



BCOU
British Columbia Open University

CALENDAR

2004–2005



Learn
your way

British Columbia Open University

www.bcou.ca

The British Columbia Open University has been offering students flexible access to distance university and college courses and programs since 1978.



Whether you are just starting out or are going back to school, BCOU lets you decide where and when you want to learn.

The British Columbia Open University (BCOU) is a public institution and a member of the Association of Universities and Colleges of Canada (AUCC).

■ BCOU IS BECOMING PART OF BC'S NEWEST UNIVERSITY IN 2005.

The British Columbia Open University is joining with the University College of the Cariboo to form BC's newest university in 2005. Students who register for BCOU courses or are admitted to BCOU programs will be able to complete those courses and programs without interruption. The new university will offer BCOU students the opportunity to access a host of new learning options at the undergraduate and graduate levels.

Check the Website often for transition updates at www.bcou.ca.

FOR MORE INFORMATION

WEBSITE

www.bcou.ca

MAIL

BCOU
Student Services
Box 82080
Burnaby, BC V5C 6J8
Canada

EMAIL/PHONE/FAX

Student Services

Email student@bcou.ca
Phone 604.431.3300
Toll-free 1.800.663.9711
Fax 604.431.3444

- BCOU calendar orders
- Course and program information
- Admission, transfer credit
- Registration
- Course materials, texts, supplies
- Course withdrawals, extensions
- Examination inquiries
- Student records
- Financial assistance

Disability Services Office (DSO)

Email dso@bcou.ca
Phone 604.431.3043
Toll-free 1.800.663.1663, ext. 3043
TTY 604.431.3361
Fax 604.431.3444

Student Library Service

Email illn@bcou.ca
Phone 604.431.3403
Toll-free 1.800.663.1699
Fax 604.431.3362

CERTIFICATE PROGRAMS

- ABE Intermediate
- ABE Advanced
- Business Skills
- General Studies
- Home Support Attendant
- Information Technology
- Management Studies
- Practical Nurse Access
- Practical Nurse Refresher
- Registered Nurse Refresher
- Social Service Worker

DIPLOMA PROGRAMS

- Adult Graduation
- General Studies
- Information Technology and Management
- Management Studies

POST-DIPLOMA PROGRAMS (or equivalent)

- Advanced Certificate in Liberal Arts
- Advanced Certificate in Management
- Advanced Diploma in Management

DEGREE PROGRAMS

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

POST-BACCALAUREATE PROGRAMS

- Post-Baccalaureate Certificate in Business Administration
- Post-Baccalaureate Certificate in Liberal Arts
- Post-Baccalaureate Diploma in Business Administration



William C. Harlan
*President and CEO,
Open Learning Agency*

The next year will mark a significant transition for the British Columbia Open University (BCOU), and as we prepare to become part of BC's newest university in 2005, our commitment to open-access distance education will not change.

BCOU has built a twenty-six-year reputation on its ability to offer learners from across the province and around the world high-quality distance

courses and programs through a continuous enrolment schedule and with low tuition fees. What began as an effort to serve students who were left out of the post-secondary system because of geography has evolved into a mandate to serve students who, for many reasons, choose to learn by distance. When we promise that you "learn your way" at BCOU, we mean you get to choose when you register, where you study, and how you interact with your tutor and other students. It is the most flexible educational choice you can make.

Because BCOU is a wholly distance learning institution, we spend a lot of time focusing on how to offer the right services to enhance your learning experience. Our generous transfer credit policy, low residency requirement, prior learning assessment options, and comprehensive e-services are all designed to ensure you get what you need from beginning to end. Whether BCOU is a stop along your educational path or the direct route to a certificate, diploma, or degree, we want the coursework to be challenging and the service to be superior.

When BCOU joins with the University College of the Cariboo to form a new university in Kamloops, BC, we will continue to offer the same courses, programs, and services you have come to expect. We will make the transition seamless. What you can look forward to is a brand new institution that takes open-access distance education to a greater provincial, national, and international level and opens a world of educational opportunity to its students.

I am looking forward to BCOU's future, and I hope you are too.

Calendar Notice

The 2004–2005 British Columbia Open University (BCOU) Calendar is in effect from September 1, 2004, to August 31, 2005, and describes courses and programs offered through BCOU at the time of publication.

Refer to the Web version of the BCOU Calendar at <www.bcou.ca> for information about new courses and programs and changes to courses, programs, or administrative and academic policies occurring after publication of the print calendar.

The Web version of the BCOU Calendar is the official version of the calendar and takes precedence over information published in the print calendar.

Freedom of Information and Protection of Privacy

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

A signed Course Registration form or Program Admission/Transfer Credit form from a student gives the British Columbia Open University permission to use the personal information on the form for the above stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure.

For more information, contact the head librarian, responsible for Freedom of Information and Protection of Privacy at BCOU.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide variety of matters, including education.

Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

For more information, refer to the Statistics Canada Website at <www.statcan.ca> or write to the Post-Secondary Section, Centre for Education Statistics, 17 Floor, R. H. Coats Building, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

Disclaimer

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

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

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

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

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

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Course Registration
Program Admission/Transfer Credit

BCOU Calendar Production

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Courses and Programs Overview

The British Columbia Open University (BCOU) offers courses and programs at three levels: adult basic education, college, and university.

Credentials awarded include adult secondary school completion, certificates, diplomas, associate degrees, bachelor's degrees, and one master's degree (doctoral degrees are not available at this time).

BCOU delivers over 200 distance courses of its own. Consortium partners—Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic)—deliver over 300 courses. Other courses and programs are offered in co-operation with various educational institutions, professional associations, workplaces, and community organizations.

Most universities, community colleges, provincial institutes, businesses, industries, and professional associations recognize the credits earned through BCOU courses and programs.

Professional associations recognizing credentials earned through BCOU include:

Applied Science Technologists and Technicians of BC
Appraisal Institute of Canada, BC
Association of Administrative Assistants
Association of Tourism Professionals
Canadian Alliance of Physiotherapy Regulators
Canadian Healthcare Association
Canadian Institute of Management
Canadian Payroll Association
Certified General Accountants Association
Certified Management Accountants Society of BC
College of Dental Hygienists of BC
College of Licensed Practical Nurses of BC
College of Physical Therapists of BC
Credit Union Institute of Canada
Institute of Canadian Bankers
Institute of Chartered Accountants
Institute of Chartered Secretaries Association
Municipal Officers' Association
Purchasing Management Association of Canada
Real Estate Institute of BC
Registered Nurses Association of BC

Continuous Course Registration

Most distance courses delivered by BCOU are offered on a continuous basis, so students may register throughout the year.

Labs, clinicals, selected classroom offerings, and some *paced* courses have fixed start dates (see below).

Varied Course Delivery Formats

BCOU-delivered courses are offered in the following formats:

- **Print-based**—Course is print-based. Some print-based courses may have optional Web content and/or Web interaction. Internet access is not required to complete the course.
- **Web-based**—Course is Web-based. Most Web-based courses have some printed materials. All Web-based courses have mandatory Web content, and most have Web student-to-student interaction. Internet access is required to complete the course.
- **In Person**—Course is delivered face-to-face in a classroom setting or as a lab, clinical, workshop, or fieldwork.

Not all delivery formats are offered for each course.

Course materials may include audiocassettes, DVDs, videos, or computer disks.

Tutor Support/Contact Choice

Students registered in courses delivered at a distance by BCOU receive instructional support from highly qualified tutors.

Students can communicate with their tutor by email, phone, or regular mail for most courses and also by electronic conference for paced courses.

Flexible Course Scheduling

Most distance courses delivered by BCOU are designed for students to complete within a specified time frame at a place and pace that suit their needs.

Some print-based and Web-based courses are offered as *paced* where a group of students works through the course together. Courses offered as paced have specific start and end dates. Students start the course at the same time, submit assignments (and project examinations when appropriate) by specific due dates, and write their final examination at a pre-determined session. Extensions are limited and granted only for exceptional circumstances.

Educational Advising and Planning

Student Services advisors can answer questions concerning prerequisites and entrance requirements to specific programs, transfer credit, challenge credit, assessment of informal credit, preliminary program planning, course sequencing, and course selection. Information is provided for students who need help with study skills or other education-related concerns. Refer to the BCOU Website or contact Student Services.

Information is provided on the BCOU Website at <www.bcou.ca/services/resources/distance.html> to help students start and continue successfully as distance learners. A self-test is included that prospective students can take to assist in determining if distance learning fits their lifestyle.

Students considering completing a program through BCOU should identify a program of interest to them and contact Student Services to:

- Review and confirm educational goals.
- Clarify the process for receiving credit for previous formal and non-formal learning.
- Confirm how to apply for program admission.

After a student has received the program admission confirmation (including evaluation details), a program advisor is available to assist with selecting courses required to complete the program.

In some cases students may use certificate, diploma, or associate degree studies toward a university degree.

Not all courses needed to complete certain programs are offered through BCOU. In many cases, students take courses at other post-secondary institutions with a Letter of Permission to complete program requirements.

Degree programs offered in association with institutions outside BC may specify fees that vary according to the relationship of BCOU with a particular institution.

Students completing a college-level program with BCOU are awarded an Open College credential. Students completing a university-level program with BCOU are awarded a British Columbia Open University credential.

Financial Aid and Awards

BCOU's Financial Aid and Awards service helps students access institutional and government financial assistance. Refer to pages 15–17.

Learning Evaluation and Advising Program (LEAP)

BCOU's Learning Evaluation and Advising Program (LEAP) is available for those who wish to have their previous learning evaluated and require assistance in choosing an academic program. Anyone may apply for LEAP, including students of BCOU and other post-secondary institutions as well as those considering a return to school. LEAP is designed to help people from various backgrounds choose an academic path.

Applicants submit documentation of their previous learning for examination by a BCOU program advisor. As LEAP is not a BCOU credential, applicants do not receive a certificate. Applicants receive a report outlining any potential transfer credit to BCOU and suggesting options for reaching their academic goal(s). The LEAP report provides applicants with a preliminary assessment of their past learning, an estimate of the number of credits for any completed coursework, and options for best reaching their academic goals, based on their past experience and education.

LEAP applicants are not obligated to follow one of the academic programs suggested on the report. The LEAP report is used as a guide for those uncertain about how to reach their academic goals.

Applicants are required to submit the LEAP application form with the LEAP fee and their educational documents to BCOU Admissions. The LEAP application form is available on the BCOU Website and from Student Services. Applicants should receive their LEAP reports approximately two to four weeks from the date that BCOU receives all required documentation.

If a LEAP applicant applies to a BCOU program within six months from the date of the LEAP report, the LEAP fee is deducted from their program plan fee.

For more information, refer to the BCOU Website or contact Student Services.

First Nations Learning Centres

In its commitment to First Nations learners, BCOU has assisted in establishing community-based First Nations Learning Centres across the province. At these centres, First Nations students learn at their own pace in a setting that is in tune with their culture and their own communities. BCOU's partner First Nations Learning Centres offer Adult Basic Education (ABE) upgrading courses and programs, business and other college courses, and some university-level courses.

SERVICES FOR STUDENTS

Proficiency in English Requirements

Students are required to have proficiency in English suitable for the course level.

- BCOU's college and university courses require post-secondary English reading and writing skills.
- Students registering for courses that do not specify prerequisites beyond English 12 should have sufficient English proficiency if they meet one of the following requirements (provided as a guideline):

Test of English as a Foreign Language (TOEFL) Computer Based Test (CBT) with a minimum score of 250 (600 on the paper-based test), or TOEFL CBT with a minimum score of 230 (570 on the paper-based test) and a minimum essay (TWE) score of 4.5, or

Language Proficiency Index (LPI) Level 5 with a minimum score of 30/40 on the essay section, or

International English Language Testing System (IELTS) with a minimum score of 6.5.

Students who have not obtained the required proficiency in English for the course level should discuss their plans with a Student Services advisor before registering.

English and Mathematics Assessments

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

- The English Language and Writing Assessment can help students choose an English course at the level best suited to their needs. Students who have been away from formal studies for some time are encouraged to make use of an English assessment. This assessment is available only to students residing in Canada.
- An English assessment with First Nations content is available for First Nations students.
- The Mathematics Self-Assessment helps students select a mathematics course at the correct level.

To order an assessment, contact Student Services.

Language Proficiency Index (LPI) Score and Required Level of Study

LPI score levels and the corresponding levels of college-level and university-level English recommended are listed below.

Level 6

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level ENGL 107 if suitable for student's goals.

Level 5 (with minimum score of 30/40 on essay section)

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level course suitable for student's goals.

Level 4

Enrol in college-level ENGL 106 or (ABE) ENGL 030.

Level 3 and Below

Remedial English is required—discuss level with a Student Services or program advisor.

Language Testing Resources

LPI, a provincially recognized assessment, is available for a fee from UBC's Applied Research and Evaluation Services. Phone 604.822.4145 or refer to the UBC Website at <www.lpi.ubc.ca/LPI/index.html>.

More information about English language testing is provided on the following Websites:

- www.ielts.org
- www.toefl.org

Notice to Students

Most courses and programs offered by BCOU have Canadian content. Though some select courses may be offered in other languages, the language of business at BCOU is English, and therefore services are provided in English.

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

Disability Services Office

Students with a disability can contact the Disability Services Office (DSO) to discuss available services.

Services provided by DSO may include:

- Course material and BCOU publications in alternative formats, e.g., electronic or large print
- Referrals for adaptive technology and equipment
- Special arrangements and modification for examinations (refer to the policy on page 27)
- Advice on specialized tutoring, depending on eligibility
- Disability-related general guidance and support

Adaptive equipment or materials take time to arrange. Therefore, students are advised to indicate their intention to register a minimum of ten weeks before their intended course start date. Verification of disability is required to receive services from DSO.

The types of services available may be different for students residing outside British Columbia and for students taking courses delivered by SFU, UBC, or UVic.

Students requiring services should self-identify at the time of course registration or program admission or contact DSO.

- Disability Services Office (DSO)
dso@bcou.ca
604.431.3043 or 1.800.663.1663, ext. 3043
(toll-free in Canada)

Student Library Services

Library and information services are provided to all students currently registered in courses delivered by BCOU. Services are accessible via the Web, by phone, fax, email, regular mail, and in person at the BCOU Library, 4355 Mathissi Place, Burnaby, BC.

Electronic, print, and video resources are available through the BCOU Library. Some of the core services provided to students include:

- Access to skilled librarians who provide research assistance
- Database searching assistance
- Access to electronic full-text and citation databases
- Access to BCOU's library collection
- Access to SFU's collection of books and periodicals
- Access to the resources of other libraries through interlibrary loan
- Study skills resources
- Delivery of non-returnable items to any location
- Delivery of returnable items to many locations (some restrictions apply; contact the library for information)
- Toll-free phone access for students residing in Canada
- Library cards for local libraries by request

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

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

- BCOU Library
<http://library.bcou.ca>
illn@bcou.ca
604.431.3403 or 1.800.663.1699
(toll-free in Canada)
Fax 604.431.3362

Open Admission

All persons are eligible for general admission to BCOU and can apply for registration in courses and admission to programs. Differential fees and services may apply to applicants who are not permanent residents of British Columbia.

Applicants do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to BCOU and to register in courses.

Permanent Residents of British Columbia

A permanent resident of British Columbia is defined as a person who resides in British Columbia and possesses Canadian citizenship or permanent resident (landed immigrant) status.

International Students

An international student is defined as a person (a) who does not possess Canadian citizenship, or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Non-Canadian students who are temporarily resident in Canada are eligible to enrol in courses and programs provided all Employment and Immigration Canada regulations have been fulfilled. Categories include but are not limited to those on a student, visitor, or work authorization visa.

Non-Canadian students who are currently enrolled at another post-secondary institution in Canada are eligible to take courses, but are not eligible to enrol in programs unless the program is offered in partnership with the institution they are attending. Normally, BCOU coursework cannot be used to establish or extend a student authorization (student visa).

Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Applicants registering in courses must declare that they have the required course prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 18–20).
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most BCOU courses and programs do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to page 3).

Admission to a Program

Students who plan to complete a credential with BCOU must complete and submit the BCOU Program Admission/Transfer Credit form, provided at the end of this calendar and on the BCOU Website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) Website at <www.pas.bc.ca>.

Students who have taken only courses previously with BCOU and now want to complete a program must apply for program admission.

Where BCOU offers degree programs in association with institutions outside BC, fees may vary according to BCOU's relationship with a particular institution.

Transferring Credit from Other Institutions

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

- Identify the BCOU program to be completed. Applicants unsure about program choices may want to consider BCOU's Learning Evaluation and Advising Program (LEAP) (refer to page 2).
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.
- Apply for program admission by completing and submitting the Program Admission/Transfer Credit form, with the program plan fee and transfer credit assessment fee.
- Arrange to have official transcripts from all post-secondary institutions attended sent directly to BCOU Admissions by the registrar's office of the post-secondary institution(s) where the program or courses were completed.

Documents from outside Canada may need to be evaluated by an accredited international credential evaluation service such as <www.bcit.ca/ices>.

- Provide additional supporting documentation with the application, particularly if the coursework is over seven years old or if the course(s) were completed outside BC.

BCOU begins the assessment of formal education on receipt of all three of the following:

- (1) completed Program Admission/Transfer Credit form;
- (2) full payment of the program plan fee and assessment of transfer credit fee; and
- (3) official transcripts of all post-secondary studies.

Results of the assessment and outline of a program plan are sent to students.

Program Plans

A program plan is the record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a BCOU academic program advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (refer to page 12).

A program plan shows the following:

- (1) requirements for the program;
- (2) student's transfer credit; and
- (3) remaining credits required for program completion.

Remaining credits may be earned through coursework or prior learning assessment and recognition (PLAR) (by course challenge or portfolio assessment) or a combination of both.

Students should consult with their program advisor prior to registering in a course to ensure that the course satisfies program requirements. Students registering in courses without prior approval from an advisor bear the responsibility for taking courses that may not be applicable to program requirements.

Students admitted to a BCOU program who plan to take a course from an institution other than BCOU must first apply for a Letter of Permission. One Letter of Permission per semester, per institution is required for such courses. Students who do not obtain a Letter of Permission risk taking a course that may not be transferable as suitable credit to their BCOU program and are required to pay the transfer credit fee.

To have their program plan updated, students are responsible for notifying their program advisor that additional courses have been completed and final grades assigned.

For courses taken through the Letter of Permission process, the program plan is updated when BCOU receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts.

Students wanting to change to a different program must consult with their program advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. A fee is charged for a program plan change (refer to page 12).

Prior Learning Assessment and Recognition (PLAR)

Students who have been admitted to or who plan to apply for admission to a BCOU program may be eligible for credit based on an assessment of their non-formal or prior learning. PLAR credit may be used to complete their credential.

Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study, and work experience. (Students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed.)

Normally, BCOU assesses prior learning in one of two ways—challenge examination or prior learning assessment portfolio.

Challenge Examination

Students may write one or more challenge examinations to demonstrate knowledge of the content of a particular BCOU course or of a first language (refer to page 190). The amount of credit awarded is the same as completing the course as a registered student. Students are required to register in the course and pay the course tuition and course administration fees in order to write a course challenge examination. Contact Student Services for more information.

Prior Learning Assessment Portfolio

Students demonstrate that their prior learning has provided them with a series of "competencies" (such as communication abilities or problem-solving abilities) that are critical for success in completion of a degree. Students are required to prepare and submit a learning portfolio with written documents and other materials (e.g., videos, compact discs) and may be required to have an oral interview.

The non-refundable PLAR fee is required in advance.

Note

PLAR portfolio assessment varies by program area. Details are provided by each program area.

Normally, PLAR credit awarded by BCOU toward a BCOU credential cannot be transferred to other post-secondary institutions. PLAR credit may not be accepted for admission to post-degree programs. Students are advised to confirm the transferability and acceptance of PLAR credit to another institution prior to applying for PLAR.

Refer to PLAR policies on pages 22–23 and to the PLAR Website at <www.bcou.ca/plar>.

About Distance Education

Information is provided on the BCOU Website at <www.bcou.ca/services/resources/distance.html> to help students start and continue successfully as distance learners. A self-test is included to assist prospective students in determining whether distance learning fits their lifestyle.

Advanced Placement

Advanced Placement is a program of college-level courses and examinations, administered by the College Entrance Examination Board in New York, with a Canadian office in Kelowna, BC. Unless otherwise specified, BCOU requires that students have a minimum grade of 3.0 in the Advanced Placement program to receive transfer credit.

International Baccalaureate

The International Baccalaureate program, sponsored by a Swiss foundation in Geneva, is a comprehensive curriculum, including languages, science, mathematics, and humanities. Unless otherwise specified, BCOU requires that students have a minimum grade of 4.0 in the International Baccalaureate program to receive transfer credit.

More Information

For more information, refer to the *Online Transfer Guide* on the Web at <www.bccat.bc.ca>.

Registering Only for Courses

Students who are not intending to complete a BCOU post-secondary credential may register directly for most courses. Refer to pages 8–14.

Transferring Credit to Other Institutions

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

Students planning to register in BCOU's college or university courses and planning to complete a program offered by another institution are advised to refer to that institution's admission information to determine initial program requirements. Transfer information is available in the *Online Transfer Guide* on the Web at <www.bccat.bc.ca>.

Courses listed in this calendar delivered by Simon Fraser University (SFU), the University of British Columbia (UBC), or the University of Victoria (UVic) are BCOU university-level courses for which students receive BCOU credit. Students are responsible to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

SFU, UBC, UVic Transfer Credit

Students are advised that registration through BCOU in courses delivered by SFU, UBC, or UVic may not automatically be accepted for transfer credit to a specific program of studies by the institution delivering the course. Students planning to take courses through BCOU and then transfer the credit to another institution should consult the *Online Transfer Guide*.

Students should note that registration through BCOU in courses delivered by SFU, UBC, or UVic does not mean they are admitted to the institution delivering the course. Students are advised to refer to the individual institution's admission policies. Refer to pages 191–193 for contact information.

Visiting Students

Visiting students planning to take courses through BCOU for transfer to another institution can register in courses without submitting transcripts.

Although a Letter of Permission is not required by BCOU, BCOU recommends that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study.

BCOU-Delivered Distance Courses

Most BCOU-delivered distance courses are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings, and some Web-based, paced courses have fixed start dates.

For information about course availability, refer to the BCOU Website or contact Student Services.

BCOU courses that have rental materials (equipment and videos) are not available to students residing outside Canada.

Course Prerequisites

Course prerequisites are specified in the course descriptions in this calendar and on the BCOU Website. Students are not required to submit transcripts in order to register in a course that has prerequisites.

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to page 3 for more information on the English proficiency requirement.

When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 18–20).

Credit Courses

Credit courses require that students complete all mandatory coursework, including assignments and the final examination or project. Full tutorial support throughout the duration of the course is provided for all credit courses.

Credit-free Courses

Some courses offer a credit-free option. Students complete coursework, including assignments, with full tutorial support but are not required to write the final examination. Refer to the policy on page 23.

Contact Student Services for more information.

LEAP

BCOU's Learning Evaluation and Advising Program (LEAP) is available for those who wish to have their previous learning informally evaluated and require assistance in choosing an academic program. Refer to page 2 or the BCOU Website for more information.

Course Packages

BCOU course packages include all the required texts and course materials unless otherwise noted. Students also receive information about their course tutor. Tutors contact students registered in courses, or students may choose to contact their tutor first.

Students normally receive their course package by courier within two weeks of registering in BCOU's courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date.

Completion of Courses with Continuous Registration

Completion of BCOU-delivered courses with continuous registration (e.g., do not have fixed start dates) is as follows:

- Most three-credit distance courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week.
- The maximum course completion time for these courses is thirty weeks from the date of registration. As many courses are self-paced, students may choose to complete a course in less than the allowed maximum time.
BCOU's most successful students complete continuous-registration three-credit courses in four months or less.
- To achieve the learning outcomes and to prepare for the final examination, it is recommended that students in BCOU-delivered courses complete their assignments in order and submit them to their tutor as they complete them (several weeks before the final examination).
- By choosing an early examination session, students may complete a course in less than thirty weeks. Students may usually choose from six examination sessions over the thirty-week period from the date of registration. This schedule is included in the student's confirmation of registration package.

