

University



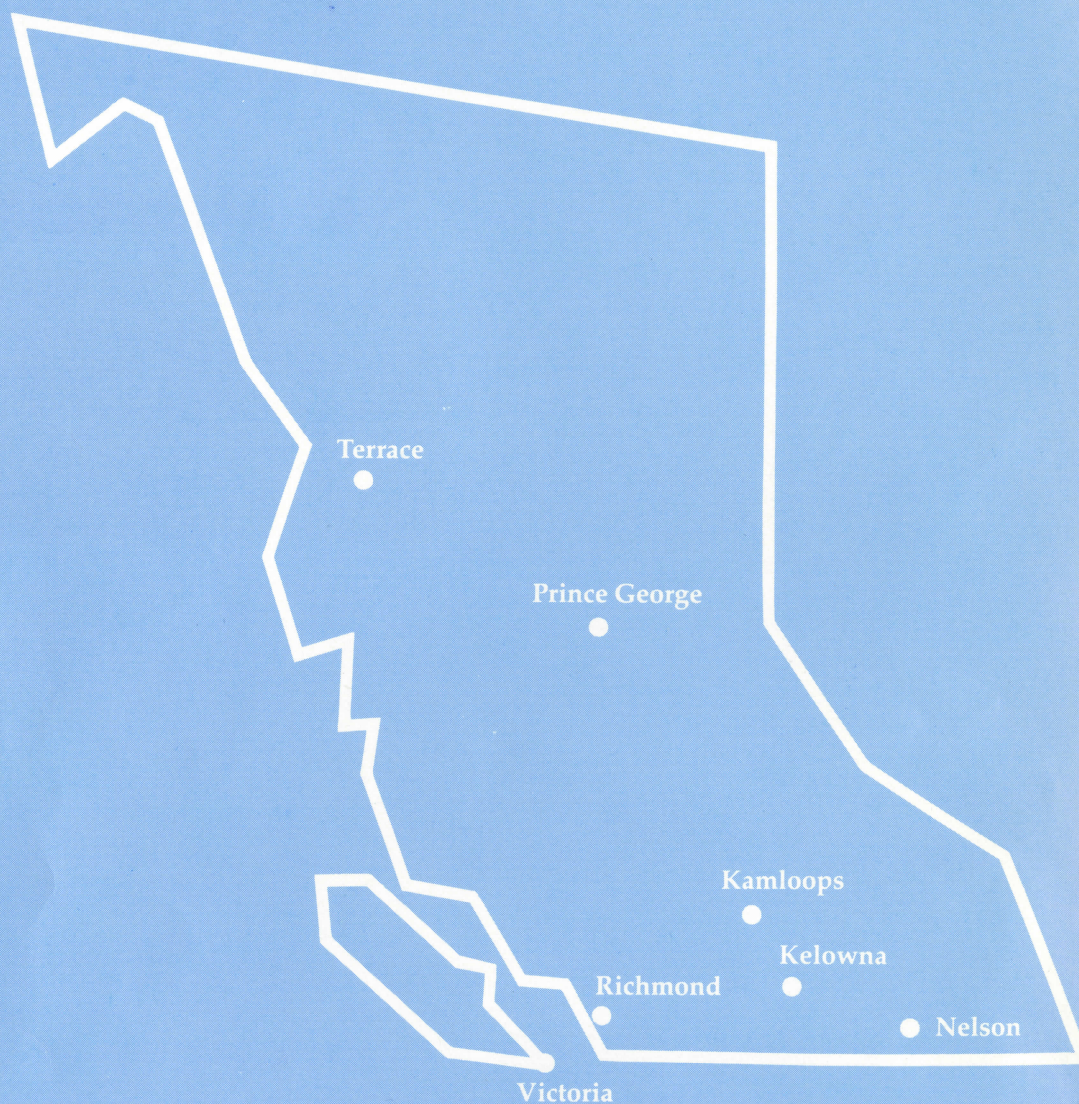
calendar

DO NOT REMOVE!!!

OPEN UNIVERSITY



OLI Advising Centres



OLI Regional Advising Centres: Call Collect

Kelowna	#101-1626 Richter Street V1Y 2M3	762-7168
Kamloops	543 St. Paul Street V2C 2J8	374-2844
Nelson	305 Vernon Street V1L 4E3	352-2310
Prince George	#101-1112 6th Avenue V2L 3M6	563-4237
Richmond	7671 Alderbridge Way V6X 1Z9	270-8021
Terrace	3306 Kalum Street V8G 2N6	635-4961
Victoria	316- 560 Johnson Street V8W 3C6	385-1424

Mailing Address

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

Richmond Toll-free number 112-800-663-9711

NOTE: While every effort has been made to ensure accuracy in this publication, the contents are subject to later alteration or amendment without prior notice, to conform with changes in regulations or overall policy.

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**REGISTRATION FORMS ARE ATTACHED AT
THE BACK OF THIS CALENDAR**



OPEN LEARNING INSTITUTE CALENDAR

Effective September 1984 — August 1985

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Introduction to the Open Learning Institute



Wherever You Are Whatever Your Schedule . . .

Every semester, thousands of OLI students prove that home study fits beautifully into busy lives. Shiftworkers, parents with young children at home, business managers, salespeople on the move, and people living in forestry or industrial camps find OLI's distance learning system the perfect answer to their need to go on learning without sacrificing other commitments. Senior citizens and people with special needs find OLI's home study courses especially convenient.

With the Open Learning Institute, you can upgrade office or management skills, gain new knowledge in your profession or field of interest, take programs that will help you advance in your career, earn a degree or certificate, and pick up important courses that will qualify you for further study elsewhere — all without leaving your home or disrupting your personal schedule to attend classes. And OLI tutors and advisors are always on hand via toll-free telephone to answer questions and help solve problems.

Wherever you are, whatever your schedule, home study courses can fit into your life. Distance learning with OLI may be just what you're looking for to get ahead or broaden your horizons.

We're here to help you succeed!

. . . OLI Can Help You Succeed

What is the Open Learning Institute?

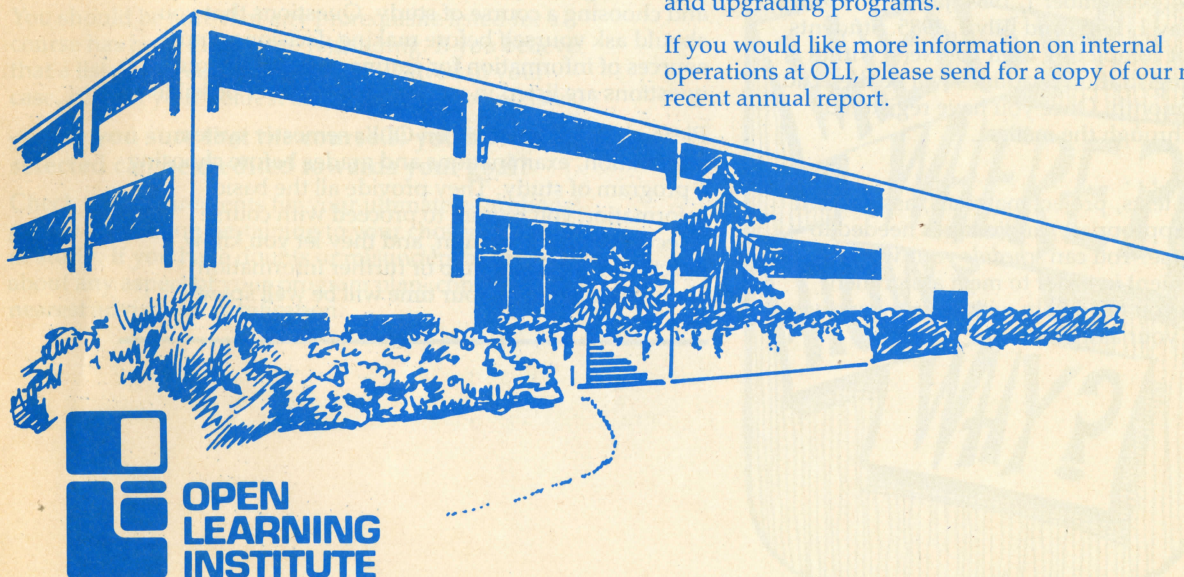
The Open Learning Institute was established by the Provincial Government in June 1978 under the College and Provincial Institutes Act with additional authority under the Universities Act to grant a Bachelor's degree. It was created to provide educational opportunities for the large number of British Columbians who are unable to attend traditional institutions because of work or domestic commitments, geographic isolation or physical disability.

OLI develops and/or adapts courses especially for home study. Recognized experts are hired on a contract basis to prepare course manuscripts, and they work closely with external consultants and OLI's course design teams to produce home study packages that are comprehensive, stimulating and attractive. OLI staff members contributing to the finished products include graphic designers, audio producers, typesetters, paste-up artists, proofreaders, printers and warehouse personnel. Other administrative and student services personnel help to make our operation run smoothly.

OLI offered its first seven pilot courses in September, 1979. Since then OLI has enrolled more than 25,000 people from all over BC in Adult Basic Education, Career/Technical/Vocational, University and Non-credit courses. Our credit courses are comparable in scope and quality to those of more traditional post-secondary institutions, and that is why they have gained good transfer credit status.

We now have over 150 courses in the three general program areas; 7 regional advising centres; a telephone library service at Simon Fraser University; an in-house staff of 100; and almost 200 tutors and coursewriters on contract. OLI also works with public and private agencies to develop or augment training and upgrading programs.

If you would like more information on internal operations at OLI, please send for a copy of our most recent annual report.



Learning at a Distance With OLI

The Open Learning Institute was created for people like you

- people who live far from universities or community colleges
- people who have career commitments
- people who have home responsibilities
- people who have transportation difficulties
- people who want to learn in privacy

With OLI, your learning time is flexible. You choose when and where to study, and how much time to devote to your educational goal. Whether you want to learn marketable skills for a career change, upgrade skills for your present job, finish off your high school, get a university degree, or just learn about something new, OLI can help you. And you won't have to disrupt your current lifestyle.

Here's how learning at a distance works:

You, the student

want to learn something new, and hear about OLI from a friend, on the radio, in the newspaper, or through an OLI regional centre. You send for an OLI calendar, and when questions arise, you speak with an . . .

OLI Advisor

who can help you define career and educational goals, and suggest appropriate courses for reaching those goals. An advisor can also arrange financial aid, assist with registration, and make provisions for students with special needs. Once you have decided on your course(s), you can proceed with . . .

Registration

by mail, phone, or in person (registration details can be found on page 69, and registration forms are attached at the back of this calendar). During the life of this edition of OLI's calendar, semesters will start September 1, 1984, November 1, 1984, January 1, 1985, March 1, 1985, May 1, 1985, and July 1, 1985. Students have the option of completing their course(s) within 2, 4, or 6 months. Registration deadlines will be the 22nd of the preceding month. Once you have registered, you will receive through the mail, a . . .

Course Package

containing all the texts, project materials, assignment files and (where appropriate) audio tapes needed to complete the course. You can *schedule* your work when you find it convenient in order to meet assignment deadlines. When you need help with coursework, you can call collect to your assigned . . .

Tutor

who is an expert in his or her subject field. Tutors mark assignments, and give written comments and oral feedback on a regular basis. Your tutor will be available via toll-free telephone at specified times to answer course-related questions, or discuss assignments and examinations. In order to pass a credit course, you must write an . . .

Examination

which will be held at a centre near you. About 60 examination centres are established around the province six times a year. Most students will not have to travel more than 20 miles to write, but if you live in a sparsely populated area, up to 50 miles may be necessary. Exams are held on week-ends and in the evening for your convenience. After 4 to 6 weeks, you will receive your . . .

Grades

from the Registrar's office. Grades are made up of marks from coursework and the final examination. They become part of your permanent student record.

How to use this Calendar

We have designed the Open Learning Institute calendar as a working manual to guide you step by step through the process of setting educational goals and choosing a course of study. Questions that you should ask yourself before making decisions, and sources of information for getting answers to your questions are listed in point form wherever possible.

Please read the sections on OLI's semester system, registration, examinations and grades before choosing a program of study. They provide all the basic information you require to proceed with course selection and registration, and they let you know exactly where to get help or further information should you need it. Your time will be well spent.

Choosing a Program of Study

Questions to Ask Yourself

As an OLI student, you are not required to enrol in an entire program, and can take courses individually. Should you wish to work toward a degree, diploma or certificate, however, you should be familiar with its educational requirements before you choose your courses. You will find descriptions of OLI's three major areas of study, and of the certificate, degree and diploma programs available within them, on pages 8 to 19.

Remember, it is YOUR responsibility to make sure that you are fulfilling program requirements for degrees and diplomas, and that any transfer credit arrangements are clear before you start your courses. An advisor will be happy to assist you — just call collect to your nearest centre.

OLI's three broad areas of study are:

- Adult Basic Education (ABE)
- Career/Technical/Vocational Program (CTV)
- University Program (UNIV)

Here are some questions to ask yourself before making your course selection:

— How much time do you have available for study?

Most OLI students are part-time; that is, they take only one or two courses per semester. They have work or domestic responsibilities that make full-time study impractical.

You should plan to spend 6-8 hours per week on each ABE course, 8-10 hours on each CTV course, and 10 hours on each UNIV course. Be realistic about the amount of time you will actually have to study so you don't overload yourself with work. If you need help in planning a study schedule, call your nearest advisor.

— Are there any prerequisites or special requirements for your course?

You should be sure that any prerequisite listed for a course has been met before registering. If you believe that a listed prerequisite should be waived in your case, contact your nearest advisor before you register.

— Are you sure that the course(s) you have selected can be credited towards your goal?

Check the requirements for your ultimate educational goal in the section pertaining to your chosen program of study. If you have doubts or misunderstandings about any aspect of your program plan, contact your nearest advisor for clarification.

— Have you checked that the level of your chosen course is appropriate?

While OLI does not require you to have completed high school in order to enrol in a CTV or University course, we do want to do everything possible to ensure your success in the course you choose. If you have been out of school for some time, and are not sure of which course and program levels are most suited to your skills and abilities, contact your nearest advisor. Your advisor can help you assess your skills, and can arrange for you to take placement tests in order to determine an appropriate level at which to start. With OLI, you can move from high school completion right through to a University degree at a pace that's right for you.

In the course description section, you will find courses listed with a four-character alpha code followed by a three-digit number which indicates the course level. The Course Description Key on page 22 will help you find courses according to your areas of interest.

— Do you want a course with a television component?

A number of OLI courses include an optional or mandatory television component. While the TV programs may add greatly to the course, you must have access to the Knowledge Network and be prepared to schedule your viewing.



People Who Can Help You

Advising Services

Drop in, write, or call collect to your nearest OLI advisor if you have questions about:

- registration procedures
- course materials
- transcripts
- transfer credit to other institutions
- program requirements
- financial aid
- career planning
- other student matters

Library Services

Telephone collect or write to OLI's reference librarian at SFU Library if you require:

- library material to complete an assignment or term paper
- answers to reference questions on course topics
- titles on supplementary reading lists
- remedial reading on study skills or academic background
- extra reading in course topics of special interest
- interlibrary loan service from another library

The material is mailed to your home (anywhere in B.C.), usually within a week, and you may keep it for a month.

This service is available free of charge, and is open to OLI students enrolled in Adult Basic Education and Career/Technical programs as well as those in University programs. Call 294-0800; in toll areas call 0-294-0800 and state that the call is collect station-to-station. The mailing address is:

OLI Reference Librarian
Room 5011
Library
Simon Fraser University
Burnaby, B.C.
V5A 1S6

For a complete description of this service, refer to the brochure "Open Learning Institute Student Library Service" included in your course package.

OLI Regional Advising Centres

Centre/City Address	Postal Code	Telephone
Kelowna #101-1626 Richter Street	V1Y 2M3 762-7168
Kamloops 543 St. Paul Street	V2C 2J8 374-2844
Nelson 305 Vernon Street	V1L 4E3 352-2310
Prince George #101-1112 6th Avenue	V2L 3M6 563-4237
Richmond 7671 Alderbridge Way	V6X 1Z9 270-8021
Terrace 3306 Kalum Street	V8G 2N6 635-4961
Victoria 316 - 560 Johnson Street	V8W 3C6 385-1424

Downtown Vancouver: Education Information Centre

If you live or work in Vancouver's downtown core, you may find it convenient to make your first contact with OLI through the Education Information Centre at 549 Howe Street. This centre is operated cooperatively by several lower mainland educational institutions, and will provide you with general advice on educational programs available to you. Drop in, or call 681-4636.

Student Services

If you need to get in touch with OLI's Student Services Division directly, call toll-free 112-800-663-9711, or 270-8021 if you live in the lower mainland. The mailing address is

Box 94,000
Richmond, BC
V6Y 2A2

Women's Access Advisor

OLI's Women's Access Advisor provides the Institute's advising service with information on how to help women access OLI and how to help women achieve their educational objectives.

OLI Administration

If you wish to reach any of the administrative or program development departments, call 270-4131. Names of OLI officials whom you might wish to contact are listed in Appendix I.

Programs and Courses Defined

A **COURSE** is the study of one subject (e.g. ENGL 101: Literature and Composition I), in most cases for one semester and worth three credits. At OLI, individual courses are sent to you in packages, which you work through at home.

A **PROGRAM** is a set of courses with a common theme. At OLI, we use the word "program" in two ways:

- to identify a very broad area or level of study such as "University Program" or "Career/Technical/Vocational Program".
- to identify a designated set of courses which lead to a certificate, diploma or degree, e.g. "Motel Management Program".

Course Credits

Credits are awarded for the successful completion of career/technical and university courses. Most courses are valued at three credits — you will find the credit value of each course listed in the course description section.

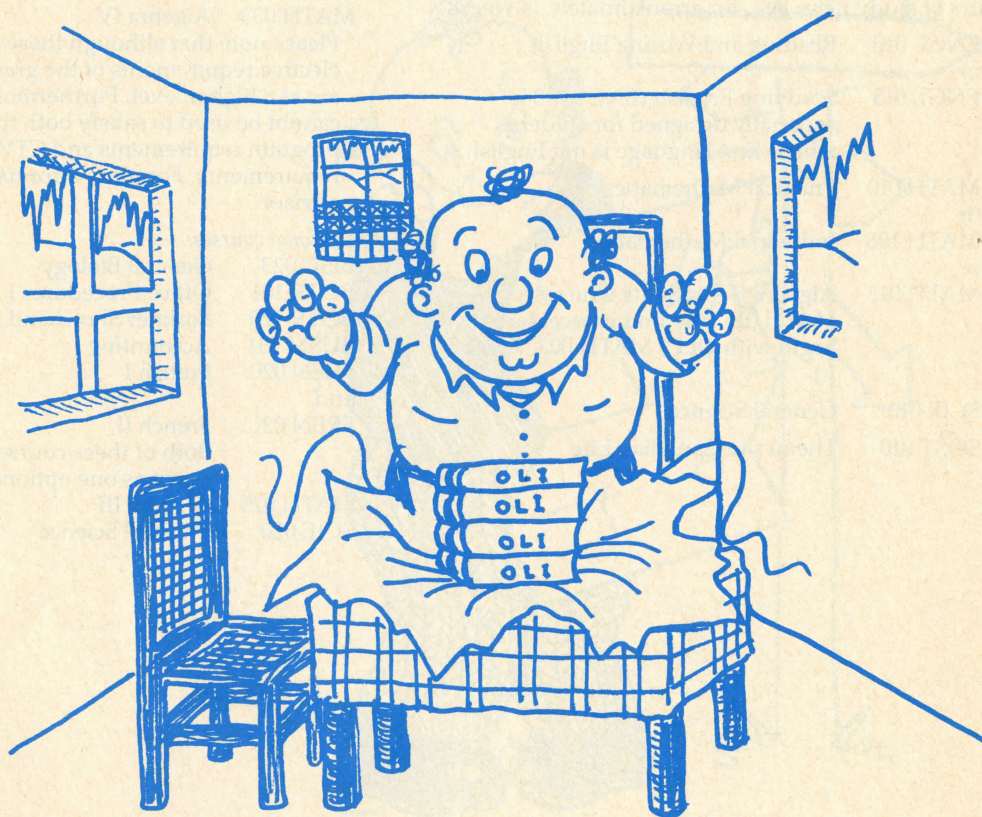
A 3-credit course at OLI has credit value equivalent to that of a one-semester course at a college or university. Courses are assigned credit values by comparison with similar courses given at traditional institutions.

Textbooks and Supplies

Textbooks are required for most courses, and will normally be supplied with the course package if paid for when you register. You should not try to use editions different from those specified as you will find it very difficult to locate text references.

Some courses are designed as part of a two or three part series, and the textbook is supplied only with the first part. If you register in the second or third part of such a course without having taken the first part, you will not have the necessary textbook. In that case, you can order the text through the OLI Bookstore.

You may order other optional textbooks and supplies from the OLI Bookstore as well. You will receive a list of the materials available and an order form when you register.



Adult Basic Education



The Adult Basic Education (ABE) programs lead to either grade 10 or grade 12 completion. Each program leads to a provincially recognized certificate. You are advised to begin your studies at the *highest* level appropriate to your needs and educational abilities. It is necessary to complete the grade 10 program before proceeding to grade 12. Nor is it always necessary to complete grade 12 before proceeding to Career, Technical and Vocational Programs or to University Programs. Ask your OLI advisor about this.

When you are setting out on an ABE program, you may select different levels of courses, depending on the particular subject being studied. For example, you are free to register at the same time in a grade 11 or 12 English course, and a grade 9 or grade 10 level mathematics course, if you feel confident about English but feel the need for a brush-up in mathematics.

Your advisor will help you find the course or program most suitable to your needs and can in some instances provide you with sample materials which will help you select the course that suits you best. You should also remember that if you find yourself in a course that is too easy or too difficult, a change to a more suitable course can be immediately arranged.

Grade 10 Completion Program

Students who complete one course in each of the four subjects listed below will be eligible for OLI's grade 10 certificate. Each of these courses requires about 6-8 hours of study per week, for approximately 14 weeks.

1. ENGL 010 Reading and Writing English
or
ENGL 013 Studying English (ENGL 013 is especially designed for students whose first language is not English.
2. MATH 010 Practical Mathematics
or
MATH 106 Industrial Mathematics
or
MATH 013 Algebra II (Students who select MATH 013 may find it necessary to begin with OLI's MATH 003, Algebra I.)
3. SCIE 010 General Science
4. SOST 010 Themes in Canadian Life

Grade 12 Completion Program

In order to qualify for the B.C. Ministry of Education Adult Senior Secondary School Statement (the "Dogwood" Certificate), you are generally required to complete seven courses. However, in some instances it may be necessary to take more than seven in order to complete not only OLI's requirements, but to meet the prerequisites for later courses or programs. Each of these courses requires about 8-10 hours of study per week, for approximately 14 weeks.

The seven courses you must take include the three required courses, three courses from the list of electives and one additional course from either the list of electives or the list of optional courses.

Here are details you should consider when selecting your program. Your OLI advisor can help you in this process.

Required courses:

- | | |
|----------|-----------------------------------|
| ENGL 020 | Practice in Prose Composition |
| ENGL 030 | Introduction to Literature |
| SOST 020 | Canada and the Contemporary World |

At least 3 electives:

- | | |
|-----------|------------------------------|
| BISC 030 | Human Biology |
| BOTR 111 | Typing I |
| or | |
| *BOTR 112 | Typing II |
| *BUSM 132 | Accounting II |
| ENGL 034 | Survey of British Literature |
| HIST 030 | Twentieth Century History |
| MATH 033 | Algebra IV |

* Please note that although these courses satisfy the elective requirements of the grade 12 program, they are at a higher level. Furthermore, these courses cannot be used to satisfy both the ABE grade 12 program requirements and CTV certificate requirements. For more information, contact an advisor.

Optional courses:

- | | |
|--|---------------------|
| BISC 023 | General Biology |
| BOTR 101 | Office Procedures I |
| BOTR 125 | Forkner Shorthand I |
| BUSM 131 | Accounting I |
| FREN 020 | French I |
| and | |
| FREN 021 | French II |
| Both of these courses must be taken to count as one optional course. | |
| MATH 023 | Algebra III |
| SCIE 020 | Physical Science |

Transfer of Courses

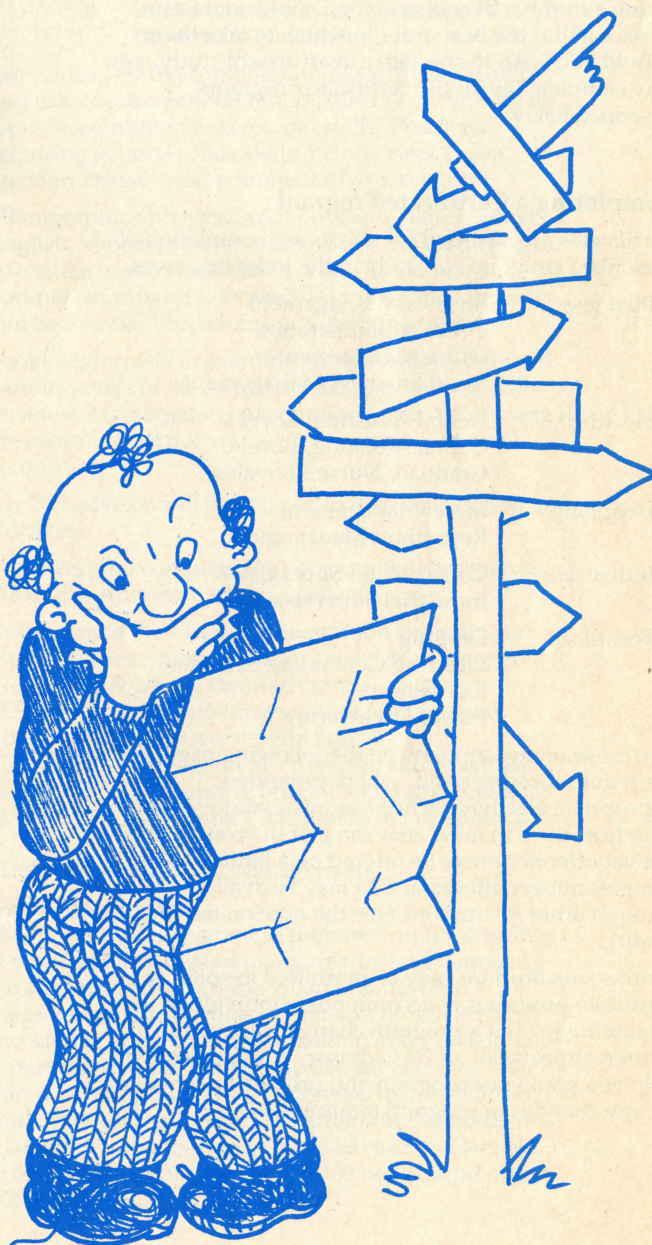
Courses taken at other schools or institutions may be used to complete the above requirements under the following conditions:

1. Transfer standing may be given for up to four courses.
2. Courses numbered 11 or 12 (or their equivalents) taken through a recognized secondary school, including evening school or the Correspondence Education Branch of the Ministry of Education, will be accepted.
3. Other courses, including those 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.

Eligibility

In order to qualify for the *Adult Senior Secondary School Statement* (rather than the *Senior Secondary School Statement*, which requires the completion of 12 courses) you must complete *three* of the seven courses after your nineteenth birthday, or after your eighteenth birthday, if you have been out of regular school for one year or more.

If you can qualify for the *Senior Secondary School Statement* by taking only one or two courses, you may take these through OLI, but you should apply for your certificate through the school you formerly attended or through the Ministry of Education. An OLI advisor can give you details on how to achieve this.



Career, Technical and Vocational



Courses are offered in business, health, hospitality, industrial and technical subjects. Most courses are three-credit courses, designed to be completed within four months with 8 to 10 hours per week of study. Exceptions to the credit value and necessary study time are noted in the course descriptions.

