



THE COMMONWEALTH *of* LEARNING

**DIRECTORY OF
COURSES AND MATERIALS FOR TRAINING
IN DISTANCE EDUCATION
1995**

THE COMMONWEALTH *of* LEARNING

The Commonwealth of Learning is an international organisation established by Commonwealth governments in September 1988, following the Heads of Government Meeting held in Vancouver in 1987. It is headquartered in Vancouver and is the only Commonwealth intergovernmental organisation located outside of Britain.

The purpose of The Commonwealth of Learning, as reflected in the Memorandum of Understanding, is to create and widen access to education and to improve its quality, utilising distance education techniques and associated communications technologies to meet the particular requirements of member countries. The agency's programmes and activities aim to strengthen member countries' capacities to develop the human resources required for their economic and social advancement and are carried out in collaboration with governments, relevant agencies, universities, colleges and other educational and training establishments among whom it also seeks to promote co-operative endeavours.

The Chairman of the Board of Governors is Dr. H. Ian Macdonald and COL's President and Chief Executive Officer is Dr. G. Dhanarajan.

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#1700-777 Dunsmuir Street
P.O. Box 10428, Pacific Centre
Vancouver, British Columbia
CANADA V7Y 1K4

Telephone: 604 775 8200
Facsimile: 604 775 8210
Email: info@col.org
Telex: 04507508 COMLEARN

PREFACE

The fourth edition of this directory has been compiled from information supplied by institutions actively engaged in distance education, representing, collectively, many years of experience. The organisations and authors have reflected and incorporated much of their own practical experience in distance education in the materials listed here. Information was requested about training opportunities and materials in six categories: *Introduction to Distance Education; Management and Administration; Instructional Design; Technology in Distance Education; Student Support and Tutor Training, Research and Evaluation, and Full Programmes of Study*. The directory is organised under these headings.

It is expected that the directory will be revised and updated periodically, and you are invited to submit information on courses and materials designed for training those involved in distance education programmes. Supplementary information, comments and suggestions about the format and presentation of the directory are also welcome, and should be directed to:

The Training Division

The Commonwealth of Learning
#1700, 777 Dunsmuir Street
Vancouver, BC
CANADA V7Y 1K4

Telephone: (604) 775-8200
Fax: (604) 775-8210
Email: info@col.org
Internet: <http://www.col.org>

November, 1995
Vancouver, Canada

HOW TO USE THIS DIRECTORY

The materials and programmes listed in this directory have been developed by distance education practitioners working at all levels and sectors of public educational systems in the Commonwealth. In many cases, they were developed initially to meet the needs of staff in their own distance education systems, reflecting the actual experience and practical learning needs of distance educators, and are designed to provide opportunities for skill development in the field. An objective of the directory is to support the sharing of resource materials and programmes among Commonwealth distance educators by providing information about currently available programmes for training.

Listings are organised under six categories: Introduction to Distance Education; Management and Administration; Instructional Design; Technology in Distance Education; Student Support and Tutor Training, Research and Evaluation, and Full Programmes of Study.

The listings are also presented under two major delivery categories: Self-instructional Materials and Face-to-face Courses. Information about face-to-face training opportunities is intended to be sufficient to allow potential users to make a preliminary assessment, and to determine whether they wish to seek further information from particular institutions. While most of the material categorised as self-instructional learning material can stand alone, some institutions also offer optional tutorial services and accreditation on completion. Details about diplomas, certificates and degrees available on the completion of courses are provided in a separate section. Those interested in previewing materials or in obtaining more information about courses should contact sources directly.

NOTES

ACCREDITATION: Specifics of accreditation, when applicable, are indicated in each listing.

CONDITIONS FOR ACQUISITION are indicated in each listing.

CURRENCY: Prices listed are in the domestic currency of the originating institution.

FEES and PRICES listed are as listed by suppliers, effective for 1995, and are subject to change. Some suppliers may charge additional fees for postage and handling.

FORMAT OF ELECTRONIC MEDIA:

Software: The format of computer software is provided in the listing.

Video: Check that videocassettes are available in the format prevalent in your region: NTSC is used in North America, PAL is used in Great Britain and Europe, and is also most prevalent in Africa and Asia.

INFORMATION contained in this directory was obtained from materials provided by distance learning institutions as of September 1995, and every effort has been made to ensure its accuracy. However, The Commonwealth of Learning does not accept responsibility for any errors or omissions in this directory.

LANGUAGE OF PRESENTATION: Unless otherwise specified, materials and courses listed are in English.

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Questionnaire for Users

1. INTRODUCTION TO DISTANCE EDUCATION

Self-Instructional Materials

1.1 *The A-Z of Open Learning.* R. Lewis, C. Jeffries, J. Meed, R. Merritt

A guide to terms often used in open learning, and to the main approaches currently used in open learning. Covers key issues in the development of systems and materials.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom
tel: 44 1223 316644
fax: 44 1223 313586

Year: 1990
Price: £19.95
ISBN: 0-860828-24-7

1.2 *The Blueprint Series.*

Eight, self-contained modules each consisting of a workbook, an audiocassette and a mentor guide. A foundation course for anyone working in, or about to work in, open and distance learning. The materials contain structured self-development programmes including checklists, job aids, and projects which apply ideas and techniques to practical situations.

Available from:

The Open College
781 Wilmslow Road
Didsbury, Manchester
United Kingdom M20 8RW
tel: 44 161 434007
fax: 44 161 434 1061

Year: 1991
Price: £225 (*complete set*)
ISBN: n/a

1.3 *The Case for Open Learning.*

Audiotape and videotape. Provides an overview of the applicability of distance learning and an introduction to many issues discussed in greater depth in other packages in the nine part series; requires 15-20 hours of study time.

Available from:

SCOTTSSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY
tel: 44 1382 454438
fax: 44 1382 454921

Year: 1989
Price: £70
ISBN: n/a

1.4 *Exploring Open and Distance Learning.* Derek Rowntree.

An introduction to the field of open and distance learning for teachers, trainers and managers. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom
tel: 44 171 278 0433
fax: 44 171 837 6348

Year: 1992
Price: £18.95
ISBN: 0-7494-0813-8

1.5 *Introduction to Distance Education.* J. Baath.

Basic traits of distance education, quality considerations, planning requirements, organisation and management. Requires approximately 30-35 hours of study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
Correspondence Schools
Cranfield Road, North Crawley
Newport Pagnell, Bucks. MK16 9HP
United Kingdom
tel: 44 1234 732300
fax: 44 1234 751369

Year: 1992
Price: £35 (*self-instructed*)
£65 (*tutored*)
ISBN: n/a

1.6 *Key Terms and Issues in Open and Distance Learning.* Barbara Hodgson.

A practical guide to open and distance learning using a glossary of important issues and commonly used terms which are described, defined or discussed as appropriate. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom
tel: 44 171 278 0433
fax: 44 171 837 6348

Year: 1993
Price: £12.95
ISBN: 0-7494-0710-7

1.7 *Open Learning and Distance Education in Canada.*

An introduction to open and distance learning, including an overview of the development of distance education in Canada, glossary of terms and bibliography. Publication is in English and French.

Available from:

Canadian Studies Programme
Department of Canadian Heritage
Ottawa, Ontario
Canada K1A 0M5

tel: 819 994 1544

fax: 819 997 8777

Year: 1994

Price: free

ISBN: 0-662600-11-8

1.8 *Open Learning by Open Learning: An Introduction to Open Learning for Training Personnel.* J. Mooney

A general introduction to the concepts of open learning, using an open learning format. Requires two to four hours study time.

Available from:

SCOTTSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1993

Price: £8

ISBN: n/a

1.9 *A Short Guide to Distance Education.* W. Perry and G. Rumble.

An introductory guide to the principles and current practices in distance education, addressing both academic and administrative considerations.

Available from:

International Extension College
Dale's Brewery, Gwydir Street
Cambridge CB1 2LJ
United Kingdom

tel: 44 1223 353321

fax: 44 1223 464734

Year: 1992

Price: £3.50

ISBN: 0-903632-40-3

1.10 *A Taste of Open Learning.*

Audiotape and videotape. This introductory package in a nine part series is designed to provide an experience of open learning for newcomers to the concept of open learning; requires approximately 15-20 hours of study time.

Available from:

SCOTTSSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1989

Price: £30

ISBN: n/a

1.11 *What is Open Learning?: An Introduction to the Series.* R. Lewis and D. Spencer.

Defines and illustrates the meaning of open learning and examines the issues for learners and course providers in schools, colleges and training centres; requires eight to 10 hours study time. Fourth in a series of *Open Learning Guides*.

Available from:

National Council for Educational

Technology

Milburn Hill Road

Science Park, Coventry CV4 7JJ

United Kingdom

tel: 44 1203 416994

fax: 44 1203 411418

Year: 1986

Price: £4.95

ISBN: 0-861841-26-3

2. MANAGEMENT AND ADMINISTRATION

Self-Instructional Materials

2.1 *Activity Costing in Mixed-mode Institutions: A Report Based on a Study of Deakin University.* Greville Rumble.

Using Deakin University as a case study, describes alternative systems to analysing direct and indirect costs in distance education and provides models for estimating capital and operating costs.

Available from:

Deakin University
Distance Education Unit
Geelong
Victoria 3217
Australia

Year: 1986
Price: n/a
ISBN: 0-730002-37-3

tel: 61 52 271 437

fax: 61 52 272 177

2.2 *Administration and Management.*

Deals with administrative systems in distance education, organisation structure, planning, budgeting and costing, use of computers. Requires approximately 30-35 hours study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
Correspondence Schools
Ringcroft Farm, Cranfield Road
North Crawley, Newport Pagnell
Buckinghamshire MK16 9HP

Year: 1990
Price: £35.00
ISBN: n/a

tel: 44 1234 732300

fax: 44 1234 751369

2.3 *The Administration of Distance Teaching Institutions: A Manual.* Tony Dodds.