Note

Full-time financial aid students should refer to their Study Contract for course completion deadlines.

REGISTRATION

Examinations

The final examination for a BCOU self-paced, independent-study course is either a supervised written examination held in a BCOU examination centre in BC or other supervised location arranged by the student, or a project examination normally completed at the student's residence. Information is provided in the course package and in the detailed course descriptions on the BCOU Website.

Instructions for applying to write examinations are in a student's confirmation of registration package, in the *BCOU Student Handbook*, and on the BCOU Website.

Refer to examination policies on pages 27–28.

BCOU Supervised Examinations

Examination Session	Application Deadline
September 11–14, 2004	August 11, 2004
October 16–19, 2004	September 16, 2004
November 13–16, 2004	October 13, 2004
December 4–7, 2004	November 4, 2004
January 15–18, 2005	December 15, 2004
February 12–15, 2005	January 12, 2005
March 12–15, 2005	February 12, 2005
April 9–12, 2005	March 9, 2005
May 7–10, 2005	April 7, 2005
June 11–14, 2005	May 11, 2005
July 9–12, 2005	June 9, 2005
August 13–16, 2005	July 13, 2005
September 10–13, 2005	August 10, 2005

Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–26.

Transcripts

After completing a course, students automatically receive one unofficial transcript with their grade. BCOU students may order official transcripts on the BCOU Website at <my.bcou.ca> or complete and submit the Transcript Request form, available on the BCOU Website, in the *BCOU Student Handbook*, and from Student Services.

Non-Tuition Course Costs

Texts and Course Materials

The cost of texts and course materials varies by course and is part of the total course fee due and payable to BCOU at the time of registration.

BCOU Course Materials Shipping Costs

- Within Canada: No charge
- To the United States: \$30 CDN
- Outside Canada (excluding US): \$100 CDN

Rented Materials

Courses that have specified returnable materials (e.g., equipment and videos) require a deposit to be paid at registration. The deposit is refunded (less the rental fee and any deduction for damaged or missing items) on return of the materials in good condition in the original packing. Materials for which students have paid a deposit remain the property of BCOU. Students who fail to return rented materials do not receive the deposit refund.

Long-distance Phone Charges

Students residing in Canada may access phone services toll-free, including tutorial services, educational advising, registration, records, examinations, library, disability services, and technical support.

Students residing outside Canada are required to pay for all long-distance phone charges for the above services, technical support and administrative services, and mandatory teleconferences in courses.

PLAR Candidates

Candidates for PLAR (prior learning assessment and recognition) are responsible for all costs associated with the PLAR process. Refer to PLAR policies on pages 22–23.

Postage

All students in all distance courses are responsible for the cost of mailing assignments for grading.

Library Services

Some courses require students to access BCOU's Library services. Refer to page 4 for applicable costs.

- Refer to page 12 for tuition and fees information.
- Refer to page 14 for information on how to register.

Distance Courses Delivered by SFU, UBC, UVic

English Proficiency, Prerequisites Declaration

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to page 3 for more information on the English proficiency requirement.

When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 18–20).

Examinations

Examinations are arranged by each institution. Refer to examination policies on pages 28–29.

Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 24–26.

Postage

All students in all distance courses are responsible for the cost of mailing assignments for grading.

Transcripts

After completing a course, students automatically receive one unofficial transcript with their grade. Students may order official transcripts on the BCOU Website at <my.bcou.ca> or complete and submit the Transcript Request form, available on the BCOU Website and from Student Services.

SFU, UBC, UVic Transfer Credit

Students should note that registration in a course delivered by SFU, UBC, or UVic does not mean a student is admitted to that institution. Students are advised to refer to the individual institution's admission policies.

- Refer to page 13 for tuition and fees information.
- Refer to page 14 for information on how to register.

SFU-Delivered Distance Courses

Deadlines, Prerequisites, Completion

Courses are offered in September, January, and May. Not all courses are offered every semester. Course registration deadlines apply. Deadlines are specified on the BCOU Website "Register Now" system and are available from BCOU Student Services. Space is limited and early registration is advised.

Prerequisites are specified in the course descriptions in this calendar and on the BCOU Website.

Detailed course descriptions are provided on the SFU Website. Students are not required to submit transcripts to register in a course with prerequisites. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites.

Students are sent a letter by BCOU confirming course registration. SFU provides course packages, which include all the required texts, course materials, and instructions on how to proceed. Additional research materials are available through SFU's Library.

Students are required to complete the course in thirteen weeks from the course start date (normally the first Monday in September, January, or May) and submit assignments according to established timelines. Course completion times are given in the course descriptions. Many courses have supervised mid-term examinations. Final examinations are scheduled on specific dates in weeks fourteen or fifteen and are arranged by SFU (refer to page 28).

Those wanting to audit a course delivered by SFU should contact SFU directly.

Students residing outside Canada who are interested in registering in SFU-delivered courses through BCOU are considered on an individual basis. Contact SFU's Centre for Distance Education (CDE) for more details (refer to page 191).

Non-Tuition Course Costs

The cost of texts and course materials varies by course and is part of the total course fee due and payable to BCOU at the time of registration. Students receive required texts with course packages. Other texts are available at the SFU Bookstore.

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

Information about long-distance phone charges is provided in the course package.

REGISTRATION

UBC-Delivered Distance Courses

Deadlines, Prerequisites, Completion

Most courses are offered three times a year, usually in September, January, and May. Some are available only once or twice a year. Course registration deadlines apply. Deadlines are specified on the BCOU Website “Register Now” system and are available from BCOU Student Services. Space is limited and early registration is advised.

Prerequisites are specified in the course descriptions in this calendar and on the BCOU Website.

Detailed course descriptions are provided on the UBC Website. Students are not required to submit transcripts to register in a course with prerequisites. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites.

Students are sent a letter by BCOU confirming course registration. UBC provides course packages, which may include a book order form to purchase texts from the UBC Bookstore. Additional research materials are available through UBC’s Library.

Courses are of variable lengths. A schedule for course completion is included in the course package or provided on the UBC courses Website, together with timelines for submitting assignments. Course completion times are given in the course descriptions. Examinations are arranged by UBC (refer to page 28). Examination information with application deadlines is provided on the UBC Website at det.ubc.ca/detsite/learnersresources/examinations.html.

Those wanting to audit a course delivered by UBC should contact UBC directly.

Some distance courses delivered by UBC are available to students residing outside Canada. Information is provided in UBC’s *DE&T Learner’s Guide*.

Some courses delivered by UBC include face-to-face lab components, which may require travel to a designated site. Details are available from UBC’s Distance Education and Technology (DE&T) Office (refer to page 192).

Non-Tuition Course Costs

Students are responsible for purchasing the required texts. Ordering information is included in UBC course packages. Texts are available at the UBC Bookstore.

Information about long-distance phone charges, loans of materials, and costs for materials that are not returned is provided in UBC’s *DE&T Learner’s Guide*.

UVic-Delivered Distance Courses

Deadlines, Prerequisites, Completion

Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the UVic program area (refer to page 193). Course registration deadlines apply. Deadlines are specified on the BCOU Website “Register Now” system and are available from BCOU Student Services. Space is limited and early registration is advised.

Prerequisites are specified in the course descriptions in this calendar and on the BCOU Website.

Students are not required to submit transcripts to register in a course with prerequisites. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites.

Students are sent a letter by BCOU confirming course registration. Registered students receive instructions by mail about purchasing texts and course materials from the UVic Bookstore and accessing library resources.

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area. Examinations are arranged by UVic (refer to page 29).

Those wanting to audit a course delivered by UVic should contact UVic directly.

Some distance courses delivered by UVic are available to students residing outside Canada. Contact the UVic program area for more details.

Some courses delivered by UVic include face-to-face lab, classroom, or field-trip components, which may require travel to UVic or a designated site. Contact the UVic program area for more details.

Non-Tuition Course Costs

Students are responsible for purchasing the required texts for most courses. Specific program areas mail instructions to registered students on how to purchase course materials. Texts are available at the UVic Bookstore.

Information about long-distance phone charges and loans of materials is provided by the specific program area at UVic (refer to page 193).

Tuition and Fees

BCOU-Delivered Distance Courses

Permanent Residents of BC

High-school Completion (ABE) Courses

\$0 tuition + \$70 course administration fee + texts + course materials

College and University Courses

\$85 tuition per credit + \$70 course administration fee + texts + course materials

Seniors (65 years +)

\$21.25 tuition per credit + \$70 course administration fee + texts + course materials

Permanent Residents of Canada, Residing outside BC

High-school Completion (ABE) Courses

\$85 tuition + \$75 non-BC-resident fee + \$70 course administration fee + texts + course materials

College and University Courses

\$85 tuition per credit + \$75 non-BC-resident fee + \$70 course administration fee + texts + course materials

International Students

High-school Completion (ABE) Courses

\$255 tuition + \$70 course administration fee + texts + course materials

College and University Courses

\$255 tuition per credit + \$70 course administration fee + texts + course materials

- A permanent resident of BC is defined as a person who resides in BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- A permanent resident of Canada residing outside BC is defined as a person who resides outside BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- An international student is defined as a person (a) who does not possess Canadian citizenship, or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Credit-free Courses

Applicable tuition per credit + \$70 course administration fee + texts + course materials

Course Extensions—All Students

\$80 per course (not all courses are eligible for extension)

Program Plans

\$50 per certificate program plan

\$50 per diploma/associate degree program plan

\$125 per bachelor's degree program plan

Re-assessments (Program Plan Change)

\$50 per program

Repeat Registrations

Refer to policy on page 24.

Formal Grade Appeals—All Students

\$100 per course. Refer to policy on pages 30–31.

Transfer Credit Assessments

\$40 BC documents only

\$75 Non-BC documents or combined

Course Materials Return: Restocking Fee

\$25 per return instance. Refer to policy on pages 24–25.

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- Some courses and programs delivered by BCOU are subject to alternate fee schedules.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- Refer to individual course descriptions on the BCOU Website to determine course prices, or contact Student Services.

Note to Canadian Citizens Residing outside Canada

All students residing outside Canada pay the international tuition rate when they register online for courses. Canadian citizens and permanent residents of Canada (landed immigrants) will be reimbursed a portion of their tuition on submission of proof of Canadian citizenship. With the reimbursement, tuition paid is equal to tuition for permanent residents of Canada residing outside British Columbia (non-BC Canadian).

To apply for reimbursement, students are required to submit a request in writing to the BCOU Office of the Registrar, accompanied by a photocopy of their birth certificate, passport, or citizenship certificate as proof of Canadian citizenship.

Students may submit requests by mail to the BCOU Office of the Registrar, Box 82080, Burnaby, BC V5C 6J8, Canada, or by fax to 604.431.3444.

REGISTRATION

SFU-Delivered Distance Courses

Permanent Residents of BC

Permanent Residents of Canada, Residing outside BC
\$142.30 tuition per credit + \$70 course administration fee + texts + course materials

Seniors (60 years +)

\$0 tuition + \$70 course administration fee + texts + course materials

International Students

\$475.70 tuition per credit + \$70 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to page 191 for contact information.

UBC-Delivered Distance Courses

Permanent Residents of BC

Permanent Residents of Canada, Residing outside BC
\$133.70 or \$148.90 tuition per credit + \$80 course administration fee + texts (purchased separately) + course materials. Tuition varies by the program. Refer to the BCOU Website.

Seniors (60 years +)

\$0 tuition + \$80 course administration fee + texts + course materials

International Students

\$516 or \$542 tuition per credit + \$80 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UBC. Refer to page 192 for contact information.

UVic-Delivered Distance Courses

Permanent Residents of BC

Permanent Residents of Canada, Residing outside BC
\$141.30 tuition per credit + \$35 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$416.50 tuition per credit + \$35 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to page 193 for contact information.
- Fees listed do not apply to all courses. Refer to the BCOU Website.
- Note: 3 BCOU credits = 1.5 UVic units.

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

REGISTRATION

How to Register

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the BCOU Website or by contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the BCOU Website) are met and declare when registering that the necessary prerequisites have been met.
3. Confirm access to equipment required (such as to the Internet for a Web-based course). Required equipment is noted in the course descriptions in this calendar and on the BCOU Website.
4. Be aware of the application deadline and the course start date, especially if the course is delivered by SFU, UBC, or UVic.
5. Disclose a disability when registering if special arrangements are required and submit a written request, including relevant medical documentation, a minimum of ten weeks prior to the course start date.
6. Select one of the methods of payment listed.
 - Registrations are not processed until all course fees have been received.
 - Payment is deposited on receipt.
 - Payment is refunded for registrations not processed.

Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level. BCOU provides official receipts (T2202A: Tuition and Education Credit Certificate) for income tax purposes in February of each year for the previous calendar year.

BCOU provides tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded fifty per cent on the tax receipt for the year when the course started and fifty per cent on the receipt for the following year.

For information about income tax regulations, refer to the Canada Revenue Agency Website at <www.ccr-aadrc.gc.ca/menu-e.html>.

Register Online

www.bcou.ca

With Visa, MasterCard, or approved student loan

Use the "Register Now" system on the BCOU Website to register quickly and conveniently.

Register by Phone

604.431.3300

1.800.663.9711 (toll-free in Canada)

With Visa or MasterCard

Phone Student Services, with course details and credit card information, on any weekday from 8:30 a.m. to 4:30 p.m. (Pacific Time); closed on statutory holidays.

Register by Fax

604.431.3444

With Visa or MasterCard

Fax both sides of the completed Course Registration form to Student Services (do not mail the original Course Registration form when it is sent by fax).

Register by Mail

British Columbia Open University

Student Services

Box 82080

Burnaby, BC V5C 6J8

Canada

With Visa, MasterCard, cheque, or money order

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

With student loan or grant

Mail the completed Course Registration form with a completed Part-time Student Assistance Application form or a completed Full-time Fee Deferral Request form.

- The Course Registration form is provided at the end of this calendar and on the BCOU Website.

Applying for Financial Assistance

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

- Applicants may submit part-time application forms (originals only) to the BCOU Financial Aid and Awards office.
- Applicants may submit full-time application forms online at <www.bcsap.bc.ca> or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution (split-enrolled) are to inform each institution's financial aid office before registering.

Residency Requirements

Currently, only Canadian citizens and permanent residents (landed immigrants) are eligible to apply for assistance.

Full-time Assistance

The Canada Student Loans Program defines a student's province of residence for the purposes of full-time assistance as the last province lived in for twelve consecutive months as a non full-time student, or if the student has immigrated within the last year, the province in which they landed.

Canadian citizens or permanent residents (landed immigrants) who do not qualify as residents of BC may apply for full-time government loans and grants through the province of which they are considered to be residents. If the student's chosen program of study is available at institutions in their province of residence, the student may not be eligible for provincial loans and grants through some provinces while studying in BC.

Part-time Assistance

Applicants must be resident in BC at the time of application to receive part-time assistance through BCOU. For students not residing in BC, the Part-time Canada Study Grant (CSG) can be applied for directly through the government in the province in which the student is residing.

Comprehensive Financial Planning for Education

Funded by the BC Ministry of Advanced Education, this resource provides "hands-on" opportunities to explore financial planning through a series of learner-oriented modules. It is available on the Web at <www.ucfv.bc.ca/future/cfpe/contents.htm>.

Part-time Bursaries and Grants (non-repayable aid)

The Part-time Student Assistance Application form is provided on the BCOU Website and is available from the Financial Aid and Awards office. Up to four weeks is required to process the application.

The programs listed in this section pay for all direct educational costs, including tuition, course administration fee, and required textbooks, as well as supplies, a small miscellaneous living allowance, and some childcare when applicable.

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

Bursaries and grants are available to applicants who demonstrate financial need (according to the formula used by the BC Student Assistance Program) and, for the Canada Study Grant only, are unable to study full-time or to fund part-time study through employment. Applicants must be in good standing with any previous Canada or BC student loans.

Adult Basic Education Student Assistance Program (ABESAP)

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

Canada Study Grant for High-Need Students

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

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment Fund

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

Barbara Guttman-Gee Bursary Endowment Fund

Established by BCOU 1991 graduate Barbara Guttman-Gee, this endowment provides funding to women students. Preference is given to older women in financial need.

BCOU Bursary Endowment Fund

This endowment gives preference to candidates who do not have access to other sources of financial aid and those pursuing a BCOU credential.

Full-time Student Loans and Grants

Students may apply for the BC Student Assistance Program (BCSAP) online at <www.bcsap.bc.ca> or may use a paper application, which must be submitted a minimum of four weeks before the funding is required.

Students may check their loan application status online at <www.bcsap.bc.ca>.

BC Student Assistance Program (BCSAP)

This program provides Canada student loans and BC student loans to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs.

The maximum award for both educational and living costs is \$275 per week for eligible students without dependents and \$435 per week for eligible students with dependents.

To be considered a full-time student under the BCSAP, it is necessary to register in and complete a minimum course load of nine new credits per four-month loan period. (Repeat registrations can only be used when no assignments were passed in the previous registration.)

For distance education students this is a shorter completion schedule than BCOU imposes. This can be a challenge for students unfamiliar with studying at home, and it is recommended that new BCOU students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the BCOU Website at <www.bcou.ca/services/resources/distance.html> to help students start and continue successfully as distance learners.

Much of the flexibility of open learning is lost when applying for full-time government student loans. There are six distance education loan periods, each four months long, which start on January 10, March 10, May 10, July 10, September 10, and November 10. Students are required to register in a full-time course load within the month prior to the start date of each period (e.g., register in August for a September start).

Any continuous registrations received after the start date of the term can only be applied to the following term (e.g., a January 11 registration can be applied only to the following loan term).

All students receiving student loans or grants are required to sign a Study Contract (or Payment Schedule for onsite students).

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework during the loan period in nine credits (the minimum required for full-time status). Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

Final examinations may be written after the loan period but before the course completion date as specified in the student's welcome letter.

Failure to submit assignments on a regular schedule throughout the loan period, or failure to submit all coursework by the end of the loan period, may be regarded as a "technical" withdrawal from full-time study even though a student does not formally withdraw. This may result in a portion of the loan being placed in "over award" and becoming immediately repayable ("over award" portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status, and other privileges associated with full-time status may be affected.

Interest Relief

Students who are required to begin repayment of their BC or Canada student loans but are unable to do so due to financial hardship may apply for interest relief through their lending institution (for risk-shared loans) or Student Loan Centre (for direct loans). Approval is based on financial need and can maintain the loans in interest-free status for up to three years (up to five years in some cases).

Full-time Single Parents Bursary Endowment Fund

Established by the CKNW Orphans' Fund, this endowment provides funding to students who are single parents, have received the maximum student loan amount, and still have "unmet need." Applicants must have successfully completed their last full-time term with BCOU.

BCOU Emergency Bridging Loan Fund

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$700, interest-free, are provided for a period of up to sixty days, provided the pending financing is guaranteed (e.g., an approved student loan) and assignable. These loans cannot be issued prior to the first day of a student's study period.

FINANCIAL AID AND AWARDS

Government of Canada's Lifelong Learning Plan

Canadian residents and/or their spouses can withdraw up to \$10,000 per year from their Registered Retirement Savings Plan (RRSP) to finance full-time studies at post-secondary institutions, including BCOU. Refer to the Canada Revenue Agency Website at <www.cra-adr.gc.ca/menu-e.html>.

Other Sources of Assistance

Other private bursaries and scholarships are available to students, and most are available to students registered in BCOU courses. Application procedures for these awards vary, and most have restrictions and conditions. Information is provided on the Web, e.g., at <www.studentawards.com> and <www.aucc.ca/programs/scholarships/index_e.html>.

Annual Awards and Bursaries

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

Governor General's Silver Medal

This medal is awarded annually in recognition of academic excellence and is open to graduates of BCOU bachelor's degree programs. To be considered for the award, students must have completed 24 of their 120 credits through BCOU and have a grade point average above 3.60. No application is required.

Governor General's Collegiate Bronze Medal

This medal is awarded annually in recognition of academic excellence and is open to graduates of any BCOU diploma program. To be considered for the award, students must have completed 15 of their 60 credits through BCOU and have a grade point average above 3.60. No application is required.

Certified General Accountants Award

One award, consisting of a \$750 tuition scholarship toward the fees in the professional education program of the Certified General Accountants Association of BC, is made annually to a top management studies diploma or degree graduate.

Institute of Chartered Accountants Awards

One award, consisting of a \$1,000 credit toward the course and registration fees in the Advanced Certificate Program of the Institute of Chartered Accountants of BC, is made annually to a top management studies diploma or degree graduate. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC.

Rosemary Keene Zonta Club Bursary Endowment Fund

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

Joanne Ellis Science Bursary

Created in recognition of former OLA board chair Joanne Ellis, this bursary provides one award of up to \$700 each January to a BCOU student pursuing science courses. A recipient is chosen from the Part-time Student Assistance Applications received between November 1 and December 31. The award provides for all course costs and, where possible, other living expenses and/or childcare.

Donald Weir Scholarship in Literature

One award of one free course is made annually to student(s) achieving the highest standing in any of the 400-level BCOU English courses. Recipients are pursuing a BCOU Bachelor of Arts degree with either a major or a concentration in English and have completed a minimum of 12 BCOU credits. No application is required.

Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by the British Columbia Open University (BCOU). In the absence of other regulations, those of BCOU apply. A student is defined as anyone who requests and receives educational services from BCOU.

1. Student Conduct

The integrity of university and college life and of the academic credentials institutions confer is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct by any member of the institutional community that adversely affects this relationship or process is, therefore, considered a serious offence.

Educational institutions are defined by tradition as communities of people dedicated to the pursuit of truth and the advancement of knowledge and as places where there is freedom to teach and to learn. Since student misconduct threatens the proper functioning of BCOU, procedures have been established to investigate allegations of misconduct, to impose penalties, and to appeal these penalties. These procedures are provided in policies 1.1 through 1.5.

1.1 Unacceptable Student Conduct

The following are examples of unacceptable student conduct:

A. Plagiarism. Plagiarism is the presentation of another person's work, words, ideas, images, or data as one's own without acknowledging the source. A student should not submit the work, words, ideas, images, or data of another person and represent them as her or his own in any academic work.

B. Cheating. Cheating is obtaining information or academic advantage by dishonest means, and includes, but is not limited to, the following:

1. Exchanging information with another student during an examination or using unauthorized material during an examination
2. Representing or impersonating another, or permitting oneself to be represented or impersonated by another, in taking an examination or submitting academic work
3. Submitting academic work containing a reference to a source that does not exist

4. Submitting, without first obtaining approval of the person to whom it is submitted, all or part of any academic work that has been co-authored

5. Submitting academic work for two courses without first obtaining approval of the second tutor or the instructor

C. Submitting false information or misrepresenting facts to BCOU, or to a third party, for the purpose of securing admission or registration, obtaining academic or other advantage, or for any other improper purpose.

D. Conduct that disrupts normal course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

E. Theft, damage to, or misuse of BCOU property or another person's property, including unauthorized entry to or use of BCOU facilities, classrooms, or offices, or inappropriate use of BCOU computing resources.

F. Causing or threatening harm to any person.

G. Assisting another person to engage in unacceptable conduct.

1.2 Written Complaints

A. Any student or any other member of the BCOU community who believes a student has engaged in unacceptable conduct may make written complaint to the registrar. All supporting information should be provided with the complaint.

B. Upon receiving a complaint under 1.2.A., the registrar reviews the complaint and the supporting information provided. If the registrar decides there is a reasonable basis to conclude that the student may have engaged in unacceptable conduct for which consequences under this policy would be appropriate, the registrar informs the student, in writing, of the complaint; establishes a Student Conduct Review Committee; and provides copies of the complaint and any supporting information to the student and to the chair of the committee. The registrar appoints a chair and two other members to serve on the Student Conduct Review Committee.

C. A complaint under 1.2.A. should be made within thirty (30) calendar days of the occurrence of the alleged unacceptable conduct. The registrar does not proceed under 1.2.B. with a complaint made more than thirty (30) days after the occurrence of the alleged unacceptable conduct, unless the person making the complaint explains, in writing, why she/he was unable to make a complaint within the time limit.

The registrar may, in her/his discretion, extend the time limit to make a complaint on any terms the registrar considers appropriate in the circumstances, or may refuse an extension of time and dismiss the complaint.