Selecting Your Courses

You may register in any courses offered, provided you satisfy any prerequisite or entrance requirements stated in the course description. Your plan may be to take one or two courses for general interest or upgrading purposes. If, however, you are considering taking a number of courses, you should contact an advisor about the best order in which to take them. Should you wish to specialize in an area of study, you may complete one of the certificate programs described below.

Completing a Certificate Program

Certificates are awarded for successful completion of prescribed programs of study in the following areas:

Business	Business Management Office Administration Office Management Small Business Management
Health	Dental Assisting, Level I Dental Assisting, Level II Graduate Nurse Refresher
Hospitality	Motel Management Restaurant Management
Industrial	Construction Supervision Industrial Supervision
Technical	Drafting Electrical Generating Systems Electronics Power Engineering

The program descriptions on the following pages list the required courses and, where permitted, appropriate electives. When you plan your course schedule, keep in mind that some of the courses are not yet offered or may be offered on a limited basis. Courses not yet offered at OLI may be available through other institutions (see the note on transfer credit).

Course substitutions may be permitted in some certificate programs to accommodate individual requirements. Such program changes require the written approval of an OLI advisor. Your advisor will help you plan your program and provide information on any changes in program requirements.

Transfer Credit to Other Institutions

Many CTV courses are accepted for transfer to programs offered by B.C. colleges, institutions and professional associations. Consult an advisor for current information.

Transfer Credit from Other Institutions

You may receive credit for courses taken through recognized institutions up to 50% of the total required for a certificate. Additional transfer credit will be subject to special review. Refer to the note on transfer credit procedures elsewhere in this calendar.

Getting a Second OLI Certificate

If you have already completed an OLI certificate program, you may wish to complete a second certificate at the same level in a different specialization. Credits that have been used to meet the requirements of the first certificate may be applied to the second certificate up to a maximum of 21 credits. All required courses for the second certificate must be completed.

General Program

You may design your own program by selecting any combination of 30 credits of course work numbered at the 100 level or higher, which may consist of CTV or University Program courses. Your program requires the approval of your advisor. A General Certificate will be awarded.

Business Programs

Business Management

Students who complete 30 credits of course work in basic managerial studies will be eligible to receive a Certificate in Business Management. Five courses (15 credits) are required to be taken. Additional courses totalling 15 credits are to be selected by the student and approved by an advisor.

Required courses:

BUSM 101 Introduction to Canadian Business
BUSM 121 Management Principles and Practices
BUSM 131 Accounting I

or

ADMN 231 Introduction to Financial Accounting
CMPT 110 Introduction to Data Processing
ENGL 107 Business Communication

Electives:

Fifteen credits in management studies, normally five courses from a prescribed list of ADMN, BUSM, CMPT, and ECON offerings. MATH 107 Business Mathematics may also be selected.

Business Management Diploma

A program of study leading to a diploma in business management is under development. The diploma program will require 60 credits of course work. While the complete program is not yet available, the following core courses are currently offered and are expected to form part of the program.

BUSM 101 Introduction to Canadian Business
BUSM 121 Management Principles and Practices
BUSM 131 Accounting I
BUSM 132 Accounting II
BUSM 141 Business Law
ECON 200 Principles of Microeconomics
ECON 201 Principles of Macroeconomics
ENGL 107 Business Communication
MATH 107 Business Mathematics

Office Administration

This program is designed for those requiring knowledge and skills for business office employment. Because job opportunities are many and varied, the program is flexible enough to allow you to develop specific skills to levels appropriate to your career goals and aptitudes.

Required courses:

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

Six electives selected from:

BOTR 102 Office Procedures II
BOTR 103 Secretarial Procedures and Administration
BOTR 112 Typing II
BOTR 125 Forkner Shorthand I
BOTR 175 Word Processing
BUSM 131 Accounting I
BUSM 132 Accounting II
CMPT 110 Introduction to Data Processing
MATH 107 Business Mathematics

Depending on the combination of electives chosen, you can acquire general office skills or concentrate on either 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. If you intend to specialize in secretarial skills, you 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 if you wish to pursue a career in accounting.

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

Students who complete the program will be awarded the Office Administration Certificate.

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

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

or

BUSM 136 Financial Management

Office Management

This program is designed to prepare you for positions of responsibility related to organizing and managing the administrative services of an organization. The program consists of courses that will broaden your knowledge of business organization and develop your supervisory and managerial skills. Ideally you should gain office administration experience before starting or while proceeding through the program. If you do lack recent office experience, you are advised to elect one or both of BOTR 101 and BOTR 102 before studying BOTR 170.

Required courses:

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

or

BUSM 136 Financial Management
 ENGL 107 Business Communication

Three electives selected from:

BOTR 101 Office Procedures I
 BOTR 102 Office Procedures II
 BUSM 132 Accounting II
 BUSM 136 Financial Management
 BUSM 141 Business Law
 CMPT 105 Introduction to Computers and their Applications

or

CMPT 110 Introduction to Data Processing
 GTEC 145 Training Techniques for Supervisors
 MATH 107 Business Mathematics

Students who complete the program will be awarded the Office Management Certificate.

Small Business Management

This program is designed to prepare you to manage a small service, retail or manufacturing business. General business courses that develop administrative abilities are combined with specialized courses in small business operation.

If you are considering purchasing or starting your own business, you are advised to choose the elective course BUSM 102, which teaches you how to prepare a business plan. While this course may be taken at any point in the program, it is recommended that you first complete the required courses.

Required courses:

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

Three electives selected from:

BOTR 170 Administrative Office Management
 BUSM 102 Small Business Management I
 BUSM 111 Effective Supervision
 BUSM 132 Accounting II
 BUSM 172 Labour Relations
 CMPT 105 Introduction to Computers and their Applications

or

CMPT 110 Introduction to Data Processing
 GTEC 145 Training Techniques for Supervisors
 MATH 107 Business Mathematics

Occasional course offerings of marketing (BUSM 151), salesmanship (BUSM 157) and advertising (BUSM 156) may be selected as electives.

Students who complete the program will be awarded the Small Business Management Certificate.

Health Programs

Dental Assisting

The dental assisting program is designed for those currently employed as dental auxiliaries who wish to obtain further educational qualifications. The program is divided into two levels, based on the regulations of the College of Dental Surgeons of British Columbia.

LEVEL I DENTAL ASSISTING

This program prepares you to become a Chairside Dental Assistant (Dental Auxiliary I), who provides supportive services to the dentist during client care and may perform basic business office procedures.

Entrance Requirements

Applicants must:

1. be currently employed as a dental auxiliary;
2. have six months' experience as a dental auxiliary;
3. provide satisfactory medical and dental reports issued by a physician and a dentist;
4. provide a qualified supervisor to administer course examinations.

Recommended prerequisites:

1. Completion of Grade 12 or equivalent program.
2. Completion of an introductory biology course.

Required courses:

All courses in the program, with the exception of DENT 151 Clinical Practice I, are home-study courses. You will be required to attend a regional college for two weeks to take the DENT 151 course.

Courses must be taken in the order set out below.

DENT 110 Basic Dental Assisting
 DENT 111 Dental Charting
 DENT 112 Dental Sciences
 DENT 113 Dental Restorative Procedures
 DENT 114 Prosthodontics
 DENT 115 Periodontics I
 DENT 116 Practice Management
 DENT 117 Basic Radiography
 DENT 118 Medical-Dental Emergencies
 DENT 119 Comprehensive Examination I
 DENT 150 Preclinical Intra-oral I
 DENT 151 Clinical Practice I

See Course Descriptions section of this calendar for more details on a specific course.

Graduates of this program will be awarded the Dental Assisting, Level I Certificate.

Admission procedures:

Contact an OLI advising centre for admission forms and session starting dates. Admission forms should be submitted at least four weeks prior to your preferred session start date. The Dental Assisting Program is restricted to residents of British Columbia.

Fees are payable in four installments: you will be informed of the amounts when you are admitted to the program. Students admitted to a partial program will be assessed fees for individual courses.

LEVEL II DENTAL ASSISTING

This program prepares you to qualify as a Certified Dental Assistant (Dental Auxiliary II), who is a licensed, registered auxiliary providing dental services to clients in addition to performing dental auxiliary I services. On successful completion of the OLI Level II program, you are eligible to apply to write the certification examination administered by the College of Dental Surgeons of British Columbia. You are advised that you must complete additional courses in first aid and CPR that are not offered by OLI (see licensure requirements below).

Entrance Requirements

Applicants must:

1. have completed Level I Dental Assisting or an equivalent program;
2. be currently employed as a dental auxiliary;
3. provide medical and dental reports from a physician and dentist;
4. provide a qualified supervisor to administer course examinations.

Required courses:

With the exception of DENT 161 Clinical Practice II, all courses in the program are home-study courses. You are required to attend a regional college for two weeks for the DENT 161 course.

Courses must be taken in the order set out below.

DENT 120	Surgical Procedures
DENT 121	Endodontics
DENT 122	Periodontics II
DENT 123	Nutrition
DENT 124	Patient Management Skills for the Dental Auxiliary
DENT 125	Therapeutics for Dental Auxiliaries
DENT 129	Comprehensive Examination II
DENT 160	Preclinical Intra-oral II
DENT 161	Clinical Practice II

See Course Descriptions section of this Calendar for more details on a specific course.

Graduates of the program will be awarded the Dental Assisting, Level II Certificate.

Licensure requirements:

Graduates of the OLI program must fulfil the following licensure requirements of the College of Dental Surgeons of British Columbia before performing the licensed duties of a Certified Dental Assistant:

1. Completion of grade 12 or equivalent.
2. Valid first aid certificate, such as Safety Oriented First Aid (SOFA) certificate.
3. Valid Cardiopulmonary Resuscitation (CPR) certificate, Level I.
4. Successful completion of the Certification examination of the College of Dental Surgeons of B.C.

Admission procedures:

Contact an OLI Advising Centre for admission forms and session starting dates. Admission forms, with transcripts of previous study if applicable, should be submitted at least four weeks prior to your preferred session start date. The Dental Assisting Program is restricted to residents of British Columbia.

Fees are payable in three installments: you will be informed of the amounts when you are admitted to the program. Students admitted to a partial program will be assessed fees for individual courses.

Graduate Nurse Refresher

The Graduate Nurse Refresher Program is designed for nurses who have been away from active nursing practice for five or more years. This full-time program combines theoretical study and clinical practice to prepare you to re-enter nursing employment with confidence. The program, which focuses on nursing and your nursing competency, employs an integrated self-care nursing model.

The minimum time required to complete the program is 12 weeks; the maximum time permitted is 22 weeks. You study the theoretical units at home. The clinical parts of the program, comprising at least seven weeks, take place at a clinical agency in your region. Refer to the Course Description section of the Calendar, NURS 300, for a description of the program materials.

Program Outline

Part I

Practice of Nursing Part I	<i>Home Study</i>
Clinical Practice I	<i>Clinical Practice</i>

Part II

Practice of Nursing Part II	<i>Home Study</i>
Clinical Practice II	<i>Clinical Practice</i>

Part III

Preceptorship	<i>Clinical Practice</i>
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Entrance Requirements

Applicants must:

1. be a graduate of an approved school of nursing;
2. hold current registration (or eligibility for registration) with the Registered Nurses Association of B.C.;
3. provide a medical examination report;
4. have a Cardiopulmonary Resuscitation Certificate, Level 1 (proof of valid certification may be submitted up to week 6 of the program).

An immunization update may be required by individual clinical agencies before commencement of clinical practice.

Prerequisite requirements:

Before starting the program, it is essential that you update your knowledge of anatomy, physiology, pharmacology, sociology and communications. A Prerequisite Manual, sent to you on admission to the program, guides your review of basic science and basic nursing skills. Optional equipment and supplies are available for practising nursing skills.

Admission procedures:

Contact a regional advising centre for admission forms. Completed admission forms must be submitted at least two months prior to your preferred session start date. The early admission deadline is necessary to arrange clinical placements and to allow students one month of prerequisite preparation.

Hospitality Programs

Motel Management

This program is designed to prepare you to manage a motel. The program combines specialized courses in motel operation with general business courses that develop administrative abilities.

If you are considering becoming a motel owner, you are advised to choose the elective course HSPY 140, which leads you through the planning phase. While this course may be taken at any point in the program, it is recommended that you first complete the required courses.

Required courses

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

Four electives selected from:

BUSM 111	Effective Supervision
BUSM 132	Accounting II
BUSM 141	Business Law
BUSM 172	Labour Relations
GTEC 145	Training Techniques for Supervisors
HSPY 140	Motel Management I
MATH 107	Business Mathematics

Students who complete the program will be awarded the Motel Management Certificate.

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

Restaurant Management

This program is designed to prepare you to manage a restaurant or food service business. The program combines specialized courses in restaurant operation with general business courses that develop administrative abilities.

If you are considering becoming a restaurant owner, you are advised to choose the elective course HSPY 130, which leads you through the planning phase. While this course may be taken at any point in the program, it is recommended that you first complete the required courses.

Required courses:

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

Four electives selected from:

BUSM 111	Effective Supervision
BUSM 132	Accounting II
BUSM 141	Business Law
BUSM 172	Labour Relations
GTEC 145	Training Techniques for Supervisors
HSPY 130	Restaurant Management I
MATH 107	Business Mathematics

Students who complete the program will be awarded the Restaurant Management Certificate.

Industrial Programs

Construction Supervision

The construction supervision program is designed for those who presently hold or aspire to a supervisory or management position in the construction industry. The intent of the program is to provide the necessary knowledge and skills required to effectively supervise the variety of trades involved in the construction process.

Required courses:

BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
BUSM 172	Labour Relations
CSTN 192	Construction Estimating
ENGL 107	Business Communication
GTEC 111	Blueprint Reading and Specifications
or	
GTEC 113	Technical Drafting I
GTEC 131	Industrial Accident Prevention

Three electives selected from:

BUSM 101	Introduction to Canadian Business
CSTN 112	Survey Methods and Instruments
CSTN 121	Electrical Code for the Building Trades
GTEC 121	Project Management through Critical Path Analysis
GTEC 145	Training Techniques for Supervisors
GTEC 152	Productivity and Cost Control
MATH 106	Industrial Mathematics

Students who complete the program will be awarded the Construction Supervision Certificate.

Industrial Supervision

The industrial supervision program is designed for those 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 labor-management area.

Required courses:

BUSM 111	Effective Supervision
BUSM 121	Management Principles and Practices
BUSM 172	Labour Relations
ENGL 107	Business Communication
GTEC 111	Blueprint Reading and Specifications
or	
GTEC 113	Technical Drafting I
GTEC 131	Industrial Accident Prevention
GTEC 145	Training Techniques for Supervisors

Three electives selected from:

BUSM 101	Introduction to Canadian Business
CSTN 192	Construction Estimating
GTEC 121	Project Management through Critical Path Analysis
GTEC 152	Productivity and Cost Control
MATH 106	Industrial Mathematics

Students who complete the program will be awarded the Industrial Supervision Certificate.

Technical Programs

Drafting

A drafting certificate program is under development. Although complete program requirements have not yet been defined, the following two courses will be available in 1984-85.

GTEC 113	Technical Drafting I
GTEC 114	Technical Drafting II

Electrical Generating Systems

This program is offered jointly by the Open Learning Institute and the Pacific Vocational Institute. It is designed to train Electrical Generating Systems Technicians to be proficient in the day-to-day operation, maintenance and trouble-shooting of diesel-driven electrical generating equipment. Candidates who can demonstrate a good practical and theoretical knowledge of diesel engine mechanics will not be required to take GTEC 175. Those who can demonstrate a knowledge of the fundamentals of electricity will not be required to take GTEC 177.

Required courses:

GTEC 175	Electrical Generating Systems: Basic Diesel Operation
GTEC 177	Concepts of Electricity
GTEC 179	Electrical Generating Systems: Electrical Generation

Courses GTEC 175 and GTEC 179 may be followed by a three week period of practical training at the Pacific Vocational Institute.

Students who successfully complete GTEC 175, GTEC 177, and GTEC 179 as well as the practical components taken at the Pacific Vocational Institute will be awarded a certificate issued jointly by the Open Learning Institute and the Pacific Vocational Institute.

Electronics

The electronics certificate program is designed to meet the needs of those who work, or expect to work, with electronics equipment or components, and for those who wish to prepare for a career in electronics. A number of courses are under development. When the program is complete it is recommended that you take the courses in the order listed except for the Mathematics and Communications courses which may be taken at any time. All courses are required.

Required courses:

ELEC 110	Introduction to Electronics
ELEC 120	Electronics: Transducers and Signals
ELEC 125	Electronics: Power Supplies and Regulators
ELEC 130	Introduction to RCL Networks
ELEC 135	AC Applications
ELEC 140	Introduction to Digital Techniques (5 credits)
ELEC 145	Microprocessor Technology (4 credits)
ENGL 107	Business Communication
MATH 108	Mathematics for Electronics

Power Engineering

Power Engineering programs at 3rd, 2nd and 1st class levels are under consideration by the Open Learning Institute. One course is currently offered.

PENG 101	Power Engineering Fourth Class
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Non-certificate Courses

The following courses are also offered by the Career, Technical, and Vocational program area:

AUMX 150	Journeyman Upgrading for Automotive Mechanics
CSTN 121	Electrical Code for the Building Trades
ELTN 150	Journeyman Upgrading for Electricians
GTEC 171	Electrical Utility Operations I
GTEC 172	Electrical Utility Operations II
GTEC 181	Fundamentals of Lighting
HDMX 100	Heavy Duty Mechanics Module IA
HDMX 101	Heavy Duty Mechanics Module IB
HDMX 150	Journeyman Upgrading for Heavy Duty Mechanics
MLWT 150	Journeyman Upgrading for Millwrights

OLI offers two degree programs, with some overlap in requirements.

The course of study leading to the Bachelor of Arts degree permits specializations in Biology, Economics, English, Geography, History, Mathematics, Psychology and Sociology. You are required to specialize in *two* of these subject areas. When the full program has been developed, an average of 13 courses will be available in each subject area.

The course of study leading to the Bachelor of Arts in Administrative Studies is an interdisciplinary program with more required courses and fewer electives than the regular B.A.

A diploma and a third degree program are under consideration by the Universities Council. Descriptions of these programs follow:

The Associate in Arts in General Studies diploma recognizes completion of the equivalent of two years of full time university studies in a broad range of subject areas.

The course of study leading to the Bachelor of Arts in General Studies offers you the opportunity to pursue advanced studies at the university level in an interdisciplinary mode. In this program, you are not required to select subject area specializations, but may arrange programs which allow studies in a variety of subject areas.

Program Planning

If you wish to seek an OLI degree, you should plan your program of study carefully. In choosing courses, you should:

1. Take account of the course numbering system. Courses numbered at the 100 and 200 level are designed as lower level courses, and lay the foundations for more advanced work. Courses numbered at the 400 level are upper level courses and normally should be taken after lower level requirements have been completed.
2. Make sure that the courses you choose will fulfil the program requirements for the degree or diploma you seek. The program requirements, described in the next sections, are designed to ensure that you have a broad basic education, an appropriate amount of advanced work and, where applicable, extensive knowledge in the subject areas of specialization.

3. Consult your advisor for assistance. Advisors will prepare a program plan that will help you choose an appropriate sequence of study and select courses to ensure that you will meet the requirements for a diploma or degree. They can also tell you when you can start particular courses (not all university courses are offered every session), how soon courses not yet available from OLI will be offered, and whether you can take them from other institutions for credit at OLI. A list of courses normally not offered in every session is provided on page 19.

General Diploma and Degree Requirements

Total Credit Requirement

To qualify for a diploma, you must complete a minimum of 60 credits (normally 20 courses). This is equivalent to two years of full time university study.

To qualify for a degree, you must complete a minimum of 120 credits (normally 40 courses). This is equivalent to four years of full time university study.

Credit Level Requirement

For a diploma, you must complete a minimum of 24 credits numbered at the 200 level or above.

For a degree, you must complete a minimum of 45 credits in upper level courses (those numbered at the 400 level).

General Education Requirement

For either a diploma or degree, to satisfy the requirement for a broad basic education, you must obtain credits in the following courses or subjects:

1. ENGL 100 and ENGL 101.
2. Three credits in Mathematics or Computing Science, normally one of MATH 101, 102, 110 or CMPT 100.
3. Three credits in Science (Biology, Physical Geography or Chemistry), normally one of BISC 100, GEOG 110 or CHEM 110.
4. Six credits in Sociology and/or Psychology, normally two of PSYC 101, 102, SOCI 101 and 102.
5. Three credits in Economics, normally ECON 100.
6. Three credits in History, normally HIST 121.

Associate in Arts in General Studies Requirements

(Subject to approval by the Universities Council)

The Associate in Arts in General Studies diploma has no special requirements beyond those listed under the General Diploma Requirements above.

Bachelor of Arts in General Studies Requirements

(Subject to approval by the Universities Council)
For the Bachelor of Arts in General Studies degree, in addition to the General Degree Requirements above, you must include, among your 45 upper level credits, 6 credits for GLST 499, Directed Studies. Directed Studies consists of an in-depth interdisciplinary study of a topic or theme selected by the student in consultation with a special tutor. It is open to students who have fulfilled their general education requirements, and have completed a minimum of 30 credits in upper level courses with a cumulative grade point average of at least 2.0.

Bachelor of Arts Requirements

For the Bachelor of Arts degree, in addition to the General Degree Requirements above, you must fulfil the following:

Subject Specialization Requirement

Degrees are granted with specialization in two subject areas. For *each* subject area you choose, you must:

1. Complete the specific course requirements listed in the next section.
2. Obtain 21 upper level credits. Note that 42 of the minimum 45 upper level credits required for a degree must be taken in two subject areas.
3. Include, among your 21 upper level credits, the course titled Directed Studies and numbered 499. Directed Studies consists of in-depth study of a topic selected by the student in consultation with a special tutor. It is open to students who have fulfilled the general education requirements and have completed all required courses and a minimum of 15 credits of upper level courses in the specific subject area. In addition, you must have a minimum grade point average of 2.0 in upper level courses counting towards your degree in the subject area. If you wish to enrol in Directed Studies, consult your advisor about enrolment procedures.

Specific Course Requirements

For the eight subjects of specialization, the courses listed below are required. Note that most of the required courses are lower level, and that some may also be used to meet general education requirements. You may choose the rest of the courses you need to meet the specialization requirements from among those available. The number of courses offered will increase at a steady rate.

Biology

BISC 110	Introduction to Biology I
BISC 111	Introduction to Biology II
BISC 210	Introductory Genetics
BISC 220	Introduction to Cell Biology
BISC 250	Introduction to Community Ecology
BISC 400	Statistical Methods in Biology (not available in 1984-85) (1.5 credits)
CHEM 110	Basic Principles of Chemistry I
CHEM 111	Basic Principles of Chemistry II
CHEM 240	Organic Chemistry I (not available in 1984-85)
CHEM 241	Organic Chemistry II (not available in 1984-85)
MATH 102	Introduction to Probability and Statistics
*MATH 400	Statistical Methods in Biological and Social Sciences (not available in 1984-85) (1.5 credits)
BISC 499	Directed Studies

Recommended Elective:

MATH 101	Calculus for the Biological and Social Sciences
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Economics

ECON 200	Principles of Microeconomics
ECON 201	Principles of Macroeconomics
ECON 400	Intermediate Microeconomic Analysis (not available in 1984-85)
ECON 401	Intermediate Macroeconomic Analysis (not available in 1984-85)
ECON 410	Economic and Business Statistics (not available in 1984-85)
MATH 102	Introduction to Probability and Statistics
ECON 499	Directed Studies

Recommended Elective:

MATH 101	Calculus for the Biological and Social Sciences
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English

ENGL 100	Literature and Composition I
ENGL 101	Literature and Composition II
ENGL 220	English Literature from Chaucer to Milton
ENGL 221	English Literature in the 18th and 19th Centuries
ENGL 499	Directed Studies

Recommended Elective:

Relevant history survey courses.

Geography

Four of the following five lower level geography courses:

- GEOG 110 Introduction to Physical Geography I: Geomorphology and Hydrology (not available in 1984-85)
- GEOG 111 Introduction to Physical Geography II: Meteorology and Climatology (not available in 1984-85)
- GEOG 230 Introduction to Human Geography I: People and the Environment
- GEOG 231 Introduction to Human Geography II: Economic and Urban Geography (not available in 1984-85)
- GEOG 270 Geography of British Columbia
- GEOG 400 Statistical Methods in Geography (not available in 1984-85) (1.5 credits)
- MATH 102 Introduction to Probability and Statistics
- *MATH 400 Statistical Methods in the Biological and Social Sciences (not available in 1984-85) (1.5 credits)
- GEOG 499 Directed Studies

Recommended Elective:

- MATH 101 Calculus for the Biological and Social Sciences

History

- HIST 120 Canadian History to 1867 (not available in 1984-85)
 - HIST 121 Canadian History (1867 to the present)
 - HIST 499 Directed Studies
- Six additional credits of lower level history.

Mathematics

- MATH 110 Calculus I
- MATH 111 Calculus II
- MATH 210 Calculus III
- MATH 220 Linear Algebra (not available in 1984-85)
- MATH 499 Directed Studies

Recommended Elective:

- MATH 102 Introduction to Probability and Statistics

Psychology

- PSYC 101 Introductory Psychology I
- PSYC 102 Introductory Psychology II
- PSYC 210 Introduction to Experimental Psychology
- PSYC 230 Introduction to Applied Psychology
- PSYC 400 Statistical Methods in Psychology (not available in 1984-85) (1.5 credits)
- MATH 102 Introduction to Probability and Statistics
- *MATH 400 Statistical Methods in the Biological and Social Sciences (not available in 1984-85) (1.5 credits)
- PSYC 499 Directed Studies

Recommended Elective:

- MATH 101 Calculus for Biological and Social Sciences

Sociology

- SOCI 101 Introduction to Sociology I
- SOCI 102 Introduction to Sociology II
- SOCI 210 Canadian Social Structure
- Three additional credits of lower level sociology
- SOCI 400 Statistical Methods in Sociology (not available in 1984-85) (1.5 credits)
- MATH 102 Introduction to Probability and Statistics
- *MATH 400 Statistical Methods in the Biological and Social Sciences (not available in 1984-85) (1.5 credits)
- SOCI 499 Directed Studies

Recommended Elective:

- MATH 101 Calculus for Biological and Social Sciences

* Credits for MATH 400 may be applied to the Upper Level Credit Requirement in one of Biology, Geography, Psychology or Sociology.

Bachelor of Arts in Administrative Studies Requirements

For the Bachelor of Arts in Administrative Studies degree, you must fulfil the General Degree Requirements. In addition, you must complete required courses in several disciplines.

Specific Course Requirements

The specific courses required for the Bachelor of Arts in Administrative Studies total 75 credits. The additional 45 credits required for a degree should include courses needed to fulfill the General Education Requirement.

Administrative Studies

- BUSM 121 Management Principles and Practices
- BUSM 141 Business Law
- ADMN 231 Introduction to Financial Accounting (not available in 1984-85)
- ADMN 232 Introduction to Managerial Accounting
- ADMN 415 Management Science (not available in 1984-85)
- ADMN 420 Individuals and Small Groups in Organizations (not available in 1984-85)
- ADMN 421 The Organization in its Environment (not available in 1984-85)
- ADMN 435 Finance (not available in 1984-85)
- ADMN 450 Marketing (not available in 1984-85)
- ADMN 460 Business and Society (not available in 1984-85)
- ADMN 470 Business Policy and Strategy (not available in 1984-85)

Applied Studies

- APST 490 Applied Administrative Studies

Computing Science

CMPT 110	Introduction to Data Processing (not available in 1984-85)
CMPT 210	Management Applications of Computer Systems (not available in 1984-85)
CMPT 410	Management Information Systems (not available in 1984-85)

Economics

ECON 100	The Canadian Economy (not available in 1984-85)
ECON 200	Principles of Microeconomics
ECON 201	Principles of Macroeconomics
ECON 401	Intermediate Macroeconomic Analysis (not available in 1984-85)
ECON 410	Economic and Business Statistics (not available in 1984-85)
ECON 420	Industrial Relations (not available in 1984-85)
ECON 450	Managerial Economics

Mathematics

MATH 101	Calculus for the Biological and Social Sciences
MATH 102	Introduction to Probability and Statistics

Directed Readings

ADMN/ ECON 490	Directed Readings in Administrative Studies
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Credit Based on Experience

In the Bachelor of Arts in Administrative Studies degree program, credit based on experience is possible in those instances in which you are confident that you have obtained knowledge through extensive experience in working in fields covered by the program. Two forms of credit are available.