Two volumes, text; manual, 156 pp; case studies, 109 pp, plus course production game kit. Topics include: an introduction to distance education; selection of media; managing development of print materials; managing radio and audio recording; organising student services; internal organisation; relations with other organisations; costs and budget. Can be used for individual or group study; includes practical exercises and case studies.

Available from:

International Extension College
Dale's Brewery
Gwydir Street
Cambridge CB1 2LJ
United Kingdom

Year: 1983
Price: £28 (*surface mail*)
£36 (*airmail*)
(reduced for Third World buyers)
ISBN: 0-903632-25-X

tel: 44 1223 353321

fax: 44 1223 464734

2.4 *Administrative Structures for Distance Education.* H.D. Perraton.

Examines options available for organising a distance education programme. Resources, working methods, organisational structures, costs and implementation are considered.

Available from:

Commonwealth Secretariat	Year: 1991
Information & Public Affairs Div.	Price: £6.50 (<i>airmail</i>)
Human Resource Development	£5.00 (<i>surface mail</i>)
Marlborough House, Pall Mall	ISBN: 0-850923-79-4
London, UK SW1 5HX	
tel: 44 171 839 3411	
fax: 44 171 930 0827	

2.5 *Adult Learning and Communication in Distance Education.*

Two audiotapes. Designed as a theoretical and practical orientation to distance education principles and practice. Presents profiles of distance students and their perspective, using case studies, narratives and statistical data; reviews learning theories and implications for selection of media and assessment of technologies for distance learning; outlines the role of student support systems in distance education provision and describes the most commonly used approaches and media; explores curriculum planning and course design principles. Also offered as a tutored distance course in the *MA and Diploma in Distance Education for External Students* offered by University of London and The International Extension College.

Available from:

International Extension College	Year: 1992
Distance Education	Price: £150
10 Woburn Square, 2nd Floor	ISBN: 0-903632-45-4
Longon WC1H 0NS	
United Kingdom	
tel: 44 171 580 4372	
fax: 44 171 323 0325	

2.6 *Costing Distance Education.* Greville Rumble.

Provides models for estimating, identifying and analysing the cost of distance education development and delivery; identifies cost factors and gives examples of how to calculate them.

Available from:

Commonwealth Secretariat	Year: 1986
Information & Public Affairs	Price: £7.50
Division, HR Development	ISBN: 0-850922-93-3
Marlborough House, Pall Mall	
London, UK SW1 5HX	
tel: 44 171 839 3411	
fax: 44 171 930 0827	

2.7 *Course on Marketing.*

Explains how marketing principles apply in distance education; discusses research, organisation, statistics, and includes a case study. Requires approximately 30 hours of study time. Also offered as a distance course in the *AECS Diploma in Distance Education*.

Available from:

Association of European
Correspondence Schools
Ringcroft Farm, Cranfield Road
North Crawley, Newport Pagnell
Buckinghamshire MK16 9HP
tel: 44 1234 732300
fax: 44 1234 751369

Year: 1989
Price: £35
ISBN: n/a

2.8 *Delivering Training: An Introduction to the Skills of the Trainer.*

Designed to develop the skills, knowledge and competence of trainers using open learning. The course covers: Introduction; The Role and Skills of a Trainer; Supporting Open Learners, The Trainer's Tool Kit; Planning and Running Training Sessions; Planning Your Development. Requires 30 hours of study. Manager's pack includes 6 workbooks, audio cassette, mentor guide, workshop session guide, manager guide, tutor guide and video.

Available from:

The Open College
St. Paul's
781 Wilmslow Road
Didsbury, Manchester M20 8RW
United Kingdom
tel: 44 161 434 007
fax: 44 161 434 1061

Year: 1991
Price: n/a
ISBN: n/a

2.9 *The Development of Distance Education.*

Designed for educators interested in an in-depth exploration of the role and history of distance education and its place in development. Explores the origins and development of distance education, its essential characteristics and its relationship with other components of the educational system. Examines the specific contributions distance education can make to meeting educational needs, especially in a context of development; presents its range of applications, an assessment of its potential to provide increased access to learning, and comparative costing in relation to conventional education. Provides case studies and short examples of applications of distance education to demonstrate the relationship between theory and practice. Requires approximately 200 hours of study time. Also offered as a tutored distance course in the *MA and Diploma Distance Education for External Students* offered by University of London and The International Extension College.

Available from:

International Extension College
 Distance Education
 10 Woburn Square, 2nd Floor
 Longon WC1H 0NS
 United Kingdom

Year: 1991
 Price: £150
 ISBN: 0-903632-43-8

tel: 44 171 580 4372
 fax: 44 171 323 0325

2.10 *Distance Education: Economic Perspective.* Prof. B.N. Koul (chief editor).

Designed for new distance education administrators and experienced distance education instructors, course authors, instructional designers, tutors and study centre co-ordinators. Topics covered include: basic economic principles; economics of education; economics of distance education; analysis of the general economy; and cost structures and cost analysis principles and practices for face to face and distance higher education in India. Requires approximately 180 hours of study time. Also offered as part of the *Masters in Distance Education Programme*.

Available from:

Indira Gandhi National Open
 University (STRIDE)
 Maidan Garhi
 New Delhi 110068
 India

Year: 1996
 Price: INR 200
 ISBN: n/a

tel: 91 11 686 5923
 fax: 91 11 686 2312

2.11 *Distance Teaching in the Village: A case study of basic functional education for rural development, Allama Iqbal Open University, Pakistan.* David Warr.

A case study of basic functional education for rural development in Pakistan using distance education techniques, describing methods used and experience gained from the project, and provides a source of ideas for similar tasks.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom
tel: 44 1223 316644
fax: 44 1223 313586

Year: 1992
Price: £8.80 (*surface mail*)
£11.50 (*airmail*)
ISBN: n/a

2.12 *Education and Development.*

Text and binder, approximately 500 pp, three audiotapes. Designed for educators who wish to obtain a comprehensive understanding of the relationship between education and development and the role of distance education in this context. Explores the interaction of theory and practice of education in the recent history of development; addresses policy issues such as equality, relevance, quality and efficiency; presents philosophical concepts about learning processes and their impact on implementation; and reviews the dynamics of introducing and evaluating innovation and sustaining reforms. Requires approximately 200 hours of study time. Also offered as a tutored distance course in the *MA and Diploma in Distance Education for External Students* offered by University of London and The International Extension College.

Available from:

International Extension College
Distance Education
10 Woburn Square, 2nd Floor
Longon WC1H 0NS
United Kingdom
tel: 44 171 580 4372
fax: 44 171 323 0325

Year: 1991
Price: £150
ISBN: 0-903632-41-1

2.13 *Electronic Media in Distance Education.* Lesley Duncan.

Study guide (three parts), two audiocassettes, videocassette, reader, three texts and course diary. Designed to explore the use of electronic media in distance education (audio, radio, video, television and computers, and combinations of these). Provides a review of international experience (including developing countries) and research in this field, and examines key issues. Focuses on learning through the media and aims to foster a reflective and critical approach. A half credit course and requires approximately 100 hours of study time. This is an optional advanced course in the *MA and Diploma in Distance Education for External Students* offered by the University of London and The International Extension College.

Available from:

International Extension College
 Distance Education
 10 Woburn Square, 2nd Floor
 Longon WC1H 0NS
 United Kingdom
 tel: 44 171 580 4372
 fax: 44 171 323 0325

Year: 1995
 Price: £100 (*for course*)
 ISBN: 0-903632-50-0

2.14 *Essentials of Distance Education.*

Designed for those involved in the planning and administration of distance education; explains both the current practices and the validity of distance education, how it works, and its advantages and disadvantages. Also offered as a distance course in the *AECS Diploma in Distance Education*.

Available from:

Association of European
 Correspondence Schools
 Ringcroft Farm, Cranfield Road
 North Crawley, Newport Pagnell
 Buckinghamshire MK16 9HP
 tel: 44 1234 732300
 fax: 44 1234 751369

Year: 1988
 Price: £55
 ISBN: n/a

2.15 *Growth and Philosophy of Distance Education.* B.N. Koul, et al.

A distance course on the growth, present status and models of distance education, philosophical foundations and socio-academic issues. Intended mainly for pre-service prospective and in-service distance teachers, and also for all those interested in the basics of distance education. Requires 180 study hours. Also offered as part of the *Post-graduate Diploma in Distance Education*.

Available from:

Indira Gandhi National Open
University (IGNOU)
STRIDE
Maidan Garhi, New Delhi
INDIA 110068
tel: 91 11 686 5923
fax: 91 11 685 7073

Year: 1988
Price: INR 200
ISBN: n/a

2.16 *How to Manage the Production Process.* Roger Lewis and John Meed.

Designed for those involved in producing open learning materials; examines the practical stages of material production for print and other media. Seventh in a series of *Open Learning Guides*.

Available from:

National Council for Educational
Technology
Milburn Hill Road
Science Park, Coventry CV4 7JJ
United Kingdom
tel: 44 1203 416994
fax: 44 1203 411418

Year: 1986
Price: £4.95
ISBN: 0-861841-53-0

2.17 *Implementing Flexible Learning: A Resource Pack for Trainers, Managers and Tutors.* John Meed and Philip Waterhouse.