1.3 Review of Complaints

A. A student who is the subject of a complaint may provide a written response to the complaint, as well as any information supporting that response, to the Student Conduct Review Committee.

B. The committee reviews the complaint, together with the student's response and any other information provided.

C. The committee may, in its discretion, hold a meeting with the student. If such a meeting is held, the committee may invite any other persons it considers appropriate to attend, and the student may attend with a representative of her/his choosing.

D. After its review of the complaint (and any meeting held under 1.3.C.), the committee decides if the student has engaged in unacceptable conduct, and, if so, the committee may take any action it considers appropriate.

E. The committee provides a statement to the student, setting out the committee's decision under 1.3.D. and the reasons for its decision.

1.4 Consequences of Unacceptable Conduct

Action that may be taken by the committee under this policy includes, but is not limited to, the following measures, which may be taken singly or in combination, as the committee considers appropriate in the circumstances:

1. Warning
2. Probation for a specified period of time, or indefinitely, together with any conditions the committee considers appropriate
3. Restriction or revocation of computing or other privileges

4. Failing grade or mark of 0 (zero) in the course, examination, or academic work in respect of which the unacceptable conduct occurred

5. Exclusion from a class, course, or program

6. Rejection of an application for admission or registration

7. Suspension for a specified period of time (which may include deferral of the granting of a credential during the period of the suspension)

8. Cancellation of registration

9. Expulsion from BCOU

1.5 Interim Measures

A. Other provisions of this policy notwithstanding, the tutor, instructor, program coordinator, supervisor, administrator, or executive may immediately remove the student from the class, course, program of studies, or other activity or premises, as the case may be, and may take such other measures as they consider appropriate. Such action may be taken if a student engages in any conduct which, in the opinion of a tutor, instructor, program coordinator, supervisor, administrator, or executive, causes or is likely to cause:

1. Harm to any person or a threat to the safety or well-being of any person;
2. Damage or threatened damage to property; or
3. An immediate disruption or threat of disruption to course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

B. Despite any other provision of this policy, if a tutor or instructor has reason to believe the integrity of an examination or academic work has been compromised by plagiarism or cheating, the tutor or instructor may invalidate the results of the examination or academic work.

C. Any measures taken under 1.5.A. are interim in nature, may be varied by the registrar, and do not preclude further consequences under this policy.

D. The registrar may also take such interim measures if she/he considers it appropriate. The provisions of 1.5.E. to 1.5.H. apply to any interim measures taken by the registrar, with the necessary changes.

E. Failure by a student to comply fully with measures taken under 1.5.A. is unacceptable conduct, independent of any other conduct of the student, and such failure may itself be subject to consequences under this policy.

F. Where measures are taken under 1.5.A., the tutor, instructor, program coordinator, supervisor, administrator, or executive informs the registrar of the measures and the relevant circumstances. The registrar informs the student of the measures and the reason they were taken and that the student may request a review under 1.5.G.

G. Where measures are taken under 1.5.A., the student may request a review by a Student Conduct Review Committee. The review proceeds under 1.3 as if a complaint regarding the student's conduct had been submitted to the registrar under 1.2.B. and the registrar had proceeded under 1.2.C. The committee decides if the student engaged in unacceptable conduct, and, if so, may take any action it considers appropriate. The committee's decision replaces any interim measures taken under 1.5.A.

H. A request for review under 1.5.G. should be made to the registrar, in writing, within thirty (30) calendar days of the registrar's communication to the student under 1.5.F. The registrar does not proceed with a request made more than thirty (30) calendar days after the registrar's communication, unless the student explains, in writing, why she/he was unable to make the request within the time limit. The registrar may, in her/his discretion, extend the time limit to request a review on any terms the registrar considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for review.

2. Formal Transfer Credit

2.1 Certificate, Diploma, and Degree Programs

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

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

B. Transfer credit is awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by the British Columbia Open University (BCOU) or Open College (OC).

C. The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application to be sent to BCOU.

If all formal studies are not declared at the time of initial application, a further documentation fee is charged. Further penalties may be imposed, such as:

- (a) invalidation of the previously issued university program plan;
- (b) refusal of admission into BCOU programs; or
- (c) requirement to withdraw from a program.

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

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

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

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

H. Assessed transfer credit is applied on the basis of its applicability to a specific program.

I. Students changing programs or requiring information about how credits earned and transferred apply to another BCOU credential must apply in writing for a re-evaluation of their transfer credit. An additional reassessment fee may be charged.

J. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven (7) years previously are not automatically awarded transfer credit.

The currency of the subject matter is taken into account.

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

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

M. In cases where there is an equivalent course offered by BCOU, the current course number is assigned.

In cases where the course is no longer offered by BCOU, unassigned credit is given, as appropriate.

N. BCOU assesses requests by individuals for transfer credit for college or university courses completed at high schools in the same manner as any other requests. There is no penalty for dual credit, that is, credit that is used toward completion of both a high-school and a college or university program.

O. Grades for courses that have received transfer credit are transcribed on the student's BCOU transcript.

For block transfer awarded, no grades are transcribed.

2.2 Multiple Certificates and Diplomas

A minimum of 15 credits is required for a college-level certificate (some certificates require 30 or more credits). A minimum of 60 credits is required for a college-level diploma. Credits earned in a preceding credential may not automatically apply to a credential requiring a greater number of credits or a higher-level credential.

2.3 Second Credentials

Credits used to meet the requirements of an undergraduate credential with OC or BCOU or elsewhere may be used to meet a maximum of 50 per cent of the total requirements of a second undergraduate qualification at the same or lower level provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met. Regulation 2.1.J. does not apply.

2.4 Multiple Undergraduate Degrees

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

2.5 Letters of Permission

Students applying to take courses at other institutions for credit toward an OC or BCOU credential must obtain prior written permission in the form of a Letter of Permission.

2.6 Transfer Credit from Master's Degree Programs

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

2.7 Procedures: Application for Transfer Credit

A. Students applying for transfer credit are required to complete and submit the Program Admission/Transfer Credit form and arrange to submit supporting documents (official transcripts).

B. Completed Program Admission/Transfer Credit forms may be submitted to BCOU electronically, by mail, or by fax. Forms are available on the BCOU Website, on the Post-secondary Application Service of BC (PASBC) Website, and from Student Services.

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

D. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by an accredited international credential evaluation service.

E. The appropriate transfer credit assessment fee must accompany all requests for assessment of transfer credit involving documents originating both within and outside BC. Documents from Yukon institutions listed in the *Online Transfer Guide* are treated as being from BC. (Permanent residents of BC who have completed secondary/high-school courses in BC and are applying for transfer credit toward an ABE credential are exempt from this fee.)

F. Assessment of transfer credit does not commence until all required fees have been received with all transcripts declared on the Program Admission/Transfer Credit form.

G. Fees are non-refundable and cannot be applied toward any other assessment fee charged by BCOU.

H. No further transfer credit assessment fees are charged to registered students who have been issued a Letter of Permission or where prior agreement has been reached between institutions, except for cases in which a student requests to have transfer credit assessed against a different credential.

3. Prior Learning Assessment and Recognition (PLAR)

3.1 General Information

A. BCOU recognizes that adults acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. BCOU offers methods to assess this non-formal or prior learning.

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

3.2 Course Challenge

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

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

C. Courses delivered by SFU, UBC, and UVic listed in this calendar and on the BCOU Website are normally not available for challenge.

3.3 Portfolio-Assisted Assessment

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

3.4 Eligibility and Scope

A. Eligibility for PLAR credit varies by BCOU program.

B. BCOU program areas determine which programs are eligible for PLAR and which PLAR methods are used.

C. BCOU program areas determine the amount of credit earned through PLAR which may be used to meet the requirements of a credential.

3.5 Residency Requirement

The residency requirement for a BCOU program may be met with credits earned by PLAR from BCOU.

3.6 Credit Transfer

A. BCOU accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of BCOU program requirements.

B. BCOU reserves the right to reassess credit awarded by other institutions through PLAR on an individual basis.

C. It is the responsibility of assessment candidates planning to transfer PLAR credits to check with the receiving institution to ensure that PLAR credits are acceptable.

3.7 Transcription

BCOU transcripts identify college and university credits earned through course challenge and other PLAR methods.

3.8 Grading

- A. BCOU program areas determine what is a passing grade for a challenge examination.
- B. Regular BCOU grading policies apply to credits earned through course challenge.
- C. An “S” (Satisfactory) grade is recorded on the student’s permanent record for students who satisfactorily complete the PLAR process and are awarded credit.

3.9 Challenge Restrictions

- A. Students who are registered in a course and want to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines and submit a separate application with the required fees to write the challenge examination.
- B. Students who are registered in a course and have submitted one or more assignments or have written the final examination are not permitted to write a challenge examination for the course.
- C. Students whose language is other than English and who have received their secondary education in a language other than English normally have their language knowledge and skills assessed at a third-year university level. This restriction does not apply to lower-level literature courses.
- D. Assessment candidates may not register for course challenge for any course that they have previously challenged unsuccessfully through BCOU.

3.10 Fees and Expenses

- A. The fees vary for portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods, excluding challenge; are dependent on the program; and are provided at the time of application for PLAR.
- B. All expenses associated with PLAR for a course or program of study are the responsibility of the assessment candidate. Such expenses may include long-distance telephone calls to an assessor, travel to an assessment site, and mailing a portfolio to an assessor.

3.11 Cancellation and Withdrawal

As assessment processes vary depending on the learning outcomes being assessed, cancellation and withdrawal opportunities are limited and are determined by program areas.

4. Registration

4.1 Credit-free Option

- A. Students who plan to pursue the credit-free option must declare their intention at the time of course registration.
- B. An “M” grade and 0 (zero) credits appear on a student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.
- C. Students who do not complete course requirements receive a final grade as per 6.2.
- D. Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course (4.2 and 4.4).

4.2 Cancellations—BCOU

- A. Students may cancel their registration in most BCOU-delivered self-paced, independent-study courses by notifying BCOU Student Records in writing within five (5) weeks from their registration date. The course does not appear on their transcript.
- B. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.
- C. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

D. For specific cancellation deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs, students are to contact the program coordinator.

Procedures

E. Students may request to cancel their course registration by regular mail, email, or fax. They may also request it by phone and confirm their request in writing within ten (10) calendar days by sending a letter or fax to Student Records.

Tuition Refunds

- F. Students who submit their request to cancel their registration within five (5) weeks (for most courses) from their registration date receive a 75 per cent refund of tuition fees.
- G. Students who cancel their registration in a lab course as described above receive a 75 per cent refund of their tuition fee and a 75 per cent refund of their lab fees.

H. Tuition refunds are not processed until the written request to cancel a course registration is received by Student Records.

I. The course administration fee is non-refundable.

4.3 Cancellations—SFU, UBC, UVic

Students may cancel their registration in a course delivered by SFU, UBC, or UVic by notifying BCOU Student Records within five (5) weeks from the first day of the month in which the course starts and receive a 75 per cent refund of tuition. The course administration fee is non-refundable.

4.4 Withdrawals—BCOU

A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week thirteen (13) of the course and receive a “W” (Withdrawal) grade.

B. Students who do not formally withdraw within thirteen (13) weeks of their course start date receive a final grade as per 6.2.

C. Courses which are less than two months in duration, labs or clinical courses, and courses in which students have written an examination do not qualify for a “W” (Withdrawal) grade. Students receive an “I” (Incomplete) grade if they do not complete the course requirements by the course completion date.

D. Students may apply for a late withdrawal on medical or compassionate grounds provided they do so before their course completion date.

E. For specific withdrawal deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs, students are to contact the program coordinator.

Procedures

F. Students may request a withdrawal by regular mail, email, or fax. They may also request it by telephone and confirm their request in writing within ten (10) calendar days by sending a letter or fax to BCOU Student Records.

G. Students applying for a late withdrawal are required to submit their request in writing (emails are not acceptable) with appropriate documentation to BCOU Student Records. Students are notified if their request for late withdrawal is successful within three (3) weeks of receipt of their request. If approved, students receive a “W” (Withdrawal) grade.

Tuition Refunds

H. Students who withdraw from a course do not receive a tuition refund.

I. The course administration fee is non-refundable.

4.5 Withdrawals—SFU, UBC, UVic

Students may withdraw without refund up to the end of week thirteen (13) from the first day of the month in which the course begins. A “W” (Withdrawal) grade is entered on their transcript. After that, students who do not complete the course by the course completion date receive an “I” (Incomplete) grade.

4.6 Returning Course Materials—BCOU

Materials Refund Eligibility

A. Students are entitled to receive a refund for course materials purchased from BCOU that meet the conditions stated below.

BCOU course material items must:

1. Be returned no later than five (5) weeks after the course registration date using an acceptable method (4.6.B.)
2. Be in resale condition (like new)
3. Be completely unmarked (no markings, including highlighting, names, erasures, grime, bent pages, covers, and spines)
4. Have shrink wrap intact (e.g., software and printed course materials) if shipped (received) shrink-wrapped

Materials Return Methods

B. Course materials must be returned using one of the following methods:

1. Be postmarked prepaid within five (5) weeks of the course registration date to BCOU, PO Box 82080, Burnaby, BC, V5C 6J8.
2. Be delivered in person within five (5) weeks of the course registration date to BCOU, 4355 Mathissi Place, Burnaby, BC.

Other return methods are not accepted for course materials refunds.

Materials Refunds

C. The materials refund is calculated as the amount paid for each eligible item in the return (4.6.A.) less the restocking fee.

D. Each instance of a materials return is subject to the restocking fee.

E. A refund is processed within four to six (4–6) weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.

F. No refund is given for items that do not meet all conditions in 4.6.A. Students *should not* return course materials to BCOU unless items meet all conditions. Items that are not eligible for refund are not returned to students.

G. Returned course materials become the property of BCOU, regardless of whether a refund is issued.

H. It is not necessary to return course materials to receive a tuition refund for a course. Students may keep any course materials they have purchased.

I. Students are required to return rental and loan items (e.g., videos and equipment). The restocking fee does not apply to returns of rental and loan items.

4.7 Returning Course Materials—SFU, UBC, UVic

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

4.8 Extensions—BCOU

A. Students are entitled to the normal course completion time. For most self-paced, independent-study 3-credit courses, students have an option to extend their course period. A course designed to be completed in four (4) months has a maximum course completion time of thirty (30) weeks from the date of registration, and a six (6)-month course has a maximum completion time of forty-seven (47) weeks from the date of registration.

B. Students registered in a self-paced, independent-study course are permitted one eighteen (18)-week course extension for a fee. Full tutorial support is provided throughout the extension.

C. Students are not entitled to additional time to compensate for postal or other delays. If additional time beyond the normal course completion is required, the student must apply for an extension and pay all related fees.

D. Extensions are not normally permitted for courses that are delivered as paced. Paced courses include those courses that bring students together in a variety of ways. The courses may, for example, include teleconferences, classroom instruction, clinicals, labs, and computer mediation.

E. Students who have received a Canada student loan or BC student loan are eligible for a course extension as per 4.8.A. but may jeopardize their awards status.

Procedures for Paid Extensions

F. For a paid course extension, students submit their request and the required fee to BCOU Student Records. The request and payment must be received before the course completion date. Students receive a letter outlining their extended completion date and examination options (if applicable).

Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

G. Students who receive an extension and have not already written the final examination for the course are required to submit an examination application form to schedule their examination.

H. Students who have written the examination before receiving an extension may not write the examination again and must complete all assignments before their course completion date.

I. Students who receive an extension have the grade of “XT” (grade deferred, extension) recorded on their transcript.

If course requirements are not met before the expiration of the extension, students receive a final grade as per 6.2.

J. Students who do not request an extension before their course completion date receive a final grade as per 6.2. Students who subsequently want to complete the course are required to register again and pay the full course tuition fee and course administration fee (4.10.).

Procedures for Fee-Waived Extensions

K. Students with a disability or medical condition or with exceptional extenuating circumstances (such as a long illness) that prevent them from working on the course for longer than eight (8) weeks are to apply in writing to the Disability Services Office (DSO) for a course extension with fee waiver. Requests must be supported with documentation (such as a physician's statement) stating dates and the duration of the illness and prognosis.

L. For a fee-waived extension request to be considered, the extension request must be received by DSO no later than the course completion date stated in the student's welcome letter.

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

N. Extensions are based on the following criteria:

1. Nature of the student's disability or medical condition
2. Length of time the student has had or expects to have the disability
3. Circumstances of the student
4. Medical diagnosis and prognosis
5. Progress in the course(s)
6. Other relevant information

O. The student is informed by DSO in writing that the extension has been approved, and a letter is sent under separate cover indicating the new completion time for the course(s) and available examination sessions.

4.9 Extensions—SFU, UBC, UVic

A. Extensions are not normally granted to students registered in courses delivered by SFU.

B. Extensions are granted to students registered in courses delivered by UBC only on medical or compassionate grounds if appropriate documentation is provided, and the request is received in advance of the examination date. A fee is charged. More information is provided on the DE&T Website and in the *DE&T Learner's Guide* sent to students on registration.

C. Extension policies of UVic vary by program. Students must contact the specific program area for details on the extension policy.

4.10 Repeat Registrations—BCOU

A. Students who fail to complete a course or who have received a low grade in a course and want to improve their grade may repeat the course if the course is offered.

B. Students are required to pay the full fees, including the course administration fee.

C. Assignment marks may be brought forward to the new registration if the repeat registration is within twelve (12) months of the original registration date and the course has not been revised. Otherwise, students are required to obtain approval from the course tutor or program coordinator for assignments to be brought forward.

D. Students are required to do whatever work the course tutor requires and, if applicable, write the final examination or project.

E. Final examination marks are not brought forward to the new registration.

F. If the course has been revised, students are required to register in the new version of the course and purchase any additional course materials required.

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

4.11 Repeat Registrations—SFU, UBC, UVic

A. Students who repeat courses delivered by SFU, UBC, or UVic must pay the full fees.

B. Students who want to repeat a course delivered by UBC in order to improve their grades must have permission from their instructor to repeat the course. Students are to contact UBC for details on procedures.

5. Examinations

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

5.1 Eligibility—BCOU

A student is eligible to sit for a BCOU examination provided that the student is registered for the course leading to that examination, or provided that the student has been specifically authorized to sit for the examination under the other sections of these regulations.

5.2 Examination Centres—BCOU

A. Examination centres are established at the discretion of BCOU, and, wherever possible, students are assigned to centres that are convenient to them.

B. Students may be permitted to change their examination centre provided they notify BCOU a minimum of fourteen (14) days prior to the scheduled starting date of the examination session.

5.3 Examination Schedule—BCOU

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

B. Students may reschedule their examination to another examination session date if there is a session available before their course completion date.

5.4 Examination Supervision—BCOU

In each examination centre or for a special examination arrangement, there is an invigilator approved by BCOU who is responsible for conducting the examination.

5.5 Examination Time—BCOU

A. The time allowed for an examination is specified on the examination paper.

B. Students who arrive late for an examination are not allowed additional time.

5.6 Admission to the Examination—BCOU

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

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

C. A student who arrives late is admitted without question during the first half-hour of the examination session.

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

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

5.7 Examination Special Arrangements—BCOU

In extenuating circumstances, if a student residing in BC is unable to attend a regular examination centre, they may request approval from the examinations administrator to write the examination at another location with an approved invigilator present (5.9.B.).

5.8 Examination Modification—BCOU

A. Students with a disability are to make requests for examination special arrangements through the Disability Services Office (DSO).

B. A Request for Examination Modification form must be completed and submitted, with current medical documentation, a minimum of six (6) weeks prior to the examination session deadline.

C. The Disability Services Office informs the applicant of the results of their request within two (2) weeks of receiving the application.

5.9 Students Outside BC or Outside Canada—BCOU

A. Students residing outside British Columbia or outside Canada are required to arrange for an examination invigilator to preside over their final examination by submitting the Statement of Presiding Supervisor form to Student Services, Examinations, by the examination application deadline date.

B. Only examination invigilators who meet the invigilator criteria established by BCOU and who are approved by BCOU are permitted to invigilate a student's examination.

5.10 Absence from an Examination—BCOU

A. A student who misses a mandatory examination may be permitted to take a regular examination at the next examination session. If no other permitted session is available, the student must apply for either an extension or a repeat registration.

B. A student who misses a mandatory examination may, under special circumstances (e.g., graduation or discontinuance of the course), be awarded an aegrotat credit. Such credit is 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.

5.11 Illness During an Examination—BCOU

If a student becomes ill while writing an examination, the invigilator should be notified immediately. Full particulars of the circumstances are taken by the invigilator, and a report and the partially completed script are sent to the examination administrator. The student must submit, within seven (7) days, to Student Services, Examinations, the documentation supporting the illness.

5.12 Misconduct Related to Evaluation—BCOU

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

5.13 Simon Fraser University

A. Students completing a course delivered by SFU are expected to write their midterm and final examinations at SFU if they live in the Lower Mainland. Final examinations are scheduled during the examination period at the end of the session. The course package provides complete information regarding examination policies and procedures.

B. All students are required to write examinations at specific dates and times. Rescheduling examinations is subject to approval, and a fee is charged. The examination schedule is provided with each student's letter of registration confirmation.

C. Students who require the information prior to registration should contact the SFU Centre for Distance Education. (SFU does not normally recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.)

D. Students residing outside the Lower Mainland must make arrangements to write examinations in their community under the supervision of a proctor approved by the SFU Centre for Distance Education. Students living outside Canada may be charged additional fees. Students are to contact the SFU Centre for Distance Education for information.

5.14 University of British Columbia

A. All assignments must be completed and submitted according to the course schedule before students registered in courses delivered by UBC are eligible to write the examination.

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

C. A fee is payable when students submit their examination application to the UBC Distance Education and Technology (DE&T) Office. An additional fee is charged if arrangements at a special centre are requested. The *DE&T Learner's Guide* provides information on policies applying to additional fees.

D. Examinations are usually scheduled for Saturdays. Students are notified of the date, time, and place of their examination by the UBC DE&T Office a minimum of two (2) weeks before the examination period. Examination information and application deadlines are provided on the DE&T Website.

5.15 University of Victoria

Some courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information regarding examination policies and procedures.

6. Final Grades

6.1 General Information

A. Only BCOU Student Records is empowered to release final grades.

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

C. Definitions in 6.4 show the grades and numerical equivalents that are used and included when calculating the grade point average (GPA) (6.5).

6.2 Assignment of Final Grade

Courses Delivered by BCOU

A. Students who do not complete any coursework (assignments and final examination) by the course completion date are considered not to have started the course and are assigned a "W" (Withdrawal) grade, except as stated under 4.4.C.

B. Students who complete some coursework but do not complete all mandatory coursework by the course completion date are assigned an "I" (Incomplete) grade.

C. Students who complete all mandatory coursework by the course completion date are assigned an overall grade calculated with a zero (0) grade assessed for all coursework outstanding.

Courses Delivered by SFU, UBC, UVic

D. For courses students completed that are delivered by SFU, UBC, and UVic, the final grade assigned by the delivering institution appears on the BCOU transcript. An "I" (Incomplete) grade is assigned for courses that have not been completed.

6.3 Procedures

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

B. After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address. Students may also view their grades by accessing MyBCOU on the BCOU Website.

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

D. Any errors or omissions are to be reported to BCOU Student Records on receipt of the grades. Release of grades takes place four to six (4–6) weeks after examinations are written.

E. Students are to contact BCOU Student Records if they do not receive their grade within ten (10) weeks after submitting all assignments and writing the final examination.

6.4 Grade/Numerical Equivalent/Definition

A+ 4.33

A 4.00

A– 3.67

Consistently distinguished performance in assignments and examinations.

B+ 3.33

B 3.00

B– 2.67

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

C+ 2.33

C 2.00

C– 1.67

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

D 1.00

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

F 0.00

Fail grade, assigned to a student who has not successfully met the requirements of the course, such as failing mandatory coursework (e.g., the final examination) or finishing with a weighted average on coursework that is below the passing level.

6.5 Grade Point Average (GPA)

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

B. Where more than one attempt at courses deemed equivalent and used to fulfill program requirements has been made, the course with the higher grade is chosen for purposes of the GPA calculation.

6.6 Other Grades

The following are used but not included in the calculation of the GPA for BCOU courses:

AG Aegrotat

Credit granted. Awarded in exceptional circumstances though course requirements not met.