- (i) Specific course credit may be obtained for courses offered by OLI.
- (ii) Unassigned credit may be obtained where OLI would ordinarily grant such credit for courses on the basis of transfer credit from other universities or colleges.

In either instance, you will be required to pass a comprehensive examination over the subject area.

If you wish to apply for credit based on experience, you will be required to specify the nature of this experience in writing and to provide a list of courses for which credit is desired. (An advisor can assist you in matching courses to experience.) The Institute will permit examination only for courses in which the evidence indicates that the experience does indeed constitute a basis for course credit. A fee will be assessed for each examination undertaken.

For further information regarding credit based on experience, contact an advisor.

Transfer Credit

You may receive transfer credit for previous studies taken through a recognized institution up to a maximum of 45 credits for a diploma and 90 credits for a degree. Note, however, that you must fulfil all requirements for an OLI diploma or degree, and not all courses which you may wish to transfer may be applicable.

The following guidelines are applied in decisions regarding transfer credit:

1. Transfer credit is awarded for courses which normally may be used to complete the requirements for an OLI diploma or degree, and in which a grade of C (60%) or higher was achieved. Professional courses may also be included.
2. Courses may be used to meet the general education requirements, even though they do not transfer as the exact equivalent of the courses specified, as long as the intent of the general education requirement is fulfilled.
3. All specific course requirements in subjects of specialization must be completed. You may receive unassigned transfer credit for courses taken elsewhere in that subject but still be required to take specified courses. The unassigned credits may be carried as electives at the level designated on your transfer credit statement.

To apply for transfer credit, follow the procedures given on page 70 of this calendar. If you have any questions about how to apply for transfer credit, or if you have questions about the outcome once you have applied, consult your advisor. Your advisor will assist you in planning your study program after you have been assigned transfer credit. Much valuable time may be lost if you enrol in courses which you do not require for a degree.

Visiting Students

Most OLI university courses are transferable to other B.C. educational institutions. Consult your home institution or an OLI advisor about the transferability of specific courses. Obtain written permission from your home institution before enrolling in an OLI course.

Courses Not Offered in Every Session

The following university courses are not offered in every session. Consult your advisor for further information.

ADMN 210
ASTR 100
BISC 110
BISC 111
BISC 451
CHEM 110
CHEM 111
ENGL 442
MATH 411
SCIE 100

Television and OLI

The Open Learning Institute makes use of television in several ways:

- to provide an important audio-visual component for credit and non-credit courses through programs broadcast via the Knowledge Network

- to supplement print and audio based courses with interesting audio-video material

- to expose students to good general interest programs which can increase their understanding of course material in particular, and of the world in general

This means that you can learn much of the material for some credit and non-credit courses by watching television; add to your knowledge of the field you are studying by watching TV; or just watch for fun.

Television and Credit Courses

When you register in an OLI credit course that has a major television component, you watch a series of television programs that are broadcast once or twice a week, and you work through the course manual and units provided, completing the regularly scheduled assignments, and speaking to your telephone tutor when you need help. Credits earned through such courses are transferable to other institutions.

When you register in a non-credit telecourse, you aren't required to complete assignments, but a tutor is available for special help in understanding the television content or print material. Please note that registration deadlines for telecourses may vary. Contact an advisor for details.

For a general interest series, you are not required to register, but you may purchase a viewer's study guide or other print support materials from OLI to enhance your enjoyment and understanding of the programs.

How to Choose a Telecourse

All courses having a television component are identified by a "TV" in the alphabetical Course Descriptions section of this calendar. Because OLI's telecourse offerings vary from semester to semester, please contact your nearest advisor for a current schedule.

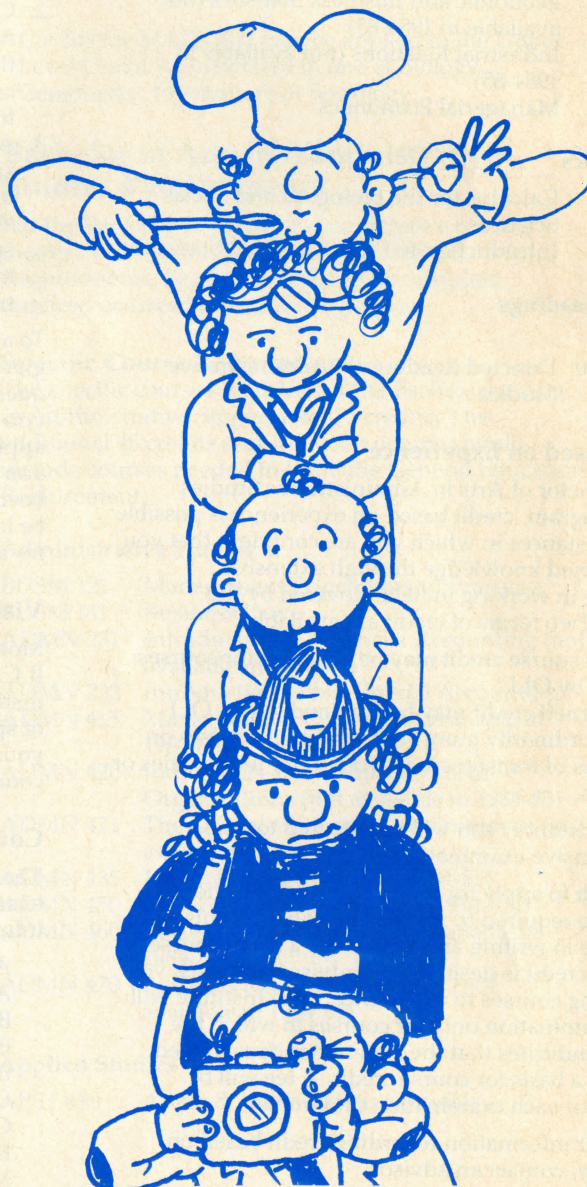
How You Can Receive Telecourses

OLI offers credit, credit support, and general interest programming via the Knowledge Network. Viewers watching KNOW in the Vancouver and Victoria areas need a converter — an electronic device costing from \$40 to \$150, and available from most television and electronic equipment dealers. To find out about the Knowledge Network presence in your area, contact your local television station.

Knowledge Network

The Knowledge Network is BC's educational broadcast authority. Established by the Provincial Government in 1979, The Knowledge Network telecasts via the ANIK B Satellite to communities throughout the province, aiming to provide quality educational programming for every British Columbian.

Although some communities do not yet receive the Knowledge Network signal, popular demand has in many cases speeded up local acquisition. Contact your local cable company for more information, or call the Knowledge Network — 224-6511.



Course Numbering System

Each course is represented by an alpha code followed by a three digit number. The first digit indicates the course level.

- 0xx Secondary School completion, College Prep, and Vocational Prep Courses which do not count as part of any OLI certificate, diploma or degree, other than one which is specifically school level.
- 010 Course roughly equivalent to Grade 10 level.
- 020 Course roughly equivalent to Grade 11 level.
- 030 Course roughly equivalent to Grade 12 level.
- 1xx Courses normally taken in the first year of any career/technical/vocational or university program (usually no prerequisites).
- 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.
- 3xx Courses designed to upgrade a two-year diploma.
- 4xx Upper-level degree courses.

Subject Index to Courses

All OLI courses are listed in the Course Descriptions Section. Each course begins with a four letter alpha code which does not necessarily correspond to a subject name. If you are looking for courses under a particular subject heading, consult this index first. It gives you OLI's corresponding four-letter alpha codes, which you can then easily locate in the Course Descriptions section which follows on page 23.

e.g. If you are looking for courses in Accounting, you will note that OLI's associated alpha code is BUSM. You can then turn to the Course Descriptions section, where all courses are listed alphabetically by code. Accounting courses are BUSM 131 and 132.

Courses Under Development

The following courses are being developed or are being planned and they are expected to become available during the 1984-85 academic year. Contact OLI in Richmond or your regional advisor for more information.

Adult Basic Education Programs

CHEM 020	Introduction to Chemistry I
CHEM 021	Introduction to Chemistry II
GEOG 030	Physical and Human Geography
MATH 021	Business and Consumer Mathematics
PHYS 020	Introduction to Physics I
PHYS 021	Introduction to Physics II

Various short courses at the pre-grade 9 level (Spelling, Punctuation, English Grammar, Fractions, Basic Arithmetic)

Career, Technical and Vocational Programs

BOTR 103	Secretarial Procedures and Administration
BOTR 175	Word Processing
GTEC 177	Fundamentals of Electricity
MATH 108	Mathematics for Electronics
ELEC 135	AC Applications
GTEC 111	Blueprint Reading and Specifications
GTEC 114	Technical Drafting II
GTEC 152	Productivity and Cost Control
GTEC 172	Electrical Utility Operations II

University Programs

ADMN 231	Introduction to Financial Accounting
ADMN 420	Individuals and Small Groups in Organizations
ADMN 450	Marketing
ECON 401	Intermediate Macroeconomics Analysis
ECON 410	Economic and Business Statistics
ENGL 102	Composition & Native Indian Literature I
ENGL 103	Composition & Native Indian Literature II
ENGL 425	Shakespeare I
GEOG 110	Introduction to Physical Geography I
GEOG 111	Introduction to Physical Geography II
GEOG 231	Introduction to Human Geography II: Economic and Urban Geography
HIST 120	Preconfederation Canadian History
MATH 100	Precalculus Mathematics
MATH 210	Calculus III
PSYC 446	Psychology of Aging

SUBJECT AREA	CODE		
Accounting	BUSM	Industrial Accident Prevention	GTEC
Administration	ADMN	Industrial Mathematics	MATH
	BUSM	Labour Relations	BUSM
Advertising	BUSM	Language	FREN
Algebra	MATH	Literature	ENGL
Astronomy	ASTR	Management — Behavioral	ADMN
Biology	BISC	Management — Motel	HSPY
Blueprint Reading	GTEC	Management — Project	GTEC
Business Communication	ENGL	Management — Restaurant	HSPY
Business Law	BUSM	Management — Small Business	BUSM
Business Management	ADMN	Management — Supervisory	BUSM
	BUSM	Marketing	BUSM
Business Mathematics	MATH	Mathematics	MATH
Business Office Skills	BOTR	Mechanics — Automotive	AUMX
Calculus	MATH	Mechanics — Heavy Duty	HDMX
Chemistry	CHEM	Metric System	MATH
*Commerce	ADMN	Millwright — Journeyman Upgrading	MLWT
	BUSM	Motel Management	HSPY
	ECON	Music Appreciation	MUSC
*Communication	ENGL	*Nursing — Refresher	NURS
Composition	ENGL	Nursing — Research	APST
Computer Science	CMPT	Office Administration	BOTR
Construction Estimating	CSTN	Office Procedures	BOTR
Data Processing	CMPT	Organizational Behavior	ADMN
Dental Assisting	DENT	Power Engineering	PENG
Drafting	GTEC	Productivity	GTEC
Economics	ECON	Project Management	GTEC
*Education		Psychology	PSYC
Electricity — Building Trades	CSTN	Restaurant Management	HSPY
Electricity — Generating Systems	GTEC	Science — General	SCIE
Electricity — Lighting	GTEC	Science — Astronomy	ASTR
Electricity — Utility Operations	GTEC	Science — Biology	BISC
Electrician — Journeyman Upgrading	ELTN	Science — Chemistry	CHEM
Electronics	ELEC	Science — Physical Geography	GEOG
English	ENGL	Secretarial Arts	BOTR
Finance — Business	BUSM	Small Business Management	BUSM
Finance — Motel	HSPY	Social Studies	SOST
Finance — Restaurant	HSPY	Sociology	SOCI
*Forestry		Statistics	MATH
French	FREN	Supervision	BUSM
Geography	GEOG	Survey Methods	CSTN
History	HIST	Training Techniques	GTEC
*Home Economics		Typing	BOTR

* These professional faculties require courses from general arts and sciences in the first two years. You can take a number of these through OLI. E.g. Math 102 is a basic statistics course applicable to most professional degrees and diplomas.

For further information, contact your nearest advisor.

COURSE DESCRIPTIONS

1 ✓ ADMN 210

(3) UNIV (TV)

Understanding Behavior in Organizations

This course examines the fascinating subject of human behavior in organizations and provides an understanding of the complex relationships amongst human motivation, job satisfaction and productivity. Some of the major topics covered in the course include the following: human needs and motivation, quality of work life, power and conflict, women in management, communication within organizations, coping with technology and change, organizational behavior modification, leadership, organization design and organization development.

ADMN 210 is supplemented by programs broadcast on the Knowledge Network. These programs are strongly recommended but not essential to the course.

Prerequisites

None.

Required texts

Understanding Behavior in Organizations by L. Kostoff. Ontario Educational Communications Authority, 1979.
ADMN 210 Readings. (A file of articles reprinted from management publications.)

Course fee

\$ 104 (tuition \$75, text and supplies \$24, postage and handling \$5)

Required equipment

You will require a basic calculator. If you plan to continue in the Administrative Studies program, you should consider purchasing a more sophisticated model. Refer to the ECON 450 course description for specifications.

Course fee

TBA (tuition \$75, text and supplies TBA, postage and handling \$5)

3 ✓ ADMN 411

(3) UNIV

Management and Motivation I

This is the first part of an eight-month course in management and motivation. The aim of this course is to describe human motivation in the workplace and explain 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 behavior, then shows how this theory can be applied in organizations. In this course, you will learn how to analyse situations to determine the effect of extrinsic motivation on an employee's behavior 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, you should be able to identify and describe the motivational components of a job design and evaluate their effectiveness towards creating an environment in which employees can accomplish meaningful work.

Prerequisites

None.

Required texts

Motivation at Work by H. Murrell. Methuen, 1976.
Human Resource Management: Readings. Athabasca University, 1979.

Course fee

\$97 (tuition \$75, text and supplies \$17, postage and handling \$5)

2 ✓ ADMN 232

(3) UNIV

Introduction to Managerial Accounting

Like its companion course in financial accounting, ADMN 232 is an introductory course designed to equip students for administrative work. After showing how a management accounting data base is established, the course teaches how cost behavior is related to managerial decisions and how to use accounting information for long-range pricing and capital budgeting decisions. In addition to providing private sector managers with an introduction to the uses of accounting data and theory, the course also provides a guide to governmental and not-for-profit budgeting systems and performance evaluation systems. The course is designed to satisfy the needs of the potential accounting major as well as those not planning to take further accounting courses.

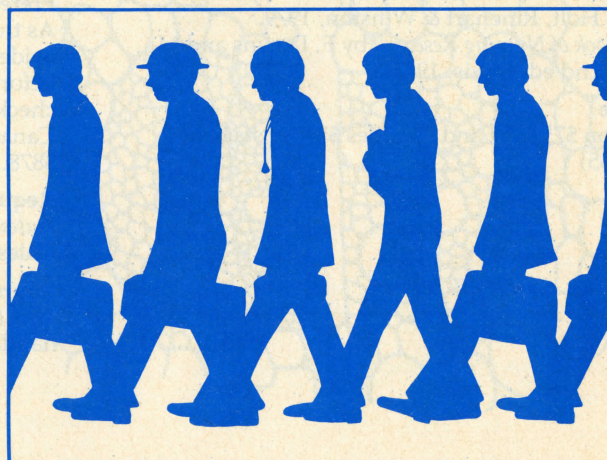
Prerequisites

ADMN 231 or equivalent skills and knowledge.

Required texts

Managerial Accounting, First Canadian Edition by L.E. Heitger, S. Matulich, T. Var. McGraw-Hill Ryerson, 1983.

Study Guide to Accompany Managerial Accounting, First Canadian Edition by L.E. Heitger, S. Matulich, T. Var. McGraw-Hill Ryerson, 1983.



4 ✓	ADMN 412	(3) UNIV	6 ✓	ASTR 100	(3) UNIV (TV)
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Management and Motivation II

ADMN 412 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.

Required texts

Motivation at Work by H. Murrell. Methuen, 1976.
Human Resource Management: Readings. Athabasca University, 1979.

A note about the texts

Motivation at Work and *Human Resource Management: Readings* are texts used in ADMN 411 and are not included in the ADMN 412 course package. If you do not have these texts, you can order them from the OLI Bookstore.

Course fee

\$86 (tuition \$75, text and supplies \$6, postage and handling \$5)

Project Universe

This course is designed to introduce you to the study of astronomy, and to teach you to analyse and investigate astronomical phenomena using the basic tools of scientific inquiry. Topics covered in the course include the evolution of astronomy as a science, the origin and properties of the solar system, stars, galaxies, and the destiny of the universe. For the mathematically inclined, there is also some discussion of algebraic formulas.

ASTR 100 is supplemented by programs broadcast on the Knowledge Network. These programs are strongly recommended but not essential to the course.

Prerequisites
None.

Required text

Exploring the Cosmos by L. Berman and J. Evans. 3rd ed. Little, Brown and Co, 1977.

Course fee

\$106 (tuition \$75, text and supplies \$26, postage and handling \$5)

5 ✓	APST 450	(3) UNIV		AUMX 150	(3) CTV
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Understanding Research in Nursing

This course is designed for nursing students to show how research is carried out and to provide the knowledge and skills required to read research critically. By the end of the course, you will have learned to identify the components of the research process, read research articles efficiently, record research information accurately and evaluate research reports quickly.

Prerequisites
None.

Required texts

Behavioral Research: A Conceptual Approach by F. Kerlinger. Holt, Rinehart & Winston, 1979.
A Source Book of Nursing Research by F. Downs and M. Newman. 2nd ed. Davis, 1977.

Course fee

\$134 (tuition \$75, text and supplies \$54, postage and handling \$5)

Journeyman Upgrading for Automotive Mechanics

This course is designed for automotive mechanics with several years of trade experience who wish to refresh and broaden their theoretical knowledge with the intention of taking the British Columbia provincial Tradesmen's Qualification examination. Topics covered include general shop knowledge and internal combustion engines, fuel and emission control systems, electrical systems, suspension, steering, brakes, power train and principles of air conditioning. The course does not replace, nor is it an alternative to the Apprenticeship training program.

Prerequisites

As the Ministry of Labour requires documented evidence of 5 years' working experience in the trade before you may write the TQ examination, you should check your eligibility with the Ministry of Labour, 4946 Canada Way, Burnaby, B.C., V5G 4J6 Telephone 294-3878.

Required text

Automotive Principles and Service by F. Thiessen and D. Dales. Reston.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

BISC 023
ABE

7V

BISC 100
(3) UNIV
General Biology

BISC 023 is the equivalent of the Ministry of Education's Biology 11. Topics you will be studying include cell growth and reproduction, heredity, the science of classification, microbiology, plants, and animals. You will also be asked to conduct some simple experiments.

Prerequisites

Grade 10 completion.

Required text

Modern Biology by J. Otto, A. Towle and M. Madnick. Holt, Rinehart & Winston, 1977.

Required equipment

You will be loaned an experiment kit, a set of prepared slides and a microscope. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment.

Course fee

\$122 (tuition \$34, text and supplies \$33, refundable deposit \$50, postage and handling \$5)

BISC 030
ABE (TV)
Human Biology

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. BISC 030 is supplemented by programs shown on the Knowledge Network. These programs are strongly recommended, but they are not essential to the course.

Prerequisites

BISC 022 or 023, Biology 11, or placement by an advisor.

Required texts

Introducing Biology by L. Smith and B. Roohk. Kendall/Hunt, 1978.

Introducing Biology: Student Handbook. Kendall/Hunt, 1978.

Course fee

\$60 (tuition \$34, text and supplies \$21, postage and handling \$5)

Biology and the Human Species

This course is designed to introduce you 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 behavior 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 behavior, 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 those of you 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. If you plan to proceed to more advanced courses in biology, you should take BISC 110 and 111 rather than BISC 100.

Prerequisites

None.

Required texts

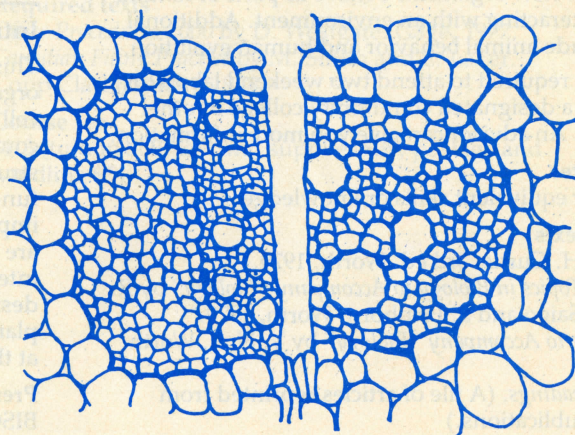
Biology: The Unity and Diversity of Life by C. Starr and R. Taggart. 2nd ed. Wadsworth, 1981.

Study Guide for Starr and Taggart's Biology: The Unity and Diversity of Life by J.B. Taylor. 2nd ed. Wadsworth, 1981.

BISC 100 Readings. (A file of articles reprinted from scientific publications.)

Course fee

\$138 (tuition \$75, text and supplies \$58, postage and handling \$5)



8 ✓ **BISC 110** (3) UNIV

Introduction to Biology I

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

One requirement of the course is that you attend three weekend laboratory sessions at a designated community college or other institution. An advisor can give you information about locations and dates.

Prerequisites

None.

Required texts

Biology by H. Curtis. 3rd ed. Worth, 1979.

Laboratory Topics in Biology to Accompany "Biology" by R. Levert, B. Saigo and S. Eichhorn. Worth, 1979.

Study Guide to Accompany "Biology" by V. Null. Worth, 1979.

BISC 110 Readings. (A file of articles reprinted from scientific publications.)

Course fee

\$141 (tuition \$75, text and supplies \$61, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

9 ✓ **BISC 111** (3) UNIV

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 parts of natural systems interacting with an environment. Additional topics include animal behavior and human evolution.

You will be required to attend two weekend laboratory sessions at a designated community college or other institution. An advisor can give you more information.

Prerequisites

BISC 110 or equivalent skills or knowledge.

Required texts

Biology by H. Curtis. 3rd ed. Worth, 1979.

Laboratory Topics in Biology to Accompany "Biology" by R. Levert, B. Saigo and S. Eichhorn. Worth, 1979.

Study Guide to Accompany "Biology" by V. Null. Worth, 1979.

BISC 111 Readings. (A file of articles reprinted from scientific publications.)

A note about the texts

The texts for this course are used in BISC 110 and are not included in the BISC 111 course package. If you do not already have these texts, you can order them from the OLI Bookstore.

Course fee

\$102 (tuition \$75, text and supplies \$22, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

10 ✓ **BISC 210** (3) UNIV

Introduction to 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. You will learn about the transmission, distribution, arrangement and alteration of genetic information and how it functions and is maintained in populations.

Prerequisites

BISC 110 and 111 and first year chemistry, or equivalent skills and knowledge. Students who have previously received credit for BISC 410 may not receive credit for BISC 210.

Required texts

Genetics by M. Strickberger. 2nd ed. Macmillan, 1976.

BISC 210 Readings. (A file of articles from *Scientific American*.)

Course fee

\$140 (tuition \$75, text and supplies \$60, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

11 ✓ **BISC 220** (3) UNIV

Introduction to Cell Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip you with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, you are introduced to important scientific literature on the subject and you are shown how to critically examine data and interpretations presented by researchers. The course is designed to provide a foundation for those of you who plan to continue to more advanced courses in biology at the 400 level.

Prerequisites

BISC 110 and 111 and first year chemistry or equivalent skills and knowledge.

Required texts

Essentials of Cell and Molecular Biology by E. De Robertis and E. De Robertis Jr. Saunders, 1981.

Fine Structure of Cells and Tissues by K. Porter and M. Bonneville. 4th ed. Lea & Febiger, 1973.

BISC 220 Readings. (A file of articles from *Scientific American*.)

Course fee

\$162 (tuition \$75, text and supplies \$82, postage and handling \$5)

BISC 250
(3) UNIV
Introduction to Community Ecology

As an introduction to the fundamental principles of the science of ecology, this course will give you a basic understanding of ecosystems and communities. The major topics discussed include historical development, plant formations of the world, biotic zones of B.C., community energetics, aquatic ecosystems, biogeography, animal geography and human ecology. Also essential are some aspects of pollution and environmental health. Note that the approach of the course is scientific rather than sociological.

The course aims to help you 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, BISC 451.

Prerequisites

BISC 110 and 111 or equivalent skills and knowledge. Students who have previously received credit for BISC 450 may not receive credit for this course.

Required texts

Ecology and Field Biology by R. Smith. 3rd ed. Harper & Row, 1980.

BISC 250 Readings. (A file of articles reprinted from scientific publications.) Open Learning Institute.

Course fee

\$105 (tuition \$75, text and supplies \$25, postage and handling \$5)


BISC 451
(3) UNIV
Population Ecology

This course develops in detail the concepts presented in BISC 250. Some of the important topics you will be studying include evolutionary ecology, competition, predation, and population biology.

Prerequisites

BISC 250 or equivalent skills and knowledge.

Required texts

Ecology by R. Ricklefs. 2nd ed. Chiron Press, 1979.

The Selfish Gene by R. Dawkins. Granada, 1978.

BISC 451 Readings. (A file of articles reprinted from scientific publications.)

Course fee

\$119 (tuition \$75, text and supplies \$39, postage and handling \$5)

BOTR 101
(3) CTV/ABE
Office Procedures I

Office Procedures I is an introductory study of office technology and practical business routines. It is designed to provide a foundation for many phases of general office administration. It is directed not only to those who wish to start or return to an office career, but also to those who may plan to set up or supervise a business office.

The course focuses on methods of work flow through the office system, with a detailed study of mail and telephone procedures, office records, processing of information and filing. Although much of the course work is practical, the major part of the course is concerned with developing analytical skills. You will find typing skills and a typewriter helpful, but typing is not a requirement.

Prerequisites

None.

Required texts

Office Procedures 2000 by D. Westgate. Gage, 1977.

Canadian Filing Practice by M. Smith and E. Laker.

Copp Clark Pitman, 1978.

Course fee

\$113 (tuition \$69, text and supplies \$39, postage and handling \$5)

BOTR 102
(3) CTV

Office Procedures II

This course builds on a foundation knowledge of basic office technology and business routines. It explores the areas of data and word processing, accounting routines, transportation of goods, telecommunications and records management.

The framework is office systems: emphasis is given to human resources as well as to technology to enable you to analyze the functions and interrelationships of various systems. The course provides a problem-solving approach to office administration that will be useful to administrative staff.

Prerequisites

You should have office administration experience or completion of BOTR 101 Office Procedures I or equivalent course.

Required texts

Office Procedures 2000 by D. Westgate. Gage, 1977.
The Word Processing Handbook by Katherine Aschner. 2nd ed. Self-Counsel Press, 1983.
Supplementary Readings Book. Open Learning Institute, 1983.

A note about the text

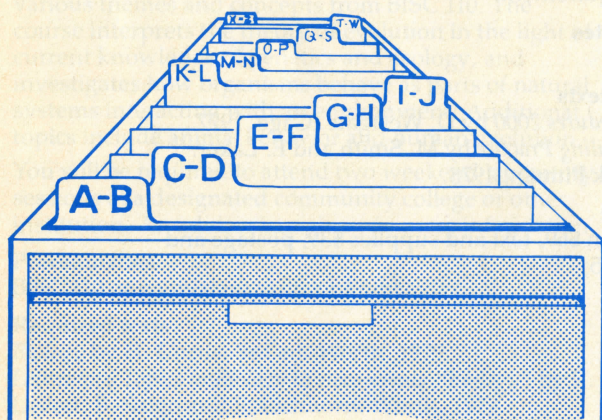
Office Procedures 2000 is the text used in BOTR 101 and is not included in the BOTR 102 course package. If you do not already have this text, you can order it for \$23.