Resource pack includes five texts: Organiser's Guide (60 pp), Activities (40 pp), Case Studies (72 pp), Resources Guide (24 pp), OHP Masters (6 pp). Designed for group use in face-to-face workshops, as staff training resource materials for curriculum managers, trainers, managers and tutors involved in open learning; includes practical workshop activities. Can be photocopied.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom
tel: 44 1223 316644
fax: 44 1223 313586

Year: 1989
Price: £39.95
ISBN: 0-860828-85-9

2.18 *Implementing Open Learning in Organisations.* OPTIS.

Provides senior managers with a practical, competency based approach to decision making in planning and developing an open learning system in a private or public sector organisation. Requires approximately 30 hours study time.

Available from:

SCOTTSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY
tel: 44 1382 454438
fax: 44 1382 454921

Year: 1989
Price: £75
ISBN: n/a

2.19 *Join Us In a Participatory Approach to Training Learning & Production.* A. Frings, et al.

A workshop approach on how to develop materials. The handbook presents a training model that combines training with action and learning with production. It builds upon the knowledge and learning needs of participants and involves them in the process of active learning needs of participants and involves them in the process of active learning and cooperative development of a product. It has proved its usefulness in situations where learning materials were needed but no trained writers were available. The book aims to be a practical guide, as it gives concrete advice on how to run the various stages of the model.

Available from:

German Foundation for International
Development
Education, Science and
Documentation Centre
Hans-Böckler-Str. 5
D-53225 Bonn
Germany

Year: 1993
Price: n/a
ISBN: 3-924441-63-4

2.20 *Management of Distance Education.* B.N. Koul, et al.

Designed for new distance education administrators and experienced distance education instructors, course authors, instructional designers, tutors and study centre co-ordinators. Topics covered include an overview of basic principles of management in general and as applicable to higher education and distance education, current management practice in distance education in various countries, organisational structures and administrative issues, and a detailed study of the history, governance and management of distance learning institutions in India, particularly IGNOU. Requires 180 study hours. Also offered as part of a *Post-graduate Diploma in Distance Education*.

Available from:

Indira Gandhi National Open
University (IGNOU)
STRIDE
Maidan Garhi, New Delhi
INDIA 110068
tel: 91 11 686 5923
fax: 91 11 685 7073

Year: 1995
Price: INR 200
ISBN: n/a

2.21 *Management of Quality.*

Text, four books plus a user guide cover the following aspects of improving standards in flexible training systems: *A Systematic Approach*; *Skills and Techniques*; *Meeting the Needs of Learners* and *The Open College Case Study*. Designed as a resource for managers in both public and private sector training organisations.

Available from:

The Open College
St. Paul's
781 Wilmslow Road
Didsbury, Manchester M20 8RW
United Kingdom
tel: 44 161 434 007
fax: 44 161 434 1061

Year: 1990
Price: £70
ISBN: n/a

2.22 *Open Learning and Flexible Delivery: National Staff Development Program.*

Six modules, each requiring approximately 20 hours of study, and consisting of text, audio, video, and Optel Telewriter components. Modules are: an introduction to open learning; managing an educational programme; designing open learning materials; open learning course delivery; using audiographic teleconferencing with the Optel system; an open learning student support and an implementation guide.

Available from:

Adelaide Institute of Vocational Education 20 Light Square Adelaide Australia	Year: 1992 Price: \$150 ISBN: n/a
tel: 61 8 207 8215	
fax: 61 8 207 8442	

2.23 *Open Learning in Action: Case Studies.* Roger Lewis.

Incorporates nineteen case studies of open learning in practice, and is meant to be used in conjunction with other Open Learning Guides prepared by NCET. First in a series of *Open Learning Guides*.

Available from:

National Council for Educational Technology Milburn Hill Road Science Park, Coventry CV4 7JJ United Kingdom	Year: 1984 Price: £6.60 ISBN: 0-861841-23-9
tel: 44 1203 416994	
fax: 44 1203 411418	

2.24 *Open Learning in Further and Higher Education: A Staff Development Programme.* Roger Lewis and Richard Freeman.

This pack is designed for use in further and higher education contexts in a workshop setting. It covers key areas in planning, running and evaluating open learning courses. This is a companion pack to *Writing Open Learning Materials: Staff Development Activities for FE and HE* which is detailed elsewhere in this directory.

Available from:

Framework Press Educational Publishers Ltd. Parkfield, Greaves Road Lancaster LA1 4TZ United Kingdom	Year: 1994 Price: £55 ISBN: 1-85008-106-9
tel: 44 1524 39602	
fax: 44 1524 841520	

2.25 *Open Learning: Selecting Your Staff.* Derek Rowntree and Steven Warren.

Two volumes, text, 82 pp, videocassette. Designed for managers who recruit and select staff for open learning programmes; requires approximately 30 hours study time.

Available from:

SCOTTSU International Ltd.
 Gardyne Road
 Broughty Ferry, Dundee
 Scotland DD5 1NY

Year: 1989

Price: £25

ISBN: n/a

tel: 44 1382 454438

fax: 44 1382 454921

2.26 *The Open Learning Toolkit: A Development Aid for Managers of Learning Schemes.* Roger Lewis.

Text, 30 pp and toolkit charts. A basic planning resource for anyone setting up an open learning scheme; includes planning sheets designed to help managers plan and integrate all aspects of their provision; support, delivery, administration and material. Can be photocopied.

Available from:

National Extension College
 18 Brooklands Avenue
 Cambridge CB2 2HN
 United Kingdom

Year: 1985

Price: £19.95

ISBN: 0-860826-30-9

tel: 44 1223 316644

fax: 44 1223 313586

2.27 *The Management and Organisation of Distance Education.*

Topics covered include, course development and production for both print and electronic media; research and evaluation in distance education; and management and administration in distance education. This is the fourth compulsory course in the *MA and Diploma in Distance Education for External Students* offered by the University of London and The International Extension College.

Available from:

International Extension College
 Distance Education
 10 Woburn Square, 2nd Floor
 Longon WC1H 0NS
 United Kingdom

Year: 1994
 Price: £150
 ISBN: 0-903632-47-0

tel: 44 171 580 4372
 fax: 44 171 323 0325

2.28 *Training Course in Delivery of Open Learning Schemes.* Ian Marshall.

A guide to marketing, obtaining materials, and managing an open learning scheme, for those involved in setting up and running open learning; requires approximately ten hours of study time. (Tutoring available at additional cost.)

Available from:

SCOTTSSU International Ltd.
 Gardyne Road
 Broughty Ferry, Dundee
 Scotland DD5 1NY

Year: 1990
 Price: £29
 ISBN: n/a

tel: 44 1382 454438
 fax: 44 1382 454921

2.50 Face-to-Face Courses

2.51 *Distance Education for Development.* London.

Co-sponsored by the University of London, Institute of Education, and The International Extension College. A 14-week face-to-face practical course designed for those working in distance education, offered once a year. It provides a thorough grounding in all aspects of distance education and its relevance for developing countries. The course is divided into four modules: 1) materials development; 2) media, 3) learner support; 4) planning and management. Participants may enrol for all or selected modules. Any of the modules or other courses can be tailored to project or learner needs worldwide.

Contact:

International Extension College
Distance Education
10 Woburn Square, 2nd Floor
Longon WC1H 0NS
United Kingdom
tel: 44 171 580 4372
fax: 44 171 323 0325

Year: n/a
Price: £5,400 (complete course)
£1,950 (Course 1)
£1,100 (Course 2)
£950 (Course 3)
£1,950 (Course 4)

2.52 *Distance Learning: Designing Systems and Materials.*

A 4-week face to face intensive course for distance educators from around the world. This course offers a brief but intensive study of all aspects of distance learning systems and the development, production, delivery and support of distance learning materials. Recent innovations in the use of information technology are always included. Some preparatory work required. Job-related project included. This course can be customised and offered in other institutions and countries.

Contact: Barbara Hodgson.

Open University Institute of
Educational Technology
Milton Keynes MK7 6AA
United Kingdom
tel: 44 1908 652620
fax: 44 1908 653744

Year: n/a
Price: £3,269 for tuition
£960 for accommodation

3. INSTRUCTIONAL DESIGN

Self-Instructional Materials

3.1 *Activities in Self-Instructional Texts.* Fred Lockwood.

Examines the role of activities in self-instructional texts. Provides examples of best practice and guidelines for the design, presentation and use of effective activities. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

Year: 1992
Price: £12.95
ISBN: 0-7494-0709-3

tel: 44 171 278 0433

fax: 44 171 837 6348

3.2 *Choosing a Textbook for Extension Students.* David Roberts.

A short guide for course writers on how to match a course text to student needs and the course requirements.

Available from:

University of the South Pacific
Extension Services
Box 1168
Suva
Fiji

Year: 1986
Price n/a
ISBN: n/a

tel: 679 313900

fax: 679 300482

3.3 *Copyright Clearance: A Practical Guide.* Geoffrey Crabb.

Designed for those using copyright-protected material for educational purposes, provides a step by step guide through an algorithm to determine when copyright permission is needed, and how to obtain it.

Available from:

National Council for Educational
Technology
Milburn Hill Road
Science Park, Coventry CV4 7JJ
United Kingdom

Year: 1990 (3rd ed.)
Price: £8.95
ISBN: 0-86184-191-3

tel: 44 1203 416994

fax: 44 1203 411418

3.4 *Copyright in Education: Handbook.* Geoffrey Crabb.