FC Failed Challenge

No credit granted. Failed attempt at credit examination.

I Incomplete

No credit granted. Mandatory course component not completed.

J Non-credit Course

Course requirements met.

K Non-credit Course

Course requirements not met.

M Credit-free Option

Assignments completed. Examination not required.

PC Passed Challenge

Credit granted. Passed attempt at credit examination.

S Satisfactory

Credit granted. Course requirements met.

U Unsatisfactory

No credit granted. Course requirements not met.

W Withdrawal

No credit granted. Withdrawn from course according to established policy.

XT Extension

No credit granted. Grade deferred.

6.7 Transcripts (Official and Unofficial)

A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or delegate's) signature and the seal of BCOU. After completing a course, students automatically receive one unofficial transcript with their grade. Students may order official transcripts by accessing MyBCOU on the BCOU Website or by completing and submitting the Transcript Request form, provided on the BCOU Website and in the *BCOU Student Handbook*.

B. Official transcripts are not issued for any student who is in debt to BCOU.

7. Academic Appeals

7.1 Policy

Students may request a review of a BCOU academic decision.

7.2 Procedures: Assignment Reviews

Students who disagree with an assignment mark should discuss it with their tutor upon receipt of the marked assignment. Assignments are reviewed at the tutor's discretion. An assignment review may or may not result in a higher grade but never results in a lower grade.

7.3 Procedures: Formal Reviews

A. Students may request a formal review of a BCOU academic decision. A request for a formal review of an academic decision must be submitted in writing on the appropriate form, together with relevant information and the appropriate fee, to the Office of the Registrar within thirty (30) calendar days of the date on which the decision was mailed. The fee is refunded if the student's appeal is successful.

The request must include:

1. A clear and concise statement of the decision which is being appealed
2. A chronology of events involved in the appeal, including details of attempts to resolve the issue informally
3. The desired outcome sought
4. All documentation the applicant wants to be reviewed. Students requesting a review of a decision on work which has been returned to them must submit the original work with their request.

B. The registrar reviews the request for a review and supporting information provided. If the registrar decides there is a reasonable basis for the review, she/he forwards it to the Standing Committee on Academic Reviews.

C. The registrar does not proceed with a request made more than thirty (30) calendar days after the date on which the decision was mailed unless the student explains in writing why she/he was unable to submit their request within the time limit.

D. The registrar may, in her/his discretion, extend the time limit to request a review on any terms the registrar considers appropriate in the circumstances or may refuse an extension of time and dismiss the request for a review.

E. The registrar appoints a committee chair and two members, one of which is a tutor or instructor, to serve on the Standing Committee on Academic Reviews.

F. The committee reviews the information submitted by the student and any other information provided.

G. The committee, at its discretion, may hold a meeting with the student. If such a meeting is held, the committee may invite any other person(s) it considers appropriate to attend, and the student may attend with a representative of their choosing.

H. After its review, the committee informs the registrar in writing of the decision within thirty (30) calendar days. The committee may rescind or vary any previous academic decisions made.

I. The registrar or designate informs the student of the decision in writing.

J. No further reviews are permitted.

8. Program Completion and Graduation

8.1 Graduation Requirements—Certificate and Diploma Programs

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

B. To qualify for OC or BCOU certificates or diplomas, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through BCOU or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded.

8.2 Graduation Requirements—Degree Programs

A. To qualify for BCOU degrees, students must have a GPA of 2.00 or higher, calculated on the credits used to complete the degree.

B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.00), the GPA may be calculated on credit outside of the block.

C. The notation “With Distinction” is used on the degree parchment and transcript for those students who have a GPA (as defined under 6.5) of 3.50 or higher.

8.3 Graduation Procedures

A. Upon completion of the requirements for a credential, students must submit a completed Application for Graduation form to the Office of the Registrar. The form is available on the BCOU Website and from Student Services.

B. All official transcripts for courses taken at other institutions, with a BCOU Letter of Permission, must be received by the Office of the Registrar before an application for graduation is taken forward.

8.4 Graduation Deadlines

Students must submit a completed Application for Graduation form to the Office of the Registrar by April 1 for the spring Academic Council meeting, August 13 for the fall Academic Council meeting, and January 5 for the winter Academic Council meeting.

8.5 Graduation Ceremony

A graduation ceremony is held annually to recognize all students who have completed or graduated from BCOU programs. Normally, this ceremony occurs in spring. All students who have had their certificates, diplomas, or degrees approved and who have completed a BCOU program two months prior to the ceremony will be invited to attend.

8.6 Duplicate Parchments

A. BCOU issues one duplicate parchment on request.

B. Duplicate parchments are issued in the style of the parchment currently in use. The names of officers who signed the original parchment are typeset. Only the registrar signs the duplicate parchment. Duplicate parchments indicate the original date of completion of the credential, the replacement date, and that it is a duplicate parchment.

C. Individuals requesting a duplicate parchment must complete and submit the required form.

D. Individuals requesting a change of name on the duplicate parchment must submit notarized documentation to support their legal change of name.

9. Release of Student Information

9.1 Disclosure to Students of Their Own Records

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

A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to BCOU Student Records. Access is determined on an individual basis.

B. Students have the right to receive transcripts of their own academic record. However, BCOU does not release official transcripts if a student is in debt to BCOU.

C. No partial transcripts of a record are issued.

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

BCOU examinations are normally retained for a one-year period after the examination has been written. Examinations are then destroyed.

9.2 Disclosure to Tutors and Administrative Officers of the Open Learning Agency

Information about students may be disclosed without consent of the student to designated Open Learning Agency (OLA) officials only for purposes consistent with OLA activities.

9.3 Disclosure to Third Parties

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

B. Necessary personal information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons.

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

D. Information may be shared with those educational institutions which offer programs in association, in partnership, or in collaboration with BCOU.

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

BRITISH COLUMBIA OPEN UNIVERSITY PROGRAMS

Programs Overview

The British Columbia Open University (BCOU) offers programs at the adult basic education level, college level, and university level, as described on the following pages. Co-operative arrangements with other educational institutions, community organizations, industry, business, and professional associations provide students with choice in earning recognized credentials.

The British Columbia Open University's credentials are recognized in British Columbia's public post-secondary system and by other educational institutions, government, and employers.

Adult Basic Education Programs

BCOU assists students with career and college preparation through Adult Basic Education (ABE) courses and programs. A range of distance courses is offered in career and education planning, English, French, science, mathematics, social sciences and other areas of humanities, and other disciplines. Students find BCOU's courses a flexible way to take a prerequisite needed for entry to a college or career program.

BCOU's ABE Intermediate Certificate program (Grade 10 equivalency) and the Advanced Certificate program (Grade 11 equivalency) are offered to adult learners interested in entering the workforce, vocational programs, or Grade 12 studies.

The Adult Graduation Diploma program (Grade 12 equivalency) replaces the former ABE Provincial Diploma option and the "Adult Dogwood." Through this program, BCOU provides adult learners with the opportunity to complete their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.

College Programs

BCOU offers certificate, diploma, and post-diploma programs in business and management studies, health and human services, and general studies.

BCOU's specialities at the college level are quality career training, credit-laddering options, and continuing skill development. In addition to serving individual students, BCOU works with employers throughout British Columbia, Canada, and beyond to provide solutions for workplace education and professional needs.

Students completing a college-level program with BCOU are awarded an Open College credential.

University Programs

BCOU offers degree programs in the areas of arts and science, business and management studies, health science, general studies, and information technology.

Students may earn degrees by completing courses available from BCOU or in conjunction with campus-based studies at other institutions. Some BCOU degrees are offered in association with colleges and university colleges in British Columbia and elsewhere in Canada.

Students completing a university-level program with BCOU are awarded a British Columbia Open University credential.

CVU-UVC

BCOU is a member of Canadian Virtual University-université virtuelle canadienne (CVU-UVC), a collaboration of nine Canadian universities that offer distance and online programs. When students enrol in a distance program listed on the CVU-UVC Website, they may take courses at any partner university without paying additional admission fees and are not required to pay the Letter of Permission fee, provided they use the application form on the CVU-UVC Website at <www.cvu-uvc.ca>.

Students can select from among 1,800 courses in English or French to meet their schedule, interests, and learning style. The credit earned at a partner university will be transferred to the CVU-UVC distance program a student is enrolled in, provided the course meets the program requirements.

Adult Basic Education Programs

BCOU's Adult Basic Education (ABE) programs, designed for adults by the Ministry of Advanced Education, are similar to ABE programs offered by other colleges in BC. BCOU provides:

- A partial program at the fundamental level and a wide range of courses at the Intermediate Certificate (Grade 10), Advanced Certificate (Grade 11), and Adult Graduation Diploma (Grade 12) levels
 - The flexibility to transfer courses from other colleges and schools or to demonstrate knowledge acquired through less formal learning
 - The opportunity to take prerequisites needed for entry to other post-secondary institutions
 - A wide range of related services, including English and mathematics assessments
- For program updates, refer to the BCOU Website or contact Student Services.

Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who wish to register in courses for the Adult Graduation Diploma do not necessarily need all the ABE Advanced Certificate courses. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement. Refer to page 3.
- The courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult [at minimum be nineteen (19) years of age, or be eighteen (18) years of age and have been out of the public school system a minimum of twelve (12) months]. A minimum of one of the required courses must be completed through BCOU to obtain the diploma.
- The choice of courses depends on the student's educational goals. Students who plan to go to a college and transfer to a university later on, or who plan to take certain vocational programs, have to complete, at minimum, an advanced-level mathematics course and four provincial-level courses, including English 12. Students who plan to go directly to a university or an institute usually are required to complete a minimum of eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language. Students are strongly advised to consult the college or university they plan to attend with regard to entrance requirements.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course, or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- Students who are undecided about their educational and career goals, or who need to improve their time-management and study skills, may register in an education and career planning (EDCP) course.
- Most ABE courses should be completed in seven and a half or nine months (30 or 36 weeks). Students have the option to finish sooner.

ADULT BASIC EDUCATION

Intermediate Certificate

(Grade 10 equivalency)

- This program is available to applicants residing in Canada or outside Canada.

Certificate Requirements

Four courses are required as follows:

English (one required)

ENGL 010, *Reading and Writing English*

ENGL 013, *Studying English*

Mathematics

MATH 014, *Intermediate Mathematics*

Science

SCIE 010, *General Science*

Elective (one required)

EDCP 010, *Intermediate Education and Career Planning*

EDCP 030, *Provincial Education and Career Planning*

Residency Requirement

Minimum of one of the required courses must be completed through BCOU.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Advanced Certificate

(Grade 11 equivalency)

- This program is available to applicants residing in Canada or outside Canada.

Certificate Requirements

Four courses are required as follows:

English

ENGL 028, *Advanced English Skills*

Mathematics (one required)

MATH 024, *Advanced Mathematics*

MATH 026, *Industrial Mathematics*

Science (one required)

BISC 023, *General Biology*

CHEM 024, *Principles of Chemistry*

EASC 024, *Earth Science*

PHYS 024, *Introductory Physics*

Elective (one required)

BISC 023, *General Biology* *

CHEM 024, *Principles of Chemistry* *

EASC 024, *Earth Science* *

FREN 020, *French I*

FREN 021, *French II*

MATH 024, *Advanced Mathematics* *

PHYS 024, *Introductory Physics* *

SOST 024, *Exploring Canadian Issues*

SOST 028, *Canada and the Contemporary World*

* Provided not already used to fulfill the science or mathematics requirement

Residency Requirement

Minimum of one of the required courses must be completed through BCOU.

- For program updates, refer to the BCOU Website or contact Student Services.

Adult Graduation Diploma

(Grade 12 equivalency)

- This program is available to applicants residing in Canada or outside Canada.

Diploma Requirements

The BC Ministry of Advanced Education credential parallels the requirements of the Ministry of Education's Adult Graduation Diploma.

Five courses, a minimum three of which are normally completed as an adult [at minimum be nineteen (19) years of age, or be eighteen (18) years of age and have been out of the public school system a minimum of twelve (12) months], are required as follows:

English (one required)

ENGL 030, *Introduction to Literature*

ENGL 034, *Survey of British Literature* or an approved Grade 12 Language Arts course

Mathematics (one required)

MATH 024, *Advanced Mathematics*

MATH 026, *Industrial Mathematics*

BUSM 131, *Accounting I* or an approved mathematics or accounting course at the Grade 11 level or higher

Electives (three required)

BISC 030, *Provincial Biology*

EDCP 030, *Provincial Education and Career Planning* (provided not used to fulfill the requirements for the ABE Intermediate Certificate)

ENGL 034, *Survey of British Literature* (assumes not used for English requirement)

FNST 030, *First Nations Studies I*

FNST 040, *First Nations Studies II*

GEOG 030, *Physical and Human Geography*

MATH 034, *Provincial Mathematics*

SOST 024, *Exploring Canadian Issues* or SOST 028, *Canada and the Contemporary World* (or Socials 11)

Residency Requirement

Minimum of one of the required courses must be completed through BCOU.

Note

Approved Grade 12, college, or university courses may be eligible (consult a BCOU program advisor). Prior completion of all ABE Advanced Certificate requirements (page 35) is not mandatory, although certain courses do have prerequisites.

Any course that is ministry-authorized by either the Ministry of Education (4 secondary-school credits) or the Ministry of Advanced Education as meeting the requirements for graduation may be used toward the BC Adult Graduation Diploma.

Courses taken through BCOU or at other recognized schools or colleges in BC or elsewhere can be assessed for credit toward the Advanced Certificate (page 35) and/or the BC Adult Graduation Diploma. A completed Program Admission/Transfer Credit form, provided at the end of this calendar and on the BCOU Website, official transcripts from all schools and institutions attended, and the appropriate fee are required for an assessment. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs, or BCOU. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) Website at <www.pas.bc.ca>.

Some non-formal courses and qualifications have also been assessed as providing transferable credit. Credit can also be earned by demonstrating knowledge through challenge examinations or through the assessment of a portfolio. Refer to page 6 for more information.

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

Credit courses from BC post-secondary institutions used to meet the requirements of the Advanced Certificate or Adult Graduation Diploma qualifications may also be used to meet the requirements of an OC program qualification.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Associate of Arts

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Associate of Arts degree program provides students with a broad academic education to prepare them for the workplace and for upper-level university study. The degree requirements may be met through BCOU's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to the *Online Transfer Guide on the Web* at <www.bccat.bc.ca>. Courses used to complete this degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Arts degree ladders into the BCOU Bachelor of Arts or Bachelor of General Studies degrees. Course credit may also be used to complete other BCOU degrees.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

60 credits of first-year and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

18 credits in first-year arts other than English, of which 6 credits are in the social sciences and 6 credits are in humanities (including the creative and performing arts but not including studio courses), and no more than 6 credits are in any one subject area

18 credits of second-year arts in two or more subject areas

6 credits in natural science (e.g., astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a lab science

3 credits in mathematics, statistics, or computer science

9 credits of first-year or second-year university-level courses

Note

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

The first-year science requirement includes a 1-credit hands-on laboratory component (e.g., BCOU's BISC 120, CHEM 110, GEOG 110, GEOL 120, PHYS 110, etc.). Additional credits (if any) earned in first-year laboratory courses do not count toward the 60 credits required.

No course may be used to meet more than one of the specific requirements.

- For program updates, refer to the BCOU Website or contact Student Services.

Associate of Science

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Associate of Science degree program provides students with a broad academic education to prepare them for the workplace or for upper-level university study. The degree requirements may be met through BCOU's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to the *Online Transfer Guide on the Web* at <www.bccat.bc.ca>. Courses used to complete this degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Science degree ladders into the BCOU Bachelor of Science or Bachelor of General Studies degrees. Course credit may also be used to complete other BCOU degrees.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

60 credits of first-year and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in arts other than English, mathematics, or laboratory-based science courses

18 credits in first-year natural science, mathematics (including statistics), or engineering science, of which no more than 6 credits may be in one subject area

6 credits of mathematics (may include BCOU's MATH 150, 230, STAT 102), of which 3 credits must be in calculus (e.g., BCOU's MATH 120 or 121; BCOU's MATH 101 and 104 do not meet this requirement)

18 credits of second-year courses in two or more of the following subject areas: natural science, mathematics (including statistics), or engineering science

6 credits of first-year or second-year university-level courses

Note

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

The first-year science requirement must include a minimum of one course with a hands-on laboratory component (e.g., BCOU's GEOG 110, GEOL 120, etc.).

No course may be used to meet more than one of the specific requirements.

Students planning to transfer to a science program at another post-secondary institution are advised to choose courses that meet the requirements of that program.

- For program updates, refer to the BCOU Website or contact Student Services.

Advanced Certificate in Liberal Arts

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Advanced Certificate in Liberal Arts provides students with a foundation for lifelong learning in liberal arts. This certificate provides opportunity to study in three designated arts and science areas: the humanities (including English), the social sciences, and science. Emphasis is on 300-level and 400-level curriculum.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

3 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

Certificate Requirements

30 credits of third-year and fourth-year courses (upper level), with a grade point average (GPA) of 2.0, are required as follows:

6 upper-level credits in humanities (including English)

6 upper-level credits in social science

3 upper-level credits in science

15 credits of electives (6 credits of which may be lower level, e.g., first-year and/or second-year courses)

Note: One BCOU 399 course must be included.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Post-Baccalaureate Certificate in Liberal Arts

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Post-Baccalaureate Certificate in Liberal Arts provides students with the opportunity to concentrate their study in one arts and science discipline or to select two or three discipline areas. Chosen disciplines could be the humanities (including English), the social sciences, and science. Students may focus on current discipline-specific topics, problems, and/or controversies and engage in online seminar-based debate. A *Directed Studies* course that allows students to pursue a research project in a topic of special interest is included.

Admission Requirements

Completion of a recognized bachelor's degree in any field of study with a minimum grade point average (GPA) of 2.0.

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website, including BCOU's 499, *Directed Studies*.

Directed Studies consists of concentrated study of a topic selected by the student in consultation with a tutor. As registration procedures differ for *Directed Studies* courses, students are required to consult with their BCOU program advisor before registering.

Certificate Requirements

15 credits of third-year and fourth-year courses (upper level), with a grade point average (GPA) of 2.0, are required as follows:

9 credits in upper-level humanities and/or social science and or/science, including one BCOU 399 course

3 credits BCOU 499, *Directed Studies*

3 credits of upper-level electives

- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Arts, General Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, General Program provides students with a broad education in arts, with specialization in two subjects (15 upper-level credits each). Students may complete the program with concentrations in arts and science (English, economics, fine art, geography, history, psychology, or sociology), or in a combination of a business administration and an arts and science concentration. BCOU offers many courses that fulfill the degree requirements. Students may be required to complete additional courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Lower-Level Requirements

Number of credits varies depending on the area of specialization

Upper-Level Requirements (45 credits)

15 credits in each of two areas of specialization (e.g., business and administrative studies, English, economics, fine art, geography, history, psychology, sociology) for a total of 30 credits

15 upper-level elective credits

Elective Requirements

Number of credits varies depending on the area of specialization

May be lower-level or upper-level credit

Note

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Arts, General Studies

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, General Studies degree program provides students with a broad education in arts. Students complete the program with 30 credits of upper-level study in courses within the arts and science disciplines. BCOU offers many courses that fulfill the degree requirements. Students may be required to complete additional courses before being eligible for graduate programs.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Upper-Level Requirements (45 credits)

30 credits in arts and science disciplines (refer to page 44; most disciplines listed on page 44 are considered "arts"; education, business, and administrative studies courses are reviewed on a case-by-case basis; applied credit may not be used to meet arts requirements)

15 upper-level elective credits

Elective Requirements (51 credits)

May be lower-level or upper-level credit

Note

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Arts, Major Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, Major Program is designed for students wanting to specialize in one discipline. Students may complete one of the following four major programs: English, history, psychology, sociology.

The program requirements and any specific courses needed to complete the program are defined on the following pages. BCOU offers many courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

Admission Requirements—All Majors

Open admission. Refer to page 5.

Residency Requirements—All Majors

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

Directed Studies—All Majors

Directed Studies consists of concentrated study of a topic in the discipline of the major selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major, and a minimum of 15 credits of upper-level courses in the subject of their major. As registration procedures differ for *Directed Studies* courses, students are required to consult with their BCOU program advisor before registering.

Note—All Majors

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

Degree Requirements—English Major

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Lower-Level English Requirements (6 credits)

ENGL 220, *English Literature from Chaucer to Milton* (3) or equivalent

ENGL 221, *English Literature of the Eighteenth and Nineteenth Centuries* (3) or equivalent

Courses used to meet lower-level requirements meet general education requirements in that area.

C average is required in lower-level ENGL courses.

Upper-Level English Requirements (30 credits)

3 credits in Canadian literature (may be BCOU's ENGL 432)

3 credits in twentieth-century poetry and/or drama (may be BCOU's ENGL 435)

3 credits in eighteenth-century or nineteenth-century literature (includes Victorian writers)

3 credits in Renaissance/medieval literature (includes Chaucer or Shakespeare)

15 credits of other upper-level English courses (may include BCOU's ENGL 424, 442)

3 credits of *Directed Studies* (ENGL 499)

Minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (English).

Note: ENGL 301 or similar courses cannot be used to meet the upper-level English requirements.

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

ARTS AND SCIENCE

Degree Requirements—History Major

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in mathematics and/or science

6 credits in social science

HIST 120, *Canadian History to 1867* (3) or equivalent

HIST 121, *Post-Confederation Canadian History* (3) or equivalent

Lower-Level History Requirements (6 credits)

6 credits of second-year history courses (may be BCOU's HIST 225, 241)

C average is required in lower-level HIST courses (including HIST 120 and 121).

Upper-Level History Requirements (30 credits)

27 credits of upper-level history courses (may include BCOU's HUMN 301)

3 credits of *Directed Studies* (HIST 499)

Minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (history).

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements—Psychology Major

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

3 credits in mathematics and/or science

PSYC 101, *Introductory Psychology I* (3) or equivalent

PSYC 102, *Introductory Psychology II* (3) or equivalent

PSYC 220, *Statistics in the Social Sciences* (3)

or STAT 102, *Introduction to Probability and Statistics* (3) or equivalent

Lower-Level Psychology Requirements (6 credits)

PSYC 210, *Introduction to Research in Experimental Psychology* (3) or equivalent

3 credits of a second-year psychology course (may be BCOU's PSYC 245 or 255)

C average is required in lower-level PSYC courses (including introductory psychology and statistics courses).

Upper-Level Psychology Requirements (30 credits)

27 credits of upper-level psychology courses (may include BCOU's PSYC 344, 345, 346, 361)

3 credits of *Directed Studies* (PSYC 499)

Minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (psychology).

Note: An upper-level course in statistics is strongly recommended for students who intend to pursue a post-graduate degree in psychology.

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

Degree Requirements—Sociology Major

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

3 credits in mathematics and/or science

SOCI 101, *Introduction to Sociology I* (3) or equivalent

SOCI 102, *Introduction to Sociology II* (3) or equivalent

PSYC 220, *Statistics in the Social Sciences* (3)

or STAT 102, *Introduction to Probability and Statistics* (3) or equivalent

Lower-Level Sociology Requirements (9 credits)

6 credits of lower-level sociology courses

3 credits of a second-year sociology course (may be BCOU's SOCI 222)

C average is required in lower-level SOCI courses (including introductory sociology and statistics courses).

Upper-Level Sociology Requirements (30 credits)

27 credits of upper-level sociology courses (may include BCOU's POLI 399, SOCI 399, 422, 430, 431; or CNST, CRIM, HIST, WOST courses with approval of the program area)

3 credits of *Directed Studies* (SOCI 499)

Minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (sociology).

Elective Requirements (57 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

■ For program updates, refer to the BCOU Website or contact Student Services.

General Education Requirements—Arts and Science Degree Programs

BCOU degrees in arts, fine and performing arts [e.g., design, fine art, music (jazz studies; performance)], and science require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, the degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science. Courses in other discipline areas (listed below) may not be used to meet general education requirements of specific programs; program descriptions identify these exclusions. Students are advised to consult with their BCOU program advisor before registering in courses to meet general education requirements for arts and science degree programs.