Recommended equipment

A typewriter and calculator will be useful, but they are not required.

Course fee

\$93 (tuition \$69, text and supplies \$19, postage and handling \$5)



BOTR 111
(3) CTV/ABE

Typing I

Typing I teaches the basic skills of typing. After completing the course, you will be able to type by touch at 35 gross words per minute and you will be able to set up and type letters, tables, forms and manuscripts.

Prerequisites

None.

Required texts

Canadian College Typing: Career Course by S. Ubelacker, M. Delaney, and D. Allan. Copp Clark Pitman, 1979.
Canadian College Typing: Workbook: Lessons 1-80. Copp Clark Pitman, 1980.

Required equipment

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

Course fee

\$99 (tuition \$69, text and supplies \$25, postage and handling \$5)

BOTR 112
(3) CTV/ABE

Typing II

Typing II is designed to develop your skills to an intermediate level. As such, it builds on the basic skills you learned in Typing I. You will apply these skills to more advanced letters, tabulations, financial statements, forms and manuscripts. You should be able to increase your speed to 50 gwpn.

Prerequisites

BOTR 111 (Typing I) or equivalent.

Required texts

Canadian College Typing: Career Course by S. Ubelacker, M. Delaney, and D. Allan. Copp Clark Pitman, 1979.
Canadian College Typing: Workbook: Lessons 81-160. Copp Clark Pitman, 1980.

A note about the texts

Canadian College Typing: Career Course is the text used in BOTR 111 and it is not included in your course package. If you do not already have a copy of the text, you can order one from the OLI Bookstore.

Required equipment

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

Course fee

\$81 (tuition \$69, text and supplies \$7, postage and handling \$5)

BOTR 125
(3) CTV/ABE
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 exercises designed to develop your dictation and transcription skills. Your final course objective is to accurately transcribe on a typewriter unfamiliar material dictated at 80 wpm.

BOTR 125 is primarily intended for those wishing to develop stenographic skills for vocational use. The course normally requires six months for completion, although it can be completed in four months or eight months.

Prerequisites

Basic typing skills and a typing speed of 35 gwpm.

Required texts

Forkner Shorthand by H. Forkner and F. Brown. Gage, 1972.

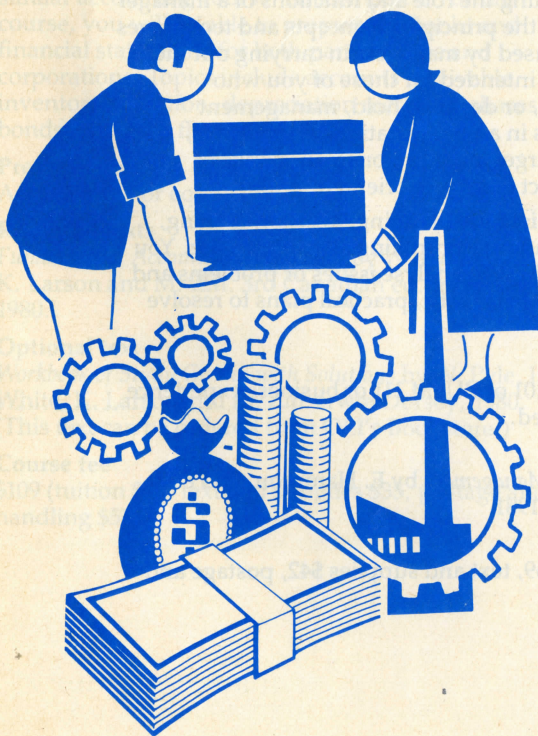
Study Guide for "Forkner Shorthand". Gage, 1972.

Required equipment

You must have the use of a typewriter, and since the course uses cassette tapes, you must also have the use of a cassette tape recorder.

Course fee

\$99 (tuition \$69, text and supplies \$25, postage and handling \$5)


BOTR 170
(3) CTV
Administrative Office Management

This course examines the management of administrative services in an organization. Any organization, as an integrated system, needs administrative sub-systems to allow the main business of the organization to be conducted as effectively as possible. The function of administrative management is to oversee and facilitate the organization's overall administrative operations.

The administrative office manager co-ordinates the provision of such administrative services as word processing, communications, mail handling, reprographics, records management, furniture and equipment control, and space management.

Growing demands for information, revolutionary developments in technology, dramatic changes in office equipment and rapid advances in work processes have made the role of the administrative office manager increasingly complex and challenging.

Prerequisites

BUSM 121 Management Principles and Practices or a similar course. You should also have completed one or two Office Procedures courses unless you have recent related work experience. The course design is based on the premise that you will have had considerable office experience.

Required text

Administrative Office Management: A Practical Approach by M. Leaming and R. Motley. Wm. C. Brown Company Publishers, 1979.

Course fee

\$96 (tuition \$69, text and supplies \$22, postage and handling \$5)

BUSM 101
(3) CTV
Introduction to Canadian Business

This course presents an overview of our Canadian business system, how it functions and how it relates to labor, government and society. This course is a foundation course — it provides you with the basics that are necessary for other business management courses. The course examines forms of ownership, the nature of management and the four major business functions: production, marketing, finance and personnel.

Prerequisites

None.

Required text

Business in the Canadian Environment by P. Fuhrman. Prentice-Hall, 1982.

Course fee

\$105 (tuition \$69, text and supplies \$31, postage and handling \$5)

BUSM 102
(3) CTV
Small Business Management I

For potential business owners, the course describes the steps necessary to start a small service, manufacturing or retail business. Topics include the following: forms of ownership, finance, basic marketing research, customer service, and purchasing. Your main project will be to develop a comprehensive business plan for your own business. You should be prepared to gather information for your business plan in your own community.

Prerequisites

None. BUSM 101 completion is recommended.

Required text

Small Business Management Fundamentals by A. Szonyi and D. Steinhoff. 1st Canadian ed. McGraw-Hill Ryerson, 1979.

Course fee

\$107 (tuition \$69, text and supplies \$33, postage and handling \$5)

BUSM 103
(3) CTV
Small Business Management II

In this course you will apply management skills to the day-to-day operation of a small business. The course focuses on the daily and ongoing tasks of managers of retail and service operations. Manufacturing and wholesale operations are also discussed. You will learn to establish policies and procedures related to such areas as customer services, personnel, purchasing, merchandising and pricing, advertising, and operating cost controls. At the completion of the course, you should be equipped to apply basic operating procedures to an individual small business.

Prerequisites

None. BUSM 101 or BUSM 102 or business management experience is recommended.

Required text

How to Organize and Operate a Small Business by C. Baumbeck and K. Lawyer. 6th ed. Prentice-Hall, 1979.

Course fee

\$103 (tuition \$69, text and supplies \$29, postage and handling \$5)

BUSM 111
(3) CTV
Effective Supervision

Effective Supervision is designed for persons who want to be, or who are already, first-line supervisors dealing directly with employees. 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. You will be involved in on-the-job observation and practical projects.

Prerequisites

None.

Required texts

What Every Supervisor Should Know by L. Bittel. 4th ed. McGraw-Hill, 1980.

Skills Development Profile by L. Bittel. McGraw-Hill, 1980.

Course fee

\$123 (tuition \$69, text and supplies \$49, postage and handling \$5)

BUSM 121
(3) CTV/UNIV
Management Principles and Practices

This course is designed to give you 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 those of you who presently hold, or desire to hold, management responsibilities in an organization or enterprise, whether it is large, medium, or small, public or private, product or service oriented.

Specific topics include planning, decision-making, organizing, leading, controlling and innovating. You will be taught how to analyse issues or problems and how to formulate realistic, practical plans to resolve them.

Prerequisites

None. BUSM 101 or BUSM 111 or business experience is recommended.

Required text

Contemporary Management by E. Hampton. 2nd ed. McGraw-Hill, 1981.

Course fee

\$116 (tuition \$69, text and supplies \$42, postage and handling \$5)

BUSM 131
(3) CTV/ABE

Accounting I

Accounting I is an introductory course that will provide you with an understanding of the total accounting process from recording business transactions to preparing simple financial statements. You will also learn how to apply accounting principles to business situations. Your major project will be to set up and maintain the books for a proprietorship.

When you complete the course, you will be able to interpret business vouchers, record transactions, post, balance and close a general ledger, and prepare simple financial statements for a proprietorship.

Prerequisites

None.

Required texts

Basic Accounting by V. D'Amico and M. Obonsawin.
Copp Clark Pitman, 1978.

Course fee

\$101 (tuition \$69, text and supplies \$27, postage and handling \$5)

BUSM 132
(3) CTV/ABE

Accounting II

This course is designed to teach financial and management accounting techniques to those of you who have completed BUSM 131 (Accounting I) or a similar accounting course. On completion of this course, you will be able to prepare the books and financial statements for both partnerships and corporations. Topics include accounts receivable, inventory valuation, depreciation methods, shares and bonds, and cash flow statements.

Prerequisites

Accounting I or equivalent.

Required texts

Fundamental Accounting Principles by W. Pyle, J. White, K. Larson and M. Zin. 3rd Canadian ed. Irwin Dorsey, 1980.

Optional text

Workbook of Study Guides with Solutions by W. Pyle, J. White, K. Larson and M. Zin. Irwin Dorsey, 1980.
(This text can be ordered from OLI's Bookstore.)

Course fee

\$109 (tuition \$69, text and supplies \$35, postage and handling \$5)

BUSM 136
(3) CTV

Financial Management

This is an introductory course in finance which will provide you with a comprehensive overview of the finance function within a business. Emphasis is placed on developing your ability to read and interpret financial statements, such as the balance sheet and income statement, and to plan appropriate action.

In addition, you will experience the budgeting process, practice the methods of controlling working capital and develop an understanding of the interplay of risk and return affecting the financial structuring of a business. The course also includes methods of selecting capital equipment (capital budgeting), valuation of a business, bankruptcy or receivership, and tactics for mergers and acquisitions.

Throughout the course, ample use will be made of practical business problems and a business simulation in order to present a relevant and lasting learning experience.

Prerequisites

Recommended background is course work or equivalent experience in business fundamentals, accounting and mathematics. Appropriate prerequisite courses are BUSM 101 Introduction to Canadian Business; one of BUSM 131 Accounting I, BUSM 132 Accounting II, ADMN 231 Introduction to Financial Accounting; and MATH 107 Business Mathematics or grade eleven Mathematics.

Required texts

Essentials of Canadian Managerial Finance by Weston, Brigham and Halpern. 2nd edition. Holt, Rinehart and Winston, 1983.

Introductory Business Management Simulation: Participant's Guide and Workbook by M. Archer and C. A. Dakin. 2nd edition. McGraw-Hill Ryerson, 1983.

Course fee

\$122 (tuition \$69, text and supplies \$48, postage and handling \$5)



15 ✓ **BUSM 141** (3) CTV/UNIV

Business Law

Business Law is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of British Columbia. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership and consumer protection. Actual case decisions will be used to help you develop the skills required for legal analysis and an appreciation of judicial reasoning.

Prerequisites
None.

Required Texts

Canadian Commercial Law by R. Piner. Copp Clark Pitman, 1980.

Cases in Canadian Business Law by D. McPhillips, F. Taylor and I. David. Prentice-Hall, 1979.

Course fee

\$102 (tuition 69\$, text and supplies \$28, postage and handling \$5)

BUSM 156 (3) CTV (TV)

Advertising

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.

A corresponding T.V. series, *It's an Ad, Ad, Ad, Advertising World*, will be broadcast at various times by the Knowledge Network. These programs are strongly recommended but not essential. OLI advising centres will have information about program schedules and course offering dates.

Prerequisites

A basic knowledge of marketing is advised.

Required Text

Advertising by J. Wright, D. Warner, W. Winter and S. Zeigler. 4th ed. McGraw-Hill, 1977.

Course fee

\$104 (tuition \$69, text and supplies \$30, postage and handling \$5)

BUSM 157 (3) CTV (TV)

Salesmanship

This course is designed to acquaint those of you interested in sales careers with the basic steps in the selling process. BUSM 157 includes a detailed look at communication methods, developing sales, retail and industrial selling, and an introduction to sales management.

A corresponding T.V. series, *Go to Sell*, will be broadcast at various times by the Knowledge Network. These programs are strongly recommended but not essential. OLI advising centres will have information about program schedules and course offering dates.

Prerequisites
None.

Required Text

Personal Selling: Function, Theory and Practice by J. Young and R. Mondy. 2nd ed. Holt, Rinehart & Winston, 1982.

Course fee

\$115 (tuition \$69, text and supplies \$41, postage and handling \$5)

BUSM 172 (3) CTV

Labour Relations

This course is designed to provide basic labour relations information to those who are, or plan to be, first line supervisors in a unionized setting, and will provide both theory and practical understanding of the relationship between unions and management.

Major subject areas include the collective bargaining agreement, unions and their representatives, major areas of concern in administering the agreement including legal documents, jurisdictional problems, technological change, progressive discipline, on-the-job safety, grievance procedure, collective bargaining, the negotiations process and future trends.

Prerequisites

BUSM 111 Effective Supervision, or similar course, and some supervisory experience is recommended.

Required Text

None. All required printed material will be supplied.

Course fee

\$81 (tuition \$69, text and supplies \$7, postage and handling \$5)

CHEM 110

(3) UNIV

Basic Principles of Chemistry I

This course introduces you to the basic principles of stoichiometry (chemical arithmetic), of gases, liquids, and solids and to solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. You are introduced to the relationships within chemistry and amongst chemistry and other scientific disciplines. You are expected to apply the knowledge you obtain to solving problems. The course is designed to provide a foundation for CHEM 111 Basic Principles of Chemistry II.

One requirement of the course is that you attend three weekend laboratory sessions at a designated community college or other institution. An advisor can give you information about locations and dates.

Prerequisites

Chemistry 12 is recommended. If you have not completed Chemistry 12, you should plan to spend extra time working on the course. If you are not familiar with standard arithmetic operations, with simple algebra, and with logarithms, you should consider taking MATH 100 Precalculus Mathematics.

Required Texts

Chemical Principles by R.S. Boikess and E. Edelson. 2nd ed. Harper & Row, 1981.

Study Guide to Accompany Chemical Principles by D.L. Reger, E.E. Mercer and R.S. Boikess. 2nd ed. Harper & Row, 1981.

Required equipment

You will require an electronic calculator. The calculator should have keys for square root, logarithms, exponents and reciprocals.

Course fee

\$129 (tuition \$75, text and supplies \$49, postage and handling \$5)

CHEM 111

(3) UNIV

Basic Principles of Chemistry II

This course is a continuation of CHEM 110 Basic Principles of Chemistry I, and introduces you to the topics of chemical thermodynamics, chemical kinetics and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions and acid and base reactions. The course also gives an introduction to organic chemistry and an overview of the properties of selected metals and transition metal coordination complexes.

In this course you are expected to apply the knowledge you obtain to solving problems. You are introduced to the relationships within chemistry and

between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or for deeper understanding of the chemical principles in biology, geology, physics and other sciences.

One requirement of the course is that you attend three weekend laboratory sessions at a designated community college or other institution. An advisor can give you information about locations and dates.

Prerequisites

CHEM 110 or equivalent skills and knowledge

Required Texts

Chemical Principles by R.S. Boikess and E. Edelson. 2nd ed. Harper & Row, 1981.

Study Guide to Accompany Chemical Principles by D.L. Reger, E.E. Mercer and R.S. Boikess. 2nd ed. Harper & Row, 1981.

A note about the texts

Chemical Principles and *Study Guide to Accompany Chemical Principles* are texts used in CHEM 110 and are not included in the course package for CHEM 111. If you do not already have these texts, you can order them from the OLI Bookstore.

Required equipment

You will require an electronic calculator. The calculator should have keys for square roots, logarithms, exponents and reciprocals.

Course fee

\$80 (tuition \$75, postage and handling \$5)

CMPT 100

(3) UNIV

Computing in Modern Society

This is an overview course in computer literacy for those of you who desire 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 humanity. Please note that this is not a data processing course.

Prerequisites

None.

Required Text

Computers and Society by S. Rothmann and C. Mosmann. 2nd ed. Science Research Associates, 1976.

Recommended equipment

Since this course uses audio tapes, you should have the use of a cassette tape recorder. Transcripts of the tapes are available for hearing-impaired students.

Course fee

\$106 (tuition \$75, text and supplies \$26, postage and handling \$5)

CMPT 105
(3) CTV (TV)

Introduction to Computers and their Applications

Computers are found almost everywhere in modern society, and they affect the lives of all of us. The purpose of this course is to provide you with a basic knowledge of computers and their use. The course gives you a detailed look at computer hardware, software, system operation, system analysis and typical applications.

The course is based on the TV series *Making it Count* which is broadcast periodically on the Knowledge Network. If you cannot view the TV programs, you should not register in this course. Broadcast times can be obtained from an OLI advising centre.

Prerequisites

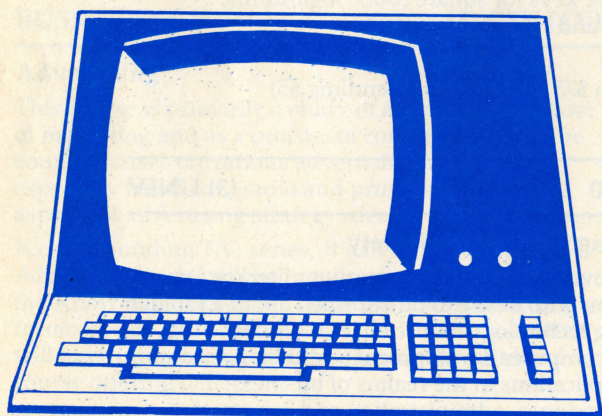
None.

Required Text

None. The student manual *Making it Count* by the Boeing Company, 1980, is included in the course package.

Course fee

\$74 (tuition \$69, postage and handling \$5)



CSTN 112
(3) CTV

Survey Methods and Instruments

This is a basic introductory course in surveying designed to expose you to the important concepts involved in measuring distances, angles and elevations. Surveying is essentially a mathematical subject, therefore the course also includes a mathematics refresher with emphasis on plane trigonometry. The material has been prepared by the Northern Alberta Institute of Technology and by the Open Learning Institute. The course is aimed at upgrading the knowledge and skills of those presently employed in surveying or who use some surveying techniques as part of their job.

Prerequisites

None. Some experience of surveying techniques and equipment recommended.

Required Text

Surveying Theory and Practice by Davis, Foote, Anderson and Mikhail. McGraw-Hill, 1981.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

CSTN 121
(3) CTV

Electrical Code for the Building Trades

This course provides you with an understanding for working with the Canadian Electrical Code Part I. It is designed to assist electrical apprentices and others in preparing to take the examination for a British Columbia Certificate "C" of Competency.

It is also an excellent refresher course for contractors and electricians who have had trouble keeping up to date with the many code changes in recent years.

Note: If you wish to obtain a Certificate "C" you must pass the examination set by the B.C. Inspector of Electrical Energy and meet a number of other requirements.

Prerequisites

GTEC 177 or equivalent experience.

Required Texts

Canadian Electrical Code, Part I. 14th ed. Canadian Standards Association, 1982.

What's New in 82. Canadian Standards Association, 1982.

Course fee

\$107 (tuition \$69, text and supplies \$33, postage and handling \$5)

CSTN 192
(3) CTV

Construction Estimating

This course is designed to meet the needs of those who require an understanding of the principles and practices of construction estimating. Topics include the role of the estimator, construction contracts, bidding documents, measurement (take off) and recording techniques, pricing, cost accounting, cost control, bonding and insurance.

Prerequisites

None.

Required text

Fundamentals of Construction Estimating and Cost Accounting by K. Collier. Prentice-Hall, 1974.

Course fee

\$106 (tuition \$69, text and supplies \$32, postage and handling \$5)

DENT 110
(1) CTV

Basic Dental Assisting

The first course in the dental assisting program, DENT 110 introduces you to the basic procedures, armamentaria and techniques needed to practise as a chairside dental assistant.

Prerequisites

Admission to the dental assisting program.

Required Text

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the text

Modern Dental Assisting is the primary text of the dental assisting program and is required for most of the DENT courses that follow. The text is included in the DENT 110 course package only. Students admitted to a partial program that does not include DENT 110 may order this text from the OLI Bookstore for \$48.

Course fee

\$76 (tuition \$23, text and supplies \$48, postage and handling \$5)

DENT 111
(0.5) CTV

Dental Charting

In this course you will study and apply systems of charting the conditions of the client's oral cavity.

Prerequisites

Admission to the dental assisting program.

Required Texts

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

Secretarial Dental Assistant by M. Douglas. Delmar, 1976.

A note about the texts

The course fee does not include *Modern Dental Assisting* (see DENT 110). The text *Secretarial Dental Assistant* is required for DENT 111, 112 and 116 and is included in the DENT 111 course package only. Students admitted to a partial program that does not include DENT 111 may order this text from the OLI Bookstore for \$17.

Required equipment

Because this course uses an audiotape, you will need access to a cassette tape recorder.

Course fee

\$34 (tuition \$12, text and supplies \$17, postage and handling \$5)

DENT 112
(2) CTV

Dental Sciences

This course is an introduction to the basic dental sciences needed to understand the biological basis of dentistry.

Prerequisites

Admission to the dental assisting program.
Completion of an introductory biology course is advisable.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

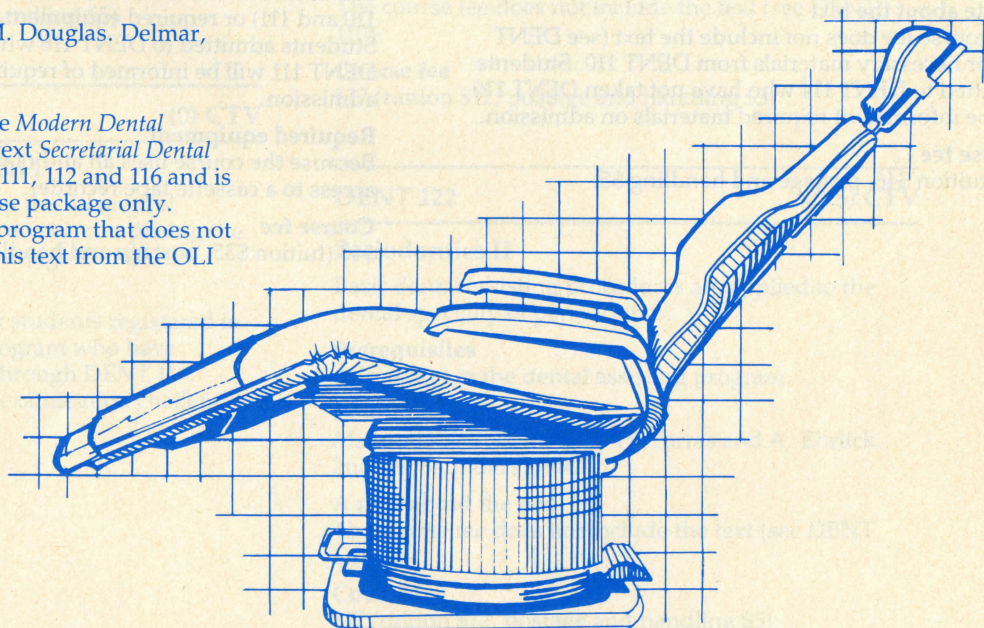
Secretarial Dental Assistant by M. Douglas. Delmar, 1976.

A note about the texts

The course fee does not include the texts (see DENT 110 and 111).

Course fee

\$51 (tuition \$46, postage and handling \$5)



DENT 113 (1.5) CTV

Dental Restorative Procedures

You will study the instruments, materials and techniques applied to operative dentistry, the processes involved in the prevention and restoration of defects in the hard tissues of the oral cavity.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110) or necessary materials from DENT 110, 111 and 112. Students admitted to DENT 113 who have not taken all three preceding courses from OLI will be informed of required materials on admission.

Course fee

\$40 (tuition \$35, postage and handling \$5)

DENT 114 (2) CTV

Prosthodontics

This course examines instruments, materials, armamentaria, techniques and procedures related to fixed and removable prosthodontics.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110) or necessary materials from DENT 110. Students admitted to DENT 114 who have not taken DENT 110 will be informed of required materials on admission.

Course fee

\$51 (tuition \$46, postage and handling \$5)

DENT 115 (0.5) CTV

Periodontics I

You will study the basic techniques for oral hygiene instruction and patient education.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110) or necessary materials from DENT 112. Students admitted to DENT 115 who have not taken DENT 112 will be informed of required materials on admission.

Course fee

\$17 (tuition \$12, postage and handling \$5)

DENT 116 (1.5) CTV

Practice Management

Practice management involves the study of business procedures employed in a dental practice.

Prerequisites

Admission to the dental assisting program.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

Secretarial Dental Assistant by M. Douglas. Delmar, 1976.

A note about the texts

The course fee does not include the texts (see DENT 110 and 111) or required equipment from DENT 111. Students admitted to DENT 116 who have not taken DENT 111 will be informed of required materials on admission.

Required equipment

Because the course uses an audiotape, you will need access to a cassette tape recorder.

Course fee

\$40 (tuition \$35, postage and handling \$5)

DENT 117 (1) CTV

Basic Radiography

This radiography course provides you with an understanding of X-rays and procedures for processing and mounting dental radiographs.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110).

Course fee

\$28 (tuition \$23, postage and handling \$5)

DENT 118 (0.5) CTV

Medical-Dental Emergencies

This course focuses on the recognition and prevention of common emergency situations that may occur in a dental office.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110).

Course fee

\$17 (tuition \$12, postage and handling \$5)

DENT 119 (0) CTV

Comprehensive Examination I

This is a written examination on the theoretical knowledge of dental assisting, level I, comprising the content of courses DENT 110 through DENT 118.

Fee

There is no examination fee for students registered in the Level I Dental Assisting Program who have completed courses DENT 110 through DENT 118. Other candidates accepted for examination challenge are assessed the fee of \$50.

DENT 120 (0.5) CTV

Surgical Procedures

In this course you will study the specific procedures, dental materials, instruments and armamentaria identification related to oral surgery.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110) or necessary materials from DENT 110. Students who have not taken DENT 110 will be informed of required materials on admission.

Course fee

\$17 (tuition \$12, postage and handling \$5)

DENT 121 (0.5) CTV

Endodontics

This course applies basic dental assisting procedures to the dental specialty of endodontics. Dental materials, armamentaria, instruments identification and specific procedures are discussed.

Prerequisites

Admission to the dental assisting program.

Required text

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the texts

The course fee does not include the text (see DENT 110).

Course fee

\$17 (tuition \$12, postage and handling \$5)

DENT 122 (0.5) CTV

Periodontics II

Basic dental assisting procedures are applied to the dental specialty of periodontics.

Prerequisites

Admission to the dental assisting program.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick.
2nd ed. Saunders, 1980.

A note about the text

The course fee does not include the text (see DENT 110).

Course fee

\$17 (tuition \$12, postage and handling \$5)

DENT 123
(1) CTV
Nutrition

The basic concepts of diet and nutrition and ideas for nutritional guidance in a dental office are explored in this course.

Prerequisites

Admission to the dental assisting program.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

Canada's Food Guide Handbook

A note about the texts

The course fee does not include *Modern Dental Assisting* (see DENT 110).

Course fee

\$28 (tuition \$23, postage and handling \$5)

DENT 124
(2) CTV
Patient Management Skills for the Dental Auxiliary

This course introduces basic concepts of psychology and communications and methods of applying them to dental patients, both adults and children.

Prerequisites

Admission to the dental assisting program.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

Clinical Practice of the Dental Hygienist by E. Wilkins. 5th ed. Lea and Febiger, 1983.

Communications for Dental Auxiliaries by Cheryl B. Wiles and William J. Ryan. Reston, 1982.

