.

EDUCATION CODE

Select the code corresponding most closely to the highest level of education that you have completed and enter in the appropriate place on the front of this form. This is for advising and statistical purpose only and will have no effect on your admission.

- 01 Grade 7
- 02 Grade 10
- 03 High school graduation
- 04 College "university transfer" program — 1 year
- 05 College "university transfer" program — 2 years
- 06 Vocational school or college vocational program
- 07 College career or technical program
- 08 B.C.I.T. or equivalent program
- 09 Teacher's certificate
- 10 University Bachelor's degree
- 11 Attended university but incomplete qualification

OCCUPATION CODE

Select the code corresponding most closely to your main activity during the past year and enter in the appropriate place on the front of this form.

- 01 Student attending secondary school
- 02 Student attending college or institute
- 03 Student attending university
- 04 Unpaid domestic duties (full-time parent, housewife, etc.)
- 05 Administrator or manager
- 06 Teacher or lecturer
- 07 Qualified scientist or engineer
- 08 Technical work (lab technicians or assistants, systems analyst, programmers, draughtsmen, etc.)
- 09 The professions and the arts (doctors, dentists, lawyers, pharmacists, journalists, authors, actors, accountants, clergy, etc.)
- 10 Tradesmen (electrician, plumber, machinist, welder, woodworker, etc.)
- 11 Primary industry (farming, mining, forestry, logging)
- 12 Clerical and office staff
- 13 Communications and transport (drivers, railwaymen, telephonists, postal workers, longshoremen, pilot, etc.)
- 14 Service occupations (police, shopkeepers, hospitality industry, hairdressers, recreation workers, etc.)
- 15 Institutionalized (prison, chronic sick, etc.)
- 16 Not working (retired, independent means, unemployed, etc.)

HANDICAPS

PLEASE NOTE ANY HANDICAPS WHICH MAY REQUIRE SPECIAL ARRANGEMENTS OR ASSISTANCE.

RETURN TO:
OPEN LEARNING INSTITUTE
P.O. Box 94000
RICHMOND, B.C.,
V6Y 2A2

PRINTED MATTER