Courses in discipline areas listed below meet general education requirements for arts and science degrees.

Humanities

Art History
Classical Languages and Literature
Classical Studies
Comparative Literature
Communications
Creative Writing
Cultural Studies
History
Humanities
Journalism
Linguistics
Media Studies
Modern Languages and Literature
Music History
Philosophy
Religious Studies
Theatre Studies

Mathematics and/or Science

Astronomy
Biochemistry
Biology
Botany
Chemistry
Computer Science
Earth Science
Ecology
Environmental Science
Geology
Geophysics
Mathematics

Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Statistics
Zoology

Social Science

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

Other Disciplines

Administrative Studies
Asian Studies
Canadian Studies
Education
Environmental Studies
Gender Studies
Indigenous (First Nations) Studies
Kinesiology
Latin American Studies
Legal Studies
Urban Studies
Women's Studies

Bachelor of Design

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Design degree program balances and integrates the academic and studio requirements specific to design with general education requirements. BCOU offers some courses that fulfill both lower and upper degree requirements, but students are required to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

Admission Requirements

Applicants are admitted on a case-by-case basis according to BCOU admission policies. Contact a BCOU program advisor to determine eligibility.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes art history and English)

6 credits in mathematics and/or science

6 credits in social science

3 elective credits in any approved academic discipline (may include art history)

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include BCOU's FINA 104, 105, 399)

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper level

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Fine Art

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Fine Art degree program balances and integrates the academic and studio requirements specific to fine art with general education requirements. The program is open to graduates and students at Georgian College (Ontario) and to other applicants. BCOU offers some courses that fulfill both lower and upper degree requirements, but students are required to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

Admission Requirements

Students and graduates of Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer. It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

Other applicants are admitted on a case-by-case basis according to BCOU admission policies. Contact a BCOU program advisor to determine eligibility.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.
- For program updates, refer to the BCOU Website or contact Student Services.

Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

Georgian College Students/Graduates

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes art history and may exclude English)

3 credits in mathematics and/or science

6 credits in social science

6 lower-level or upper-level university credits in any approved academic discipline (may include art history)

Other Applicants

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes art history and English)

6 credits in mathematics and/or science

6 credits in social science

3 elective credits in any approved academic discipline (may include art history)

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include BCOU's FINA 104, 105, 399)

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper level

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- Georgian College
www.georgianc.on.ca
705.728.1968

Bachelor of Music (Jazz Studies)

- This program is available only to specific applicants (see below).

The BCOU Bachelor of Music (Jazz Studies) degree program balances and integrates the instruction of jazz, traditional music, and general education requirements. It is designed for self-employed professionals, for those who want to continue their musical development as part of a liberal arts education, and for those interested in teaching music. The program is open only to graduates and students at Humber Institute of Technology and Advanced Learning (Ontario).

Admission Requirements

Enrolment in or completion of Humber's Music program (arranging/composition profile). It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- For information on Humber's Music program, contact Humber Institute of Technology and Advanced Learning:
www.humberc.on.ca
416.675.6622, ext. 3349
- For updates on the BCOU program, refer to the BCOU Website or contact Student Services.

Degree Requirements

Completion of Humber's Music program and completion of additional credit with a grade point average (GPA) of 2.0 to total 120 credits as required for the degree.

Specific categories of degree requirements are as follows:

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes music history and English)

3 credits in mathematics or science

6 credits in social science

6 credits of academic electives

Music/Jazz Studies History and Theory Requirements (30 credits, 24 at the upper level)

For specific requirements, contact a BCOU program advisor or Humber's Music program staff.

Jazz Studies Performance Requirements (63 credits, 21 at the upper level)

For specific requirements, contact a BCOU program advisor or Humber's Music program staff.

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Bachelor of Music (Performance)

- This program is available only to specific applicants (see below).

The BCOU Bachelor of Music (Performance) degree program balances and integrates academic and performance requirements in music with general education requirements. The program is open only to graduates and students at The Vancouver Academy of Music (BC) and The Glenn Gould School of The Royal Conservatory of Music (Ontario).

Admission Requirements

Enrolment in or completion of The Vancouver Academy of Music program (since 1994) or The Royal Conservatory of Music Performance Diploma program (since 1997). It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the BCOU Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- For more information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music:
1270 Chestnut Street, Vancouver, BC V6J 4R9
604.734.2301
- For more information on The Glenn Gould School program, contact the registrar of The Glenn Gould School of The Royal Conservatory of Music:
www.rcmusic.ca
416.408.2824
- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

Completion of The Vancouver Academy of Music program or The Royal Conservatory of Music Performance Diploma program and completion of additional credit with a grade point average (GPA) of 2.0. The number of credits required for the degree varies according to the program offered at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music.

Specific categories of degree requirements are as follows:

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes English and music history)

3 credits in mathematics or science

6 credits in social science

Music History and Theory Requirements (number of credits varies)

For specific requirements, contact a BCOU program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music.

Music Performance Requirements (number of credits varies)

For specific requirements, contact a BCOU program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music.

The requirements *only* for the Major in Vocal Performance include language coursework. For specific requirements, contact a BCOU program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music.

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.

Master of Music (Performance and Pedagogy)

Offered in association with The Glenn Gould School of The Royal Conservatory of Music (Ontario)

- This program is available only to specific applicants (see below).

The BCOU Master of Music (Performance and Pedagogy) degree program is offered for piano students who want to combine performing career objectives with outstanding teaching skills. The need for a graduate-level program in Canada to prepare musicians for a teaching career, particularly of senior music students, has been identified and recognized by The Glenn Gould School of the Royal Conservatory of Music and BCOU. Music professionals from across the country have expressed their desire to see the development of such a program to train a small but extremely influential group of pedagogical leaders for the twenty-first century.

Students benefit from practical, hands-on experience in technology, communications, and career management as they delve into developmental psychology, physiology, learning theory, analysis for performers, and private studio teaching. The thesis offers students the opportunity to contribute to scholarship by designing and implementing instructional recitals or demonstrations that may be specific to their area of music discipline.

The program is open only to graduates and students of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance).

For more information, contact the registrar of The Glenn Gould School of The Royal Conservatory of Music and the BCOU program advisor.

Admission Requirements

Enrolment with good standing in or completion of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance). Students may be registered concurrently in the diploma program and the BCOU degree program.

Residency Requirements

Graduation project that synthesizes and reports on theoretical, experimental, clinical, or historical research and relies on research literature to develop and test new instructional activities for specific use in music pedagogy.

Degree Requirements

Completion of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance) (44 credits) and the graduation project (6 credits), which may take the form of a document, lecture-recital, or multimedia project.

- The Glenn Gould School of The Royal Conservatory of Music
www.rcmusic.ca
416.408.2824

Bachelor of Science, General Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Science, General Program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required. BCOU offers many courses that fulfill the specific lower-level requirements of the degree. Because BCOU's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. Students may be required to complete further specialized courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Lower-Level Requirements (24 credits)

MATH 120, *Calculus I* (3) and 121, *Calculus II* (3) or equivalents (BCOU's MATH 101 and 104 do not meet this requirement)

18 credits in first-year or second-year science with a minimum of 6 credits in any three of the following subject areas:

Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology, e.g., BCOU's BISC 120, 121, 210, 220, 230, 260)

Chemical science (chemistry, biochemistry, e.g., BCOU's CHEM 110, 111)

Physical science (astronomy, physics, e.g., BCOU's PHYS 110, 111)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g., BCOU's GEOG 110, GEOL 120)

Mathematics (including statistics, e.g., BCOU's MATH 150, 210, 230)

Applied science (bioresource, chemical, civil, mechanical, electrical, or computer engineering science; forensic, forest, or agricultural science)

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

Upper-Level Requirements (45 credits)

30 credits in three areas of science (18 credits in one area, 6 credits in each of the other two areas). Students must select three distinct subject areas in consultation with the program area.

15 upper-level elective credits (may be science or non-science courses)

Elective Requirements (27 credits)

May be lower-level or upper-level science or non-science courses

Note

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Science, Major Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Science, Major Program is designed for students wanting to specialize in biology/life science. BCOU defines the program requirements but does not offer all the required curriculum. Therefore, students need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and apply to transfer the credit to the BCOU degree program.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the BCOU Website.

Directed Studies

Directed Studies consists of concentrated study of a topic in the subject of the major (biology/life science) selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major (biology/life science), and a minimum of 15 credits of upper-level courses in the subject of their major (biology/life science). As registration procedures differ for *Directed Studies* courses, students are required to consult with their BCOU program advisor before registering.

Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science (these meet lower-level requirements)

6 credits in social science

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

Lower-Level Requirements (27 credits)

MATH 120, *Calculus I* (3) and 121, *Calculus II* (3) or equivalents (BCOU's MATH 101 and 104 do not meet this requirement)

STAT 102, *Introduction to Probability and Statistics* (3) or equivalent

18 credits in first-year or second-year science with a minimum of 6 credits in any three of the following subject areas:

Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology, e.g., BCOU's BISC 120, 121, 210, 220, 230, 260)

Chemical science (chemistry, biochemistry, e.g., BCOU's CHEM 110, 111)

Physical science (astronomy, physics, e.g., BCOU's PHYS 110, 111)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g., BCOU's GEOG 110, GEOL 120)

Mathematics (including statistics, e.g., BCOU's MATH 150, 210, 230)

Applied science (bioresource, chemical, civil, mechanical, electrical, or computer engineering science; forensic, forest, or agricultural science)

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

C average is required in lower-level courses in the discipline of the major (biology/life science).

Upper-Level Requirements (45 credits)

30 credits in the area of the major (biology/life science); may be BCOU's BISC 350, 360, BOTA 399, ENST 399, 3 credits of *Directed Studies*

Minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (biology/life science).

15 upper-level elective credits (may be science or non-science courses)

General Elective Requirements (24 credits)

May be lower-level or upper-level science or non-science courses

Note

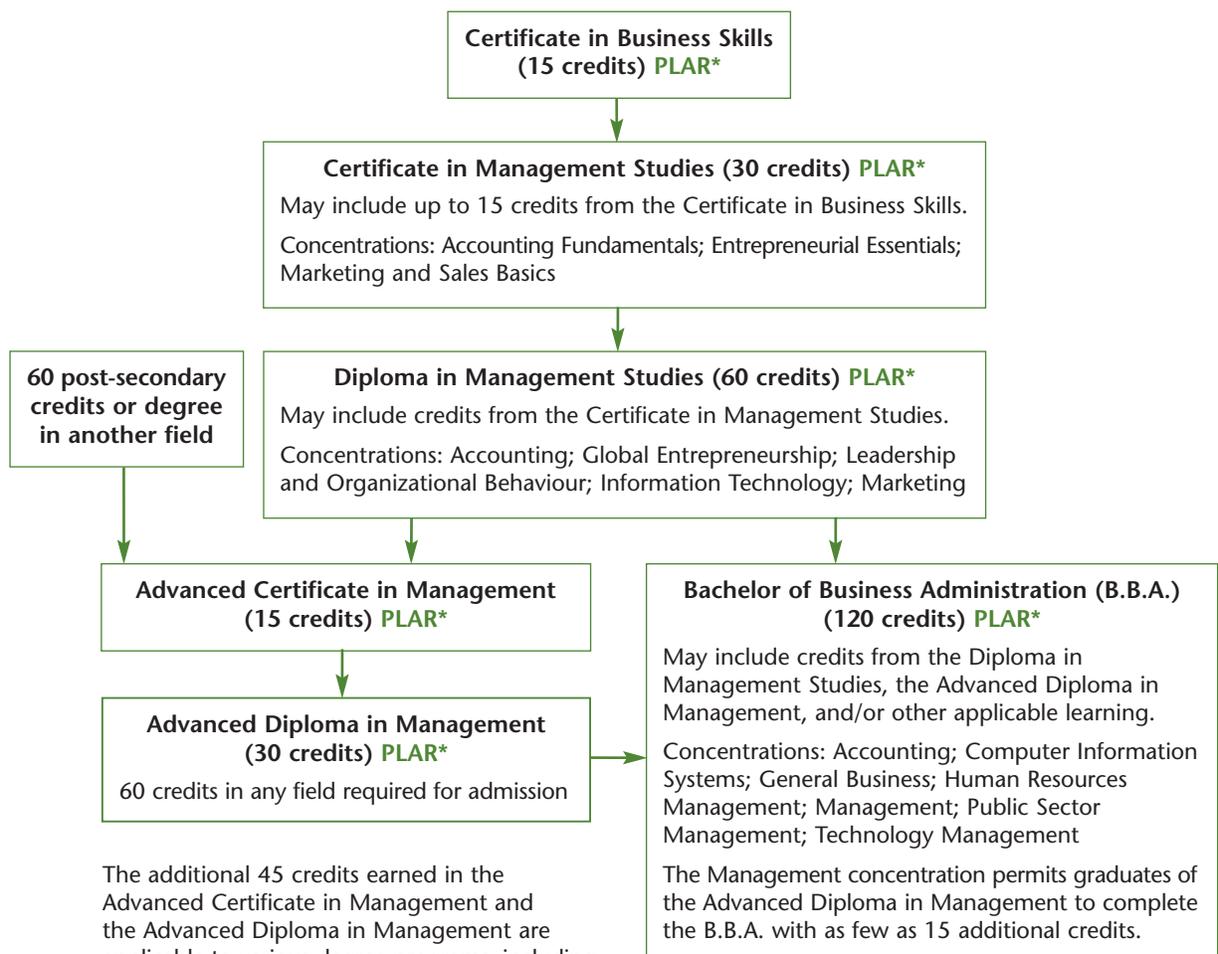
30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Selected BCOU Business and Management Studies Programs

BCOU offers a number of programs designed to develop supervision, business, and management skills. The chart illustrates the flexible structure of these business programs.

The chart is only intended to illustrate laddering opportunities. Refer to the pages following for more detailed information on each program's requirements. For program updates, refer to the BCOU Website or contact Student Services.

- Students may earn a certificate, diploma, or degree by fulfilling the requirements of individual programs.
- Upon completion of a credential, students may receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- For the Certificate in Management Studies and Diploma in Management Studies, students may want to follow a program plan that fits their education goal.



The additional 45 credits earned in the Advanced Certificate in Management and the Advanced Diploma in Management are applicable to various degree programs, including the Bachelor of Business Administration and the Bachelor of General Studies.

* PLAR

Prior Learning Assessment and Recognition

Refer to page 6 for general information about PLAR. Students may receive up to 50 per cent of the credit toward a business/management credential through portfolio-based PLAR. Refer to the BCOU Website for more information on PLAR for business and management studies programs.

Certificate in Business Skills

- This program is available to applicants residing in Canada or outside Canada.

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

Admission Requirements

Open admission. Refer to page 5 and page 6 (PLAR).

Residency Requirements

Minimum 3 credits of BCOU coursework.

Certificate Requirements

15 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Specific Course Requirements (6 credits)

ENGL 106, *Written Communication* (3)

3 credits in computer studies [BCOU's CMPT 118 or 119 (formerly CMPT 108 and 109) or CMPT 150 or equivalent]

Elective Requirements (9 credits)

9 credits of first-year business courses to suit career goals, normally selected from accounting, business management, business mathematics, business communications, marketing, and sales

Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

Supervisory Option (9 credits)

Students completing the following electives receive a Certificate in Business Skills, Supervisory Option:

BUSM 111, *Supervision* (3)

ADMN 303, *Motivation and Productivity* (3) (formerly BUSM 213 or ADMN 413)

Approved course in human resources management (3)

Certificate in Management Studies

- This program is available to applicants residing in Canada or outside Canada.

This certificate program is well-suited for students who have considerable work experience or a qualification in a technical field and would like to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned by building on the 15-credit Certificate in Business Skills program or by completing 30 credits of coursework as specified below. This program normally requires the same core courses as listed for the Diploma in Management Studies (pages 54–55).

Admission Requirements

Open admission. Refer to page 5 and page 6 (PLAR).

Residency Requirements

Minimum 3 credits of BCOU coursework.

Certificate Requirements (under review)

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Required Core Courses (minimum 15 credits)

Minimum one of BUSM 111, *Supervision* (3), BUSM 121, *Management Principles and Practices* (3)

Minimum one of ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262), MATH 107, *Business Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3)

ENGL 106, *Written Communication* (3)

ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)

3 credits in computer studies [BCOU's CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent]

Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

Elective Requirements (up to 15 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses). Up to 9 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval.

Note

Students who started their studies in this certificate program prior to September 2002 may complete the program under the previous requirements.

Areas of Specialization (Optional)

Several areas of specialization are available or under development. Selection of appropriate electives leads to a Certificate in Management Studies, with an optional specialization in one of the following fields:

Accounting Fundamentals

BUSM 131, 132; MATH 107. Students completing ADMN 231 instead of BUSM 131/132 select an additional CGA or CMA transferable course.

Entrepreneurial Essentials

BUSM 100 (or 104); BUSM 131 or ADMN 231; ADMN 250 (formerly ADMN 350 or BUSM 151)

Marketing and Sales Basics

BUSM 100 (or 101), 155; ADMN 250 (formerly ADMN 350 or BUSM 151)

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Diploma in Management Studies

- This program is available to applicants residing in Canada or outside Canada.

This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two-year full-time program. The diploma recognizes a student's achievement in completing a broad program of management studies integrated with practical work experience. The program is workplace-centred, which assumes that students have opportunities to apply the course concepts in their jobs. The program design allows students to complete their credentials in phases, starting with an introductory 15-credit credential such as the Certificate in Business Skills (page 53) and then adding additional credentials. Many students complete the Certificate in Management Studies (pages 53–54) or an equivalent one-year program from another institution or college and then complete 30 credits primarily at the second-year level with BCOU to earn the diploma. The Diploma in Management Studies ladders into the BCOU Bachelor of Business Administration (pages 58–64).

Admission Requirements

Open admission. Refer to page 5 and page 6 (PLAR). Students should have a grounding in quantitative courses, including Mathematics 11 (Principles), MATH 024, or equivalent.

Residency Requirements

Normally, minimum 6 credits of BCOU coursework.

Diploma Requirements (under review)

60 credits, with a minimum graduating grade point average (GPA) of 2.0 over the diploma requirements, are required as follows:

Required Core Courses (minimum 15 credits)

Minimum one of BUSM 111, *Supervision* (3), BUSM 121, *Management Principles and Practices* (3)

Minimum one of ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262), MATH 107, *Business Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3)

ENGL 106, *Written Communication* (3)

ENGL 107, *Business Communication* (3)
or ADMN 363, *Open Communication* (3)

3 credits in computer studies [BCOU's CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent]

Substitution of similar courses may be considered.

Elective Requirements (up to 45 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses) with 21 credits at the 200 level or higher. Up to 15 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval. Such credit may not be applicable to all degree programs.

Note

Students who started their studies in this diploma program prior to September 2002 may complete the program under the previous requirements.

Areas of Specialization (Optional)

Several areas of specialization are available or under development. Selection of appropriate electives and options leads to a Diploma in Management Studies with an optional specialization in one of the following fields (courses may not be listed in study sequence):

Accounting

ADMN 231 (BUSM 131 and 132 may replace ADMN 231), 232, 331, 332, 341, 390; BUSM 236; ECON 200, 201; MATH 107; STAT 102

Global Entrepreneurship in the Twenty-first Century

ADMN 250, 362 (formerly ADMN 262) and/or STAT 102; ADMN 365 or 380, 477; BUSM 100 (or 104); BUSM 131 or ADMN 231; ECON 200, 201. A course in international marketing (e.g., Athabasca University's MKTG 414) is also recommended.

Information Technology

ADMN 362 (formerly ADMN 262); BUSM 131 or ADMN 231; CMPT 212, 215, and at minimum 9 credits of other approved CMPT or CPSC courses. BUSM 100 (or 101 or 104), ADMN 232, 315, and 477 are also recommended.

Leadership and Organizational Behaviour

ADMN 303 (formerly ADMN 413 or BUSM 213), 320, 366 or another approved human resources course, BUSM 121. ADMN 367 and 483 are also recommended.

Marketing

ADMN 250, 362 (formerly ADMN 262) and/or STAT 102; ADMN 363, 365; BUSM 100; BUSM 155; ECON 200. Courses in psychology and e-business or Web-based marketing and in consumer behaviour and marketing research (e.g., Athabasca University's MKTG 406 and 466) are also strongly recommended.

Laddering the Diploma to the BCOU B.B.A.

Students considering laddering the Diploma in Management Studies into the BCOU Bachelor of Business Administration (B.B.A.) (page 58–64) should consider the General Business Concentration (pages 60–61). The courses listed below are recommended to be included in the diploma.

ADMN 250, *Introduction to Marketing* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262)

ADMN 390, *Business Law* (3)

BUSM 131, *Accounting I* (3) and BUSM 132, *Accounting II* (3), or ADMN 231, *Introduction to Financial Accounting* (3)

BUSM 236, *Financial Management* (3)

UVic 3-credit 200-level CMPT course

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

MATH 107, *Business Mathematics* (3)

STAT 102, *Introduction to Probability and Statistics* (3)

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Advanced Certificate in Management

- This program is available to applicants residing in Canada or outside Canada.

This advanced certificate program provides a sophisticated yet practical approach to the personnel and decision-making skills required by today's managers. Students should be working in or preparing for a supervisory or management position.

The program consists of 15 credits applicable to the BCOU Advanced Diploma in Management (page 57) and other BCOU programs.

The program has some unique features, policies, and procedures. For details, refer to the BCOU Website at <www.bcou.ca/management/>.

Courses in the program are "Web-based, paced" (delivered electronically via the Web, with specific start and end dates) and are competency-based (minimum 70 per cent average on assignments and final project is required). For information about computer requirements, refer to the BCOU Website at <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to page 6), is strongly recommended. Those employed in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements

While a minimum of 3 credits in the program must be completed through BCOU, normally all 15 credits are completed through the program's specific courses or through equivalent competency-based learning.

Certificate Requirements

15 credits, with a minimum grade of B- in each course, are required as follows:

Specific Course Requirements (15 credits)

ADMN 361, *Open Thinking* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or ADMN 369, *Transition and New Beginnings* (3)

ADMN 363, *Open Communication* (3)

ADMN 364, *Interpersonal Skills* (3)

ADMN 367, *The Inquiring Leader* (3) or ADMN 369, *Transition and New Beginnings* (3)

Students benefit by taking ADMN 361 before ADMN 363 and 364.

All courses offer condensed-study and challenge options to accommodate prior learning.

Up to two approved alternate courses (6 credits) can be considered on an individual basis.

Direct equivalency for the stated courses is restricted to similar competency-based courses.

Students may not take ADMN 362 (formerly ADMN 262) for further credit if they have credit for an equivalent course.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Advanced Diploma in Management

- This program is available to applicants residing in Canada or outside Canada.

This advanced diploma program provides students with applied, recognized, and industry-standard business skills and knowledge. The program is designed for students with post-secondary diplomas (not necessarily in a business or management field) or equivalent and a minimum of two years' work experience. Credits earned can be applied to meet administrative studies or elective requirements in various BCOU degree programs, including the Bachelor of Business Administration (pages 58–64) and the Bachelor of General Studies (page 74).

This diploma program focuses on applied studies and real-world cases. Students work both independently and collaboratively to demonstrate industry-recognized standards of excellence. The resulting skill set enables graduates either to begin entrepreneurial ventures or to assume more senior management roles.

The program has some unique features, policies, and procedures. For details, refer to the BCOU Website at <www.bcou.ca/management/>.

Courses in the program are “Web-based, paced” (delivered electronically via the Web, with specific start and end dates; some exceptions may apply). For information about computer requirements, refer to the BCOU Website at <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Admission Requirements

Minimum of 60 credits of post-secondary studies and two years of relevant work experience. Applicants are required to submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form. Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) (refer to page 6).

Introductory marketing and accounting courses (financial course, e.g., BCOU's ADMN 231) are prerequisites for the program courses in these areas. Students whose post-secondary studies have not included such courses may be admitted to the program, but are required to take approved marketing and accounting courses concurrently with their initial Advanced Diploma in Management courses.