A note about the texts

The course fee does not include *Modern Dental Assisting* (see DENT 110) or *Clinical Practice of the Dental Hygienist* (see DENT 150).

Course fee

TBA (tuition \$46, text and supplies TBA, postage and handling \$5)

DENT 125
(1) CTV
Therapeutics for Dental Auxiliaries

This therapeutics course provides a basic understanding of pharmacology and drugs as related to dentistry.

Prerequisites

Admission to the dental assisting program.

Required texts

None.

Required equipment

Because the course uses an audiotape, you require access to a cassette tape recorder.

Course fee

\$28 (tuition \$23, postage and handling \$5)

DENT 129
(0) CTV
Comprehensive Examination II

This is a written examination on the theoretical knowledge of dental assisting, level II, comprising the content of courses DENT 120 through DENT 125.

Fee

There is no examination fee for students registered in the Level II Dental Assisting program who have completed courses DENT 120 through DENT 125. Other candidates accepted for examination challenge are assessed the fee of \$50.

DENT 150
(1) CTV
Preclinical Intra-oral I

This self-study course will introduce you to those intra-oral functions delegated to a Dental Auxiliary I by the College of Dental Surgeons of British Columbia.

Prerequisites

Admission to the dental assisting program.

Required texts

Modern Dental Assisting by H. Torres and A. Ehrlick. 2nd ed. Saunders, 1980.

Clinical Practice of the Dental Hygienist by E. Wilkins. 5th ed. Lea and Febiger, 1983.

A note about the texts

The course fee does not include *Modern Dental Assisting* (see DENT 110). The text *Clinical Practice of the Dental Hygienist*, required for DENT 150, 151, 160, 161 and 124, is included only in the DENT 150 course package. Students not taking DENT 150 may order the text from the OLI Bookstore.

Course fee

\$90 (tuition \$23, text and supplies \$62, postage and handling \$5)

DENT 151
(1.5) CTV

Clinical Practice I

During this two-week clinical course held at a community college site, you will practise and demonstrate the clinical competencies required of a chairside dental assistant (Dental Auxiliary I).

Prerequisites

Completion of DENT 150

Required text

Clinical Practice of the Dental Hygienist by E. Wilkins. 5th ed. Lea and Febiger, 1983.

Required equipment

You are required to wear a full uniform and provide safety glasses.

Course fee

\$190 (tuition \$35, clinical laboratory fee \$150, postage and handling \$5)

DENT 160
(1) CTV

Preclinical Intra-oral II

In this self-study course you will study and become familiar with the intra-oral functions delegated to the Certified Dental Assistant by the College of Dental Surgeons of British Columbia.

Prerequisites

Admission to the dental assisting program.

Required text

Clinical Practice of the Dental Hygienist by E. Wilkins. 5th ed. Lea & Febiger, 1983.

A note about the text

The course fee does not include the text (see DENT 150).

Course fee

\$28 (tuition \$23, postage and handling \$5)

DENT 161
(1.5) CTV

Clinical Practice II

This two-week clinical course, held at a community college site, will focus on the intra-oral functions delegated to the certified dental assistant (Dental Auxiliary II). During this course, you will practice and demonstrate competency on clients.

Prerequisites

Completion of DENT 160.

Required text

Clinical Practice of the Dental Hygienist by E. Wilkins. 5th ed. Lea & Febiger, 1983.

A note about the text

The course fee does not include the text (see DENT 150).

Required equipment

You are required to wear a full uniform and provide safety glasses.

Course fee

\$190 (tuition \$35, clinical laboratory fee \$150, postage and handling \$5)

ECON 200
(3) UNIV

Principles of Microeconomics

This course introduces the principles of economics, demonstrates how these principles apply to current Canadian economic problems, and provides practice in economic analysis. It aims to provide you with an understanding and appreciation of the foundation upon which our economy rests. The coursework focuses on individual economic units: 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? The course examines the role and impact of the large and powerful corporations as well as the not-so-powerful businesses, including the family farm.

Prerequisites

None.

Required texts

Economics Today — the Micro View by E. West and R. Miller. Canadian ed. Harper & Row, 1978.

Economics Today — the Macro View, the Micro View: Student Learning Guide by E. West and L. Spector. Canadian ed. Harper & Row, 1979.

Recommended equipment

This course is supplemented by audio tapes, so you should have the use of a cassette tape recorder. These tapes are strongly recommended but not essential to the course.

Course fee

\$113 (tuition \$75, text and supplies \$33, postage and handling \$5)

NOTE: This course is under revision. When the revision is complete, new texts will be assigned.

ECON 201

(3) UNIV

Principles of Macroeconomics

Building on the principles of economics taught in ECON 200, this course examines the behavior of the Canadian economy. It looks at 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 in order to understand 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 or equivalent skills and knowledge. Although ECON 200 is a prerequisite, you can take it at the same time as ECON 201.

Required texts

Economics Today — the Macro View by E. West and R. Miller Canadian ed. Harper & Row, 1978.

Economics Today — the Macro View, the Micro View: Student Learning Guide by E. West and L. Spector. Canadian ed. Harper & Row, 1979.

Dateline Canada by P. Kennedy and G. Dorosh. Prentice-Hall, 1978.

A note about the texts

Economics Today — the Macro View, the Micro View: Student Learning Guide is a text used in ECON 200 and is not included in the ECON 201 course package. If you do not already have the text, you can order one from the OLI Bookstore.

Course fee

\$112 (tuition \$75, text and supplies \$32, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new texts will be assigned.

ECON 450

(3) UNIV

Managerial Economics

Managerial Economics is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost and pricing decisions are emphasized. Topics include decision making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products and competitive bids and price quotes.

Prerequisites

ECON 200 or equivalent skills and knowledge

Required text

Managerial Economics: Theory, Practice and Problems by E. J. Douglas. 2nd ed. Prentice-Hall, 1983

Required equipment

You will require a sophisticated calculator. It should be able to perform square roots, logarithms, linear regressions and internal rates of return. It should also have plenty of separate memories. The Texas Instruments MBA is an appropriate example.

Course fee

TBA (tuition \$75, text and supplies TBA, postage and handling \$5)

ELEC 110

(3) CTV

Introduction to Electronics

In this introductory course you will develop skills in soldering components on printed circuit boards, in identifying and testing a variety of basic electronic components, in drawing and interpreting schematic diagrams and in learning to make effective use of the test meter.

Prerequisites

None, but good color vision and hand/eye coordination are needed.

Required texts

None. All required printed material will be supplied.

Required equipment

You will be loaned a power supply module and a multimeter. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment. You will also require a soldering iron and wire strippers. These may be purchased through OLI.

Course fee

\$169 (tuition \$69, lab fee \$35, refundable deposit \$60, postage and handling \$5)

ELEC 120
(3) CTV
Electronics: Transducers and Signals

In this course, you will study the electronic devices used to collect and display data relating to a wide range of variables such as motion, light, temperature and pressure. You will investigate the physical and electrical characteristics of these devices by means of lab projects.

Prerequisites

ELEC 110 or equivalent.

Required texts

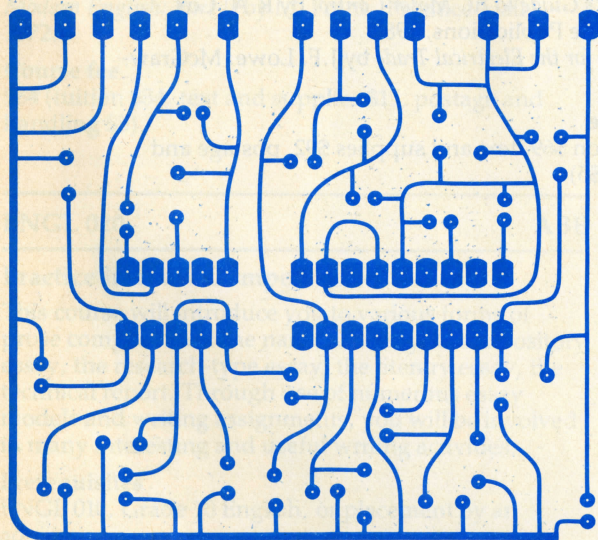
None. All required printed material will be supplied.

Required equipment

You will be loaned a power supply module and a multimeter. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment. You will also require a soldering iron and wire strippers. These may be purchased through OLI.

Course fee

\$169 (tuition \$69, lab fee \$35, refundable deposit \$60, postage and handling \$5)


ELEC 125
(3) CTV
Power Supplies & Regulators

This course explores the principles and operation of several classes of electronic power supplies, and the characteristics and applications of some of the newer types of batteries. It presents the theory and application of a number of solid-state components including Zener diodes, silicon controlled rectifiers, diacs, triacs, power transistors, operational amplifiers and IC regulators. It also provides many practical exercises in design, construction, testing and troubleshooting culminating with the construction of a versatile bench power supply which the student keeps after the course.

Prerequisites

Completion of ELEC 120 or equivalent.

Required texts

None. All required printed material will be supplied.

Required equipment

You will be loaned a power supply module, oscilloscope and multimeter. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment.

Course fee

TBA (tuition \$69, lab fee TBA, refundable deposit TBA, postage and handling \$5)

ELEC 130
(3) CTV
Electronics: RCL Networks

Active electronic components such as semi-conductors, transistors, and integrated circuits require extensive support circuitry to perform their various functions. This course explores some of the many combinations of resistors, capacitors, and inductors that provide this support circuitry, and also the theoretical and practical treatment of such applications as timing, signal generation, filtering and coupling.

Prerequisites

ELEC 125 or equivalent.

Required texts

None. All required printed material will be supplied.

Required equipment

You will be loaned a power supply module and a multimeter. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment.

Course fee

\$169 (tuition \$69, lab fee \$35, refundable deposit \$60, postage and handling \$5)

ELEC 140
(5) CTV

Introduction to Digital Techniques

The course contains printed units and an electronic training module developed by Heathkit together with materials developed by the Open Learning Institute.

Applications for knowledge and experience in digital techniques are plentiful and diverse. Digital methods are currently being employed in many areas of electronics including telecommunications, telemetry (the electronic transmission of measurement data) and in the manufacture of test instruments, industrial controls and consumer electronic equipment.

This course is also of interest to electricians especially those working in industry.

Prerequisites

Completion of ELEC 130, or an Electronics Technician course, or journeyman electrician standing.

Required texts

None. All printed material will be supplied.

Required equipment

You will be loaned an electronic training module, parts kit and a case. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when the equipment is returned.

Course fee

\$270 (tuition \$110, lab fee \$35, refundable deposit \$120, postage and handling \$5)

ELEC 145
(4) CTV

Microprocessor Technology

The course contains printed units and an electronic training module developed by Heathkit together with materials developed by the Open Learning Institute.

Upon completion of this course, you will be able to program and interface a representative microprocessor with the "outside world." You will study topics such as number systems and codes, microcomputer basics, computer arithmetic, programming, and interfacing. The theoretical lessons are supplemented with practical "hands on" experiments using the ET-3400 microprocessor trainer provided in the course package. This hypothetical model is based on the 6800 microprocessor, which you will study in detail, and you will be able to apply these basic principles for using a wide range of microprocessors.

Prerequisites

ELEC 140 or equivalent

Required texts

None. All required printed material will be supplied.

Required equipment

You will be loaned a microprocessor trainer, parts kit and a case. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment.

Course fee

TBA (tuition \$92, lab fee TBA, refundable deposit TBA, postage and handling \$5)

ELTN 150
(3) CTV

Journeyman Upgrading for Electricians

This course is for electrical workers with several years of trade experience who wish to broaden and refresh their theoretical knowledge of electrical work with the intention of taking the British Columbia provincial Tradesmen's Qualification examination. The course covers general trade knowledge, rotating machines, motor controls, transformers, industrial electronics and the electrical code. It does not replace, nor is it an alternative to the Apprenticeship training program.

Prerequisites

As the Ministry of Labour requires documented evidence of 5 years' working experience in the trade before you may write the TQ examination, you should establish your eligibility with the Ministry of Labour at 4946 Canada Way, Burnaby, B.C., V5G 4J6. Telephone 294-3878.

Required texts

Direct Current Fundamentals by O.E. Loper. Delmar, 1978.

Alternating Current Fundamentals by J.R. Duff and M. Kaufman. Delmar, 1980.

Canadian Electrical Code and What's New in '82 from Canadian Standards Association, 1982.

Electrician's Guide to AC Motor Control by R.A. Cox. Pend Oreille Publications, 1983.

Electronics for the Electrical Trade by J.F. Lowe. McGraw-Hill.

Course fee

\$166 (tuition \$69, text and supplies \$92, postage and handling \$5)

ENGL 010
ABE

Reading and Writing English

This course is designed to improve your 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 your own interests and activities. Some study of grammar and usage is involved.

Prerequisites

None.

Required texts

None. All required course material will be supplied.

Course fee

\$39 (tuition \$34, postage and handling \$5)

ENGL 013
ABE

Studying English

This course is a special version of ENGL 010; it is designed for those students whose first language is not English. Several sections of ENGL 010 have been replaced with material on English vocabulary and sentence structure.

Prerequisites

None.

Required text

Modern English: Part II by M. Frank. Prentice-Hall, 1972.

Course fee

\$54 (tuition \$34, text and supplies \$15, postage and handling \$5)

ENGL 020
ABE

Practice in Prose Composition

This course will introduce you to various forms of prose compositions: the narrative essay, the expository essay, the research-type essay, the literary essay, the technical report. Through use of numerous essay models and writing assignments, you will be involved in many interesting and useful writing activities.

Prerequisites

ENGL 010, Grade 10 English, or placement by an advisor.

Required text

Four Approaches to Prose by A. Dawe. Macmillan, 1971.

Course fee

\$49 (tuition \$34, text and supplies \$10, postage and handling \$5)

ENGL 030
ABE

Introduction to Literature

This course introduces you 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. You will be expected to write short essays in response to the literature.

Prerequisites

ENGL 020, Grade 11 English, or placement by an advisor.

Required texts

Breaking Smith's Quarter Horse by P. St. Pierre.

McGraw-Hill Ryerson, 1969.

Cruel Tears by K. Mitchell. Talonbooks, 1977.

Sixteen by Twelve by J. Metcalf. McGraw-Hill Ryerson, 1971.

The Edible Woman by M. Atwood. NCL ed. McClelland & Stewart, 1973.

Lyric and Narrative Poems OLI, 1981.

Course fee

\$74 (tuition \$34, text and supplies \$35, postage and handling \$5)

ENGL 034
ABE

Survey of British Literature

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

Prerequisites

ENGL 020, Grade 11 English, or placement by an advisor.

Required text

Adventures in English Literature: Heritage edition by L.

Damrosch, L. Dean, W. Keach and G. Sevin. Harcourt, Brace, Jovanovitch, 1980.

Course fee

\$86 (tuition \$34, text and supplies \$47, postage and handling \$5)

ENGL 100

(3) UNIV

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 ENGL 101 (*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

A Short Guide to Writing About Literature by S. Barnet. 3rd ed. Little, Brown & Co., 1975.
An Auto-instructional Text in Correct Writing by E. Butler, M. Hickman and L. Overby. 2nd ed., Form B. Heath & Co., 1980.
Heart of Darkness by J. Conrad. Ed. R. Kimbrough. Norton Critical ed. revised. Norton, 1972.
The Stone Angel by M. Laurence. NCL ed. McClelland & Stewart, 1968.
The Short Story: An Introduction by W. Stone, N. Parker, and Hoopes. McGraw-Hill, 1976.

Recommended text

You will need a standard dictionary. OLI recommends the *Canadian Senior Dictionary*, ed. W. Avis et al. Gage, 1979.

Course fee

\$131 (tuition \$75, text and supplies \$51, postage and handling \$5)



23✓

ENGL 101
(3) UNIV
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 figurative language, sounds and rhythm. It then looks closely at how a poem is organized, how specific subjects can be treated in a variety of ways, and how thematic patterns emerge.

In the second half you will study three plays written since 1950, examining the most common techniques of comedy and tragedy, and analysing the plays in terms of dramatic structure, characterization and theme.

Prerequisites

ENGL 100 or equivalent skills and knowledge.

Required texts

A Glossary of Literary Terms by M. Abrams. 4th ed. Holt, Rinehart & Winston, 1981.

Twentieth-Century Poetry & Poetics by G. Geddes. 2nd ed. Oxford University Press, 1973.

Who's Afraid of Virginia Woolf? by E. Albee. Pocket Books, 1974.

A Man for All Seasons by R. Bolt. Revised ed. Bellhaven House, 1968.

The Ecstasy of Rita Joe by G. Ryga. Talonbooks, 1970.

The Practical Stylist by S. Baker. 4th ed. Thomas Y. Crowell, 1977.

Instructor's Manual for "The Practical Stylist" by S. Baker. 5th ed. Thomas Y. Crowell, 1977.

An Auto-instructional Text in Correct Writing by E. Butler, M. Hickman and L. Overby. 2nd ed. Form B. Heath, 1980.

Recommended text

You should have a standard dictionary. OLI recommends the *Canadian Senior Dictionary* ed. by W. Avis, et al. Gage, 1979.

A note about the texts

An Auto-instructional Text in Correct Writing is used in ENGL 100 and is not included in the ENGL 101 course package. If you do not have this text, you can order one from the OLI Bookstore.

Recommended equipment

This course is supplemented by audio tapes, so you should have the use of a cassette tape recorder. These tapes are strongly recommended but not essential to the course.

Course fee

\$134 (tuition \$75, text and supplies \$54, postage and handling \$5)

ENGL 106
(3) CTV
Written Communication

This fundamental writing course emphasizes the development of practical language skills for those of you 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 text

English 3200 by J. Blumenthal. 3rd ed. Harcourt, Brace, Jovanovich, 1981.

Optional text

Tests for English 3200 by J. Blumenthal. 3rd ed. Harcourt, Brace, Jovanovich, 1981.

Course fee

\$96 (tuition \$69, text and supplies \$22, postage and handling \$5)

ENGL 107
(3) CTV
Business Communication

The course provides you with practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters and persuasive messages. The remainder of the course focuses on report preparation, with practice in writing descriptions, instructions and progress reports.

Prerequisites

You should have a basic knowledge of English. You may find it helpful to have completed a basic writing course such as ENGL 106.

Required text

How to Write for the World of Work by T. Pearsall and D. Cunningham. 2nd ed. Holt, Rinehart & Winston, 1982.

Recommended text

A standard dictionary.

Course fee

\$111 (tuition \$69, text and supplies \$37, postage and handling \$5)

24 ✓
ENGL 220

(3) UNIV

English Literature From Chaucer to Milton

A survey of English literature from Chaucer to Milton, the course focuses on significant literary works. It discusses 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 perspectives.

Prerequisites

ENGL 100 and 101 or equivalent skills and knowledge.

Required texts

The Norton Anthology of English Literature: Major Authors Edition ed. by M. Abrams et al. 3rd ed. Norton, 1975.

Antony & Cleopatra by W. Shakespeare. Ed. B. Everett. Signet ed. New American Library, 1964.

A Handbook to Literature by C. Holman. 3rd ed. Odyssey, 1972.

M.L.A. Handbook. Modern Language Association, 1977.

Recommended equipment

ENGL 220 is supplemented by audio tapes, so you should have the use of a cassette tape recorder. These tapes are strongly recommended but not essential to the course.

Course fee

\$128 (tuition \$75, text and supplies \$48, postage and handling \$5)

25 ✓
ENGL 221

(3) UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of ten major authors who were writing during the eighteenth and nineteenth centuries — Swift, Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. Attention is also given to the political, philosophical, social and religious atmospheres of what we now call the Neo-Classical, the Romantic and the Victorian periods of English literature.

Prerequisites

ENGL 100 and 101 or equivalent skills and knowledge.

Required texts

The Norton Anthology of English Literature: Major Authors edition ed. by M. Abrams et al. 3rd ed. Norton, 1975.

Wuthering Heights by E. Bronte. Ed. D. Daiches. Penguin, 1965.

A Handbook to Literature by C. Holman. 3rd ed. Odyssey, 1972.

M.L.A. Handbook. Modern Language Association, 1977.

A note about the texts

The Norton Anthology of English Literature, *A Handbook to Literature*, and the *M.L.A. Handbook* are texts used in ENGL 220 and are not included in the ENGL 221 course package. If you do not have these texts, you can order them from the OLI Bookstore.

Recommended equipment

ENGL 221 is supplemented by audio tapes, so you should have the use of a cassette tape recorder. These tapes are strongly recommended but not essential to the course.

Course fee

\$84 (tuition \$75, text and supplies \$4, postage and handling \$5)

26 ✓
ENGL 424

(3) UNIV

Modern British Fiction

This course provides a survey of modern British fiction from its development early in this century to its current achievements and trends. The course focuses on the work of six representative novelists — D.H. Lawrence, James Joyce, Virginia Woolf, William Golding, Iris Murdoch and John Fowles and examines the way these writers perceive the world around them and how they construct their fictions. A close critical reading of six novels allows you to understand each work on its own terms, to place it in the context of each writer's full body of work, and finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites

ENGL 100 and 101 or equivalent skills and knowledge.

Required texts

Sons and Lovers by D.H. Lawrence. Penguin, 1976.

A Portrait of the Artist as a Young Man by J. Joyce. Viking, 1977.

To the Lighthouse by V. Woolf. Harcourt (Harvest), 1964.

Pincher Martin by W. Golding. Harcourt, 1968.

The Black Prince by I. Murdoch. Viking, 1973.

The French Lieutenant's Woman by J. Fowles. Signet, 1981.

Course fee

TBA (tuition \$75, text and supplies TBA, postage and handling \$5)

ENGL 432

(3) UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make you 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 you 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.

You will learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. Your 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

ENGL 100 and 101 or equivalent skills and knowledge.

Required texts

La Guerre, Yes Sir! by R. Carrier. Anansi, 1968.

The Invention of the World by J. Hodgins. Macmillan, 1977.

The Stone Angel by M. Laurence. NCL ed. McClelland & Stewart, 1964.

Each Man's Son by H. MacLennan. Macmillan, 1978.

Lives of Girls and Women by A. Munro. Signet ed. New American Library of Canada, 1971.

The Apprenticeship of Duddy Kravitz by M. Richler. NCL ed. McClelland & Stewart, 1959.

As for Me and My House by S. Ross. NCL ed. McClelland & Stewart, 1957.

The Cashier by G. Roy. NCL ed. McClelland & Stewart, 1963.

Readings on Modern Canadian Fiction. Open Learning Institute, 1979.

The Little English Handbook for Canadians by J.B. Bell and E.P.J. Corbett. Wiley Publishers of Canada Ltd., 1977.

A Glossary of Literary Terms by M. Abrams. 4th ed. Holt, Rinehart & Winston, 1981.

Great Canadian Short Stories ed. A. Lucas Dell. New York, 1971.

Recommended equipment

ENGL 432 is supplemented by audio tapes, so you should have the use of a cassette tape recorder. These tapes are strongly recommended but not essential to the course.

Course fee

\$147 (tuition \$75, text and supplies \$67, postage and handling \$5)

ENGL 442

(3) UNIV

Modern American Fiction

It seems American writers struggle to provide a realistic and even documentary record of the American scene, and yet at the same time challenge the aesthetic possibilities of fiction. Maybe that's why the following writers are so exciting: F. Scott Fitzgerald, Ernest Hemingway, William Faulkner, John Steinbeck, Jack Kerouac, Donald Barthelme, Vladimir Nabokov and Tom Wolfe.

This course, which covers fiction from 1920 to the present, focuses on a representative work by each writer. Although there's a world of difference between, say, Kerouac's wide open road and Donald Barthelme's elegantly fractured New York, you will learn to evaluate each work in its social and artistic context; the intrinsic pleasure each text provides is of course the bonus in what is one of the richest periods in world literature.

Prerequisites

ENGL 100 and 101 or equivalent skills and knowledge.

Required texts

Snow White by D. Barthelme. Atheneum, 1977.

The Little English Handbook for Canadians by J.B. Bell and E.P.J. Corbett. Wiley Publishers of Canada Ltd., 1977.

Light in August by W. Faulkner. Vintage Books, 1972.

The Great Gatsby by F.S. Fitzgerald. Charles Scribner's Sons, 1968.

The Snows of Kilimanjaro and Other Stories by E. Hemingway. Charles Scribner's Son's, 1970.

On the Road by J. Kerouac. The Viking Critical Library edition edited by S. Donaldson. Viking Penguin Inc., 1979.

The Annotated Lolita by V. Nabokov. Edited, with a preface, introduction and notes by A. Appel, Jr. McGraw-Hill Book Company, 1970.

The Grapes of Wrath by J. Steinbeck. The Viking Critical Library edition edited by P. Lisca. Viking Penguin Inc., 1979.

Mauve Gloves & Madmen, Clutter & Vine by T. Wolfe. Bantam Books, 1977.

Modern American Fiction: Readings from the Critics. Open Learning Institute, 1982.

Course fee

\$163 (tuition \$75, text and supplies \$83, postage and handling \$5)

ESL 001
ABE
English as a Second Language I

ESL 001 is a beginner's course for people who have had no previous instruction in English. The course uses audiotapes and printed booklets to give students an opportunity to develop the language skills — listening, speaking, reading and writing. Regularly-scheduled telephone conversations with a tutor will give students opportunities for oral practice and feedback. The content of the course will help students deal with everyday social and work situations, such as using the telephone, filling out forms, and having simple conversations with friends and neighbours. A student manual and tape will be available in a variety of languages; these materials in the students' own languages will help them to work through the course.

Prerequisites

Students should be literate in their own language, and be familiar with the Roman alphabet.

Required texts

None

Required equipment

Students will need a cassette tape recorder.

Course fee

TBA

NOTE: a special registration form is available for this course.

FREN 020
ABE
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 021 (formerly FREN 030), it will take you to a point roughly equivalent to French 11.

Prerequisites

None.

Required text

Harrap's Mini Pocket Dictionary (French/English, English/French). Harrap, 1977.

Optional text

French for Reading by K. Sandberg and E. Tatham. Prentice-Hall, 1978.

Required equipment

It is essential that you have the use of a cassette tape recorder for this course.

Course fee

\$45 (tuition \$34, text and supplies \$6, postage and handling \$5)

FREN 021
ABE
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 you to a point roughly equivalent to FRENCH 11.

Prerequisites

FREN 020 or equivalent.

Required text

There are no required texts for FREN 021, but you can order from OLI the texts listed in FREN 020: *Harrap's Mini Pocket Dictionary* and *French for Reading*.

Required equipment

It is essential that you have the use of a cassette tape recorder for this course.

Course fee

\$39 (tuition \$34, postage and handling \$5)

GEOG 230
(3) UNIV
Introduction to Human Geography I: People and the Environment

In this course you will look at the effect of the environment on people and, more significantly, people's modification of the environment. Since the complex interrelationship between people and the environment is a central concern of the human geographer, the development of present day views on this relationship is traced. Both determinist and possibilist views are discussed. You will study such subjects as resource exploitation, population growth and the impact of human activities on the environment. As you study the subject areas you will also develop a range of cartographic and geographic research skills.

Prerequisites

None.

Required texts

Geography: A Modern Synthesis by P. Haggett. 3rd ed. Harper & Row, 1979.

Readings in Human Geography. Open Learning Institute, 1981.

Course fee

\$138 (tuition \$75, text and supplies \$58, postage and handling \$5)

GEOG 270

(3) UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia through the study of diverse physical and human landscapes. There is a particular focus on the geographic patterns and interaction of physiography, climate, settlement, resource utilization and economic activity. There is also a consideration of how the province fits into a variety of regional settings, such as Canada, the Pacific Northwest and the Pacific Rim.

Prerequisites

GEOG 110 or 111 and GEOG 230 or 231 or equivalent skills and knowledge.

Required texts

Atlas of British Columbia by A.L. Farley. University of British Columbia Press, 1979.

British Columbia ed. by J. Lewis Robinson. University of Toronto Press, 1972.

The Urbanization of the Straights of Georgia Region by E.M. Gibson and wall map by L. Skoda. Environment Canada and Lands Directorate, 1976.