Useful for course authors and tutors, this handbook outlines copyright considerations in using print, music, television, film and computer programmes in education, and presents a step by step process for determining when permission is needed and how it is obtained.

Available from:

National Council for Educational
Technology
Milburn Hill Road
Science Park, Coventry CV4 7JJ
United Kingdom
tel: 44 1203 416994
fax: 44 1203 411418

Year: 1992
Price: £44.50 (*full pack*)
ISBN: 1-85379-193-8
Price: £15 (*handbook only*)

3.5 *Course Developer's Manual.* Clayton R. Wright.

Practical information on how to plan, organise and write course materials, guidelines on working in teams, copyright, production methods.

Available from:

Grant McEwan Community College
Instructional Development Dept.
P.O. Box 1796
Edmonton, Alberta
Canada T5J 2P2
tel: 403 497 5286
fax: 403 497 5425

Year: 1987
Price: n/a
ISBN: n/a

3.6 *Course Development: A Manual for Editors of Distance-Teaching Materials.* Janet Jenkins.

Explains and describes the role of the course editor and covers the process of developing course materials, from commissioning writers to printing. Can be used for individual or group study; includes practical exercises and case studies.

Available from:

International Extension College
Dale's Brewery
Gwydir Street
Cambridge CB1 2LJ
United Kingdom
tel: 44 1223 353321
fax: 44 1223 464734

Year: 1987
Price: £14.50 (*surface mail*)
£19.50 (*airmail*)
(*reduced for Third World buyers*)
ISBN: 0-903632-38-1

3.7 *Course for Editors, Parts 1 and 2.*

Part 1 covers editorial tasks, management, manuscripts, style, aids to learning. Requires approximately 25 hours of study time. Part 2 covers evaluation in learning, printing and production, typography and layout, graphics, desktop publishing. Requires approximately 25-30 hours of study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
Correspondence Schools
Ringcroft Farm, Cranfield Road
North Crawley, Newport Pagnell
Buckinghamshire MK16 9HP
tel: 44 1234 732300
fax: 44 1234 751369

Year: 1985
Price: £30 per part
ISBN: n/a

3.8 *Course for Writers, Parts 1 and 2.*

Part 1 describes the forms of distance education, characteristics of distance students, how to write for distance education, preparing learning objectives; requires approximately 20 hours of study time. Part 2 covers choosing a teaching model, how to write course material, for student interaction, use of illustrations, use of media, developing assignments; requires approximately 45-50 hours of study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
Correspondence Schools
Ringcroft Farm, Cranfield Road
North Crawley, Newport Pagnell
Buckinghamshire MK16 9HP
tel: 44 1234 732300
fax: 44 1234 751369

Year: 1988
Price: £20 (Part 1); £35 (Part 2)
ISBN: n/a

3.9 *Course Writer's Manual.* Lorraine Krawetz.

Designed for course writers; topics covered include writing for adult students, the course team, the course writing process. Requires approximately two hours of study time.

Available from:

University of Windsor
Continuing Education
401 Sunset Avenue
Windsor, Ontario
Canada N9B 3P4
tel: 519 973 7079
fax: 519 973 7038

Year: 1994
Price: \$20
ISBN: n/a

3.10 *Creating Materials for Flexible Learning.* J. Cleal, et al.

This manual covers topics relating to designing, preparing and developing study packages for students at Central Queensland University. Topics include Elements of the Study Package, Planning and Writing, Delivery and Student Support. It contains *pro forma* documents, the Style Guide and the Technology Options in Distance Education booklets.

Available from:

Central Queensland University
 Division of Distance and Continuing
 Education
 Rockhampton QLD 4702
 Australia

Year: 1995

Price: \$45

ISBN: n/a

tel: 61 79 309 577 or 321

fax: 61 79 309 792

3.11 *Curriculum Development and Language Issues in Distance Education.* B.N. Koul, et al.

Designed for new distance education administrators and experienced distance education instructors, course authors, instructional designers, tutors and study centre co-ordinators. Topics covered include: curriculum theories and concepts; foundations of curriculum planning for adult education; alternative approaches to curriculum development; learning transactions; issues and trends associated with curriculum development in the context of life long education; the teaching/learning process; and language issues such as problems of writing, reading, simplification of texts, use of English as a medium of instruction in non-English speaking countries, sexism in language, etc. Also offered as part of the *Masters of Distance Education Programme*.

Available from:

Indira Gandhi National Open
 University (IGNOU)
 STRIDE
 Maidan Garhi, New Delhi
 INDIA 110068

Year: 1996

Price: INR 200

ISBN: n/a

tel: 91 11 686 5923

fax: 91 11 685 7073

3.12 *Developing An Open Learning Package.* Derek Rowntree.

A self-instructional package, which can also be used as a workshop resource: guides a writer through planning and writing a package, using a series of developmental tasks. Requires approximately 40 hours of study time, and designed for anyone writing open learning material.

Available from:

The Open University
Learning Materials Sales Office
P.O. Box 188
Milton Keynes MK7 6AA
United Kingdom
tel: 44 908 274066
fax: 44 908 653744

Year: 1991
Price: £68.50
ISBN: 0-863923-42-9

3.13 *Distance Education: The Design of Study Materials.* D. Meacham and D. Evans.

Designed for full or part-time writers and instructional designers; addresses the structural and pedagogical factors that influence design decisions in distance education materials.

Available from:

Charles Sturt University
Distance Education Centre
Panaroma Avenue
Bathurst, New South Wales
Australia 2795
tel: 61 63 332662
fax: 61 63 332342

Year: 1989
Price: \$25
ISBN: n/a

3.14 *Distance Learning Materials at USP: A Guide for Course Writers.*

An introduction to the task of preparing study materials for students undertaking extension courses at USP. Provides practical information and guidelines for course writers.

Available from:

University of the South Pacific
Extension Services
Box 1168
Suva
Fiji
tel: 679 313900
fax: 679 300482

Year: 1990
Price: n/a
ISBN: 982-03-0512-8

3.15 *Essential Desktop Publishing.* A. Rooney.

An introduction to desktop publishing for everyone who wants to give their learning materials a professional look.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom

Year: 1994

Price: £25

ISBN: n/a

tel: 44 1223 316644

fax: 44 1223 313586

3.16 *Handbook for Designing and Writing Distance Education Materials.* D. Gachuhi, et al.

A manual for course writers; provides an overview of distance education and adult learner characteristics; covers the principles and processes of writing for distance learning, practical considerations and production systems. Includes self-assessment exercises; can be used either as an individual self-instructional manual or as the basis for group study workshops.

Available from:

German Foundation for Int'l Develop.
DSE
Hans Böeckler - Str. 5
D-53225 Bonn
Germany

Year: 1989

Price: n/a

ISBN: n/a

tel: 30 2606 364

fax: 30 2606 375

3.17 *How to Communicate with the Learner: Making the Package Easy to Use.* Roger Lewis and Nigel Paine.

Guides course providers and tutors through the complications of communicating effectively with learners. Sixth in a series of *Open Learning Guides*.

Available from:

National Council for Educational
Technology
Milburn Hill Road
Science Park, Coventry CV4 7JJ
United Kingdom

Year: 1985

Price: £4.40

ISBN: 0-961841-50-6

tel: 44 1203 416994

fax: 44 1203 411418

3.18 *How to Write Flexible Learning Materials.* Roger Lewis.

Designed for those involved in producing materials for students in a flexible learning scheme, covers writing, presentation, assessment, piloting and scheduling materials; also includes list of further information sources.

Available from:

National Council for Educational
Technology
Milburn Hill Road
Science Park, Coventry CV4 7JJ
United Kingdom

tel: 44 1203 416994

fax: 44 1203 411418

Year: 1990

Price: £9.95

ISBN: 1-85379-117-2

3.19 *Improving Your Students' Learning: Reflections on the Experience of Study.*

Alistair Morgan.

Focuses on understanding learning from the learner's perspective and how to take that experience into consideration when designing open learning materials. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1993

Price: £12.95

ISBN: 0-7494-0712-3

3.20 *Instructional Design.* B.N. Koul, et al.

Types and theories of learning, theories of communication and course design, principles of text design, process of production and editing. Intended mainly for pre-service and in-service distance teachers and those interested in instructional design in the context of distance education. Requires 180 hours of study. Also offered as part of a *Post-graduate Diploma in Distance Education*.

Available from:

Indira Gandhi National Open
University (IGNOU)
STRIDE
Maidan Garhi, New Delhi
INDIA 110068

tel: 91 11 686 5923

fax: 91 11 685 7073

Year: 1995

Price: INR 200

ISBN: n/a

3.21 *Instructional Design.* Phoebe Palmieri.

Designed for trainers, teachers and instructional designers for use either in a workshop setting or as self-instructional materials.

Available from:

Victoria TAFE Off-Campus
Network
143 Franklin Street
Melbourne, Victoria 3000
Australia
tel: 61 3 320 8100
fax: 61 3 328 1703

Year: 1991
Price: \$12.95
ISBN: n/a

3.22 *Making, Using and Adapting Materials.* Robert Leach.

Designed for tutors, instructors and course authors; offers practical advice on preparing graphics, pictorial material, cartoons, cassettes and videos, and on using information technology and student related activities.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom
tel: 44 1223 316644
fax: 44 1223 313586

Year: 1993
Price: £17.50
ISBN: 1-853563-33-1

3.23 *Module Production: A Manual for Writers, Editors and Typesetters.* Patricia Hope Keshubi-Lubwa (ed.).

This manual provides guidance on the production of modules for distance learners.