Residency Requirements

While a minimum of 6 credits in the program must be completed through BCOU, normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

45 credits, with a minimum grade of B– in each course, are required as follows:

Required Courses (or equivalents)

- ADMN 361, *Open Thinking* (3)
- ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262)
- ADMN 363, *Open Communication* (3)
- ADMN 364, *Interpersonal Skills* (3)
- ADMN 365, *Marketing for Managers* (3)
- ADMN 366, *Strategic Human Resource Management* (3)
- ADMN 367, *The Inquiring Leader* (3)
- ADMN 370, *Accounting for Managers* (3)
- ADMN 372, *Finance for Managers* (3)
- ADMN 390, *Business Law* (3) (formerly BUSM 241)
- ADMN 478, *Ethical Approach to Management* (3) or ADMN 460, *Business and Society* (3) (non-competency based) or ADMN 483, *Effective Leadership* (3) or approved equivalent
- ADMN 479, *Strategic Thinking* (3) or ADMN 468, *Leading Projects to Success* (6) or approved equivalent

Additional Courses

Plus courses from the following list to bring total to 45 credits:

- ADMN 369, *Transition and New Beginnings* (3)
- ADMN 468, *Leading Projects to Success* (6)
- ADMN 477, *E-Business in a Competitive Environment* (6)
- ADMN 483, *Effective Leadership* (3)

Students benefit by taking ADMN 361 before ADMN 363 and 364.

All courses offer condensed-study and challenge options to accommodate prior learning.

Students may not take ADMN 362 (formerly ADMN 262), 370, 372, 390 for further credit if they have received credit for an equivalent course.

General Education Requirements— Business Degree Programs

Some BCOU business degrees require 3 to 6 credits of university-level English and completion of requirements in humanities, natural science, and social science. Students are advised to consult with their BCOU program advisor before registering in courses to meet general education requirements for business degree programs.

Courses in arts and science discipline areas listed below meet general education requirements for business degrees.

Social Science/ Humanities

Social Science

Anthropology
Archaeology
International Relations
Political Science
Psychology
(not statistics/data
analysis courses)
Regional/Human/
Cultural Geography
Sociology

Humanities

Art History
Classical Languages
Classical Studies
Cultural Studies
History
Humanities
Journalism
Linguistics
Modern Languages
Music History
Philosophy
Religious Studies
Theatre Studies
(not Acting, Speech,
or Stage Craft)

Natural Science

Astronomy
Biochemistry
Biology
Botany
Chemistry
Earth Science
Ecology
Environmental Science
Geology
Geophysics
Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Zoology

Arts and Science Electives

Arts and science
electives include all
disciplines listed under
humanities, social
science, and natural
science, plus the
following disciplines:
Computer Science
Economics
English
Mathematics

Bachelor of Business Administration

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Business Administration (B.B.A.) degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators, and entrepreneurs in today's competitive economy. The degree offers both a practical management education and enough breadth in complementary academic subjects to prepare students to function effectively in complex organizations, small to medium enterprises, or the public sector.

Concentrations in Accounting, Computer Information Systems, General Business, Human Resources Management, Management, Public Sector Management, and Technology Management are offered within the BCOU B.B.A.

Admission Requirements

Formal admission is normally granted at the beginning of the third-year level of the BCOU B.B.A. While direct entry to 100-level and 200-level courses applicable to the program is possible, these are often taken as part of a qualifying program such as the BCOU Diploma in Management Studies (pages 54–55), Diploma in General Studies (page 74), Diploma in Information Technology and Management (page 85), Associate of Arts (page 37), or Associate of Science (page 38).

Formal admission, unless stated otherwise, requires completion of a minimum of 60 applicable credits or a suitable two-year diploma program. Refer to concentrations following and the BCOU Website.

Applicants who do not meet stated requirements but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for courses taken and/or through prior learning assessment and recognition.

Those applying with non-traditional credentials and/or experiential learning must submit a separate Application for Prior Learning Assessment and Recognition and required fee. Refer to the BCOU Website or contact Student Services for details.

Those assessed as lacking some requirements may be admitted to the B.B.A. provisionally (pending completion of qualifying coursework).

Note the following points:

- Those with a BC community college diploma receive a block transfer of up to 60 credits toward the degree.

- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with the Certified General Accountants' Association (CGA) foundation, advanced, and PACE levels receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those completing or who have completed the Certified Management Accountants (CMA) program may normally apply upon successful completion of the CMA's National Entrance Examination. Up to 60 transfer credits are awarded upon admission (requirement of up to an additional 30 credits for the CMA Strategic Leadership program and concurrent on-the-job training is under review).
- Those applying for the concentrations in Management, Public Sector Management, or Technology Management are required to meet additional admission requirements as stated on the following pages.
- Those who completed diplomas prior to 1997 are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.
- Those applying for selected collaborative offerings of the B.B.A. may be subject to unique admission requirements and procedures.

Concentration Requirements

Residency and degree requirements for concentrations in Accounting, Computer Information Systems, General Business, Management, Human Resources Management, Public Sector Management, and Technology Management are listed on the following pages.

Degree requirements for all B.B.A. concentrations include general education requirements as follows:

General Education Requirements (18 credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102)

3 credits in natural science

6 credits in social science/humanities (other than economics, computer science/studies, mathematics, or English)

6 credits in arts and science electives (may include economics, mathematics, computer science/studies, and English)

B.B.A. Accounting Concentration (offered subject to approval)

Generally, accounting diploma graduates and those pursuing a professional designation in accounting pursue this concentration. It enables students to take courses in preparation for the Certified General Accountants (CGA), Certified Management Accountants (CMA), and Chartered Accountants (CA) professional-level programs. Where applicable, students may also apply professional-level courses and/or other professional association requirements as elective credit in this concentration.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 366, *Strategic Human Resource Management* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)
or ADMN 478, *Ethical Approach to Management* (3)

ADMN upper-level course in advanced
management accounting or advanced finance
or ADMN 465, *Management Decision Making* (3)

ADMN 470, *Business Policy and Strategy* (3)
or ADMN 479, *Strategic Thinking* (3)

BUSM 121, *Management Principles and Practices* (3)

BUSM 236, *Financial Management* (3)

CMPT 215, *Systems Analysis and Design I* (3)*

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)*

ENGL 107, *Business Communication* (3)*

MATH 107, *Business Mathematics* (3)*

STAT 102, *Introduction to Probability and Statistics* (3)

* Or approved alternative

Concentration Requirements (18 credits)

ADMN 331, *Intermediate Financial Accounting I* (3)
ADMN 332, *Intermediate Management Accounting* (3)
ADMN 341, *Intermediate Financial Accounting II* (3)
Approved courses in taxation; internal audit and control; minimum one course in advanced financial accounting and one in accounting theory
Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (30 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements). Remaining professional association requirements not specified above may be applied here.

Note

A review of required courses may result in assigning them more credit, which would increase the concentration requirements to 21 credits and decrease the elective requirements to 27 credits.

B.B.A. Computer Information Systems Concentration

This concentration is best-suited for students with a diploma in computing or information technology from an accredited institution.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (57 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3)
ADMN 232, *Introduction to Managerial Accounting* (3) or ADMN 370, *Accounting for Managers* (3)
ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)
ADMN 320, *Organizational Behaviour I* (3)
ADMN 325, *Labour Relations* (3) or ADMN 366, *Strategic Human Resource Management* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3) or ADMN 478, *Ethical Approach to Management* (3)

ADMN 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Thinking* (3)

BUSM 121, *Management Principles and Practices* (3)

BUSM 236, *Financial Management* (3) or ADMN 372, *Finance for Managers* (3)

CMPT 212, *Database Concepts* (3)

CMPT 215, *Systems Analysis and Design I* (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3) or approved alternative

ENGL 107, *Business Communication* (3) or approved alternative

MATH 103, *Introductory Mathematics for the Social and Management Sciences* (3) or MATH 104, *Calculus for Business and Management Sciences* (3)

STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (21 credits)

Approved upper-level computing courses (12 credits), including CMPT 300 (3), 315 (3), 350 (3), 412 (3), or similar courses approved for transfer credit

ADMN 477, *E-Business in a Competitive Environment* (6)

Project management course, e.g., ADMN 468 (6), or CMPT 407 (3) and additional approved 3-credit upper-level course

Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (24 credits)

Normally, courses from the computing or computer science field (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. General Business Concentration

Generally, business/management diploma graduates pursue this concentration. This concentration enables students to take courses from a broad range of business administration subject areas or to focus on specialized fields such as accounting, marketing, human resources, and organizational leadership.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3)
or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366,
Strategic Human Resource Management (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)
or ADMN 478, *Ethical Approach to Management* (3)

ADMN 470, *Business Policy and Strategy* (3)
or ADMN 479, *Strategic Thinking* (3)

BUSM 121, *Management Principles and Practices* (3)

BUSM 236, *Financial Management* (3)
or ADMN 372, *Finance for Managers* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)
or approved alternative

ENGL 107, *Business Communication* (3)
or approved alternative

MATH 104, *Calculus for Business and Management Sciences* (3) or MATH 107, *Business Mathematics* (3)
or approved alternative

STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (15 credits)

Approved upper-level administrative studies or economics courses (minimum 6 credits at 400 level)

Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (33 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Human Resources Management (HRM) Concentration (offered subject to approval)

Business and management diploma graduates may pursue this concentration. It is also open to students from a variety of two-year, post-secondary backgrounds such as an Associate of Arts (page 37), emphasizing the social sciences. This concentration enables students to take courses from a broad range of administrative subject areas, while focusing on courses particularly relevant to the HRM profession.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3)
or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN/BUSM lower-level course, e.g., *Introduction to Human Resource Management* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 373, *Management Information Systems* (3)
(under development) or approved alternative

ADMN 390, *Business Law* (3) (formerly BUSM 241)
ADMN 460, *Business and Society* (3)
or ADMN 478, *Ethical Approach to Management* (3)

ADMN 470, *Business Policy and Strategy* (3)
or ADMN 479, *Strategic Thinking* (3)

BUSM 121, *Management Principles and Practices* (3)

BUSM 236, *Financial Management* (3)
or ADMN 372, *Finance for Managers* (3)

CMPT 212, *Database Concepts* (3)
or CMPT 215, *Systems Analysis and Design I* (3)

ECON 200, *Principles of Microeconomics* (3)
ECON 201, *Principles of Macroeconomics* (3)
ENGL 106, *Written Communication* (3)
or approved alternative
ENGL 107, *Business Communication* (3)
or approved alternative
MATH 107, *Business Mathematics* (3)
or approved alternative
STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (15 credits)

ADMN 325, *Labour Relations* (3)
Minimum one of ADMN 366, *Strategic Human Resource Management* (3) or *Human Resource Planning* (BCIT)
Minimum six approved 400-level credits, e.g., ADMN 466, *Managing Change* (3), ADMN 468, *Leading Projects to Success* (6), ADMN 483, *Effective Leadership* (3); courses from other institutions subject to approval
Minimum one HRM speciality course, e.g., ADMN 303, *Motivation and Productivity* (3) (formerly ADMN 413), *Occupational Health and Safety* (BCIT or Athabasca University), *Salary Administration* (BCIT), *The Canadian Training System* (Athabasca University)
Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (33 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Management Concentration

This concentration is designed for students with experience working in a supervisory or management position. When possible, students in this concentration complete some or all of the following requirements within their first two years (or equivalent): general education courses, introduction to financial accounting, introduction to marketing, principles of microeconomics and/or macroeconomics, mathematics, and statistics. Those with a Diploma in Management Studies (pages 54–55) or Diploma in Business may receive more credit toward the B.B.A. with a concentration in General Business than for the B.B.A. with a concentration in Management.

The BCOU Advanced Certificate in Management (page 56) and Advanced Diploma in Management (page 57) ladder into this B.B.A. concentration.

Applicants are required to submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form, unless they have already been formally admitted to the BCOU Advanced Diploma in Management (page 57).

For more information, refer to the BCOU Website at <www.bcou.ca/management/>.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (51 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3)
ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)
ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or ADMN 465, *Management Decision Making* (3) or equivalent
ADMN 363, *Open Communication* (3) or equivalent
ADMN 364, *Interpersonal Skills* (3) or equivalent
ADMN 366, *Strategic Human Resource Management* (3) or equivalent
ADMN 367, *The Inquiring Leader* (3) or equivalent
ADMN 370, *Accounting for Managers* (3) or equivalent
ADMN 372, *Finance for Managers* (3) or equivalent
ADMN 390, *Business Law* (3) (formerly BUSM 241) or equivalent
ADMN 478, *Ethical Approach to Management* (3) or ADMN 460, *Business and Society* (3) (non-competency based) or ADMN 483, *Effective Leadership* (3) or approved equivalent
ADMN 479, *Strategic Thinking* (3) or ADMN 468, *Leading Projects to Success* (6) or approved equivalent
ECON 200, *Principles of Microeconomics* (3)
ECON 201, *Principles of Macroeconomics* (3)
MATH 103, *Introductory Mathematics for the Social and Management Sciences* (3) or MATH 107, *Business Mathematics* (3) or approved equivalent
STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (12 credits)

ADMN 361, *Open Thinking* (3)

ADMN 365, *Marketing for Managers* (3) or equivalent

ADMN 468, *Leading Projects to Success* (6)
or ADMN 477, *E-Business in a Competitive Environment* (6)

Minimum grade of B- is required in all competency-based courses [includes ADMN 361, 362 (formerly ADMN 262), 363, 364, 365, 366, 367, 369, 370, 372, 468 or 477, 478, 479, 483].

Elective Requirements (39 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Public Sector Management Concentration

Offered in collaboration with the University of Victoria (UVic) (BC), this program is available to applicants residing in Canada or outside Canada, subject to the approval of UVic. This concentration is designed for those who are, or aspire to be, managers in various levels of government, Crown agencies and corporations, and the non-profit sector.

Initial study toward this B.B.A. concentration can be in a wide variety of disciplines. Students should ideally, however, complete 60 credits acceptable for this BCOU degree, including general education requirements, foundation courses in accounting and computing, and university-level electives. At the core of this concentration is the UVic Diploma in Public Sector Management or the UVic Diploma in Local Government Management. On completion of the diploma, students can normally transfer all 32 to 36 credits to this B.B.A. concentration. For information on the UVic diploma programs, refer to the UVic Website at <web.uvic.ca/padm> or email UVic at <padm@uvic.ca> or phone 250.721.8074.

Upon completion of the UVic diploma, students generally take a minimum of 24 additional credits, including 15 at the upper (300 or 400) level, and fulfill any outstanding general education, specific, or elective requirements to complete the total credit requirements of 120.

Admission Requirements

Admission to the UVic Diploma in Public Sector Management program or Diploma in Local Government Management program. Students usually submit the BCOU Program Admission/Transfer Credit form at the beginning of "third year," once admitted to the UVic diploma program, together with confirmation of admission to the UVic diploma program and details of any advanced standing granted toward the diploma.

Residency Requirements

Normally, 6 credits of BCOU coursework (the residency requirements for the UVic diploma are normally 27 credits or 13.5 units of approved UVic School of Public Administration coursework).

Degree Requirements

120 credits, minimum of 45 at the upper level, with a minimum grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (53 credits)

Approved upper-level courses in administrative studies, generally including the 36 credits from the UVic Diploma in Public Sector Management program or Diploma in Local Government Management program.

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3)
or ADMN 370, *Accounting for Managers* (3)
or approved alternative

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 310, *Public Sector Economics* (3)*

ADMN 312, *Managing in Public and Non-Profit Organizations* (3)*

ADMN 317, *Written Communications in the Public and Non-Profit Sectors* (2)*

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)
or ADMN 452, *Local Government Law* (3)*
or approved alternative

ADMN 409, *Leading and Managing in the Non-Profit Sector* (3)*

ADMN 422, *Ethical Public Management* (3)*
or approved alternative

ADMN 431, *Public Sector Human Resources and Labour Relations* (3)* or approved alternative

ADMN 434, *Serving Citizens: Managing Information and Engagement* (3)*

ADMN 454, *The Public Policy Process* (3)*

BUSM 236, *Financial Management* (3)
or ADMN 372, *Finance for Managers* (3)

ECON 201, *Principles of Macroeconomics* (3)
or ADMN 445, *Urban and Regional Economics* (3)*

* Taken through UVic diploma programs

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ENGL 199, *Introduction to University Writing* (3)
or approved alternative

MATH 107, *Business Mathematics* (3)
or MATH 150, *Finite Mathematics* (3)
or approved alternative

STAT 102, *Introduction to Probability and Statistics* (3)
or approved alternative

Concentration Requirements (12 credits)

ADMN 311, *Introduction to Public Administration* (3)*
or ADMN 423, *Local Government in BC* (3)

ADMN 314, *Public Sector Research and Analysis* (3)*
or approved alternative

ADMN 477, *Strategic Planning and Project Management* (3)*

Approved 400-level ADMN elective (3)

Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

* Taken through UVic diploma programs

Elective Requirements (37 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements). Many of these elective requirements can be satisfied in the initial two years of post-secondary education generally required prior to admission to the UVic Diploma in Public Sector Management program.

B.B.A. Technology Management Concentration

This concentration is intended for students with a Diploma in Technology, since electives are normally credits from a student's field of technology training, earned prior to enrolling in the B.B.A. Applicants should be employed in a suitable field in order to succeed in the applied courses designated for this program, particularly project management. Should students have remaining elective credits to fulfill, ADMN 477 (6) is recommended. Applicants are required to submit a résumé and letter of application with their Program Admission/Transfer Credit form.

Residency Requirements

Normally, 6 credits of BCOU coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3)
or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly BUSM 151 or ADMN 350)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366,
Strategic Human Resource Management (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)
or ADMN 478, *Ethical Approach to Management* (3)

ADMN 470, *Business Policy and Strategy* (3)
or ADMN 479, *Strategic Thinking* (3)

BUSM 121, *Management Principles and Practices* (3)

BUSM 236, *Financial Management* (3)
or ADMN 372, *Finance for Managers* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)
or approved alternative

ENGL 107, *Business Communication* (3)
or approved alternative

MATH lower-level course (3) (likely included in
technology diploma program)

STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (9 credits)

Approved upper-level administrative studies
course (3)

Project management course, e.g., ADMN 468,
Leading Projects to Success (6) or suitable course
focused on technology (6)

Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (39 credits)

Normally, courses from the technology field (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of British Columbia and the University of British Columbia (UBC)

- This program is available to applicants residing in Canada or outside Canada.

Designed for members of the real estate industry wanting to upgrade their education, the BCOU Bachelor of Business in Real Estate degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be ladderred into the degree.

The degree is based on a foundation of 45 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (DULE) and related offerings or approved equivalents. The other 75 credits include a combination of electives, general academic requirements, and courses in general business and administrative studies offered in a distance format through BCOU or through other institutions subject to BCOU approval.

Admission Requirements

Applicants require 60 applicable credits for formal program admission by BCOU and should have a grade point average (GPA) of 2.0 or higher and demonstrated proficiency in English and mathematics (BC English 12 and Principles of Math 11, or equivalents).

Those seeking transfer credit for real estate core and specialty requirements must apply to UBC's Real Estate Division for evaluation of real estate equivalencies before applying to BCOU for formal program admission.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

BCOU Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (18 credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102)

3 credits in humanities or social science (excluding English)

3 credits in urban geography (normally UBC's GEOG 350)

3 credits in natural science (excluding mathematics or computing)

6 credits in general education electives (humanities, social science, or science)

Core Business and Administrative Studies Courses (45 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3)

ADMN 232, *Introduction to Managerial Accounting* (3) or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366, *Strategic Human Resource Management* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or CMPT 214 (UVic), *Decision Support Applications* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3) or ADMN 478, *Ethical Approach to Management* (3)

ADMN 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Thinking* (3)

BUSM 236, *Financial Management* (3) or ADMN 372, *Finance for Managers* (3)

ECON 200, *Principles of Microeconomics* (3) or UBC BUSI 100 (3)

ECON 201, *Principles of Macroeconomics* (3) or UBC BUSI 101 (3)

ENGL 107, *Business Communication* (3) or ENGL 301 (UVic), *Technical and Business Writing* (3)

MATH 107, *Business Mathematics* (3) (exempt if UBC BUSI 121 taken)

STAT 102, *Introduction to Probability and Statistics* (3) (exempt if UBC BUSI 121 taken)

Real Estate Core Courses (24 credits)

The following courses offered by UBC:

BUSI 111, *Real Property Law* (3)

BUSI 221, *Real Estate Finance in a Canadian Context* (3)

BUSI 300, *Urban and Real Estate Economics* (3)

BUSI 330, *Real Estate Investment Analysis and Appraisal I* (3)

BUSI 331, *Real Estate Investment Analysis and Appraisal II* (3)

BUSI 400, *Residential Building Construction* (3)

BUSI 401, *Commercial Building Construction* (3)

BUSI 425, *Land Use Regulation: Local Government Law and Planning* (3)

Real Estate Specialty Courses (12 credits)

Additional 400-level UBC courses selected in consultation with an advisor

Students have the option of four areas of specialty: real estate appraisal, property management, real estate development, and property assessment.

Electives (21 credits)

Courses in any discipline at any level

Additional Degree Requirement

To graduate with a Bachelor of Business in Real Estate, students are required to complete UBC's Diploma in Urban Land Economics (which includes many of the above courses) or equivalent, as determined in consultation with UBC.

Students wanting to transfer courses to graduate with this degree granted by UBC should consult UBC's Real Estate Division and the *Online Transfer Guide* on the Web at <www.bccat.bc.ca> as requirements differ.

- For information on the UBC Diploma in ULE or UBC's Real Estate Division courses, contact UBC:
www.realestate.ubc.ca
info@realestate.sauder.ubc.ca
604.822.8444
1.888.776.7733 (toll-free)

- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.

Bachelor of Technology (Technology Management)

- This program is available to applicants residing in Canada or outside Canada

The BCOU Bachelor of Technology (Technology Management) degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors, and managers in small and medium-sized organizations within a changing business and technical environment.

Admission Requirements

A two-year diploma in technology, or its equivalent. Admission into the degree program is determined on the basis of previous studies, work experience, and availability of suitable advanced technical specialty courses. Applicants are required to submit a résumé and letter of application with their Program Admission/Transfer Credit form.

Those with a standard Diploma of Technology receive a block transfer of 60 lower-level credits.

Residency Requirements

Normally, minimum 6 credits of BCOU coursework.

Degree Requirements

Additional 60 credits as approved by BCOU, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (15 credits with up to 9 upper-level credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102)

3 credits in humanities (generally upper level)

3 credits in economics (generally ECON 200)

3 credits in natural science (generally upper level)

3 credits in liberal arts and science elective (may be upper level)

Management Requirements (21 credits with minimum 12 upper-level credits)

ADMN 250, *Introduction to Marketing* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262)

ADMN 366, *Strategic Human Resource Management* (3)

Business development course, e.g., BUSM 100,
Doing Business in Canada (3) or ADMN 477,
E-Business in a Competitive Environment (6)

6–9 credits of approved business and management
electives

Advanced Technical Requirements (15 upper-level credits)

Appropriate courses currently offered through
BCOU include some courses in computer studies
(CMPT), forestry (FRST), and wood sciences (WOOD).
Transfer of advanced technical courses offered by
other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

3 credits in research methods (e.g., ADMN 314,
Public Sector Research and Analysis or BCIT
TMGT 8102) and/or individually approved
alternatives

Minimum 6 credits in applied project management
[e.g., ADMN 468, *Leading Projects to Success* (6) or
CMPT 407, *Project Management* (3) and UVic CBIS
Directed Studies (3)]

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.
- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Tourism Management

Offered with partner institutions

- Currently, this program is only available to applicants able to take certain courses in BC.

The BCOU Bachelor of Tourism Management degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration, and outdoor recreation, and for those with related programs and educational backgrounds. The degree forms an integral part of the BC Tourism Learning System.

Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before or after completion of the diploma program. Upper-level tourism courses should be taken last.

Note

Most of the specific tourism/hospitality requirements cannot be completed through BCOU, and all courses are not offered by distance. Advanced tourism courses are offered at Capilano College (BC), Malaspina University-College (BC), and University College of the Cariboo (BC). Various institutions are developing distance courses. Contact Student Services for more information.

Admission Requirements

Graduation from a recognized two-year tourism/hospitality program with a grade point average (GPA) of 2.67 or higher for the maximum block transfer toward the degree.