Readings in the Geography of British Columbia. Open Learning Institute, 1984.

Required equipment

GEOG 270 is supplemented by a set of slides. You should have the use of a slide viewer.

Course fee

TBA (tuition \$75, text and supplies TBA, postage and handling \$5)

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 to 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 give you an understanding of the similarities and differences between regions across Canada and to develop your skills in recognizing and relating distribution patterns of the phenomena that concern geographers. You 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

Canada: A Regional Analysis by D. Putnam and R. Putnam. 2nd ed. Dent, 1979.

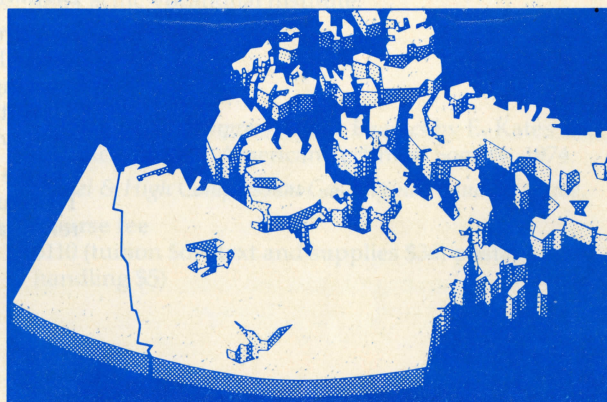
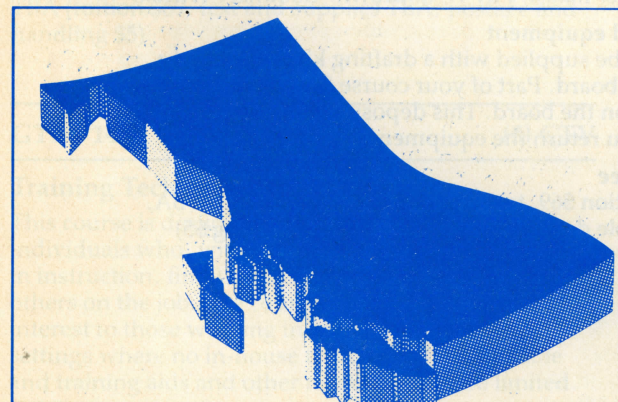
The Canadian Oxford School Atlas ed. by Q. Stanford. 4th ed. Oxford University Press, 1977.

The Atlantic Provinces ed. by A. Macpherson. (Studies in Canadian Geography) University of Toronto Press, 1972.

Ontario ed. L. Gentilcore. (Studies in Canadian Geography) University of Toronto Press, 1972.

Course fee

\$123 (tuition \$75, text and supplies \$43, postage and handling \$5)



GEOG 471
(3) UNIV

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

Required texts

Canada: A Regional Analysis by D. Putnam and R. Putnam. 2nd ed. Dent, 1979.

The Canadian Oxford School Atlas ed. by Q. Stanford. 4th ed. Oxford University Press, 1977.

The Prairie Provinces ed. by P. Smith. (Studies in Canadian Geography) University of Toronto Press, 1972.

British Columbia ed. by J. Robinson. (Studies in Canadian Geography) University of Toronto Press, 1972.

The North ed. by W. Wonders. (Studies in Canadian Geography) University of Toronto Press, 1972.

Resources of the Canadian Shield by J. Robinson. Methuen, 1969.

British Columbia: 100 Years of Geographical Change by J. Robinson and W. Hardwick. Talonbooks, 1973.

A note about the texts

Canada: A Regional Analysis, *The Canadian Oxford School Atlas*, *The Atlantic Provinces and Ontario* are texts used in GEOG 470 and are not included in the GEOG 471 course package. If you do not already have these texts, you can order them from the OLI Bookstore.

Course fee

\$116 (tuition \$75, text and supplies \$36, postage and handling \$5)

GTEC 113
(3) CTV

Technical Drafting I

This is the first of two courses that together cover basic drafting skills and the principles of orthographic projection, dimensioning and tolerancing, sections and conventions, auxiliary views, pictorial drawing, freehand sketching and development of intersections. The courses will be useful if you are considering a career in drafting, or if you are presently working in industry and need or wish to acquire basic skills in preparing and/or reading shop drawings.

Prerequisites

None

Required text

Introduction to Technical Drawing, Metric Edition by N. Stirling. Gage Publishing Ltd., 1983.

Required equipment

You will be supplied with a drafting kit and loaned a drawing board. Part of your course fee will include a deposit on the board. This deposit will be refunded when you return the equipment.

Course fee

TBA (tuition \$69, text and supplies TBA, lab fee TBA, refundable deposit TBA, postage and handling \$5)

GTEC 114
(3) CTV

Technical Drafting II

This course will introduce you to more advanced drafting methods and constructions and provide an opportunity to practice what you learned in GTEC 113. You will be introduced to sectional views, auxiliary views, the development of geometric solids, and standard parts such as gears, springs, fasteners and keys. You will also be shown how to prepare assembly working drawings.

Prerequisites

GTEC 113 or equivalent

Required text

Drafting for Industry by W.C. Brown. Goodhart-Wilcox.

Required equipment

You will be supplied with a drafting kit and loaned a drawing board. Part of your course fee will include a deposit on the board. This deposit will be refunded when you return the equipment.

Course fee

TBA (tuition \$69, text and supplies TBA, lab fee TBA, refundable deposit TBA, postage and handling \$5)

GTEC 121
(3) CTV

Project Management through Critical Path Analysis

This course is designed for those with experience in industry or construction to give an overview of the management processes necessary for the effective design, scheduling and control of any project through critical path analysis. The material provides a practical understanding with a minimum of mathematics.

Prerequisites

None.

Required text

Critical Path Analysis by D.W. Lang. 2nd ed. Hodder & Stoughton, 1977.

Course fee

\$81 (tuition \$69, text and supplies \$7, postage and handling \$5)

GTEC 131
(3) CTV

Industrial Accident Prevention

This course will be of interest to those who have, or expect to have, supervisory or management positions in any operation, industry or service in British Columbia. It establishes the basic elements of an effective safety program and introduces innovative ways of maintaining it, thus reducing the likelihood of accidents, injuries, damage, and down time.

Topics include the conduct of inspections, investigations, job orientation and safety meetings, the development of specialized safety programs for machines, chemicals and hand tools, and discussion of response to problems arising from discipline, alcohol, drugs, and attitudes to work.

Prerequisites

None.

Required texts

TBA

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

GTEC 145
(3) CTV

Training Techniques for Supervisors

This course is designed to meet the needs of individuals who, with little or no formal background in instruction, find themselves responsible for training others on the job. The course will be of particular interest to those working in business or industrial settings where no in-house training staff is available and training aids and other resources may be limited.

The course focuses on systematic methods of planning, implementing and evaluating training for individuals and small groups.

Prerequisites

BUSM 111 or equivalent.

Required text

Analyzing Performance Problems or You Really Oughta Wanna by R.F. Mayer and P. Pipe. Fearon.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

GTEC 171
(3) CTV

Electrical Utility Operations I

This course is an introduction to the system components of an electrical utility. The course has been designed to provide you with a non-technical description and general overview of electric utility operations, as well as a general understanding of electricity. Special emphasis is placed on hydro-electric generation, with reference to B.C. Hydro.

Prerequisites

None.

Required texts

None. All required course material will be supplied.

Course fee

\$74 (tuition \$69, postage and handling \$5)

GTEC 175
(3) CTV

Electrical Generating System: Basic Diesel Operation

This course will be of interest to you if you wish to acquire a sound basic knowledge of the characteristics and construction of diesel engines, associated auxiliary systems, and procedures for their operation, testing and preventive maintenance. Following this course a three week period of practical training may be held at the Pacific Vocational Institute.

Prerequisites

None.

Required texts

Diesel & High Compression Gas Engines by E. Kates and W. Luck. 3rd ed. American Technical Society, 1974.

Diesel & High Compression Gas Engines: Student Guide.

Course fee

\$110 (tuition \$69, text and supplies \$36, postage and handling \$5)

GTEC 177

(3) CTV

Concepts of Electricity

This course is designed for students who require a basic background in electricity. Topics include the principles of electricity and magnetism, generation of ac & dc electricity, series and parallel circuits, inductance and capacitance, and electrical terms. You will investigate the characteristics of electricity by means of lab projects.

Prerequisites

None.

Required texts

TBA

Required equipment

You will be loaned a power supply module. Part of your course fee will include a deposit on this equipment. Your deposit will be refunded when you return the equipment.

Course fee

TBA (tuition \$69, lab fee TBA, refundable deposit TBA, postage and handling \$5)

You will solve lighting problems using the appropriate laws and describe the characteristics of light sources. You will also study the quality and quantity considerations for task and area lighting in industrial plants, offices, schools, stores and homes. Upon successful completion of this course, you will be awarded a certificate from the Illumination Engineering Society.

Prerequisites

None.

Required text

Westinghouse Lighting Handbook. Revised ed.
Westinghouse Canada Ltd.

Course fee

\$100 (tuition \$69, text and supplies \$26, postage and handling \$5)



GTEC 179

(3) CTV

Electrical Generating Systems: Electrical Generation

This course is designed to provide a foundation in the principles of operation and maintenance of electrical generating machinery. Topics include ac & dc motors, transformers and generators, primary and secondary cells, feeder voltage regulators, circuit switching, and protective equipment. Following this course, a three week period of practical training may be held at the Pacific Vocational Institute.

Prerequisites

GTEC 175 and GTEC 177 or equivalent.

Required text

Electrical Circuits and Machines by E.C. Lister. McGraw-Hill, 1983.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

HDMX 100

(3) CTV

Heavy Duty Mechanics — Module IA

This course is an introduction to the trade of Heavy Duty Mechanic. It satisfies the first part of the requirements of Module I and is prerequisite to HDMX 101, which covers the remaining part of Module I.

The aim of this course is to provide you with a working knowledge of rubber-tired and crawler equipment, including theoretical background and practical shop experience. It concentrates on shop equipment and practices, hydraulics, brakes, power trains, steering, running gear and attachments.

Prerequisites

Participants in this course must be employed in a related position in industry.

Required texts

None. All printed material will be provided.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

GTEC 181

(3) CTV

Fundamentals of Lighting

Fundamentals of Lighting is designed to provide a basis for a general understanding of light and vision, light sources, luminaires, lighting design, applications of lighting equipment, lighting system economics and lighting energy conservation.

HDMX 101 (3) CTV

Heavy Duty Mechanics — Module IB

This course forms the second part of the Heavy Duty Mechanics Module I program and covers frames, suspensions, running gear and attachments for crawler equipment, introduction to engines and engine support systems, basic electricity, wire rope, cable, winches and hoists. See HDMX 100 for details.

Prerequisites

HDMX 100

Required texts

None. All required printed material will be supplied.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

HDMX 150 (3) CTV

Journeyman Upgrading for Heavy Duty Mechanics

This course is designed for heavy duty mechanics with at least five years of work experience in the trade who wish to broaden and refresh their theoretical knowledge in order to write the British Columbia provincial Tradesmen's Qualification examination. Using the latest information in the field, the course covers shop equipment and practice, engines, electricity, hydraulics, power trains, brakes and steering, crawler undercarriage and winches. The course does not replace, nor is it an alternative to the Apprenticeship training program.

Prerequisites

As the Ministry of Labour requires documented evidence of five years' working experience in the trade before you may write the TQ examination, you should establish your eligibility with the Ministry of Labour at 4946 Canada Way, Burnaby, B.C., V5G 4J6. Telephone 294-3878.

Required texts

Fuel Injection and Tune-up Procedures. Apprenticeship and Employment Training Programs Branch, Ministry of Labour and Curriculum and Program Development Branch, Ministry of Labour. Province of British Columbia.

Air Brake Manual. Motor Vehicle Branch, Province of British Columbia.

FOS Power Trams. John Deere Service Training.

FOS Hydraulics. John Deere Service Training.

FOS Electrical Systems. John Deere Service Training.

Automotive Electrical Equipment. Crouse. John Deere Service Training.

Diesel Mechanics by E. Schulz. 2nd ed. McGraw-Hill.

Electric and Electronic Systems for Automobiles and Trucks by R. Brandy. Prentice-Hall.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

HIST 030 ABE

Twentieth Century History

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

Prerequisites

SOST 020 or Social Studies 11.

Required texts

Twentieth Century History: The World Since 1900 by T. Howarth. Longman, 1979.

A Map History of the Modern World by B. Catchpole. Book Society of Canada, 1973.

Course fee

\$68 (tuition \$34, text and supplies \$29, postage and handling \$5)

33 ✓

HIST 121 (3) UNIV

Canadian History

This introductory history course overviews Canadian history from 1867 to the present. The four units of the course analyze important and controversial issues and events such as the Riel rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the Great War on Canada, the Great Depression, the social problems created by rapid industrialization, English-French relations and provincial demands for autonomy. *Canadian History* emphasizes factual information about Canada and also utilizes various historical approaches.

Prerequisites

None.

Required texts

The Canadian Worker in the Twentieth Century ed. by I. Abella and D. Millar. Oxford University Press, 1978.

Approaches to Canadian History ed. by C. Berger, et al. University of Toronto Press, 1967.

Canada's First Century by D. Creighton. Macmillan, 1970.

Quebec in Question by M. Riou. James Lorimer, 1971.

Gabriel Dumont: The Metis Chief and His Lost World by G. Woodcock. Hurtig, 1976.

Course fee

\$122 (tuition \$75, text and supplies \$42, postage and handling \$5)

34 ✓
HIST 210

(3) UNIV

England from 1688 to the Mid-Twentieth Century

A survey of modern English history, this course stresses political and constitutional developments, economic change (particularly the industrial revolution) and the emergence of new social groups. In dealing with these subjects, you will also consider more general aspects of historical study: the value and limitations of historical argument, the nature of historical evidence, and the problems of historical interpretation.

Prerequisites

None.

Required texts

Victorian People by A. Briggs. Revised ed. University of Chicago Press, 1975.

The First Industrial Revolution by P. Deane. 2nd ed. Cambridge University Press, 1980.

The Crisis of Imperialism 1865-1915 by R. Shannon. Paladin, 1979.

England in the Twentieth Century by D. Thomson. Penguin, 1965.

Modern England by R. Webb. 2nd ed. Harper & Row, 1980.

Course fee

\$124 (tuition \$75, text and supplies \$44, postage and handling \$5)

35 ✓
HIST 240

(3) UNIV

History of Modern Europe, 1750 to 1950

This course surveys the development of Europe from the mid-eighteenth to the mid-twentieth century. You will examine in greater depth certain major themes and events, such as the French Revolution, the Industrial Revolution and the World Wars. Particular attention is paid to those phenomena in European history that have had a continuing impact on the world at large.

Prerequisites

None.

Required texts

Europe Reshaped 1848 — 1878 by J. Grenville. William Collins & Sons, 1978.

The Enlightenment by N. Hampson. Penguin, 1979.

The Age of Revolution 1789 — 1848 by E. Hobsbawm. World Publishing Co., 1962.

Europe Since 1870 by J. Joll. Harper & Row, 1973.

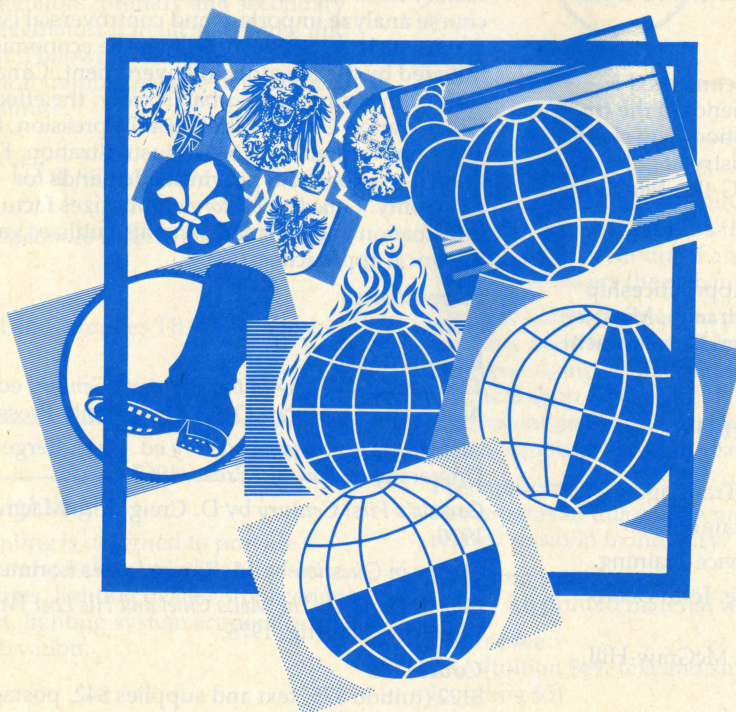
The Origins of the First World War by H. Koch. Macmillan, 1972.

Stalinism and After by A. Nove. George Allen & Unwin, 1975.

From Louis XIV Through the Cold War by B. Tierney et al. (Great Issues in Western Civilization, vol. 2) 3rd ed. Random House, 1976.

Course fee

\$169 (tuition \$75, text and supplies \$89, postage and handling \$5)



HIST 420
(6) UNIV
Social Development of Canada

HIST 420 traces the emergence of an urban, industrial Canada as a cultural and demographic phenomenon. The first section of this survey course explores the nature of the colonial British and French Canadian societies during the pre-modern era, specifically before major railway construction heralded the industrialization of British North America. The second section examines a much shorter span of events, the years between 1850 and 1920 during which the nation fully entered the urban, industrial age.

The course pursues three main currents of social history: the impact of economic change upon social structures and institutions; the changing character of the Canadian population over time; and the impact of migration on the receiving culture.

Prerequisites

If you have taken an introductory course in Canadian history, you will doubtless be at an advantage in HIST 420, but there are no prerequisites for the course.

Required texts

The Anatomy of Poverty: The Condition of the Working Class in Montreal, 1897-1929 by T. Copp. McClelland & Stewart, 1974.

British Immigration before Confederation by H.I. Cowan. Canadian Historical Association, 1968.

The Canadian Labour Movement by E.A. Forsey. Canadian Historical Association, 1974.

Canada before Confederation: A Study in Historical Geography by R.C. Harris and J. Warkentin. Oxford University Press, 1974.

The Role of the Church in New France by C.J. Jaenen. McGraw-Hill Ryerson, 1976.

The People of Hamilton, Canada West: Family and Class in Mid-Nineteenth Century City by M. Katz. Harvard University Press, 1975.

Toronto Workers Respond to Industrial Capitalism, 1867-1892 by J.S. Kealey. University of Toronto Press, 1980.

Canada: An Economic History by W.L. Marr and D.G. Paterson. Macmillan of Canada, 1980.

In Times Like These by N. McClung. University of Toronto Press, 1972.

The Demographic Bases of Canadian Society by W.E. Kalbach and W.W. McVey. McGraw-Hill Ryerson, 1971.

School Promoters: Education and Social Class in Mid-Nineteenth Century Canada by A. Prentice. McClelland & Stewart, 1977.

French Canadian Society, vol. 1, by M. Rioux and Y. Martin. Carleton Library, 1964.

White Canada Forever by P. Ward. McGill-Queen's, 1978.

Course fee

\$319 (tuition \$150, text and supplies \$164, postage and handling \$5)

HSPY 130
(3) CTV
Restaurant Management I

This is a course for those considering the purchase of a food service business. The course focusses on the planning, purchase and development of a small to medium-size, individually-owned restaurant. Course topics include the following: a brief history of the food service industry including recent trends, personal and financial requirements of the potential restaurant owner, problems that may be encountered during the planning phase, assessing the market potential for a restaurant, developing a basic break-even analysis, obtaining financing, understanding laws and regulations, and finding sources of assistance. On completion of the course you should be able to prepare a basic development plan for a restaurant.

Prerequisites

None. HSPY 131 or industry experience is recommended.

Required text

So You Want to Start a Restaurant? by D. Dyer. Revised ed. C.B.I. Publishing, 1981.

Course fee

\$98 (tuition \$69, text and supplies \$24, postage and handling \$5)

HSPY 131
(3) CTV
Restaurant Management II

Designed for owners, prospective owners and senior employees, this course introduces the basic skills required to operate a small to medium-size food service outlet. You will learn to plan menus and cost food, beverages and labor. Additional topics include purchasing procedures, sanitation, internal security and revenue control.

Prerequisites

None.

Required text

The World of the Restaurateur by H. Berberoglu. Kendall/Hunt, 1981.

Course fee

\$100 (tuition \$69, text and supplies \$26, postage and handling \$5)

HSPY 132
(3) CTV

Restaurant Finance and Administration

The purpose of this course is to equip you with the knowledge and tools to be a more successful restaurant manager in the area of financial control and decision-making. You will begin by learning to interpret and analyze financial statements, and then learn basic management tools related to internal control, establishing menu prices, cost control, budgeting, working capital and cash management. Thorough practice is provided throughout the course.

Prerequisites

HSPY 131 and BUSM 131, or equivalent knowledge, are recommended.

Required text

Hospitality Management Accounting by M. Coltman. 2nd ed. CBI, 1982.

Recommended equipment

A basic four-function electronic calculator.

Course fee

\$99 (tuition \$69, text and supplies \$25, postage and handling \$5)

HSPY 140
(3) CTV

Motel Management I

This is a course for those 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 and finding sources of financial assistance. On completion of the course you should be able to prepare a basic development plan for a motel.

Prerequisites

None. HSPY 141 or industry experience is recommended.

Required texts

None. All required course material will be supplied.

Course fee

\$80 (tuition \$69, text and supplies \$6, postage and handling \$5)

HSPY 141
(3) CTV

Motel Management II

This course is designed for owners, prospective owners or senior employees of small or medium-size 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 you how to run a motel. Major topics are personnel policies, front office, guest reception, guest accounts, housekeeping, property maintenance, purchasing and marketing. You should be prepared to make one or two visits to motels in your community.

Prerequisites

None.

Required text

None. All required course material will be supplied.

Course fee

\$74 (tuition \$69, postage and handling \$5)

HSPY 142
(3) CTV

Motel Finance and Administration

This course provides knowledge and tools in the area of financial control and decision-making for successful motel management. You will begin by learning to interpret and analyze financial statements, and then study basic management tools related to internal control, establishing room rates, cost control, budgeting, working capital and cash management. Thorough practice is provided throughout the course.

Prerequisites

HSPY 141 and BUSM 131, or equivalent knowledge, are recommended.

Required text

Hospitality Management Accounting by M. Coltman. 2nd ed. CBI, 1982.

Recommended equipment

A basic four-function electronic calculator.

Course fee

\$99 (tuition \$69, text and supplies \$25, postage and handling \$5)

MATH 003
ABE

Algebra 1

MATH 003 is the first course of our four-part mathematics program in Adult Basic Education. Algebra 1 introduces basic topics in arithmetic, algebra and geometry. These topics include fractions, ratio, decimals, per cent, graphs, equations, Pythagoras' theorem and irrational numbers. Properties of two-dimensional figures, of triangles and of some solid figures are also examined.

Prerequisites

None, but it is important to choose the right course. We suggest that you talk to an advisor and perhaps take our Math Placement Self-test before you register.

Required texts

None. All required course material will be supplied.

Course fee

\$39 (tuition \$34, postage and handling \$5)

MATH 010
ABE

Practical Mathematics

The topics studied in this course include basic arithmetic, consumer mathematics and a brief look at practical applications of geometry and algebra. MATH 010 is designed for those of you who do not wish to take algebra and geometry at the secondary school level. But if you do want to take further mathematics courses, we suggest that you enrol in either MATH 003 or MATH 013 rather than MATH 010. Please consult an advisor before you enrol in any of our Adult Basic Education mathematics courses so that you can be placed in the most appropriate course for your needs.

Prerequisites

None.

Required texts

None. All required course material will be supplied.

Course fee

\$39 (tuition \$34, postage and handling \$5)

MATH 013
ABE

Algebra 2

MATH 013 is the second course of our four-part mathematics program in Adult Basic Education. This course reviews some of the material of *Algebra 1*, and extends the work on graphs, equations, Pythagoras' theorem and real numbers. It introduces trigonometry, linear equations and topology, ending with a study of transformations and probability.

Prerequisites

MATH 003, or placement by an advisor. It is important to choose the right course, so please talk to an advisor and perhaps take our Math Placement Self-test before you register.

Required text

Mathematical Pursuits Two by R. Wigle, R. Dowling and P. Jennings. Macmillan, 1975.

Course fee

\$54 (tuition \$34, text and supplies \$15, postage and handling \$5)

MATH 023
ABE

MATH 023 is the third course of our four-part mathematics program in Adult Basic Education. This course extends the work done in Algebra 2, especially the work on translations, trigonometry, ratio, proportion and variation, polynomials, factoring, rational forms, analytical geometry and probability. It introduces vectors as well as quadratic equations and functions.

Prerequisites

MATH 013, or placement by an advisor. It is important to choose the right course, so please talk to an advisor and perhaps take our Math Placement Self-test before you register.

Required text

Mathematical Pursuits Three by R. Wigle, R. Dowling and P. Jennings. Macmillan, 1975.

Course fee

\$55 (tuition \$34, text and supplies \$16, postage and handling \$5)

MATH 033
ABE

Algebra 4

MATH 033 is the fourth and final course of our four-part mathematics program in Adult Basic Education. This course introduces calculus and complex numbers. It develops further the work on functions (quadratic, exponential and logarithmic), statistics and probability, geometry and trigonometry.

Prerequisites

MATH 023, or placement by an advisor. It is important to choose the right course, so please talk to an advisor and perhaps take our Math Placement Self-test before you register.

Required text

Mathematical Pursuits Four by R. Wigle, R. Dowling and P. Jennings. Macmillan, 1975.

Course fee

\$56 (tuition \$34, text and supplies \$17, postage and handling \$5)

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

\$39 (tuition \$34, postage and handling \$5)

MATH 101

(3) UNIV

Calculus for Biological and Social Sciences

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 you 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 you will apply these mathematical tools to problems as varied as maximizing profit, carbon dating, memory, criminology and transportation planning.

Prerequisites

Algebra 12 or equivalent skills and knowledge.

Required text

Calculus: A Modeling Approach by M. Bittinger. 2nd ed. Addison-Wesley, 1980.

Course fee

\$113 (tuition \$75, text and supplies \$33, postage and handling \$5)

MATH 102

(3) UNIV

Introduction to Probability and Statistics

This course is designed for those of you who intend 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

Statistics by D. Freedman, R. Pisani and R. Purves. Norton, 1978.

Workbook for "Statistics" by D. Freedman and D. Lane. Norton, 1978.

Course fee

\$112 (tuition \$75, text and supplies \$32, postage and handling \$5)

MATH 105

(3) CTV

Industrial Mathematics (Electrical)

This course has been adapted from MATH 106 Industrial Mathematics to meet the needs of those who wish to write examinations set by the Apprenticeship & Employment Training Programs Branch of the Ministry of Labour.

Prerequisites

Recommendation by the Apprenticeship and Employment Training Branch of the Ministry of Labour.

Required texts

None. All printed material will be supplied.

Required equipment

You will need an electronic calculator. The calculator you use for this course must have a square root key, a percent key and a memory key. A parenthesis key is convenient but not essential for this course. A calculator with the required features can be purchased from OLI.

Course fee

\$76 (tuition \$69, text and supplies \$2, postage and handling \$5)

MATH 106

(3) CTV/ABE

Industrial Mathematics

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is particularly designed to meet your needs if you have previously had difficulty with mathematics, or if you are starting a new career and require a review of basic mathematics.

Prerequisites

None.

Required texts

None. All required printed material will be supplied.

Required equipment

You will need an electronic calculator. The calculator you use for this course must have a square root key, a percent key and a memory key. A parenthesis key is convenient but not essential for this course. A calculator with the required features can be purchased from OLI.