Available from:

International Extension College
NITEP
Dale's Brewery, Gwydir Street
Cambridge CB1 2LJ
United Kingdom
tel: 44 1223 353321
fax: 44 1223 464734

Year: 1995
Price: n/a
ISBN: n/a

3.24 *Open Learning: Selecting and Adapting Materials.* OPTIS.

Guides trainers through the process of selecting appropriate open learning materials and adapting them to the needs of a particular group of learners; requires approximately 10 hours study time.

Available from:

SCOTTSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1989

Price: £15

ISBN: n/a

3.25 *The Open Learning Handbook: Promoting Quality in Designing and Delivering Flexible Learning.* Phil Race.

A down to earth reference source on all aspects of designing and producing flexible learning resources.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1994 (2nd ed.)

Price: £16.95

ISBN: 0-794-1109-0

3.26 *Preparing Materials for Open Distance and Flexible Learning: An Action Guide for Teachers and Trainers.* Derek Rowntree.

A practical guide to all the key phrases of planning and developing materials for open, distance or flexible learners. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1994

Price: £12.95

ISBN: 0-7494-1159-7

3.27 *Preparing Resources for Flexible Learning.* Tim Burton.

A guide for tutors, course authors or instructors who prepare print-based learning material. Topics covered include: planning, writing, editing and evaluating material, design, basic desktop publishing, integrating learning resources in teaching and training.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom

tel: 44 1223 316644

fax: 44 1223 313586

Year: 1993

Price: £25

ISBN: 1-853564-61-3

3.28 *Style Guide for Authors of Distance Education Materials.* J. Cleal.

This booklet provides authors of distance learning materials with a general guide to an appropriate editorial style for the development and production of those materials. This helps to ensure clarity and consistency among all the university's distance education materials, creating a professional image for the university's publication.

Available from:

Central Queensland University
Division of Distance and Continuing
Education
Rockhampton Q 4702
Australia

tel: 61 79 309 577 or 321

fax: 61 79 309 792

Year: 1995

Price: \$10

ISBN: n/a

3.29 *Teaching Through Projects.* Jane Henry.

Supplemented with case studies and student feedback, this book shows how projects can be formulated to 'stretch' and motivate open learning students most effectively. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1994

Price: £14.95

ISBN: 0-7494-0846-4

3.30 *Teaching Through Self-Instruction: How to Develop Open Learning Materials.*
Derek Rowntree.

How to produce effective materials for open and distance learning from identifying needs to evaluating the effects of the materials.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1990 (*rev. ed.*)

Price: £18.95

ISBN: 1-85091-957-7

3.31 *Training Course in Adapting Materials for Open Learning.*

A practical approach to seeking, evaluating and adapting prepared distance learning packages. Materials include: 2 volumes, 1 audio cassette and a set of notes.

Available from:

SCOTTSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1991

Price: £25

ISBN: n/a

3.32 *Training Course in Writing Open Learning Materials.* Cynthia Stoane.

A guide to planning, preparing, editing and piloting open learning materials; requires approximately 12 to 15 hours study time. 3 volumes.

Available from:

SCOTTSU International Ltd.
Gardyne Road
Broughty Ferry, Dundee
Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1988

Price: £29

ISBN: n/a

3.33 *Want to Make an Audio Tape?: A Handbook for Course Writers.* David Roberts.

This short handbook is designed to help course writers make quality audio programmes for extension students.

Available from:

University of the South Pacific
Extension Services
Box 1168
Suva, Fiji
tel: 679 313900
fax: 679 300482

Year: 1986
Price: n/a
ISBN: n/a

3.34 *Writing for Distance Education.*

This manual shows how to apply conventional teaching skills to the preparation of written study materials for distance learners. It shows how to plan your materials, write for your target audience and present your material clearly, and includes information on learning theories, objectives, media and layout. The accompanying booklet of samples provides clear examples of particular points made in the manual. 2 volumes.

Available from:

International Extension College
Dale's Brewery
Gwydir Street
Cambridge CB1 2LJ
United Kingdom
tel: 44 1223 353321
fax: 44 1223 464734

Year: 1979
Price: £16 (*surface mail*)
£20 (*airmail*)
(*reduced for Third World buyers*)
ISBN: 0-903632-16-0

3.35 *Writing Open Learning Materials: Staff Development Activities for FE and HE.* Richard Freeman and Roger Lewis.

This pack was prepared to support the growing use of resource-based and open learning in educational contexts, particularly in further and higher education. It concentrates on the writing of materials, including the author's role, the key features of open learning materials, preparing material for various media, writing study guides and preparation of supplementary materials. It is designed for use in a workshop setting. This is a companion pack to *Open Learning In Further and Higher Education: A Staff Development Programme* which is detailed elsewhere in this directory.

Available from:

Framework Press
Educational Publishers Ltd.
Parkfield, Greaves Road
Lancaster LA1 4TZ
United Kingdom
tel: 44 1524 39602
fax: 44 1524 841520

Year: 1995
Price: £55
ISBN: 1-85008-107-7

3.50 Face-to-face Courses

3.51 *Open and Distance Learning: Text Development and Design.*

A series of one- and two-day workshops covering aspects of open and distance learning: assessment, audio-visual media, evaluation, improving materials, production systems, text development and writing open learning materials.

Contact: Barbara Hodgson.
Open University Institute of
Educational Technology
Milton Keynes MK7 6AA
United Kingdom
tel: 44 1908 652620
fax: 44 1908 653744

4. TECHNOLOGY IN DISTANCE EDUCATION

Self-Instructional Materials

4.1 *Audio and Audio-Graphic Teleconferencing.* Barry Ellis, et al.

Four modules: Using the AGS System, Using the Teleconference Bridge, Audio Teleconference Teaching, Training System for Educational Audio Teleconferencing in Distance Education.

Available from:

Educational Technology and
Consulting
#1, 4407 - 49 Street
Innisfail, Alberta
Canada T4G 1P3
tel: 403 227 1463
fax: 403 227 1040

Year: 1992/93/94
Price: \$2,000 for set of 4 modules
- individual modules available
ISBN: n/a

4.2 *Audio Teleconferencing: A Self-Teaching Manual.* M. Ally, et al.

A self-instructional manual designed for teleconference tutors and facilitators. Can stand alone or can be used along with *Bridging the Distance, An Instructional Guide to Teleconferencing*, by M. Monson, Instructional Communications Systems, University of Wisconsin Extension, Madison, 1978.

Available from:

Athabasca University
P.O. Box 10,000
Athabasca, Alberta
Canada T0G 2R0
tel: 403 675 6111
fax: 403 675 6174

Year: 1989
Price: \$12.50
ISBN: n/a

4.3 *A Class Without a Classroom: Utilizing Teletutorials in Distance Education.*

Curt Griffiths.

Videotape, 16 minutes. Presents strategies used by instructors in telephone seminars to maintain student involvement and facilitate learning.

Available from:

New Vision Media
#100 - 1132 Hamilton Street
Vancouver, BC
Canada V6B 2S2
tel: 604 689 9549
fax: 604 683 9369

Year: 1992
Price: \$195
ISBN: n/a

4.4 *Classrooms with a Difference: A Practical Guide to the Use of Conferencing Technologies.* Liz Burge and Judy Roberts.

A manual to the use of four conferencing technologies using telephones, computers and compressed video. Provides both theoretical background on teaching and learning processes and practical guidance on techniques for using conferencing technologies, integrating them with other media and designing appropriate activities.

Available from:

The Ontario Institute for Studies in Education, Distance Learning Office 252 Bloor St. West, Room 12-205 Toronto, Ontario Canada M5S 1V6	Year: 1993 Price: \$40 ISBN: 0-774498-19-6
tel: 416 923 6641 ext. 2724	
fax: 416 926 4737	

4.5 *Communication Technology for Distance Education.* V.K. Sabharwal, et al.

Designed for new distance education administrators and experienced instructors, course authors, instructional designers, tutors and study centre co-ordinators. Topics covered include an introduction to communications technology and its application in education, modern media for distance education (including satellite communications) production of audio-visual programmes and applications and future trends of modern media in the Indian context. Requires 180 hours of study. Also offered as part of the *Post-graduate Diploma in Distance Education*.

Available from:

Indira Gandhi National Open University (IGNOU) STRIDE Maidan Garhi, New Delhi INDIA 110068	Year: 1995 Price: INR 200 ISBN: n/a
tel: 91 11 686 5923	
fax: 91 11 685 7073	

4.6 *Connections, Using Audio Teleconferencing.* Linda Love and Mavis K. Monson.

Designed for instructors at a distance, requires approximately 20 hours study time; provides an introduction to the use of teleconferencing techniques, and information on the design of instructional and administrative materials. 1 workbook, 1 instructional guide and 1 audio cassette.

Available from:

Open Learning Agency of B.C. 4355 Mathissi Place Burnaby, BC Canada V5G 4S8	Year: 1987 Price: n/a ISBN: n/a
tel: 604 431 3000	
fax: 604 431 3333	

4.7 *Designing and Using CBT.*

Designed for trainers planning to use CBT. Topics include: how to determine when use of CBT is appropriate, identify good and bad CBT design, develop examples of CBT, manage the development, implementation and evaluation of programmes.

Available from:

SCOTTSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1991

Price: £350

ISBN: n/a

4.8 *Essential Editing.* Celia Hall.

A practical self-study introduction to copy-editing based on case studies. Requires approximately 30 hours of study time.

Available from:

National Extension College

18 Brooklands Avenue

Cambridge CB2 2HN

United Kingdom

tel: 44 1223 316644

fax: 44 1223 313586

Year: 1985

Price: £35

ISBN: 0-860823-83-0

4.9 *Teaching with Audio in Open and Distance Learning: an Audio-Print Package for Teachers and Trainers.* Derek Rowntree.