Students who have not completed a tourism or hospitality diploma but have considerable industry experience may apply for admission on completing a minimum of 60 credits of directly applicable coursework, preferably including core business and tourism or hospitality foundation courses.

- Capilano College
www.capcollege.bc.ca
604.984.4960
- Malaspina University-College
www.malaspina.bc.ca
250.753.3245
- University College of the Cariboo
www.cariboo.bc.ca
250.828.5000

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103)

3 credits in statistics (e.g., STAT 102)

3 credits in humanities (other than English, e.g., HIST 225 or SPAN 100)

3 credits in introductory economics (e.g., ECON 200)

3 credits in approved geography (e.g., human, cultural, or regional geography relevant to tourism)

3 credits in natural science (e.g., BISC 100, GEOG 110, or GEOL 120)

Core Business and Tourism/Hospitality Lower-Level Course Requirements (30–36 credits)

(typically part of approved diploma programs)

Tourism Management Stream

Minimum six courses in the following areas:

- Accounting *
- Computer Applications *
- Marketing
- Entrepreneurship I
- Business Communication
- Human Resource Management
- Organizational Behaviour

Minimum four courses in the following areas:

- Introduction to Tourism
- Tourism Business Law
- Co-op or Practicum *
- Community and Cultural Issues
- Environmental Stewardship

* Required to be taken in degree completion program if not taken in diploma or equivalent

Hospitality Administration Stream

Includes courses in all the following areas:

- Accounting
- Computer Applications
- Marketing
- Accommodations
- Hospitality Marketing
- Co-op or Practicum
- Business Communication
- Human Resource Management
- Organizational Behaviour
- Food and Beverage Service
- Hospitality Law

Other Elective Requirements (24–30 credits)

Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs.

Upper-Level Requirements (24 credits)

Advanced courses in all the following areas:

- Tourism Policy and Planning (3)
- Financial Management for Tourism (3)
- Entrepreneurship II (3)
- Community and Cultural Issues II (3)
- People Management/Human Relations (3)
- Organizational Leadership (3)
- Advanced Communication (3)
- Graduating Seminar (3)

Upper-Level Tourism or Hospitality Specialty Course Requirements (15 credits)

Minimum one course in the following areas:

- Marketing Research (3)
- Promotions Management (3)
- Consumer Behaviour (3)
- International Tourism Marketing (3)

Plus additional upper-level tourism or hospitality specialty courses (up to 12 credits), approved by a BCOU program advisor

Post-Baccalaureate Certificate in Business Administration

- This program is available to applicants residing in Canada or outside Canada.

Designed for graduates of recognized degrees in fields other than business or commerce, this program provides students with the conceptual, people management, and decision-making tools often needed for successful career progression or transition into management. The wide choice of courses permits students to meet individual needs and interests and offers sufficient depth and rigour to challenge degree holders.

Admission Requirements

Recognized four-year/120-credit baccalaureate degree in a field *other than* business administration or commerce.

Residency Requirements

Minimum 3 credits of BCOU coursework.

Certificate Requirements

15 credits, with a minimum 6 credits at the upper (300 or 400) level, are required. Students cannot have applied any of the certificate's 15 credits to meet requirements of a previous baccalaureate degree.

Students select 3 credits from each of Groups A, B, and C, plus 6 elective credits from Group D. It is important that students select electives and take courses in an order that ensures adequate prerequisite preparation. Students may be exempt from certain prerequisites based on work experience, related coursework, or other skills and knowledge (contact the program advisor for details).

Students with credit as part of their prior degree(s) for courses equivalent or similar to some courses in Groups A, B, C, and D are required to complete alternative coursework approved by BCOU's business and management studies program area.

Group A (Decision Making) (3 credits)

- ADMN 232, *Introduction to Managerial Accounting* (3)
- ADMN 315, *Introduction to Production and Operations Management* (3)
- ADMN 332, *Intermediate Management Accounting* (3)
- ADMN 361, *Open Thinking* (3)
- ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262)
- ADMN 365, *Marketing for Managers* (3)

- ADMN 370, *Accounting for Managers* (3) (not with ADMN 232 or 332)
- ADMN 465, *Management Decision Making* (3)
- ADMN 477, *E-Business in a Competitive Environment* (6) (only 3 credits can be applied)
- BUSM 236, *Financial Management* (3) or ADMN 372, *Finance for Managers* (3)
- ECON 200, *Principles of Microeconomics* (3)
- ECON 310, *Economic and Business Statistics* (3)

Group B (Interpersonal/People Management) (3 credits)

- ADMN 303, *Motivation and Productivity* (3) (formerly ADMN 413)
- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Labour Relations* (3)
- ADMN 363, *Open Communication* (3)
- ADMN 364, *Interpersonal Skills* (3)
- ADMN 366, *Strategic Human Resource Management* (3)
- ADMN 367, *The Inquiring Leader* (3)
- ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)
- ADMN 468, *Leading Projects to Success* (6) (only 3 credits can be applied)
- ENGL 107, *Business Communication* (3)

Group C (Conceptual) (3 credits)

- ADMN 380, *International Business* (3)
- ADMN 460, *Business and Society* (3)
- ADMN 468, *Leading Projects to Success* (6) (only 3 credits can be applied)
- ADMN 470, *Business Policy and Strategy* (3)
- ADMN 477, *E-Business in a Competitive Environment* (6) (only 3 credits can be applied)
- ADMN 478, *Ethical Approach to Management* (3)
- ADMN 479, *Strategic Thinking* (3)
- ADMN 483, *Effective Leadership* (3)

Group D (Business/Management Electives)

Recommended courses:

- ADMN 231, *Introduction to Financial Accounting* (3)
 - ADMN 250, *Introduction to Marketing* (3)
 - ADMN 390, *Business Law* (3)
 - STAT 102, *Introduction to Probability and Statistics* (3)
- Additional courses from Groups A, B, or C, or other approved courses in administrative studies, business, computer studies (200 level or above), mathematics, or economics

Post-Baccalaureate Diploma in Business Administration

- This program is available to applicants residing in Canada or outside Canada.

Designed for graduates of recognized degrees in fields other than business or commerce, this program provides students with the conceptual, people management, and decision-making tools often needed for successful career progression or transition into management or specialist fields such as accounting or human resources. The wide choice of courses permits students to meet individual needs and interests and offers sufficient depth and rigour to challenge degree holders. Students may specialize in the diploma program. Optional areas of specialization currently available are listed here.

On completion of the first 15 credits of the diploma program, students may be eligible to graduate with a Post-Baccalaureate Certificate in Business Administration.

Admission Requirements

Recognized four-year/120-credit baccalaureate degree in a field *other than* business administration or commerce.

Residency Requirements

Minimum 6 credits of BCOU coursework.

Diploma Requirements

30 credits, with a minimum 15 credits at the upper (300 or 400) level, are required. Students cannot have applied any of the diploma's 30 credits to meet requirements of a previous baccalaureate degree.

Students first complete the 15-credit BCOU Post-Baccalaureate Certificate in Business Administration (page 69) (includes at minimum one course from decision making, interpersonal/people management, and conceptual competency areas, plus at minimum 6 credits at the upper level).

The remaining 15 credits are selected in consultation with a program advisor and may include most courses in administrative studies, business management, computer studies (200 level or above), economics, mathematics (normally, MATH 103, 104, or 107), and statistics.

Students with credit as part of their prior degree(s) for courses equivalent or similar to some of the diploma courses are required to complete 30 credits of alternative coursework approved by BCOU's Business and Management Studies program area.

Diploma specializations require completion of specific courses (some can be taken prior to entering the final 15 credits) as follows:

Accounting and Finance

Prerequisites: ADMN 231 and STAT 102 (or equivalents). Some background in the mathematics of finance is also beneficial (suitable courses can be included in the Post-Baccalaureate Certificate in Business Administration).

ADMN 232, *Introduction to Managerial Accounting* (3)

ADMN 331, *Intermediate Financial Accounting I* (3)

ADMN 332, *Intermediate Management Accounting* (3)

ADMN 341, *Intermediate Financial Accounting II* (3)

BUSM 236, *Financial Management* (3)

Human Resources and Organizational Behaviour

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3)

ADMN 366, *Strategic Human Resource Management* (3)

Minimum one of ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)

Minimum one of ADMN 303, *Motivation and Productivity* (formerly ADMN 413 or BUSM 213) (3) or ADMN 468, *Leading Projects to Success* (6)

Leadership

Prerequisite: ADMN 367 (included in the Post-Baccalaureate Certificate in Business Administration)

ADMN 483, *Effective Leadership* (3)

ADMN 468, *Leading Projects to Success* (6)

Minimum one of ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)

Minimum one of ADMN 460, *Business and Society* (3) or ADMN 478, *Ethical Approach to Management* (3)

Strategic Management

Prerequisites: ADMN 231 (or equivalent) and ADMN 367. ADMN 250 and ECON 200 or ADMN 310 may be helpful, depending on the sector a student is working in (suitable courses can be included in the Post-Baccalaureate Certificate in Business Administration).

ADMN 370, *Accounting for Managers* (3) or ADMN 232, *Introduction to Managerial Accounting* (3)

ADMN 372, *Finance for Managers* (3) or BUSM 236, *Financial Management* (3)

ADMN 460, *Business and Society* (3)

ADMN 479, *Strategic Thinking* (3) or ADMN 470, *Business Policy and Strategy* (3)

ADMN 483, *Effective Leadership* (3)

Business Courses Chart Guide

The chart on the following pages shows:

- By subject, 100-level and 200-level business and management studies courses delivered by BCOU.
- By subject, 300-level and 400-level administrative studies courses delivered by BCOU.
- Courses delivered by other educational institutions and applicable to business credentials.
- Courses marked “M” carry a credit-free option. Refer to page 23 for more information.
- Checked (✓) boxes indicate the professional associations that grant exemptions for courses delivered by BCOU.

Not all business and management studies courses are listed on the chart. For more details about individual courses, refer to the course descriptions.

Professional Associations

Professional associations oversee standards of practice and qualifications for certain occupations. In most cases, a professional designation can be earned by combining appropriate work experience (determined by the association) with a prescribed program of studies. Employers often use these designations, or enrolment/registration in these programs, in their hiring decisions. Many professional associations recognize the credits earned through BCOU courses as meeting part or all of their educational requirements.

Many BCOU course descriptions in this calendar indicate which associations recognize a particular course. In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain minimum grade requirements may apply.

- For more information, contact the specific professional association.

AI Appraisal Institute of Canada (BC)
www.appraisal.bc.ca
info@appraisal.b.ca
604.266.8287

CA Institute of Chartered Accountants of BC
www.ica.bc.ca
604.681.3264 or 1.800.663.2677

CGA Certified General Accountants Association
www.cga-bc.org
604.732.1211 or 1.800.565.1211

CHA Canadian Healthcare Association
www.cha.ca
613.241.8005, ext. 212

CIM Canadian Institute of Management
www.cim.ca
1.800.387.5774

CMA Certified Management Accountants of BC
www.cmabc.com
604.687.5891 or 1.800.663.9646

CPA Canadian Payroll Association
www.payroll.ca
416.487.3380 or 1.800.387.4693

CUIC Credit Union Institute of Canada
www.cuic.com
1.800.267.2842

ICB Institute of Canadian Bankers
www.icb.org
514.282.9480 or 1.800.361.7339

II Insurance Institute of Canada
www.iic-iac.org
416.362.8586
(BCOU-delivered courses only, upon approval)

LGMA Local Government Management Association
www.lgma.ca
250.383.7032

PMAC Purchasing Management Association of Canada
www.pmac.ca
BC Institute of PMAC 604.540.4494
or 1.800.411.7622
National Office 1.888.799.0877

QAA Association of Administrative Assistants
www.aaa.ca
info@aaa.ca

REIC Real Estate Institute of Canada
www.reic.ca
1.800.542.7342

BUSINESS AND MANAGEMENT STUDIES

Business Courses Chart

Refer to page 71 for more information.

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
Accounting and Finance																
ADMN 231	<i>Introduction to Financial Accounting</i>	3	M	✓	✓			✓	✓	✓			✓	✓		
ADMN 232	<i>Introduction to Managerial Accounting</i>	3	M		*			✓	✓	✓	✓		✓			
ADMN 331	<i>Intermediate Financial Accounting I</i>	3	M	*	✓			*					✓			
ADMN 332	<i>Intermediate Management Accounting</i>	3	M	✓	*			✓					✓			
ADMN 341	<i>Intermediate Financial Accounting II</i>	3	M	*	✓			*					✓			
ADMN 370	<i>Accounting for Managers</i>	3	M										✓			
ADMN 372	<i>Finance for Managers</i>	3	M										✓			
BUSM 131	<i>Accounting I</i>	3		✓	*		✓	*	✓	*	*	✓	*	✓		
BUSM 132	<i>Accounting II</i>	3		✓	*		✓	*	✓	*	*	✓	*	✓	✓	✓
BUSM 236	<i>Financial Management</i>	3			✓	✓	✓	✓		✓			✓			
Business and Management Studies																
ADMN 315	<i>Production and Operations Management</i>	3	M					✓					✓			
ADMN 361	<i>Open Thinking</i>	3	M													
ADMN 362	<i>Analytical Decision Making (was ADMN 262)</i>	3														
ADMN 369	<i>Transition and New Beginnings</i>	3	M													
ADMN 380	<i>International Business</i>	3	M					✓								
ADMN 390	<i>Business Law</i>	3		*	✓	✓	✓	✓	✓	✓			✓	✓	✓	
ADMN 460	<i>Business and Society</i>	3	M		✓					✓	✓					
ADMN 465	<i>Management Decision Making</i>	3	M						✓							
ADMN 468	<i>Leading Projects to Success</i>	6	M													
ADMN 470	<i>Business Policy and Strategy</i>	3			✓		✓	✓		✓	✓		✓			
ADMN 478	<i>Ethical Approach to Management</i>	3														
ADMN 479	<i>Strategic Thinking</i>	3														
BUSM 100	<i>Doing Business in Canada</i>	3					✓						✓	✓		
Communication																
ADMN 363	<i>Open Communication</i>	3	M		✓											
ENGL 106	<i>Written Communication</i>	3				✓	✓									
ENGL 107	<i>Business Communication</i>	3		✓	*		✓		✓	✓		✓	✓	✓		
Economics																
ECON 200	<i>Principles of Microeconomics</i>	3	M	✓	*	*	✓	✓	*		✓	*	✓	✓	✓	✓
ECON 201	<i>Principles of Macroeconomics</i>	3	M	✓	*	*		✓	*		✓	*	✓	✓	✓	
ECON 350	<i>Managerial Economics</i>	3	M								✓		✓			

✓ Course exemption granted by professional association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

◇ No exemption—challenge examination granted.

BUSINESS AND MANAGEMENT STUDIES

			Credits	Credit-free	AI	CA	CGA	CHIA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
Information Technology																	
ADMN 477	<i>E-Business in a Competitive Environment</i>	6	M														
CMPT 118	<i>Introduction to Information Technology</i>	3	M		*								✓	✓		*	
CMPT 119	<i>Computer Applications in Business</i>	3	M		*				✓				✓	✓		*	
CMPT 150 (UVic)	<i>Computer Concepts</i>	3			◆				✓			✓	✓			*	
CMPT 212 (UVic)	<i>Database Concepts</i>	3										✓					
CMPT 214 (UVic)	<i>Decision Support Applications or equivalent</i>	3										✓	✓				
CMPT 215 (UVic)	<i>Systems Analysis and Design I</i>	3			◇			✓									
CMPT 407 (UVic)	<i>Project Management</i>	3															
CMPT 412 (UVic)	<i>Human Side of Information Systems</i>	3										✓					
Marketing and Sales																	
ADMN 250	<i>Introduction to Marketing</i>	3	M		✓			✓	✓		✓	✓	✓	✓	✓	✓	
ADMN 365	<i>Marketing for Managers</i>	3	M														
BUSM 155	<i>Selling Professionally</i>	3	M														
Mathematics and Statistics																	
ECON 310	<i>Economic and Business Statistics</i>	3				*			✓			✓		✓			
MATH 104	<i>Calculus for Business, Management Sciences</i>	3	M														
MATH 107	<i>Business Mathematics</i>	3			*◇												
STAT 102	<i>Introduction to Probability and Statistics</i>	3	M		*	✓	*		✓								
Organizational and Human Resource Management																	
ADMN 303	<i>Motivation and Productivity</i>	3	M						✓	✓	✓	✓					
ADMN 320	<i>Organizational Behaviour I</i>	3	M		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
ADMN 325	<i>Labour Relations</i>	3	M							✓			✓				
ADMN 364	<i>Interpersonal Skills</i>	3	M								✓						
ADMN 366	<i>Strategic Human Resource Management</i>	3	M		✓			✓						✓			
ADMN 367	<i>The Inquiring Leader</i>	3	M														
ADMN 466	<i>Managing Change</i>	3	M							✓							
ADMN 483	<i>Effective Leadership</i>	3															
BUSM 111	<i>Supervision</i>	3								✓	✓					✓	
BUSM 121	<i>Management Principles and Practices</i>	3								✓	✓	✓	✓	✓	✓	✓	
Public Sector Management																	
ADMN 310 (UVic)	<i>Public Sector Economics</i>	3															
ADMN 311 (UVic)	<i>Introduction to Public Administration</i>	3															
ADMN 312 (UVic)	<i>Managing in Public and Non-Profit . . .</i>	3									✓	✓		✓			
ADMN 314 (UVic)	<i>Public Sector Research and Analysis</i>	3															
ADMN 406, 422, 423, 431, 445, 446, 452, 476, etc.		3															

General Studies Program

A general studies program allows students to select almost any combination of courses at the college and university level, although some specific requirements must be met. Students may select all their courses from BCOU offerings or college and university transfer courses from recognized post-secondary institutions. Refer to the *Online Transfer Guide* on the Web at <www.bccat.bc.ca>.

Those with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult a BCOU program advisor regarding the possibility of receiving credit for these programs or recognition for prior learning.

Certificate, diploma, and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

Certificate in General Studies or Diploma in General Studies

- This program is available to applicants residing in Canada or outside Canada.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

3 credits of university coursework, selected from university courses listed in this calendar or on the BCOU Website.

Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 100 or above are required. 15 of these credits may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Diploma Requirements

60 credits of college or university courses or a combination of college and university courses, including a minimum of 21 credits at the second-year level or higher (numbered 200 and above), are required. 30 of these credits may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Bachelor of General Studies

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of General Studies degree program allows students to structure their program with as much or as little subject specialization as they want. BCOU offers a wide range of courses that fulfill degree requirements. Students may also ladder two-year diploma programs from Canadian community colleges and university colleges, and BC associate degrees, into the degree program.

Admission Requirements

Open admission. Refer to page 5.

Residency Requirements

6 credits of upper-level university coursework, selected from university courses listed in this calendar or on the BCOU Website.

Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

General Education Requirements (6 credits)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103; BCOU's ENGL 106 and 107 do not meet this requirement)

Upper-Level Requirements (45 credits)

15 credits may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Elective Requirements (69 credits)

May be lower-level or upper-level credit

60 credits may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Courses Apply to Other BCOU Credentials

Courses taken for the Certificate in General Studies or the Diploma in General Studies may be applied toward other BCOU credentials.

Home Support Attendant Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is primarily designed for people working at minimum part-time in home support or volunteering at related community service organizations who want to upgrade their knowledge and skills and obtain a certificate. Those not yet working in the field are required to confirm that a local home support agency will support a 110-hour supervised practice placement (60-hour practicum and 50-hour preceptorship) and a long-term care/residential facility will support a 75-hour preceptorship. Upon submission of the agency/facility contact information, BCOU negotiates the site(s) on the applicant's behalf.

Students complete the certificate requirements through home study and supervised practice in community and laboratory settings. Home study aids include study guides with learning activities, readings files, educational videos to complement the readings, tutor-marked assignments, and tutor support.

BCOU reserves the right to alter the schedule and availability of courses in the program. When feasible, practicum and clinical experiences take place in the student's region. However, when this is not the case, any travel and accommodation costs required to attend are at the student's expense.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses in the program that require practicum/lab activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Students are responsible for all costs associated with attendance at practicum/lab activities. Practicum/lab activities may be limited by location, time of year, and space. Enrolment may be limited.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional costs such as postage.

Admission Requirements

Proof of employment in home support (or volunteer work in community service agencies) and/or an interest in pursuing a career in home support; proof of English reading comprehension and writing ability at the Grade 10 level as measured by a standardized test; satisfactory medical declaration from a physician; references/recommendation to confirm suitability for this occupation; completed Program Admission/Transfer Credit form; updated immunizations (including hepatitis B) and negative tuberculosis skin test results or a clear chest X-ray; current, valid First Aid Certificate (covering infants and adults); current, valid CPR Level C Certificate (covering infants and adults); satisfactory current criminal records search (refer to page 77); phone interview with program staff.

Certificate Requirements

Specific Course Requirements (15 credits)

- HOME 143, *Nutrition for Home Support* (0.5)
- HOME 144, *Work Role and Home Safety, Management* (1)
- HOME 150, *Health: Lifestyle and Choices* (1.5)
- HOME 160, *Interpersonal Communications* (1.5)
- HOME 170, *Health and Healing* (3)
- HOME 179, *Practicum* (1.5)
- HOME 181, *Personal Care Skills* (Theory) (2)
- HOME 187, *Personal Care Skills Lab* (1)
- HOME 190, *Special Needs* (1.5)
- HOME 199, *Preceptorship* (1.5)

Students with extensive home support experience may be eligible for modified versions of the practicum and preceptorship courses.

- Contact Student Services for the program admission package.
- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Practical Nurse Access Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed to provide those who have a Resident Care Attendant Certificate (RCA) or combined Home Support Attendant/Resident Care Attendant Certificate (HSA/RCA) from a BC public post-secondary institution with the opportunity to become eligible for registration as a licensed practical nurse (LPN) in BC. Applicants with Long-term Care Aide certification are required to upgrade their knowledge to meet the competencies required of an RCA. Applicants with other education or experience are required to demonstrate their eligibility for entrance. All students are required to successfully complete PNAP 100, *Pre-Nursing Mathematics* before starting this certificate program.

Approved by the College of Licensed Practical Nurses of BC (CLPNBC), this certificate program consists of ten courses taken over two semesters (access and third), plus a practicum and five-week preceptorship. The first semester (access) addresses health promotion and illness prevention in community care and gerontology. The third semester focuses on health promotion in an acute care setting. Generally, the practicum experience is organized in a group format with an assigned clinical instructor. Travel at the student's expense may be involved to complete the practicum. The preceptorship may take place in a variety of practice environments, including community, gerontology, and acute care. The selection of student placement for the preceptorship is based as much as possible on student preference, depending on placement availability.

Upon successful completion of the certificate program, students are eligible to write the Canadian Practical Nurse Registration Examination. Passing the examination is one requirement for licensure in BC. For information about additional requirements, contact the CLPNBC.

Note

Courses in the program that require clinical activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance at clinicals is required. Students are responsible for all costs associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

Admission Requirements

The following with proof must accompany applications (refer to the BCOU Website or contact Student Services for information about options to admission prerequisites): BC Grade 12 or equivalent with minimum grades of C in BC Biology 12 or equivalent, English 12 or equivalent, BC Math 10 or equivalent; acceptable RCA or HSA/RCA Certificate from BC public post-secondary institution (LTCA and CCA graduates are required to upgrade their certificates to RCA level); completion of Adult Basic Education English test; 850 hours of employment experience as an RCA in the last five years; recommendation by current or recent employer to register in the program; current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C); completion of PNAP 100, *Pre-Nursing Mathematics* (NC) with a minimum grade of 90 per cent.

The following are required upon acceptance into the certificate program: satisfactory medical declaration from a family physician; updated immunizations (including hepatitis B) and tuberculosis skin test results (within one year); satisfactory current criminal records search (refer to page 77).

A nurse's uniform and shoes appropriate to the clinical agency are required.