Course fee

\$76 (tuition \$69, text and supplies \$2, postage and handling \$5)

MATH 107

(3) CTV

Business Mathematics

The course presents the math skills and knowledge essential for many business careers. You will be given step-by-step guidance through sample problems and solutions related to banking, credit, basic finance, investment, maintenance of business assets and measure of business performance. The course serves as a good foundation for further study in the mathematics of management, accounting and finance.

Supplementary review units are included for those who need to refresh their basic math skills.

Prerequisites

Basic arithmetic and algebra.

Required text

Contemporary Business Mathematics with Canadian Applications by S. Hummelbrunner. Prentice-Hall, 1982.

Required equipment

You will need a calculator with power, reciprocal and natural log functions. One appropriate model is Texas Instruments TI-21. If you intend to pursue advanced courses in finance or accounting, you may prefer a model with financial pre-programming such as TI Analyst 2.

Course fee

\$104 (tuition \$69, text and supplies \$30, postage and handling \$5)

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8	1	9	2	5	0	4	7	9	6	3

MATH 110

(3) UNIV

Introduction to Calculus I

The main aim of the course is to introduce you 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. Research has shown that a grade of A or B in Algebra 12 is almost essential for successful completion of a calculus course at this level.

Required text

Calculus by L. Loomis. 2nd ed. Addison-Wesley, 1977.

Course fee

\$110 (tuition \$75, text and supplies \$30, postage and handling \$5)

Note: This course is under revision. When the revision is complete, a new textbook will be assigned.

MATH 111

(3) UNIV

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 text

Calculus by L. Loomis. 2nd ed. Addison-Wesley, 1977.

A note about the text

Calculus is the text used in MATH 110 and is not included in the course package for MATH 111. If you do not already have this text, you can order it from the OLI Bookstore.

Course fee

\$80 (tuition \$75, postage and handling \$5)

Note: This course is under revision. When the revision is complete, a new textbook will be assigned.

MATH 411

(3) UNIV

Differential Equations

The main aim of the course is to introduce you to ordinary differential equations and to the methods available for their solution, and to give you 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 course begins with introductory material on differential equations and several specific methods of finding analytical solutions of first-order equations. Since differential equations occur very widely in many fields, considerable emphasis has been given to their use as a modelling tool. The course then covers linear differential equations of higher order. This includes both analytical methods of solution and general or qualitative properties of the solutions of such equations. Following this, linear systems are discussed. Finally, the course deals with two specific solution techniques: the Laplace transform and series solutions.

Prerequisites

Two or preferably three semesters of differential and integral calculus.

Required text

Ordinary Differential Equations with Modern Applications by N. Finizio and G. Ladas. Wadsworth, 1978.

Required equipment

You need 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 *Five-Figure Logarithmic and Other Tables* by F. Castle. Macmillan, 1975.

Course fee

\$103 (tuition \$75, text and supplies \$23, postage and handling \$5)

MLWT 150
(3) CTV
Journeyman Upgrading for Millwrights

This course is designed for millwrights with at least five years' trade experience who wish to broaden and refresh their theoretical and mathematical knowledge of the trade with the intention of taking the British Columbia provincial Tradesmen's Qualification examination. Topics covered include general trade knowledge, trade mathematics, blueprint reading, machine components, power drives and material handling equipment, fluid power, pneumatics and pumps. The course does not replace nor is it an alternative to the Apprenticeship Training program.

Prerequisites

As the Ministry of Labour requires documented evidence of five years' working experience in the trade before you may write the TQ examination, you should establish your eligibility with the Ministry of Labour at 4946 Canada Way, Burnaby, B.C., V5G 4J6. Telephone 294-3878.

Required text

Industrial Health and Safety Regulations. Worker's Compensation Board.

Course fee

TBA (tuition \$69, text and supplies TBA, postage and handling \$5)

NURS 300
(9) CTV
Graduate Nurse Refresher Program

This directed self-study program aims to prepare nurses to re-enter nursing employment with readiness and confidence. The course begins with an examination of a self-care nursing model. You will learn to use the model in all phases of the nursing process, practising its application in a clinical setting. The final phase of the program is a Preceptorship, a practicum in the clinical setting, during which you will gradually become responsible for the full work load of a registered nurse.

Prerequisites

As stated in the program description in the Health Programs section of the Calendar.

Required texts

Nursing: Concepts of Practice by D. Orem. 2nd ed. McGraw-Hill, 1983.

How Nurses' Emotions Affect Patient Care by K. Gow. Springer, 1982.

Required equipment

A uniform appropriate to the clinical agency. Portable tape recorder with microphone and audio tape.

Recommended equipment

Nurse scope

Course fee

\$267 (tuition \$207, texts and supplies \$55, postage and handling \$5)

PENG 101
(3) CTV
Power Engineering, Fourth Class

This course will prepare you to write the B.C. Provincial government examination for the Fourth Class Power Engineer's certificate, and will entitle you to six months' experience credit (qualifying time). The material used is the interprovincial standardized course prepared by the Southern Alberta Institute of Technology.

Successful completion of the course, plus the government examination and appropriate qualifying time provides for employability in heavy manufacturing and service industries where high pressure steam, compressed gases, thermal power and refrigeration are generated and the maintenance of equipment, systems and machinery are involved.

Prerequisites

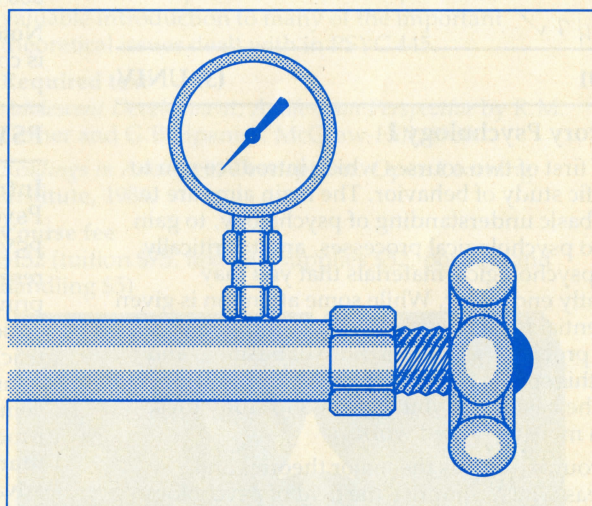
None.

Required texts

Power Engineers Boiler and Pressure Vessel Safety Act and Regulations and Directives, issued by the Safety Engineers Services Division of the B.C. Ministry of Labour.

Course fee

\$81 (tuition \$69, text and supplies \$7, postage and handling \$5)



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

\$44 (tuition \$34, text and supplies \$5, postage and handling \$5)

*PSYC 101

(3) UNIV

Introductory Psychology I

This is the first of two courses which introduce you to the scientific study of behavior. The main aims are to develop a basic understanding of psychology, to gain insight into psychological processes, and to critically approach psychological materials that you may subsequently encounter. While some attention is given to the potential role of psychology in meeting personal and social problems as well as those of business and industry, this course is intended primarily to supply you with the basic tools you will need to study these subjects in more advanced work.

This first course outlines the major theories and subject areas which comprise the field of psychology and it describes how psychologists go about the task of studying behavior. It discusses the contribution of evolution and heredity to human behavior, and outlines current theories and knowledge regarding the broad topics of human development and brain functioning, and the more specific subject areas of perception, awareness, learning, memory and language.

Prerequisites

None.

Required text

Psychology by G. Lindzey, C. Hall, and R. Thompson. 2nd ed. Worth, 1978.

Course fee

\$112 (tuition \$75, text and supplies \$32, postage and handling \$5)

* Please note that this course is also available on audio-tape for visually-impaired students.

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

PSYC 102

(3) UNIV

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, and behavior disorder.

Prerequisites

PSYC 101 or equivalent skills and knowledge.

Required text

Psychology by G. Lindzey, C. Hall, and R. Thompson. 2nd ed. Worth, 1978.

A note about the text

Psychology is the text used in PSYC 101 and is not included in the PSYC 102 course package. If you do not already have this text, you can order one from the OLI Bookstore.

Course fee

\$80 (tuition \$75, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

PSYC 210

(3) UNIV

Introduction to Research in Experimental Psychology

PSYC 210 introduces you to the methods used by researchers in experimental psychology. The two principal aims of the course are to teach you how to be critical consumers of scientific information, and to teach you how to design, perform, analyse and report your own experiments. While you will be exposed to some of the findings that research in this field has produced, the course had been designed to provide a foundation for those planning to pursue more advanced courses in experimental psychology.

Prerequisites

None.

Required texts

Understanding Behavioral Research by N. Harrison. Wadsworth, 1979.

PSYC 210 Readings. (A file of articles reprinted from scientific publications.)

Course fee

\$109 (tuition \$75, text and supplies \$29, postage and handling \$5)

45
PSYC 230

(3) UNIV

Applied Social Psychology

This course examines the ways psychologists intervene in problem social behaviors. Following a general discussion of applied social psychology and intervention, the course proceeds to a detailed examination of the following specific problem behaviors: family violence, racism, teenage problems, alcoholism, job stress and burnout, and rape and violent pornography. There is a discussion of various theories advanced to account for these deviant or problem behaviors. The course also examines the debate between those who feel research and practice in psychology constitute two separate branches of the discipline and those who feel they are inextricably combined.

Prerequisites

PSYC 101 and PSYC 102 or equivalent skills and knowledge.

Required text

Readings in Applied Social Psychology. Open Learning Institute, 1984.

Required equipment

PSYC 230 is supplemented by audio tapes on wife battering, racism, teenage prostitution and alcoholism. You should have the use of a cassette tape recorder.

Course fee

\$105 (tuition \$75, text and supplies \$25, postage and handling \$5)

46
PSYC 440

(3) UNIV

Developmental Psychology of Children

This course is an overview of developmental psychology, from the prenatal period through the middle years of childhood. It explores the relationships among genetic, physiological, interpersonal and socio-cultural factors which shape human development from conception to adolescence.

The course has a strong scientific orientation, integrating current research with major contemporary theories. Research methods for studying children are presented, along with major findings concerning the child's physical, intellectual and personality development. Topics examined include: the biological basis of development, infancy and early experience, development of thought and language, individual differences, sex differences, families, and peer group and school influences.

Prerequisites

PSYC 101 and 102 or equivalent skills and knowledge. Some background in experimental psychology, such as PSYC 210, is highly recommended.

Required texts

A Child's World: Infancy through Adolescence by D.E. Papalia and S.W. Olds. 3rd ed. McGraw-Hill, 1982.

Contemporary Readings in Child Psychology by E.M. Hetherington and R.D. Park. 2nd ed. McGraw-Hill, 1981.

Study Guide to A Child's World: Infancy through Adolescence by D.K. Uselding. 3rd ed. McGraw-Hill, 1982.

Course fee

\$158 (tuition \$75, text and supplies \$78, postage and handling \$5)

47
PSYC 445

(3) CTV

UNIV.

Adolescent Development

This course provides an overview and interpretive guide to contemporary theory and research in adolescent psychological development. The first part of the course concentrates on placing the study of adolescent development within the context of the principle philosophic and theoretic schools of thought which have guided researchers in the field. The balance of the course examines adolescents with reference to their sense of themselves, their relations with family and peers, and the broader social and cultural institutions that make up their world.

Prerequisites

PSYC 101 and 102 or equivalent skills and knowledge. PSYC 230 and in particular PSYC 440 provide a valuable introduction to many of the important theoretical issues dealt with in PSYC 445.

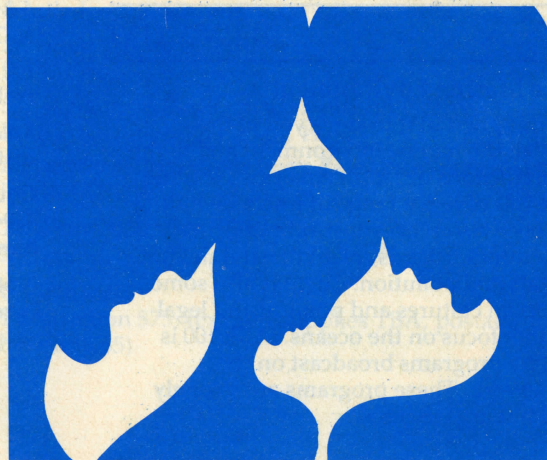
Required text

Adolescent Development: A Life-span Perspective by R.M. Lerner and G.B. Spanier. McGraw-Hill, 1980.

Readings in Adolescent Development. Open Learning Institute, 1984.

Course fee

\$132 (tuition \$75, text and supplies \$52, postage and handling \$5)



SCIE 010
ABE
General Science

This course deals with topics 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

None.

Required texts

None. All required course material will be supplied.

Course fee

\$45 (tuition \$34, text and supplies \$6, postage and handling \$5)

SCIE 020
ABE
Physical Science

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

Prerequisites

SCIE 010, Grade 10 science, or placement by an advisor.

Required text

Foundations of Space Science by W. Krynowski. Holt, Rinehart & Winston, 1970.

Course fee

\$59 (tuition \$34, text and supplies \$20, postage and handling \$5)

SCIE 100
(3) UNIV (TV)
Oceanus: The Marine Environment

This course is designed to introduce you to the scientific study of the marine environment and to the theories and predictions of North America's leading oceanographers. It covers a range of topics including historical perspectives on oceanography, the intertidal zones, plate tectonics, islands, plankton and nekton, marine mammals and pollution. There is also some discussion of ocean cultures and political and legal controversies that focus on the oceans. SCIE 100 is supplemented by programs broadcast on the Knowledge Network. These programs are strongly recommended but not essential.

Prerequisites

None.

Required text

Oceanography: An Introduction by D. Ingmanson and W. Wallace. 2nd ed. Wadsworth, 1979.

Course fee

\$107 (tuition \$75, text and supplies \$27, postage and handling \$5)

SOCI 101
(3) UNIV
Introduction to Sociology I

This course will familiarize you 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 labor, the erosion of traditional values and the decline of the community. By the end of the course you 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

People, Power and Process by A. Himmelfarb and C. Richardson. McGraw-Hill Ryerson, 1970.

Return to Laughter by E. Bowen. Doubleday, 1964.

Suicide by E. Durkheim. Free Press, 1951.

Childhood and Society by E. Erikson. 2nd ed. Revised Norton, 1963.

Asylums by E. Goffman. Doubleday, 1961.

The Making of Economic Society by R. Heilbroner. 6th ed. Prentice-Hall, 1980.

A Modern Dictionary of Sociology by G. Theodorson and A. Theodorson. Fitzhenry & Whiteside, 1979.

The Protestant Ethic and the Spirit of Capitalism by M. Weber. Charles Scribner & Sons, 1958.

Readings in Modern Sociology I. Open Learning Institute, 1980.

Course fee

\$194 (tuition \$75, text and supplies \$114, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

50
SOCI 102 ✓

(3) UNIV

Introduction to Sociology II

This course is a continuation of SOCI 101; the concepts developed in this course are applied 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 behavior and social change.

Prerequisites

SOCI 101 or equivalent skills and knowledge.

Required texts

People, Power and Process by A. Himmelfarb and C. Richardson. McGraw-Hill Ryerson, 1970.

The Making of Economic Society by R. Heilbroner. 6th ed. Prentice-Hall, 1980.

In Whose Interests: An Essay on Multi-national Corporations in a Canadian Context by P. Marchak. McClelland & Stewart, 1979.

The Communist Manifesto by K. Marx and F. Engels. Modern Reader Paperbacks, 1968.

A Modern Dictionary of Sociology ed. by G. Theodorson and A. Theodorson. Fitzhenry & Whiteside, 1979.

The Protestant Ethic and the Spirit of Capitalism by M. Weber. Charles Scribner & Sons, 1958.

Readings in Modern Sociology II. Open Learning Institute, 1981.

A note about the texts

Four of the texts, *People, Power and Process*, *The Making of Economic Society*, *A Modern Dictionary of Sociology* and *The Protestant Ethic and the Spirit of Capitalism* are used in SOCI 101 and are not included in the SOCI 102 course package. If you do not already have these texts, you can order them from the OLI Bookstore.

Course fee

\$123 (tuition \$75, text and supplies \$43, postage and handling \$5)

Note: This course is under revision. When the revision is complete, new textbooks will be assigned.

51
SOCI 210 ✓

(3) UNIV

Canadian Social Structure

This course is designed to further your comprehension and critical assessment of social developments in Canadian society. The course emphasizes two major themes: how are scarce resources such as money and power distributed in Canada, and what are the belief systems which purport to explain why a particular distribution is just or unjust? You will focus on how particular aspects of Canadian society developed (the history of social organizations) and how Canadian society is maintained (the processes of social organizations).

Prerequisites

None.

Required texts

The Roots of Disunity: A Look at Canadian Political Culture by D. Bell and L. Tepperman. McClelland & Stewart, 1979.

Last Hired First Fired: Women and the Canadian Work Force by P. Connelly. Women's Press, 1978.

Social Stratification: Canada by J. Curtis and B. Scott. 2nd ed. Prentice-Hall, 1979.

Ideological Perspectives on Canada by P. Marchak. 2nd ed. McGraw-Hill, 1981.

Course fee

\$123 (tuition \$75, text and supplies \$43, postage and handling \$5)

52
SOCI 410 ✓

(3) UNIV

Philosophy of the Social Sciences

How predictable is human behavior? What characterizes an explanation, and what does an explanation accomplish? Can social science be free of value judgements?

These are some of the questions that people ask when they are thinking deeply about problems or ideas in social science. SOCI 410 compares the most stimulating answers known to modern philosophy. Among the specific topics covered are: free will and determinism; the role of "values" in sociological explanation; varieties of positivism and their relationship to the social sciences; and Cartesian dualism and logical behaviorism.

Although the subject matter of the course is broad and varied, it encourages reading and thought along lines that intersect meaningfully.

Prerequisites

SOCI 101 and 102, or equivalent skills and knowledge.

Required texts

Sociological Theory: Pretence and Possibility by K. Dixon. Routledge and Kegan Paul, 1973.

Sociology of Belief by K. Dixon. Routledge and Kegan Paul, 1980.

Social Theory as Science by R. Keat and J. Urry. Routledge and Kegan Paul, 1975.

Philosophy of the Social Sciences Readings. Open Learning Institute, 1984.

The Philosophy of the Social Sciences by V. Pratt. London: Methuen, 1978.

Course fee

TBA (tuition \$75, text and supplies TBA, postage and handling \$5)

53
SOCI 430 ✓

(3) UNIV

Sociology of the Family

This course uses a comparative and historical approach to examine the contemporary western family. Differences in family organization in our society and over time and place are explored in the context of social theory. The family in the community, sex roles and marriage relationships, family networks, and family breakdown and violence are some of the topics you will study.

Prerequisites

SOCI 101 and 102 or equivalent skills and knowledge.

Required texts

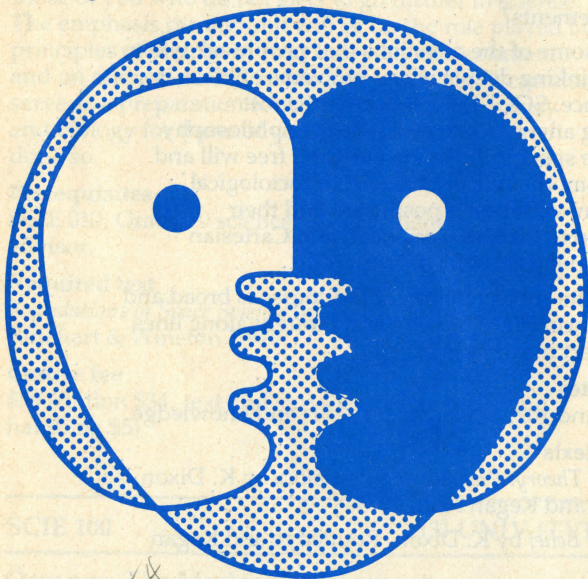
The Changing Family by M. Hutter. John Wiley & Sons, 1981.

Courtship, Marriage and the Family in Canada ed. by G. Ramu. Macmillan, 1979.

Sourcebook in Marriage and the Family ed. by M. Sussman. 4th ed. Houghton Mifflin, 1974.

Course fee

\$142 (tuition \$75, text and supplies \$62, postage and handling \$5)



54
SOCI 431 ✓

(3) UNIV

Sociology of the Family II

A continuation of SOCI 430, this course provides a cross-cultural comparison of the family and looks at family variation over geographical distance rather than historical distance. The course shows how households and communities are organized in various societies vastly different from our own and thereby broadens and refines the theoretical propositions already made about the family. The course, therefore, challenges the assumption that "the family" is a universal unit and is

universally the same. The practical reason behind this stance is that we live in a multicultural country made up of people having different values, backgrounds and family organizations. The student is provided with a basis for understanding these differences and distinguishing between an ethnocentric bias and a legitimate critique.

Prerequisites

SOCI 430 or equivalent skills and knowledge.

Required texts

The Changing Family: Comparative Perspectives. John Wiley & Sons, 1981.

The Nayers and the Definition of Marriage by E.K. Gough. Royal Anthropological Institute, 1959.

The Classification of Corporate Unilineal Descent Groups by M.H. Fred. Royal Anthropological Institute, 1957.

Comparative Sociology of the Family: A Book of Readings. Open Learning Institute, 1983.

A note about the texts

The Changing Family is used in SOCI 430 and is not included in the SOCI 431 course package. If you do not already have this text, you can order it from the OLI Bookstore.

Course fee

\$119 (tuition \$75, text and supplies \$39, postage and handling \$5)

55
SOCI 450 ✓

(3) UNIV

Sociology of Deviance I

This first semester in the sociology of deviance provides a historical overview of approaches to the explanation of deviant behavior, particularly behavior called criminal. The major topics — social norms, deviance and deviants — are examined from various viewpoints: etiological, ecological, functionalist, and so on. A major aim of the course is to enable you to recognize various configurations of "insiders" and "outsiders" in your society; another is to help you understand how slow and broad are the cultural changes that bring about new attitudes to the behavior of these social groups.

Prerequisites

SOCI 101 and SOCI 102 or equivalent skills and knowledge.

Required texts

Vice Lords: Warriors of the Street by R. Keiser. Holt, Rinehart & Winston, 1979.

A Modern Dictionary of Sociology by G. Theodorson and A. Theodorson. Fitzhenry & Whiteside, 1979.

The Sociology of Deviance, Book 1: Readings. Open Learning Institute.

Course fee

\$121 (tuition \$75, text and supplies \$41, postage and handling \$5)

SOCI 451
(3) UNIV
Sociology of Deviance II

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

Prerequisites

SOCI 450 or equivalent skills and knowledge.

Required texts

Outsiders: Studies in the Sociology of Deviance by H. Becker. Free Press, 1963.

Corporate Crime in Canada by C. Goff and C. Reasons. Prentice-Hall, 1978.

The Sociology of Deviance, Book 2: Readings. Open Learning Institute, 1981.

Course fee

\$126 (tuition \$75, text and supplies \$46, postage and handling \$5)

SOST 010
ABE
Themes in Canadian Life

This course examines various aspects of present-day life in Canada. Among the topics discussed are the people, the land and the cities of Canada; Canadian government and law; industry and economics; consumerism; energy and other current problems.

Prerequisites

None.

Required texts

None. All required course material will be supplied.

Course fee

\$42 (tuition \$34, text and supplies \$3, postage and handling \$5)

SOST 020
ABE
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.

Prerequisites

SOST 010, Grade 10 social studies, or placement by an advisor.

Required text

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

Course fee

\$69 (tuition \$34, text and supplies \$30, postage and handling \$5)

SPAN 020
ABE
Spanish I

SPAN 020 is an introductory course in Spanish which stresses the oral approach. The course uses audiotapes and printed booklets to help you develop conversational skills in Spanish. You'll find yourself listening to Spanish — and understanding it — right away. The course is designed to give you practice in speaking Spanish too, both through telephone conversations with your tutor, and through exercises which you will be recording on cassette. Written exercises in the booklets will insure that you develop reading and writing skills as well. SPAN 020 is equivalent to the first half of Spanish 11.

Prerequisites

None.

Required text

The University of Chicago Spanish Dictionary, 3rd ed. Pocket Books, 1977.

Optional text

Spanish Grammar, 2nd ed. Schaum Outline Series, 1980.

Required equipment

You will need a cassette tape recorder for this course.

Course fee

\$51 (tuition \$34, text and supplies \$12, postage and handling \$5)

OLI'S Semester System

Schedule of Important Dates, 1984-85

SEMESTER STARTS	REGISTRATION DEADLINE	WITHDRAWAL DEADLINE	EXAM SESSION STARTS
September 1, 1984	August 22	September 28	December 7
November 1, 1984	October 22	November 28	February 8
January 1, 1985	December 24	January 28	April 12
March 1, 1985	February 22	March 28	June 14
May 1, 1985	April 22	May 28	August 19
July 1, 1985	June 24	July 29	October 18

Course Start Dates

Most OLI courses (those worth 3 credits) are designed to be completed in one 4-month semester; i.e. 14 weeks of study time plus the exam period. Most courses are offered six times a year, with new sessions starting January 1, March 1, May 1, July 1, September 1, and November 1. You may start a course on any of these dates. Since courses require 4 months to complete, the sessions overlap. You may plan your registrations to avoid this overlap or to take advantage of it. For example, you might start one course in November, find you could carry a heavier load, and add a second course in January.

Late Registrants

Late registrations are not permitted. Registrations received after the deadline will automatically be bumped to the next semester.

e.g. a registration received on October 23, 1984 would automatically be applied to the semester starting January 1st, 1985.

Early Finishers

OLI courses are designed to be completed in four months. However, most students are permitted to write the examination and complete the course within 2, 4 or 6 months. Instructions will be sent to you at the start of a course detailing how you arrange an examination. It is important that you follow these instructions, since examinations are set up only at the request of the student. You should also keep your tutor informed of your plans.

Extensions

If you need more than 6 months to complete a course, you must re-register and repay your tuition fee.

See Schedule of Important Dates above for further information.



All About Registration

Admission

Who may enrol at OLI?

- Any BC resident age 18 or over
- Certain BC residents aged 16 and 17 (see Underage Students, page 79)
- Certain residents of other Canadian provinces or territories (see Out-of-Province Students, page 79)

If you are a BC resident temporarily living abroad, you can make special arrangements through the Registrar to complete your coursework over an extended period.

Residents of other countries will not normally be considered for admission. Any exceptions must be negotiated individually with the Registrar.

At OLI, admission is combined with the registration procedure. (see How To Register, below).

How to Register

You can register with OLI in several ways:

1. **PHONE IN** your course selections by telephone to the Richmond office **ONLY**, quoting your VISA number for payment of fees
2. **MAIL IN** your registration/application form to the Registrar's office at the Richmond centre, with your cheque or money order, or indicating your VISA number in the space provided
3. **WALK IN** with your completed registration form and fee payment (cheque or money order) to your nearest OLI regional advising centre. If you register in person at the Richmond office you may pay in cash. In many cases you will be able to pick up your course package at the time of registration.

REGISTRATION FORMS ARE INCLUDED AT THE BACK OF THIS CALENDAR.

Deadlines for submission are printed on the back of the forms.

Cheques and money orders should be made payable to the Open Learning Institute.

When your application has been processed you will be sent a letter giving the names of your advisor and tutor(s), and providing other useful information. Course materials will normally be shipped shortly afterwards.

Delivery of packages takes one or two weeks depending on where you live and on conditions at the Post Office. Please make sure that you register far enough in advance to allow time for delivery.

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

New Students

If you are registering with the Open Learning Institute for the first time, we require various items of information from you, such as your name, address, educational background and so on. You can give us this information by completing your application/

registration form in full, or by giving the information to the Student Services clerk who takes your registration over the telephone.

Returning Students

Students who are currently registered with OLI will receive personalized registration forms by mail. These forms should be completed and returned to the Registrar's office in Richmond, or your local advising centre.

Adult Special Education

The Institute recognizes fully the special needs of students who are disabled or handicapped. Within the limits of its resources, human and physical, it will do everything it can to ensure educational opportunities for those students.