This package compares audio with other media, provides examples of teaching with audio, how to integrate audio with print, how to script and produce an audio package and finally, how to evaluate an audio package. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page

120 Pentonville Road

London N1 9JN

United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1994

Price: £19.95

ISBN: 0-7494-1154-6

4.10 *Technologies for Flexible Learning: A Kit for Industry Trainers, TAFE Teachers and Further Education Providers.*

Primarily for course authors, instructional designers and tutors; presents aspects of instructional design for a variety of technologies used in distance education. 1 binder, 1 audio cassette, 1 video and 1 computer disk in Macintosh hypercard.

Available from:

Victorian TAFE Off-Campus
Network
143 Franklin Street
Melbourne, Victoria 3000
Australia

Year: 1992
Price: \$128.50
ISBN: n/a

tel: 61 3 320 8100

fax: 61 3 328 1703

4.11 *Technology in Open Learning and Distance Education: A Guide for Decision Makers.* Tony Bates.

Three texts; videocassette (30 minutes) and decision chart. Designed to provide decision makers with key information about the technologies most commonly used in distance education: print; radio; audiocassettes; telephone; audiographics; computer based instruction and computer communication. Includes a framework for determining the appropriateness of a technology for a given distance learning application.

Available from:

Open Learning Agency of BC
Marketing Department
4355 Mathissi Place, Box 82020
Burnaby, BC
Canada V5C 5P2

Year: 1991
Price: \$159
ISBN: n/a
Order # COFL001N

tel: 604 431 3210

fax: 604 431 3381

4.12 *Technology Options in Distance Education.* A. Smith and M. Teague.

A handbook used in the planning and selection of appropriate technologies into open and distance learning programs. It provides brief descriptions of available technologies and raises important questions for consideration when integrating new technologies into existing study packages. Examples of ways educational technologies can be used successfully to maximise learning opportunities have also been included.

Available from:

Central Queensland University
Division of Distance and Continuing
Education
Rockhampton Q 4702
Australia

Year: 1995
Price: \$15
ISBN: n/a

tel: 61 79 309 577 or 321

fax: 61 79 309 792

4.13 *Using Communications Media in Open and Flexible Learning.* Robin Mason.

Clear and explanatory overview of new technologies in open and flexible learning, focussing on computer conferencing, audiographics, and video conferencing.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

Year: 1994
Price: £14.95
ISBN: 0-7494-1149x

tel: 44 171 278 0433

fax: 44 171 837 6348

4.14 *Videoconferencing in Education and Business: A Manual for Users and Studio Managers.* Rosalind Epps (ed.)

This two-part manual is designed to be used in conjunction with training sessions for first-time users but is also useful as a general reference and guide to good practice. Part 1 uses case studies to develop ideas and strategies; Part 2 is technical in its approach.

Available from:

University of New England
International Programs Office
Armidale, NSW 2351
Australia

Year: 1993
Price: \$30
ISBN: 1-863890-87-4

tel: 61 67 73 3192

fax: 61 67 71 1238

4.15 *Video in Distance Education.* Catherine Young (ed.).

Explores the use of instructional video in course design. Text and accompanying video.

Available from:

Monash University College
Centre for Distance Education
Switchback Road
Churchill, Victoria 3842
Australia

Year: 1993
Price: \$25
ISBN: 0-9091-705-25 (text)

tel: 61 51 226277

fax: 61 51 226578

4.50 Face to Face Courses

4.51 *Teaching and Learning Online.*

An exploration of the use of computer conferencing, electronic mail, online databases and global networking for open and distance learning through practical experience and discussion.

Contact: Barbara Hodgson.
Open University Institute of
Educational Technology
Milton Keynes MK7 6AA
United Kingdom

tel: 44 1908 652620

fax: 44 1908 653744

Year: n/a

Price: £750

5. STUDENT SUPPORT AND TUTOR TRAINING

Self-Instructional Materials

5.1 *All Together: A Guide and Resource Pack for Group Counselling Activities at the Study Centre.* Ormond Simpson.

Counselling in the Open University, particularly group counselling methods. Resource materials for group workshop activities for part-time teaching and counselling staff.

Available from:

Open University

Year: 1988

East Anglian Region

Price: £5

12 Hills Road

ISBN: n/a

Cambridge CB2 1PF

United Kingdom

tel: 44 1223 64721

fax: 44 1223 355207

5.2 *Basic Methods of External Teaching.*

Overview of student centres and open learning; structure and systems of OTEN, techniques for student feedback, student and teacher support. Designed for use as an interactive distance education programme by experienced classroom instructors new to distance education. Requires approximately 18 hours study time.

Available from:

Open Training and Education

Year: 1990

Network, TAFE-NSW

Price: \$65

199 Regent Street

ISBN: n/a

Redfern, NSW 2016

Australia

tel: 61 2 318 7222

fax: 61 2 319 1759

5.3 *Being an Open Learning Mentor.*

Uses a competency-based approach to help work supervisors and colleagues understand, experience, and improve their roles as mentors to open learning students; requires approximately 20 hours study time.

Available from:

SCOTTSU International Ltd.

Year: 1990

Gardyne Road

Price: £55

Broughty Ferry, Dundee

ISBN: n/a

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

5.4 *Counselling Students in Open Learning.* Ormond Simpson.

Videocassette (20 minutes). Skills of counselling students in open and distance learning. Intended for part time Open University staff, appropriate for distance education staff whose work brings them into contact with students.

Available from:

Open University
 East Anglian Region
 12 Hills Road
 Cambridge CB2 1PF
 United Kingdom
 tel: 44 1223 64721
 fax: 44 1223 355207

Year: 1989
 Price: £25
 ISBN: n/a

5.5 *Course for Counsellors, Parts 1 and 2.*

Part 1 covers counselling in distance education, psychological aspects, helping relationships, counselling at a distance. Requires 20-25 hours of study time. Part 2 covers practical skills, specific problems, media, and includes role play assignments and discussion topics. Requires approximately 25-30 hours of study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
 Correspondence Schools
 Ringcroft Farm, Cranfield Road
 North Crawley, Newport Pagnell
 Buckinghamshire MK16 9HP
 tel: 44 1234 732300
 fax: 44 1234 751369

Year: 1988
 Price: £30 (Part 1); £30 (Part 2)
 ISBN: n/a

5.6 *Course for Tutors.*

Describes the role of the tutor in distance education, learning and teaching theories, plus a guide for correspondence tutors; requires approximately 30-35 hours of study time. Also offered as a distance course in the AECS *Diploma in Distance Education*.

Available from:

Association of European
 Correspondence Schools
 Ringcroft Farm, Cranfield Road
 North Crawley, Newport Pagnell
 Buckinghamshire MK16 9HP
 tel: 44 1234 732300
 fax: 44 1234 751369

Year: 1989
 Price: £35
 ISBN: n/a

5.7 *How to Take Part in Satellite Tutorials: Student's Guide.* Maurice Apted and Marjorie Crocombe.

Text, 23 pp.

Available from:

University of the South Pacific
Extension Services
Box 1168
Suva
Fiji
tel: 679 313900
fax: 679 300482

Year: 1986

Price: n/a

ISBN: n/a

5.8 *Improving Your Students' Learning.* Alistair Morgan.

Looks at how students learn in an open or distance learning context and how the quality of teaching and learning can be enhanced through such an understanding. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom
tel: 44 171 278 0433
fax: 44 171 837 6348

Year: 1993

Price: £14.95

ISBN: 0-7494-0712-3

5.9 *On the Line: Counselling and Teaching by Telephone.* Judith George.

Describes how to adapt teaching and counselling activities to the particular characteristics of a voice-only medium; covers pros and cons of telephone use, technical problems and practical solutions; individuals and group dynamics in phone work, technical problems and solutions. Designed for individual self-instruction or for group study.

Available from:

The Open University, Scotland
10 Drumsheugh Gardens
Edinburgh EH3 7QJ
Scotland
tel: 44 131 225 2889

Year: 1983

Price: £12.75

ISBN: 0-335104-30-4

5.10 *Open Learning: Assessment.*

Develops skills involved in assessing competence of trainees/learners to perform work-related tasks; does not deal with written tests. Requires approximately 30 hours study time.

Available from:

SCOTTSSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1989

Price: £75

ISBN: n/a

5.11 *Open Learning: Supporting Your Learners.*

Uses a competency based approach to develop guidance, advice and counselling skills in tutors of open learners, from initial meeting to post-study phase. Requires approximately 30 hours study time.

Available from:

SCOTTSSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1989

Price: £80

ISBN: n/a

5.12 *Open Learning: Understanding Your Learners.* ITRU.

Provides a practical approach to understanding the problems faced by open learners and how to diagnose them; requires approximately 15-20 hours study time.

Available from:

SCOTTSSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1989

Price: £30

ISBN: n/a

5.13 *Open Learning Staff Development Program.*

Modules are: An Introduction to Open Learning; Managing an Educational Programme, Designing Open Learning Materials; Open Learning Course Delivery; using audiographic teleconferencing with the Optel system, and open learning student support and an implementation guide. 7 volumes, 1 video, 4 audio cassettes and 1 computer disk.

Available from:

Victoria TAFE Off-Campus
Network
143 Franklin Street
Melbourne, Victoria 3000
Australia

Year: 1992
Price: \$150
ISBN: n/a

tel: 61 3 320 8100
fax: 61 3 328 1703

5.14 *Open Teaching.*

Describes the philosophy of open learning, the role of the tutor, logistical and administrative information at the Open University. Designed for part-time teaching and counselling staff at the Open University.

Available from:

The Open University
Learning Materials Sales Office
P.O. Box 188
Milton Keynes MK7 6AA
United Kingdom

Year: 1988
Price: £10
ISBN: n/a

tel: 44 908 274066
fax: 44 908 653744

5.15 *Support Services.* B.N. Koul, et al.

Covers reading and study skills; theory and practice of counselling; academic interaction through assignments and feedback; and the operational aspects of regional study centres. Intended mainly for pre-service and in-service distance teachers. Requires 180 hours of study. Also offered as part of the *Post-graduate Diploma in Distance Education*.

Available from:

Indira Gandhi National Open
University (IGNOU)
STRIDE
Maidan Garhi, New Delhi
INDIA 110068

Year: 1995
Price: INR 200
ISBN: n/a

tel: 91 11 686 5923
fax: 91 11 685 7073

5.16 *Teaching at a Distance: A Guide for Course Instructors.*

Designed for course instructors preparing new distance education courses at the University of Waterloo. Covers all aspects of preparing audiotaped lectures, course notes, assignments, copyright, library services for distance students, and a general introduction to the Distance Education Office. Procedural information specific to the University of Waterloo.

Available from:

University of Waterloo

Year: 1995

Office of Distance and

Price: \$15

Continuing Education

ISBN: n/a

200 University Avenue West

Waterloo, Ontario N2L 3G1

tel: 519 885 1211 ext. 5057

fax: 519 746 3956

5.17 *Teaching at a Distance: Techniques for Tutors.* Sally Haag.

Designed for tutors and advisors of distance students, requires approximately five hours study time, and includes information on setting and marking assignments, communications with students, dealing with difficult situations, counselling resources, as well as procedural information specific to the University of Waterloo.

Available from:

University of Waterloo

Year: 1990

Teaching Resources & Continuing

Price: \$10

Education

ISBN: n/a

200 University Avenue West

Waterloo, Ontario N2L 3G1

tel: 519 885 1211 ext. 2579

fax: 519 746 0029

5.18 *Tips and Strategies.*

Brief tips and strategies for enhancing motivation, giving effective feedback, communication in home study tutoring. Intended for part-time telephone tutors.

Available from:

Athabasca University

Year: 1990

P.O. Box 10,000

Price: \$12.50

Athabasca, Alberta

ISBN: n/a

Canada T0G 2R0

tel: 403 675 6111

fax: 403 675 6174

5.19 *Training Course in Tutoring Open Learning Schemes.* Cynthia Stoane.

A practical course for open learning tutors, emphasising practising tutoring skills; requires approximately seven hours study time.

Available from:

SCOTTSU International Ltd.	Year: 1990
Gardyne Road	Price: £25
Broughty Ferry, Dundee	ISBN: n/a
Scotland DD5 1NY	
tel: 44 1382 454438	
fax: 44 1382 454921	

5.20 *Tutor Counselling On Course.* O. Simpson.

Text, charts. A simulation game presenting a variety of student queries for tutors to consider. Adaptable to different settings, can be photocopied.

Available from:

Open University	Year: 1990
East Anglian Region	Price: £5
12 Hills Road	ISBN: n/a
Cambridge CB2 1PF	
United Kingdom	
tel: 44 1223 64721	
fax: 44 1223 355207	

5.21 *Tutor Orientation and Training Course.* G. Dhanarajan, et al.

The course introduces the concept of distance education, describes the Open Learning Institute of Hong Kong (OLI) course materials and typical OLI learners. Develops tutor's skills in running face-to-face sessions, conducting telephone tutoring and marking and commenting on student assignments, and highlights administrative procedures.

Available from:

Open Learning Institute of Hong Kong	Year: 1994
9-13/F Trade Department Tower	Price: \$100 for inspection copy
700 Nathan Road	ISBN: n/a
Kowloon	
Hong Kong	
tel: 852 2789 6824	
fax: 852 2396 5009	

5.22 *Tutor's Toolkit.* R. Napper, D. Batchelor.

A practical resource for new and experienced tutors, presents step by step planning aids in 36 short interactive sections and emphasises learning from experience.

Available from:

National Extension College
18 Brooklands Avenue
Cambridge CB2 2HN
United Kingdom

tel: 44 1223 316644

fax: 44 1223 313586

Year: 1989

Price: £12.50

ISBN: n/a

5.23 *Understanding Learners in Open and Distance Education.* Terry Evans.

An account of what makes learners want to learn and how learning is affected by factors such as background, experience, age, motives and abilities. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

tel: 44 171 278 0433

fax: 44 171 837 6348

Year: 1994

Price: £14.95

ISBN: 0-7494-1235-6

5.24 *USP-NET: A Tutor's Guide for Teaching by Satellite.* Maurice Apted.

This booklet has been written to assist tutors to make better use of the communications system for satellite tutorials. It contains suggestions as to how satellite tutorials might be organised and conducted.

Available from:

University of the South Pacific
Extension Services
Box 1168
Suva
Fiji

tel: 679 313900

fax: 679 300482

Year: 1988

Price: n/a

ISBN: n/a

6. RESEARCH AND EVALUATION

Self-Instructional Materials

6.1 *Programme Evaluation and Quality.* Judith Calder.

Provides framework for evaluating open and distance learning programmes. Part of the *Open and Distance Learning Series*.

Available from:

Kogan Page
120 Pentonville Road
London N1 9JN
United Kingdom

Year: 1994
Price: £14.95
ISBN: 0-7494-0847-2

tel: 44 171 278 0433
fax: 44 171 837 6348

6.2 *Research for Distance Education.* L. Kaul, et al.

Designed for new distance education administrators and experienced distance education instructors, course authors, instructional designers, tutors and study centre co-ordinators. Topics covered include: philosophical and practical approaches to research; basic research methods; data collection and analysis techniques; preparation of research reports; distance education research in Western countries and in India. Requires 180 hours of study time. Also offered as part of the *Masters of Distance Education Programme*.

Available from:

Indira Gandhi National Open
University (IGNOU)
STRIDE
Maidan Garhi, New Delhi
INDIA 110068

Year: 1996
Price: INR 200
ISBN: n/a

tel: 91 11 686 5923
fax: 91 11 685 7073

6.3 *Training Course in Evaluating Open Learning Schemes.* Cynthia Stoane.

For those responsible for evaluation of open learning systems; covers theory and practice of evaluation of learning materials, the tutoring system and the administration system. Describes development of evaluation instruments and use of existing records for evaluation purposes.

Available from:

SCOTTSU International Ltd.

Gardyne Road

Broughty Ferry, Dundee

Scotland DD5 1NY

tel: 44 1382 454438

fax: 44 1382 454921

Year: 1986

Price: £25

ISBN: n/a

7. FULL PROGRAMMES OF STUDY

Self-Instructional Materials

7.1 *Diploma in Distance Education.*

To obtain a diploma, students complete eight modules available at a distance and take a written examination or submit a dissertation. Modules are: Introduction to Distance Education; Marketing, Administration and Management; Course for Counsellors Parts 1 and 2; Course for Editors Parts 1 and 2; Course for Writers Parts 1 and 2; Course for Tutors; Essentials of Distance Education (double module). Materials also available for purchase: see detailed listing under self-instructional materials.

Contact:

Association of European
Correspondence Schools
Ringcroft Farm, Cranfield Road
North Crawley, Newport Pagnell
Buckinghamshire MK16 9HP
tel: 44 1234 732300
fax: 44 1234 751369

Price: n/a

7.2 *Diploma in Distance Education for External Students.* London.

Distance education course series. Consists of four courses: education and development; the development of distance education; adult learning and communication in distance education; the management and organisation of distance education. Course content, while applicable world-wide, pays special attention to issues in distance education in the developing world.

Contact:

International Extension College
Distance Education
10 Woburn Square, 2nd Floor
London WC1H 0NS
United Kingdom
tel: 44 171 580 4372
fax: 44 171 323 0325

Price: £2,990 (*full diploma*)
£750 (*each course*)

7.3 *Diploma in Distance Education.*

Courses include: Course Development, Instructional Design, Beyond Course Materials and Administration and Management. Assessment is by assignments, project and final examination. Programme is offered at two levels over a minimum period of two years.

Contact: The Vice-Chancellor
Open University of Sri Lanka
P.O. Box 21
Nawala
Mugegoda
Sri Lanka
tel: 94 1 853615/853777
Price: n/a
fax: 94 1 436858

7.4 *Graduate Certificate in Distance Education.*

Will be offered both as a residential and/or distance course. Further information is not yet available but will be offered in January, 1996. Further information may be obtained by contacting UNE.

Contact:
University of New England
International Programs Office
Armidale, NSW 2351
Australia
tel: 61 67 73 3192
Price: \$1,600
fax: 61 67 71 1238

7.5 *Graduate Certificate of Distance Education.*

This course is equivalent to half a year's full time study and provides an opportunity for education professionals to develop or to extend and update knowledge and skills in distance education. The four units of study are: Theory and Practice of Distance Education, Management of Distance Education, and Teaching and Learning in Open and Distance Education 1 and 2. Offered annually commencing in March.

Contact:
Deakin International
Deakin University
Geelong, Victoria 3217
Australia
tel: 61 52 272 822
Price: \$4,000
fax: 61 52 272 411

7.6 *Graduate Diploma of Distance Education.*

This course is equivalent to one and a half year's full time study and provides an opportunity for education professionals to develop or to extend and update knowledge and skills in distance education; to enhance skills in leadership and the capacity to coordinate areas of responsibility; and to develop ability and confidence to influence decision-making action. The five units of study are: Theory and Practice in Open and Distance Learning, Management of Distance Education, Teaching and Learning in Open and Distance Education 1 and 2, and Critical Issues in Distance Education; students also complete two elective units and a project. Offered annually commencing in March.