The methods of instruction used by the Institute allow students to study at home with the assistance of learning packages and tutors. In consequence, courses are already available to handicapped persons, especially those with motor disabilities. But individual students have particular needs, and those needs must be carefully considered. For that reason, students who are handicapped or disabled are urged to consult the advising services of the Institute. While it will not always be possible to accommodate the requirements of every student, the Institute will be assiduous in its attention to students with special needs.

Updating Your Records

It is crucial that OLI have accurate records of your name, address and telephone number. If any of these change between the time you register and the time you receive your grades, please notify us immediately. Mail the special card included in each course package directly to the Registrar's Office in Richmond.

Audit Students

With distance education, there is no direct equivalent to the audit status commonly found in traditional institutions. However, you can buy single copies of Open Learning Institute materials for private study if you do not wish to pursue a formal course of instruction. You will receive a copy of the course manual and learning units at the "audit price" (see page 72 for details) and copies of textbooks and other additional materials at the regular "textbooks and supplies" price, which is listed for each course in the Course Description section of this calendar. You will NOT receive assistance from a course tutor, submit assignments, or write examinations other than through the Course Challenge procedure (see page 72).

Courses purchased in this way will not form part of your permanent student record.

Transferring Credits

You should know about OLI's transfer credit policies and procedures if:

- you wish to transfer credits from other institutions to OLI
- you are an OLI student who wants to take courses at another institution for credit towards an OLI diploma, certificate or degree
- you wish to earn a second degree or certificate with OLI
- you are a "visiting student" who wants to take OLI courses for transfer credit to to another institution.

It is YOUR responsibility to make sure that any transfer credit arrangements are approved before you register. Please read the following section carefully, and refer to page 79 for more information on Transfer Credit Regulations.

Transferring Credits FROM other Institutions TO OLI

Students with partially completed programs may receive transfer credit for previous studies taken through a recognized Institution. The maximum amount of transferable credit is dependent on the program. 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 taken 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 University Programs page 16 or Career/Technical/Vocational Programs page 10 for more specific information, and Appendix II for Transfer Credit Regulations and Procedures.

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, you should 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.

Visiting Students

If you are taking courses at OLI for transfer to another institution, you should have written approval in advance from the Registrar of your institution, and/or the Dean of your faculty. Although your registration at OLI does not depend on this document, it will ensure that credits earned at OLI will be transferable to your home institution.

With a few exceptions, OLI university level courses are acceptable for transfer to the other three BC universities, and career/technical courses are transferable to other BC colleges and technical/vocational institutes. Transferability is subject, of course, to the course fitting the approved program of the individual student.

For further information, contact your nearest OLI advisor, or a counselor at your home institution.

Transfer Credit to Professional Associations

Courses from OLI may be used to meet the requirements of a number of professional associations. The table at right lists the approved equivalencies. Please note that, in some cases, specific grades must be achieved to obtain recognition.

Getting 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 the OLI degree selected must be met
- b) the OLI degree must be different in areas of specialization than the previous degree
- c) transfer credit for courses taken for the first degree may be awarded to a maximum of 75% of the credits required for the OLI degree.

Getting A Second Certificate

If you already hold a certificate from another institution and wish to obtain another one AT THE SAME LEVEL, the following conditions apply:

- a) all conditions specified for the completion of the OLI certificate or diploma must be met
- b) credits used to meet the requirements of the first certificate or diploma may be used to meet the requirements of a second one at the same level, but with a different area of specialization, up to a maximum of 50%. Additional credit may be granted upon special review.

Transfer Credit Procedure

If you are seeking to transfer credit from another educational institute 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 \$25 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.

See additional regulations on page 79.

TRANSFER GUIDE TO PROFESSIONAL ASSOCIATIONS

OLI	C.G.A. (grade B or better required)	R.I.A. (grade C or better required)	C.A.	A.P.A.	Appraisal Institute of Canada, B.C.	Inst. of Chartered Secretaries & Administrators	Real Estate Institute of Canada
BUSM 131/132	Accounting 101	Introductory Accounting 111	Introductory Financial Accounting	Accounting 100	Introduction to Accounting 303A	Principles of Accounting	Accounting
BUSM 141			Commercial Law	Law 150 (1/2 credit)		Principles of Law	Business Law
ECON 200	Economics 104 (with ECON 201)	Economics 212 (with ECON 201)	Economics	Economics 210 (with ECON 201)	Principles of Economics 102 (with ECON 201)	Principles of Economics	Microeconomics
ECON 201	Economics 104 (with ECON 200)	Economics 212 (with ECON 200)	Economics	Economics 710 (with ECON 200)	Principles of Economics 102 (with ECON 200)		Macroeconomics
ENGL 107	Business Writing					Commun.	
BUSM 136			Business Finance	Financial Management 320 (1/2 credit)			
MATH 102			Probability and Statistics				
MATH 107						Statistics	
MATH 110			Mathematics				
MATH 111			Mathematics				
MATH 411			Mathematics				
MATH 101			Mathematics				
PSYC 101/102			Organ. Behav. policy				
SOCI 101/102			Organ. Behav. policy				
ADMN 210			Organ. Behav. policy				
ADMN 411/412				Organ. Behavior 230			

Course Fees

OLI course fees may consist of up of five parts:

1. The tuition fee (or audit fee)
2. The "textbook and supplies" fee
3. The lab fee (applies to only a few courses)
4. The refundable deposit (applies to only a few courses)
5. The postage and handling fee

For your information, these five components are broken down for each course in the Course Descriptions section. A general schedule of fees can be found on below. Some courses also require a refundable deposit on additional equipment.

Schedule of Fees

FEES SHOWN IN THIS CALENDAR ARE EFFECTIVE SEPTEMBER 1, 1984. 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: \$34 per course
Career/Technical/Vocational courses (credit): \$69 per 3 credit course

University courses: \$75 per 3 credit course

Non-credit courses: individual fees apply

B. PURCHASE OF COURSE MATERIALS ("AUDIT" FEE)

The cost of texts and supplies is extra.

Secondary School completion courses: \$25 per course
Career/Technical/Vocational courses (credit): \$50 per course

University courses: \$50 per course

Non-credit courses: individual fees apply

Note: Courses with equipment may not be audited.

C. OTHER FEES

Transfer Credit Evaluation involving non-B.C. documents: \$25

Special Examination Arrangements: \$25.00 per course
See Examination Regulations (Appendix II, Section 3.3.2) for details of when this fee will be assessed.

Grade Appeal Fee: \$15 per course

Transcript Fee: First copy \$3, Additional copies ordered at the same time \$1

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

Transfer of Registration and Fees

Your registration and fee payment are for a specific session. They cannot be transferred to another person or another session.

Income Tax Receipts

Income tax receipts for fees will automatically be sent to your mailing address in February.

Senior Citizens

Senior citizens (students aged 65 or over) need pay only one quarter of the tuition fees, plus the regular textbook and supplies, and postage and handling fees.

Course Changes

Because of delays involved in exchanging course materials, course changes are not normally permitted. However, if you have been placed at the wrong level and wish to change to a higher or lower level course in the same subject area, an exception may be made, or your application may be transferred to the next session to allow you more time. If you find your course too easy or too hard, consult your tutor or advisor at the earliest possible opportunity, in no case later than the 28th day of the session.

Withdrawing from a Course

You may withdraw from a course until the 28th day of a session. Notice of Withdrawal must be received in the Registry by 4:30 on that day (September 28, November 28, January 28, March 28, May 28 and July 29).

Refund of Fees

Refund of fees will be as follows:

- 75% of the tuition fee
- 100% of the textbook and supplies fee ONLY if the books are in resaleable, new condition
- 100% of the laboratory fee if all materials are returned unused

NO REFUND of the postage and handling fee

Repeating a Course

If you fail a course and want to try it again, you must reregister in the course, repay only the tuition and postage & handling fees, do whatever term work the tutor requires, and rewrite the final examination.

Or, if you have received a low passing grade in a course and wish to improve your grade, you may reregister also.

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

Course Challenge

You may wish to challenge a course (attempt to receive credit by examination only). Almost all courses are available for challenge. Your advisor will inform you of the exceptions. Course challenge is graded on a pass/fail basis only. See page 83, Credit by Examination, for further details.

Examinations

At the end of a credit course you will be required to write a final examination. You may write your final exam at a session within two, four, or six months after the official start date of your course. (see Schedule of Important Dates for exam session dates, page 68)

YOU must inform OLI's examinations department and your tutor of your course completion and examination plans. OLI sends examination information at the start of each course. You *must* return the forms included or no examination arrangements will be made for you. It is important that the deadline be adhered to as the Coordinator of Examinations requires several weeks notice to arrange your exam. You will be informed by the examinations department of the date, time and location of your examination.

Approximately 60 examination centres are established around the province six times a year. 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 on weekends and in the evenings.

If, for a good reason, you are unable to attend a regular examination centre, you may request approval from the Coordinator of Examinations 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 \$25 per course to cover the cost of the special arrangements. This fee must be paid at least 14 days before the scheduled date of examination.

Handicapped students may claim exemption from this fee; you should consult with your advisor for information on the procedure.

(You will find detailed examinations procedures and regulations on page 82)

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

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 page 69)

Students with Special Needs

Any special requests for examination modifications should be indicated on the Examination Application Form.

Examination supervision modifications could include the following arrangements: invigilator may come to the student; examination may be read to the student; student may dictate answers to a second party or tape.

Grades

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 course grades will be entered into and remain a part of the student's permanent record.

Non-credit courses sometimes require submission of work, but course grades are not awarded.

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.

You should be aware that release of grades will take place four to six weeks after examinations. This is because of the time it takes for exams to arrive in Richmond from some of the remote centres, and for exams then to be sent to and received back from markers.

GRADES: Credit Courses

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

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 — Awarded to a student who has not met the requirements of the course, either because they have failed the final examination, or because their average on components of the course completed is below the passing level.	0
I	Incomplete grade — Awarded on expiry of the time allowed for the course to any student who has not written the final examination or has not completed a mandatory component of the course.	0

NOTE: A final grade will be awarded once all mandatory components of the course have been completed. If further assignments are subsequently received (within the time permitted for the course), the final grade will be reviewed.

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.

GRADES: Non-Credit Courses

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.

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 \$15 per course and must accompany the request to the Director of Student Services. See page 84 for further details on Appeals.

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.

Grade Point Average (GPA)

The grade point average (GPA) is a means of expressing the student's average performance. At OLI, GPA's are used only for determining whether or not a student has met graduation requirements. These are defined within the individual program areas.

The GPA of a group of courses is calculated by averaging the grade point value (course credits value times numerical equivalent of grade) of each course in the group.

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.

GPA Requirements

Grade 10 & Grade 12

There are no minimum grade point average requirements for Grade 10 and Grade 12 Completion Programs.

Certificate or Diploma Programs

In order to qualify for a certificate or diploma, students must have a GPA of 2.0 or higher, calculated on courses taken at OLI, including only those courses actually used to meet the requirements of the certificate or diploma.

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 level courses taken at OLI which are used to meet the requirements for the appropriate degree.

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 be released only 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	\$3.00
Addition transcript request on the same form. Each.....	\$1.00

We at the Open Learning Institute hope that no student will be denied access to our programs because of a lack of finances. Although, at the present time, we do not have a great deal of funding available, we will do everything we can to assist any student with a demonstrated financial need.

A student may use financial aid to help pay for course materials, tuition fees or travel costs to centres where laboratory portions of some course are held.

Types of Financial Assistance

Loan

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

Bursary, Grant or Scholarship

A bursary, grant or scholarship does not need to be repaid. The recipient of a bursary or grant is chosen from those students who can demonstrate financial need and who have satisfactory academic records. A scholarship is a cash payment made to students in recognition of his or her high academic achievement.

How to Apply for Financial Assistance

A student who requires financial assistance should first contact his or her advisor. The advisor will answer queries about financial assistance and supply appropriate application forms.



Eligibility

Some awards are open only to full-time students and what is considered full-time study for one award may not be considered so for another. Regulations regarding "full-time" vary from award to award. In order to be considered a full-time student, the range is from 9 to 15 credits per semester. Check with an advisor to get information regarding a particular award.

Awards open to part-time students are usually prorated according to the sizes of course loads students carry.

Financial Aid Available to OLI Students

The following are descriptions of the various financial assistance programs which are available to OLI students.

Federal and Provincial Assistance

British Columbia Student Assistance Program (BCSAP)

The British Columbia Student Assistance Program provides financial assistance to students who are enrolled full-time in post-secondary programs.

There are two components of BCSAP:

1. *The Canada Student Loan Program* which is funded by the federal government provides (repayable) loans to students who demonstrate financial need and who maintain a minimum of 9 credits per semester. The maximum award is \$100 per week.
2. *The B.C. Provincial Grant Program*, funded by the provincial government, makes grants (which do not have to be repaid by the student) available in addition to the federal student loan when the following criteria are met:
A minimum course load of 12 credits per semester must be maintained.
Continuing full-time students must have achieved a satisfactory academic standing in their last educational term at OLI. A new registrant at OLI is exempt from this requirement for the first term enrolled.

Completed application forms for the *British Columbia Student Assistance Program* (loans or grants) must be submitted to OLI 8 to 10 weeks before funds are required.

Part-time Student Loan Program

The Part-time Student Loan Program is a federal program which provides (repayable) loans to students enrolling in part-time programs (less than 9 credits per semester at OLI). Loans are available to cover the cost of tuition, books, handling charges, supplies, transportation, daycare and incidentals. Repayment of loan begins 30 days after negotiating the loan. For this program, a student is permitted a balance of no more than \$2500 at any one time.

Completed application forms for part-time loans must be submitted to OLI 8 to 10 weeks before funds are required.

Special Assistance Program

This is a provincially funded grant program. Special Assistance Program grants do not have to be repaid by the student and are available to:

Students who enrol in less than 9 credits per semester, who have applied for a part-time student loan and whose needs are not fully met by the loan. Awards will be prorated according to course load, to a maximum of \$150 per semester.

Students who enrol in 9 to 11 credits at OLI, who have applied for a student loan under the BCSAP program and whose needs are not fully met by the loan. The maximum award will be \$150 per semester.

Students who enrol in programs of less than 12 weeks' duration. As these programs are not covered by the student loans programs, students may apply for special assistance only, to a maximum of \$20 per week.

To apply for special assistance, an Appendix VII must be completed and submitted to an OLI advising centre at least four weeks before funds are required.

Adult Basic Education Student Assistance Program

The Adult Basic Education Student Assistance Program (ABESAP) is a provincially funded grant program designed to provide direct educational costs to students enrolled in Adult Basic Education courses. Direct educational costs include tuition fees, books, handling charges and supplies. Funds are disbursed by individual institutions and do not have to be repaid by the student.

A student who requires financial assistance for Adult Basic Education courses should contact an OLI advisor well in advance of the starting date of the semester he or she plans to attend.

Other Loans

B.C. Youth Foundation Loans

The B.C. Youth Foundation makes interest-free loans available to those students who are ineligible for government loans. Loans are made to bona fide residents of B.C. under the 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 provided for those student studying in technical and vocational fields, 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 unforeseen financial crises. 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 of the borrower.

Other Bursaries, Scholarships and Awards

Pacific Association for Continuing Education Bursary

This bursary provides grants of between \$50 and \$200 to 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 indicate that they have no access to any other scholarship or bursary funds. Applicants must also show evidence of intent to pursue a continuing education plan or job upgrading goal which will benefit both the individual and his or her community. Applications must be received by the secretary of PACE at least one month prior to the commencement of the learning activity. A student may receive the PACE bursary award only once.

Institute of Chartered Accountants Bursary

An award of \$300 will be made annually to the Student of the Open Learning Institute who achieves the highest standing in BUSM 136 Financial Management in an academic year. Students who complete the course by August 31 are eligible in that year. Students need not apply, but those who have completed BUSM 136 should ensure that their current addresses are on file at OLI.

M.C. Robinson & Donald Buckland Memorial Fund for the Blind

The M.C. Robinson & Donald Buckland Memorial Fund is sponsored by the Canadian National Institute for the Blind. An annual award of \$200 is available from this fund to any blind full-time university or post-secondary student who resides permanently in British Columbia. Enquiries should be directed to the Executive Director of the B.C.-Yukon Division, CNIB, 350 East 36th Avenue, Vancouver, B.C., V5W 1C6.

Rixon Rafter Scholarship Fund

This fund was established in honor of the late Rixon Rafter, a graduate of the Ontario School for the Blind (now the W. Ross MacDonald School) in Brantford, Ontario. An amount of \$150 to \$300 is provided; under exceptional circumstances, the amount may be increased to a maximum of \$500. In B.C., you should direct your application to the Canadian National Institute for the Blind, Vocational Counselling and Employment Services Department, 350 East 36th Avenue, Vancouver, B.C., V5W 1C6.

Terry Fox Scholarship

This is a renewable award of \$3000 annually, for a maximum of four years or until a first degree is obtained. Candidates must be Canadian citizens or applicants for Canadian citizenship, studying towards a first degree or diploma in a Canadian university or college. Selection criteria will be based on a demonstration of the highest ideals and qualities of citizenship and humanitarian service while in pursuit of academic goals, amateur sport, fitness, health, community service and related endeavors.

Applications must be submitted, complete with supporting documents, by February 1, 1985.

Applications may be obtained by writing to the Terry Fox Humanitarian Award Program, 711 — 151 Sparks Street, Ottawa, Ontario, K1P 5E3.

Open Learning Institute Bursary 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 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.

Open Learning Institute Permanent Bursary Endowment Fund

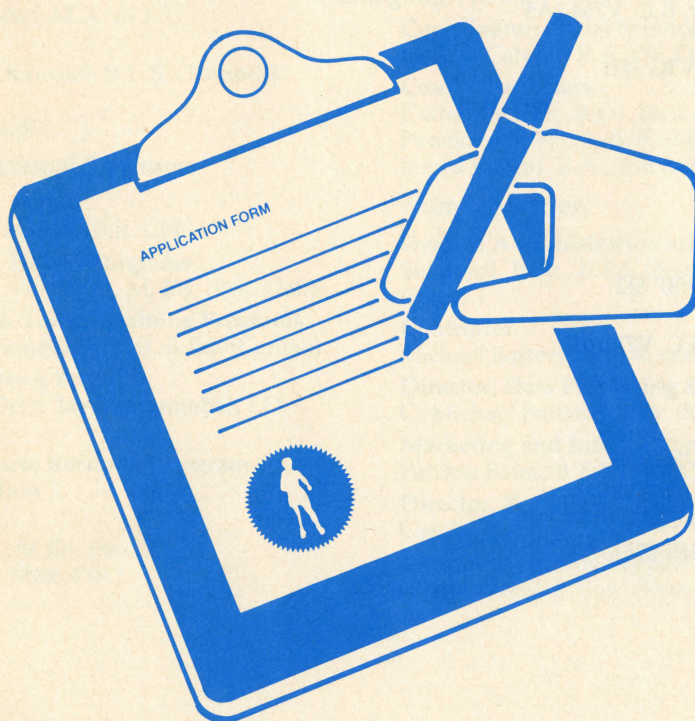
The Permanent Bursary Endowment Fund is a perpetual trust fund established by private donation, the interest from which will be used to supplement the bursary fund.

Private Bursaries

There are many other private bursaries available to students attending British Columbia's post-secondary institutions; many of these would be available to students enrolled at the Open Learning Institute. For a comprehensive list of private bursaries, consult the calendar of any of the B.C. universities. Application procedures for these bursaries vary, and most have restrictions and conditions imposed on them. OLI advisors will help students select and apply for bursaries which could be available to them.

Lieutenant-Governor's Medal

This medal is to be awarded annually to an OLI student graduating from a Career, Technical, or Vocational (CTV) program of less than two year's duration. This medal will be awarded to a student who has not only excelled in his or her studies, but has also contributed in a positive way to the life of the Institute or to the life of his or her community.



Educational Alternatives for BC Adults



The Open Learning Institute cooperates with twenty-two other public education institutions in BC to bring you the widest possible range of educational opportunities. You might wish to take advantage of our combined offerings in a number of ways. For example,

- you can combine home study courses from OLI with classroom learning at your community college, or
- you can ease yourself back into the education system with OLI's distance learning courses, and then transfer your earned credits to one of BC's other colleges or universities, or
- you can take a year or two away from full-time study to work or raise children. Taking a couple of OLI courses when your schedule allows will keep your academic skills from getting rusty, and move you closer to your goal, too.

We encourage you to contact any of the institutions listed here for information on other educational opportunities in your region. Or, you can get in touch with an OLI advisor who will assist you in making an educational choice that's right for you.

Provincial Institutes

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 985-0622
265 West Esplanade, North Vancouver, B.C. V7M 1A5

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

Kwantlen College 591-1111
Box 9030, Surrey B.C. V3T 5H8

Malaspina College 485-2878
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* 875-6111
King Edward Campus, 1155 East Broadway,
Box 24620 Station C V5T 4N3
Langara Campus 324-5511
100 West 49th Ave. Vancouver, B.C. V5Y 2Z6
Vancouver Vocational Institute 681-8111
250 West Pender Street Vancouver, B.C. V6B 1S9

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

* Indicates institutions offering distance education programs.

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Appendix II: Regulations

1. Admissions

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.

Provisions 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, or 50% of that required for a 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 a second degree, or 50% of that required for a certificate or diploma.
 - 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 C or higher (ABCD system) or a grade of 60% or higher (50% pass mark system).

2.2 Transfer Credit Review Committee

2.2.1 Purpose

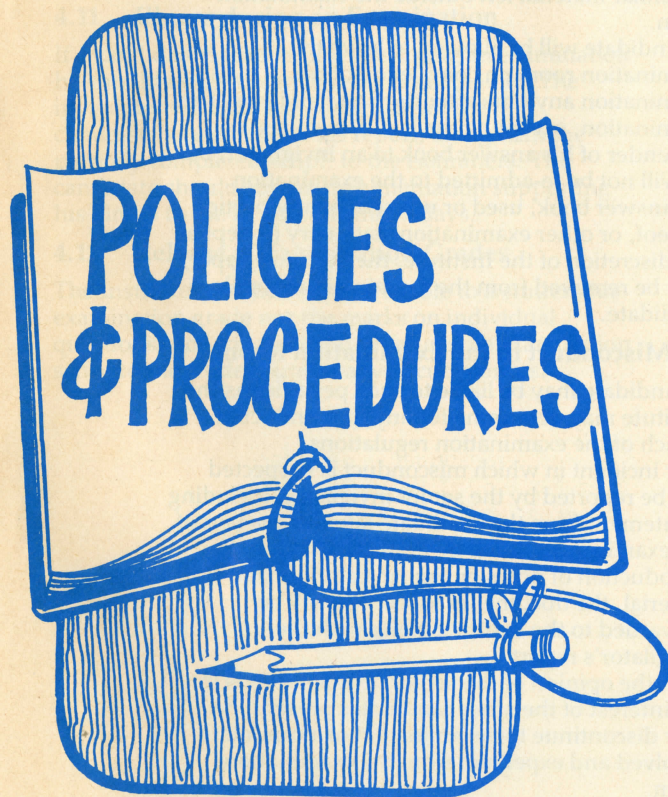
- A) To establish rules for the award of transfer credit.
- B) To advise, at the request of those responsible for credit evaluation, on the suitability of work for transfer.
- C) To act as final arbiter in cases of dispute over the award of credit.

2.2.2 Constitution

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 a 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 the 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 7 days before the official starting date of the term to which the application is made.
- F) For courses which extend longer than 2 months and which have tuition fees 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 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

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 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 the specifications 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

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 made 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

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

4.7 Conduct in the Examination Room

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 within 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 an 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

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

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 challenge 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 receive 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

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 the 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 coordinators and the Director of Student Services; other staff in 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 Institute, 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

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) Certificate, diplomas, degrees, etc. awarded
- B) Information will be released without student consent to persons in compliance with a judicial order or subpoena, or as requested 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.



IF YOU REQUIRE ANY ASSISTANCE WITH COURSE SELECTION, PLEASE CONTACT YOUR NEAREST ADVISOR OR TELEPHONE RICHMOND ADVISING CENTRE AT 270-8021

DEADLINES FOR SUBMISSION

The Open Learning Institute operates six four-month long sessions each year, with each new session overlapping the previous one. Students may start in any session, and continue in any pattern of sessions convenient to them.

To ensure that you receive course materials prior to the session starting date, you are urged to register as early as possible; if your registration is received in Richmond less than two weeks prior to the session starting date, you will almost certainly receive the course materials late. Any registration received after the session starting date will automatically be transferred to the following session unless instructions to the contrary are given.

Session Starting Date:	1 January	1 March	1 May	1 July	1 September	1 November
Registration Deadline:	22 December	22 February	22 April	22 June	22 August	22 October

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.

PLEASE READ INFORMATION ON REVERSE BEFORE COMPLETING. PRINT CLEARLY

HAVE YOU BEEN REGISTERED AT OLI PREVIOUSLY?

☐ YES

☐ NO

 IF YES, GIVE YOUR
OLI STUDENT NUMBER:

--	--	--	--	--	--	--	--	--	--

PERSONAL DATA

SURNAME (FAMILY NAME)

GIVEN NAMES — IN FULL AS ON BIRTH CERTIFICATE

TITLE

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

DATE OF BIRTH

Day	Month	Year

SEX

☐ M ☐ F

ORIGINAL SURNAME IF MARRIED, WIDOWED OR DIVORCED

HOME TELEPHONE NUMBER

Area Code

MARITAL STATUS

☐ Single ☐ Married

MAILING ADDRESS

MAILING ADDRESS — 2nd LINE IF NECESSARY

CITY / TOWN / VILLAGE

BUSINESS TELEPHONE NUMBER

Area Code

COUNTRY OF CITIZENSHIP

STATUS OF VISA — If

☐ Non-Canadian ☐ Landed Immigrant
☐ Student ☐ Visitor
☐ Diplomatic

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

 Approximate hours
per week available
for study

 Education
Code (See
Reverse)

 Occupation
Code (See
Reverse)

ACADEMIC INTENTIONS

I WISH TO REGISTER IN THE SESSION STARTING:

☐ 1 JAN

☐ 1 MAR

☐ 1 MAY

☐ 1 JULY

☐ 1 SEPT

☐ 1 NOV

NOTE: REGISTRATIONS RECEIVED AFTER THE SESSION DEADLINE WILL AUTOMATICALLY BE TRANSFERRED TO THE FOLLOWING SESSION.

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

TO COMPLETE AN OLI PROGRAM AS SPECIFIED:

☐ Bachelor of Arts Degree
☐ Bachelor of Arts in Administrative Studies Degree
☐ Associate in Arts Diploma
☐ Grade 12 Certificate
☐ Grade 10 Certificate
☐ Trades Training (TQ, Apprenticeship, etc.)

☐ Office Administration Certificate
☐ Office Management Certificate
☐ Motel Management Certificate
☐ Restaurant Management Certificate
☐ Small Business Management Certificate
☐ Electrical Generating Systems
☐ Construction Supervision Certificate

☐ Electronics Certificate
☐ Dental Assisting
☐ RN Refresher
☐ Industrial Supervision Certificate
☐ Power Engineering

OTHER OBJECTIVE:

☐ To take course(s) for credit at another institution

☐ To take course(s) for general interest/upgrading

 YOU MUST CHECK ONE OF THE ABOVE. THIS INFORMATION WILL BE USED FOR ADVISING AND STATISTICAL PURPOSES —
YOUR RESPONSE WILL NOT COMMIT YOU TO A SPECIFIC PROGRAM.

COURSES

COURSE IDENTIFIER	COURSE TITLE	COURSE FEE
TOTAL FEES		\$

NEW STUDENTS REGISTERING IN ANY COURSE WHICH HAS A PREREQUISITE SHOULD ATTACH A SHEET DESCRIBING HOW AND WHEN THEY COMPLETED THE PREREQUISITE. FAILURE TO DO SO MAY DELAY THE PROCESSING OF THE REGISTRATION.

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

\$

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

SIGNATURE

DATE

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- 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

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Open Learning Institute

Box 94000

Richmond, B.C.

V6Y 2A2

Telephone: 270-8021