Contact:

Deakin International
Deakin University
Geelong, Victoria 3217
Australia

Price: \$8,400 (*full time*)

tel: 61 52 272 822

fax: 61 52 272 411

7.7 *Distance Teaching for Non-Formal Education. Masters Program.*

This course was being developed at time of printing; will be available in 1996. Before completion of the course, the student will either design a non-formal education programme to be delivered at least partly at a distance or will carry out a detailed assessment of an existing programme and suggest improvements.

Contact:

International Extension College
Dale's Brewery
Gwydir Street
Cambridge CB1 2LJ
United Kingdom

Price: n/a

tel: 44 1223 353321

fax: 44 1223 464734

7.8 *Master of Distance Education.*

This course is equivalent to one year and a half of full time study. Education professionals develop and extend their knowledge and skills in distance education; enhance their capacity to coordinate distance education programmes; develop their ability and confidence to contribute to decision-making; and develop skills and knowledge to carry out research in distance education. The six units of study are Theory and Practice in Open and Distance Learning, Management of Distance Education, Teaching and Learning in Open and Distance Education 1 and 2, Critical Issues in Distance Education and Research in Distance Education (2 credit points); students also complete one elective unit and a minor thesis.

Contact:

Deakin International
Deakin University
Geelong, Victoria 3217
Australia

tel: 61 52 272 822

fax: 61 52 272 411

Price: \$8,400 (*full time*)

7.9 *MA and Diploma in Distance Education for External Students.*

Co-sponsored by the University of London, Institute of Education, and The International Extension College. The core courses for both the MA and Diploma are: 1) Education & Development; 2) The Development of Distance Education; 3) Adult Learning and Communication; 4) The Management and Organisation of Distance Education; 6) Electronic Media in Distance Education (course 5 is a compulsory final project). MA students complete the diploma plus a 10,000 word final project and optional advanced courses.

Contact:

International Extension College
Distance Education
10 Woburn Square, 2nd Floor
London WC1H 0NS
United Kingdom

United Kingdom

tel: 44 171 580 4372

fax: 44 171 323 0325

Price: £5,500 (*Masters*)
£3,500 (*Diploma*)

7.10 *Masters of Distance Education Programme.*

Courses offered include: Research for Distance Education; Curriculum Development and Language Issues in Distance Education; Distance Education - Economic Perspective; Staff Development; and Evaluation in Distance Education. Students will have to work on one or two projects.

Contact:

Indira Gandhi National Open
University (IGNOU)

STRIDE

Maidan Garhi, New Delhi

INDIA 110068

tel: 91 11 686 5923

fax: 91 11 685 7073

Price: n/a

7.11 *Master of Distance Education.*

Offered as a distance education programme by Athabasca University. Its specific mission is to: Prepare candidates as professionals in the field of distance education and training; promote academic and professional growth in distance education and training; and, develop and evaluate theories and methodologies for the design, development, and delivery of distance education and training.

Contact:

Athabasca University
Centre for Distance Education
P.O. Box 10,000

Athabasca, Alberta

Canada T0G 2R0

tel: 403 675 6111

fax: 403 675 6174

Price: \$9,800 *complete programme*

7.12 *Post-Graduate Diploma in Distance Education.*

Consists of five modules which can be completed at a distance: Growth and Philosophy of Distance Education; Instructional Design; Support Services; Management of Distance Education; and Communication Technology for Distance Education. Materials also available for purchase: see detailed listing under self-instructional materials.

Contact:

Indira Gandhi National Open
University (IGNOU)

STRIDE

Maidan Garhi, New Delhi

INDIA 110068

tel: 91 11 686 5923

fax: 91 11 685 7073

Price: n/a

7.13 *Doctor of Education.*

This is a structural program of doctoral study, combining research for a substantial dissertation with a sequence of discrete structured research tasks tailored to address problems of educational theory, policy and practice arising in candidate's own professional work and workplace. It is a research and not a coursework doctorate. All studies in the doctorate are designed to extend and supplement candidate's existing levels of professional expertise. The overall program offers a balanced combination of different kinds of studies that include critical engagement with literature in candidate's chosen areas of study; research methodology; systematic and critical reflection on practice; and projects in four professional areas related to candidate's needs and interests.

Contact:

Deakin International
Deakin University
Geelong, Victoria 3217
Australia

tel: 61 52 272 822

fax: 61 52 272 411

Price: \$8,400 (*full year*)

7.14 *Doctor of Philosophy.*

This is a supervised research program. The research of each candidate is conducted under the supervision of a full-time member of the academic staff. Candidates are required to participate in an oral colloquium in which the proposed research is defended and to submit a thesis embodying the results of their research.

Contact:

Deakin International
Deakin University
Geelong, Victoria 3217
Australia

tel: 61 52 272 822

fax: 61 52 272 411

Price: \$8,800 (*full time*)

7.50 Face to Face Courses

7.51 *Distance Learning and Teaching. Certificate in Education or part of Diploma/Masters in Education.*

Contents of course include issues in and practice of distance education including materials development and uses of technology. Offered as a combination face-to-face and distance course, available to groups off-site and/or out of country.

Contact: Gillian Walsh
University of Manchester Price: n/a
School of Education
Distance Learning Coordination Unit
Oxford Road, Manchester M13 9PL
United Kingdom
tel: 44 161 275 3967
fax: 44 161 275 3480

7.52 *Diploma in Advanced Study in Education and the Mass Media (Certificate in Education and the Mass Media).*

Offered as a nine month, full time course or two years, part-time. The course is intended for those experienced in education and the media but without graduate qualifications. It will enable them to receive an introduction to academic aspects of the field, leading to a qualification in its own right. Candidates who complete the Diploma course successfully may proceed to the Master's course. The course is flexible and can be adjusted to meet individual needs. Visits to media organisations and conferences will be arranged.

Contact:
University of Manchester Price: n/a
School of Education
Distance Learning Coordination Unit
Oxford Road, Manchester M13 9PL
United Kingdom
tel: 44 161 275 3967
fax: 44 161 275 3480

7.53 MA in Education and Development.

Co-sponsored by the University of London, Institute of Education, and International Extension College. This full-time residential one-year programme is designed for graduates who require a professional qualification in distance education, and comprises two courses: education and development, and distance education. Offered annually, this course runs from October to July.

Contact:

International Extension College
Distance Education
10 Woburn Square, 2nd Floor
London WC1H 0NS
United Kingdom
tel: 44 171 580 4372
fax: 44 171 323 0325

Price: *apply for further details*

8. OFFERINGS BY INSTITUTION

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 - Training Course in Delivery of Open Learning Schemes (p. 16)
 - Open Learning: Selecting and Adapting Materials (p. 27)
 - Training Course in Adapting Materials for Open Learning (p. 29)
 - Training Course in Writing Open Learning Materials (p. 29)
 - Designing and Using CBT (p. 35)
 - Being an Open Learning Mentor (p. 39)
 - Open Learning: Assessment (p. 42)
 - Open Learning: Supporting Your Learners (p. 42)
 - Training Course in Tutoring Open Learning Schemes (p. 45)
 - Training Course in Evaluating Open Learning Schemes (p. 48)
- University of Manchester*
- Distance Learning and Teaching. Certificate in Education or part of Diploma/Masters in Education (p. 55)
 - Diploma in Advanced Study in Education and the Mass Media (Certificate in Education and the Mass Media) (p. 55)

**DIRECTORY OF COURSES AND MATERIALS FOR TRAINING IN DISTANCE EDUCATION
QUESTIONNAIRE FOR USERS**

Your comments will be valuable for updating this directory. Please complete this questionnaire and send it to The Commonwealth of Learning.

How have you used this directory?

To locate learning materials about distance education (e.g. books, learning packages)

For yourself _____ for staff _____ for colleagues _____

For others in organisation (please specify) _____

To locate training opportunities about distance education (e.g., face to face courses, workshops)

For yourself _____ for staff _____ for colleagues _____

For others in organisation (please specify) _____

Other uses (please specify) _____

Is information about learning materials: adequate _____ not adequate _____
for determining whether to acquire the materials?

Is information about training opportunities: adequate _____ not adequate _____
for determining whether it is appropriate to contact host organisation?

Are there other materials or training opportunities which should be listed in the directory?

Are there other categories of information which should be listed in the directory?

Other comments: _____

.....Please complete user profile on reverse

User Profile

Are you engaged in distance education as:

an administrator _____

an editor/course developer _____

an instructor _____

other (please specify) _____

How long have you been involved in distance education?

less than 1 year _____ 1-3 years _____ 3-5 years _____

5-10 years _____ more than 10 years _____

Organisational Profile

Levels of education offered:

Elementary _____ Secondary _____ Tertiary _____

How long has the organisation been involved in distance education?

less than 1 year _____ 1-3 years _____ 3-5 years _____

5-10 years _____ more than 10 years _____

What learning opportunities in distance education are currently offered within your organisation?

Orientation sessions _____ Resource materials _____

Workshops _____ Other _____

How appropriate are these resources for use beyond your organisation?

Thank you for taking time to complete this questionnaire.
Please send it to The Commonwealth of Learning, #1700-777 Dunsmuir Street,
Vancouver, B.C., V7Y 1K4, CANADA, Fax (604) 775 8210