Certificate Requirements

Specific Course Requirements (39.5 credits)

- PNAP 112, *Human Anatomy and Physiology* (2.5)
- PNAP 110, *Foundations and Human Relationships* (3)
- PNAP 114, *Health and Healing A* (5)
- PNAP 116, *Nursing Arts A* (4)*
- PNAP 118, *Practicum A* (4)*
- PNAP 122, *Health B and Professional Issues* (1.5)*
- PNAP 124, *Healing B* (3.5)*
- PNAP 126, *Nursing Arts B* (5.5)*
- PNAP 128, *Practicum B* (5.5)*
- PNAP 138, *Preceptorship* (5)*

* Course in development at calendar printing

Courses may be taken on a part-time basis, and some courses may be taken concurrently. Students must complete program requirements in a maximum time of two and a half years. In some instances, students may move ahead with their courses while waiting for a practicum placement or examination session.

- Contact Student Services for the program admission package.

Practical Nurse Refresher Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed to help students update their nursing knowledge and return to active nursing practice. It is available to practical nurses who are required by the College of Licensed Practical Nurses of BC (CLPNBC) to take a refresher program. Approved by the CLPNBC, this program is self-paced and may be available on a part-time or full-time basis; however, BCOU reserves the right to alter the scheduling of courses in the program. The program combines theoretical study and clinical practice to help students re-enter practical nursing with confidence. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the student's region if possible.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses in the program that require clinical activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance at clinicals is required. Students are responsible for all costs associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional costs such as postage and teleconferencing. The schedule of teleconferences may not be convenient for students residing outside BC.

- Contact Student Services for the program admission package.
- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Admission Requirements

Graduation from a practical nursing program recognized by the CLPNBC and current licence or assessment by the CLPNBC.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within two years); updated immunizations (including hepatitis B) and tuberculosis skin test results (within two years); satisfactory current criminal records search (refer to policy on this page).

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

Certificate Requirements

Specific Course Requirements (12 credits)

PNRP 101, *Practical Nursing in a Changing Health Care System* (3)

PNRP 103, *Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings* (9)

Admission to PNRP 103 is dependent on successful completion of PNRP 101 and the availability of appropriate clinical placement. There is a final examination at the end of each course. During the clinical activity that concludes PNRP 103, students are responsible for the full workload of a licensed practical nurse.

Criminal Records Search

Prospective students applying for admission to a Health and Human Services program that has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Practical Nurse Qualifying Courses

- Generally, these courses are available only to applicants residing in BC (refer to note below).

Qualifying courses are available for those practical nurses whose basic training lacked components in the subject areas of community, maternity, and/or pediatrics. Assessment by the College of Licensed Practical Nurses of BC (CLPNBC) indicates the qualifying component(s) required for licensure.

These courses are self-paced and may be available on a part-time or full-time basis; however, BCOU reserves the right to alter the scheduling of courses. Courses may contain theory and/or clinical experience. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the student's region if possible.

Note

Attendance at clinical experiences in BC is required. Students are responsible for all costs associated with attendance at clinical experiences. Clinical placements may be limited by location and time of year.

Criminal Records Search

Prospective students applying for admission to a Health and Human Services program that has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Admission Requirements

Graduation from a practical nursing program recognized by the CLPNBC and current licence or assessment by the CLPNBC.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within two years); updated immunizations (including hepatitis B) and tuberculosis skin test results (within two years); satisfactory current criminal records search (refer to policy on this page).

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

Qualifying Courses

Practical Nurse Course Requirements (3–6 credits)

The following courses are designed to fulfill licensing requirements:

PNRP 102, *Adapting Practice to the Institutional Setting* (6)

PNRP 104, *Adapting Practice to the Community Setting* (3)

PNRP 105, *A Caring Approach to Mother, Newborn, Infant, and Child* (6)

PNRP 106, *A Caring Approach to Mother and Newborn* (3)

PNRP 107, *A Caring Approach to Infant and Child* (3)

PNRP 114, *Adapting Practice to the Community Setting: Theory* (1.5)

PNRP 116, *A Caring Approach to Mother and Newborn: Theory* (1.5)

PNRP 117, *A Caring Approach to Infant and Child: Theory* (1.5)

Admission to courses is dependent on the availability of appropriate clinical placement in BC. There is a final examination at the end of each course.

Licensed Practical Nurse Professional Development Courses (2 credits)

PNRP 260, *Head-to-Toe Assessment* (2)

PNRP 280, *Pharmacology for Practical Nurses* (2)

- For more information, refer to the BCOU Website or contact Student Services.

Transition to Canadian Nursing

- These courses are available to applicants residing in Canada or outside Canada, with the exception of clinical experience courses (refer to note below).

These courses are designed to assist nurses who completed their basic nursing education in countries other than Canada to meet registration requirements with the Registered Nurses Association of BC (RNABC) and prepare for nursing practice in British Columbia.

Intended to enhance learning and ease the transition to nursing in Canada, these courses cannot be taken as replacement for the Registered Nurse Refresher Certificate program (page 80).

With the exception of courses with clinical experience requirements, courses are offered by distance as print-based and/or Web-based.

Note

All courses that require clinical activities must take place in BC and are available only to individuals residing in BC. Attendance at clinicals is required. Students are responsible for all costs associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional costs such as postage.

Criminal Records Search

Prospective students applying for admission to a Health and Human Services program that has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Admission Requirements

Qualifying Courses (including NURS 352 and 356)

Graduation from a nursing program recognized by the RNABC and eligibility for registration with the RNABC. Applicants with English as a second language need to meet the RNABC language requirement before registering in a course. [NURS 298, *International English Language Testing System (IELTS) Preparation* is recommended as preparation for taking the IELTS examination.]

Clinical Courses

Above requirements and satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within one year); updated immunizations (including hepatitis B) and tuberculosis skin test results (within one year); satisfactory current criminal records search (refer to policy on this page).

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

Transition to Canadian Nursing Courses

Consultation with program staff is required prior to registering in any course, except NURS 298.

NURS 291, *Maternal/Newborn Nursing Qualifying Theory* (3)

NURS 292, *Maternal/Newborn Nursing Qualifying Clinical* (1.5)

NURS 293, *Psychiatric/Mental Health Nursing Qualifying Theory* (1.5)

NURS 294, *Psychiatric/Mental Health Nursing Qualifying Clinical* (1.5)

NURS 298, *International English Language Testing System (IELTS) Preparation* (NC)

NURS 352, *Nursing in Canada* (3)

NURS 356, *Clinical Experience* (1.5)

NURS 371, *Registered Nurse Examination Preparation* (3)

NURS 298, 352, 356, 371 are not qualifying courses for registration with the RNABC.

Completion of NURS 352 and 356 is highly recommended prior to starting independent nursing practice as a registered nurse in BC.

NURS 352 is required prior to NURS 356.

- For more information, refer to the BCOU Website or contact Student Services.

Registered Nurse Refresher Certificate

- This program is available to applicants residing in Canada or outside Canada. However, the clinical practice takes place in BC and the Yukon (refer to note below).

This certificate program is designed for nurses who have been away from active nursing practice for five or more years. It is available to nurses who are required by the Registered Nurses Association of BC (RNABC) to complete a refresher program to be eligible for reinstatement of membership as a practising registered nurse. The program may be of assistance to nurses who are not yet registered with the RNABC and who are required to take a refresher program to meet all or part of the registration requirements.

Approved by the RNABC, this full-time or part-time self-paced program combines theoretical study and clinical practice to help nurses update their nursing knowledge to the current level, prepare them to re-enter nursing employment with confidence, and provide them with the skills needed to keep pace with ongoing changes in nursing. The program focuses on nursing competency. Students do the theoretical study at home, and clinical practice takes place in a clinical agency in their region if possible (in BC and the Yukon).

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses in the program that require clinical activities take place in BC and the Yukon and are available only to individuals residing in BC and the Yukon. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance at clinicals is required. Students are responsible for all costs associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

The theory course (NURS 340) is available worldwide. However, students are required to reside in BC to take the clinicals in NURS 350. Individuals residing outside BC are responsible for additional costs such as postage and teleconferencing. The schedule of teleconferences may not be convenient for students residing outside BC.

- Contact Student Services for the program admission package.

Admission Requirements

Graduation from a nursing program recognized by the RNABC and current registration, or eligibility for registration, as a non-practising member of the RNABC. Applicants who have not yet met RNABC registration requirements are eligible for admission in some instances. Applicants whose RNABC registration has lapsed are required to apply to the RNABC for non-practising or student membership.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within one year); updated immunizations (including hepatitis B) and tuberculosis skin test results (within one year); satisfactory current criminal records search (refer to page 79); interview with program staff.

Applicants who have not practised as registered nurses for more than fifteen years are assessed on an individual basis. BCOU determines whether a suitable clinical learning experience can be arranged before their admittance to the program.

Applicants required by the RNABC to provide evidence of proficiency in English by passing the TOEFL and TSE or the IELTS must pass the BCOU English Language and Writing Assessment (available from Student Services) to be admitted to the program. Applicants who do not pass the assessment receive recommendations on how to upgrade their English proficiency, such as completion of a prerequisite English course.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

Certificate Requirements

Specific Course Requirements (17 credits)

NURS 340, *Health Review* (3)

NURS 343, *RN Nursing Skills Lab* (2)

NURS 350, *Nursing Update* (12)

Admission to NURS 350 is dependent on successful completion of NURS 340, 343, and the availability of appropriate clinical placement. There is a final examination at the end of each course. During the practicum that concludes NURS 350, students are responsible for the full workload of a registered nurse.

Nurses trained outside Canada and not familiar with the Canadian health care system should take NURS 352, *Nursing in Canada* before starting NURS 340.

Option: Students may challenge NURS 340 and NURS 343 and then complete NURS 350 to receive the certificate. Students who complete only NURS 350 receive a letter of completion for NURS 350, not the certificate.

Social Service Worker Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed for individuals seeking the knowledge and skills to enter the field of social services or to upgrade a current position. Employment opportunities for social service workers exist in child and youth care settings, schools, transition houses, group homes, peer counselling programs, and other social service agencies. Information on employment trends and opportunities is provided on the Web at <www.workfutures.bc.ca>.

This program offers courses in social work theory and practice, counselling skills, lifespan development, and social sciences. Program students also attend a practicum in a social service setting in their own communities and complete one weekend workshop held in the Vancouver area. Students are responsible for expenses associated with their attendance at workshops. Workshops are held once or twice a year.

Note

Applicants residing outside BC who want to complete the program may participate on condition that they make appropriate practicum arrangements at a social service agency in BC.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Individuals who do not intend to complete this program may be allowed to take all SSWP courses except the practicum course. Courses other than the field practicum and workshop are available to individuals within Canada.

Bachelor of Social Work

Requirements for application to Bachelor of Social Work degree programs include the completion of introductory courses such as SSWP 212. Completing courses in this certificate program is a way to acquire new skills and transfer credits toward a Bachelor of Social Work degree program. Refer to the *Online Transfer Guide* on the Web at <www.bccat.bc.ca>.

Admission Requirements

ENGL 106, *Written Communication* or equivalent
PSYC 102, *Introductory Psychology II* or equivalent
Sixty (60) documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years; satisfactory current criminal records search (page 79); personal statement (minimum three typed pages). Completion of a Grade 12 program or the Adult Graduation Diploma (page 36) is recommended.

Students who have completed Grade 12 English with a B average may complete the voluntary English Language and Writing Assessment or the Language Proficiency Index and be exempted from ENGL 106 if they obtain a writing level score of 5 or 6 (refer to page 3).

Certificate Requirements

Specific Course Requirements (29 credits)

ENGL 107, *Business Communication* (3)
SOC 102, *Introduction to Sociology II* (3)
SSWP 109, *Introductory Counselling Skills* (4)
SSWP 110, *Weekend Workshop for Introductory Counselling Skills* (1)
SSWP 200, *An Introduction to Social Work Practice* (3)
SSWP 212, *Social Welfare* (3)
SSWP 355, *Human Development* (3)
SSWP 207, *Practicum II—Block Placement* (3)
[only for students who previously completed SSWP 107, *An Introduction to Fieldwork in Social Services: Practicum I* (3)]
SSWP 215, *Social Service Field Practicum* (6)

One 3-credit elective (generally a liberal arts/science course at any level) approved by program coordinator
BCOU may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.

- Contact Student Services for the program admission package or refer to the BCOU Website.
- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals.
- For program updates, refer to the BCOU Website or contact Student Services.

Bachelor of Health Science (Physiotherapy)

Offered in association with the College of Physical Therapists of British Columbia and the Canadian Alliance of Physiotherapy Regulators

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Health Science (Physiotherapy) degree program is available to physiotherapists in the following two groups. Students may complete most of the academic requirements of the degree program at any time, with BCOU courses or their equivalents.

Group 1

Physiotherapists in BC who are fully licensed members of the College of Physical Therapists of BC (CPTBC), who want to develop the skills and knowledge necessary for career progression to senior practice positions or for application to graduate school, and

Group 2

Physiotherapists seeking licensure in Canada whose qualifications have been reviewed by the Canadian Alliance of Physiotherapy Regulators (the Alliance), who are required to complete a degree program and then pass the Physiotherapy National Examination in order to obtain full licensure as physiotherapists, and who are recommended to the program by the Alliance. Students may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with the Alliance.

Note

Practising physiotherapists who meet requirements of the Alliance and other health professionals who are not working toward a degree may register in health-related or health-issues courses, provided they meet other course prerequisites and admission requirements.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Admission Requirements

Students in both groups are subject to the academic policies of BCOU and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution. In addition, the following admission requirements apply:

Group 1

Students are required to provide a copy of a current full licence with the CPTBC.

Group 2

Students referred by the Alliance are required to provide documentation showing that the only requirements they need to obtain full licensure in a jurisdiction affiliated with the Alliance are completion of a degree program and a pass grade on the Physiotherapy National Examination. All other licensure requirements, set by the CPTBC and the Alliance, including completion of a program with sufficient physiotherapy content and successful completion of a TOEFL test, are to be completed prior to admission to the program.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two of BCOU's health issues (HEAL) courses.

Degree Requirements

Diploma in physiotherapy from a recognized institution and documentation of full licensure, or progression to full licensure as outlined, are required.

Typically, up to 90 credits are granted for a three-year diploma in physiotherapy.

6 credits in first-year English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103) (if not taken in the diploma) are required.

Additional Academic University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through BCOU)

3 credits in introductory statistics

3 credits in social and behavioural research methods (upper level)

3 credits in humanities (other than English)

15 credits of academic electives selected in consultation with a BCOU program advisor (minimum 6 credits at the upper level)

6 credits in health issues (upper level, taken through BCOU)

Bachelor of Health Science (Psychiatric Nursing)

Offered in collaboration with Douglas College
(British Columbia)

- This program is only available to applicants residing in Canada.

The BCOU Bachelor of Health Science (Psychiatric Nursing) degree program is designed to give registered psychiatric nurses (RPNs) and registered nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a bachelor's degree, following completion of the Advanced Diploma program in Psychiatric Nursing at Douglas College.

Admission Requirements

Open to students who are enrolled in or have completed the Advanced Diploma program in Psychiatric Nursing at Douglas College, who are (1) psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan, or Manitoba; or (2) registered nurses working in psychiatric nursing.

Students applying for admission to the degree program are required to provide documentation of admission to or completion of the Advanced Diploma program at Douglas College.

Entry to the Advanced Diploma program requires that the student possess current active practising registration as an RPN or RN and recent appropriate psychiatric nursing experience. Graduates of general nursing programs are required to demonstrate knowledge and skills comparable to current psychiatric nursing diploma programs.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two of BCOU's health issues (HEAL) courses.

- For information on the Douglas College Advanced Diploma program in Psychiatric Nursing, contact Douglas College:
www.douglas.bc.ca
604.527.5025
- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.

Degree Requirements

Diploma in psychiatric nursing or nursing from a recognized institution and completion of the Douglas College Advanced Diploma in Psychiatric Nursing are required.

Additional Academic University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through BCOU)

6 credits in first-year English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103)

3 credits in mathematics or computing science (an introductory statistics course is recommended)

3 credits in research methods (upper level)

6 credits in social science

3 credits in humanities (other than English)

6 credits in health issues (upper level, taken through BCOU)

3 credits in administrative studies

Health Science Degree Programs

The BCOU Bachelor of Health Science degree programs—Physiotherapy, Psychiatric Nursing, Respiratory Therapy—have been designed to:

- Provide academic recognition for advanced-level training in selected health disciplines and specialties.
- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options, and academic credentials without having to leave the workforce for an extended period.
- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

Information about degree programs provided on these pages is a general guide. Each student's degree program plan reflects their previous education as it applies to the degree.

Note

Some of the courses required for program completion include participation in mandatory teleconferences at the student's expense. Differences in time zones between BC and the student's location may make participation in teleconferences inconvenient.

Bachelor of Health Science (Respiratory Therapy)

Offered in collaboration with University College of the Cariboo (UCC) (British Columbia)

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Health Science (Respiratory Therapy) degree program is designed to provide respiratory therapists with the opportunity to obtain a bachelor's degree in their discipline. The degree is available to graduates of accredited diploma programs in respiratory therapy who have a registration number with the Canadian Society of Respiratory Therapists (CSRT) and have completed one year of employment as a respiratory therapist.

Admission Requirements

Diploma in respiratory therapy from a recognized institutional, proof of possession of a CSRT registration number, a minimum of one year work experience as a respiratory therapist, and proof of a minimum of one year employment as a respiratory therapist in the last five years.

Applications from those who have not practised in the field for a minimum of one year in the last five years are reviewed; these applicants may be required to update their didactic studies in respiratory therapy.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two of BCOU's health issues (HEAL) courses.

- Contact Student Services for the program admission package.
- For information on a diploma in respiratory therapy and advanced certification programs, contact UCC: www.cariboo.bc.ca
250.828.5465 (Kamloops)
- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

120 credits, with a minimum of 45 upper-level credits, are required as follows:

Specific Requirements

Diploma in respiratory therapy from a recognized institution. Graduates of accredited three-year diploma programs in respiratory therapy, including graduates of the UCC diploma program, are awarded up to 75 credits, including 21 upper-level credits, toward degree completion. Graduates of accredited two-year diploma programs in respiratory therapy are awarded up to 60 credits, including 21 upper-level credits, toward degree completion.

6 credits in first-year English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103)

Upper-Level Requirements (15 credits)

3 credits in social and behavioural research methods

6 credits in health issues courses (taken through BCOU)

6 credits in administrative studies or 6 additional credits in health issues courses, or 3 credits in each

General Education and Elective Requirements

(minimum 9 credits at the upper level)

3 credits in humanities (other than English)

6 credits in social science

3 credits in statistics

3 credits in computer applications

Academic elective credits. The number of elective credits required depends on the number of credits awarded for the diploma program. Normally, graduates of three-year programs are required to complete 9 elective credits, and graduates of two-year programs are required to complete 24 elective credits.

Note

Exemptions without credit may be granted for appropriate courses taken within the diploma program (excluding courses needed to fulfill the residency requirements). This may increase the number of elective credits required for degree completion.

Credit is not automatically granted for a computer course taken more than seven years previously.

- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.

Certificate in Information Technology

- This program is available only to applicants residing in Canada (as per availability of some courses).

This open and flexible certificate program allows students the freedom to pursue a wide variety of complementary courses within BCOU's information technology (IT)-related offerings, courses offered by BCOU's partner institutions (SFU's CPSC courses and UVic's CMPT courses), and through other consortia such as the Canadian Virtual University (page 33). This "generalist" certificate also provides a path for students who choose to redirect their focus midstream or seek recognition for mixed IT skills from recognized sources.

The shorter Certificate in Business Skills program (page 53) may be undertaken as a laddering goal in pursuit of this certificate. On completion of the Certificate in Information Technology, students may continue on to the BCOU Diploma in Information Technology and Management (page 85) or Diploma in Management Studies (pages 54–55).

Students who have earned or are pursuing UVic's Computer Based Information Systems Certificate or a similar credential may not pursue the Certificate in Information Technology.

Admission Requirements

Provincial Grade 12 Diploma or equivalent (additional prerequisites may be required for optional courses).

Certificate Requirements

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

BUSM 100, *Doing Business in Canada* (3)
or approved equivalent

ENGL 106, *Written Communication* (3)
or approved alternative

3–6 credits in introductory IT and computer application courses (e.g., CMPT 118 and 119, or CMPT 150); students with Microsoft MOUS certification and/or other IT vendor certifications may be exempted from this requirement

15–18 credits in approved BCOU IT-related courses, transfer credit courses, or PLAR credit (page 6); courses may include BCOU CMPT or CPSC courses, ADMN 373 (in development), and ADMN 477 (6), subject to appropriate prerequisite preparation

3-credit elective (may include MATH 100 or 103 if required to meet prerequisites for optional courses)

Diploma in Information Technology and Management

- This program is available only to applicants residing in Canada (as per availability of some courses).

This diploma program supports the academic pursuits of students who have completed the BCOU Certificate in Information Technology. Normally, students complete courses for the diploma by distance learning on a part-time basis while they are employed in the industry. Students pursuing the BCOU Diploma in Management Studies (pages 54–55) may not pursue this diploma.

Admission Requirements

Successful completion of one of the following:

- BCOU Certificate in Information Technology
- UVic Computer Based Information Systems Certificate
- Other recognized IT or computing certificate, including most formerly offered through OLA Skill Centres (for certificates deemed to be worth less than 30 credits or lacking key prerequisites, BCOU may specify that courses in addition to those required for the diploma be completed)
- 30 or more transferable credits, with a minimum 21 credits in IT or related courses (CMPT, CPSC)

Diploma Requirements

Normally, 30 additional credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

ADMN 303, *Motivation and Productivity* (3)
(formerly BUSM 213)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

BUSM 111, *Supervision* (3) or BUSM 121,
Management Principles and Practices (3)

ENGL 107, *Business Communication* (3)
or ADMN 363, *Open Communication* (3)

18 credits of approved electives. Suggested electives include courses that do not overlap with previous studies and 200-level or above CMPT courses, subject to appropriate prerequisites and BCOU approval. Suggested business and management studies electives include ADMN 231, *Introduction to Financial Accounting*; ADMN 232, *Introduction to Managerial Accounting* or ADMN 370, *Accounting for Managers*; ADMN 250, *Introduction to Marketing*; ADMN 362, *Analytical Decision Making*.

The overall 60 credits for the certificate and the diploma must include a minimum of 18 credits at the 200 level and 30 credits in IT subjects.

Bachelor of Technology (Computing)

Offered with partner institutions

The computing requirements must be satisfied at other universities, colleges, or institutes as most of the courses are not available through BCOU at this time.

- This program is only available to applicants residing in Canada.

The BCOU Bachelor of Technology (Computing) degree program fills a need for a university-level degree in applied computing. This degree is offered in conjunction with other institutions where appropriate coursework is available. It is a technically oriented program that requires courses in program design, database technologies, operating systems, software engineering, and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.

The program is aimed at individuals in the software development industry who have completed a two-year diploma in computer science, computer information systems, or related areas, or who want to earn a bachelor's degree, as well as those with partial credit for a university degree program in computer science or computer engineering.

The term "computing" primarily refers to computer science (CPSC) courses. Most CMPT (computer studies) courses in this calendar or on the BCOU Website do not satisfy requirements in this program.

Admission Requirements

Completion of a recognized diploma in computing science (not available through BCOU). Mathematics and English 12 are normally prerequisites.

- Students are responsible for consulting with their BCOU program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the BCOU Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

Degree Requirements

120 credits, a minimum of 45 at the upper level, with a grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

General Education Requirements (minimum 33 credits)

(may be met with lower-level or upper-level university courses at BCOU or elsewhere; refer to page 58 for disciplines)

6 credits in English (university-level composition and literature, e.g., BCOU's ENGL 100 or 102, and ENGL 101 or 103)

3 credits in applied communication (normally ENGL 107)

9 credits in mathematics (normally MATH 120, 150, STAT 102)

3 credits in social science

6 credits in liberal arts

Minimum 3 credits in laboratory science (may be 4 credits at some institutions)

3 credits in humanities

Lower-Level Requirements (30 credits)

First-year and second-year computing courses, including required courses in programming and program design, operating systems, databases, and data structures

Upper-Level Requirements (45 credits)

Computing courses, normally numbered at the 300 and 400 level, including required courses in software engineering, databases, operating systems, networks, and algorithms

Minimum 15 elective credits at the third-year or fourth-year level

Other Elective Requirements (12 credits)

Approved electives (upper or lower level)

Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus (for science students) and probability/statistics. All electives must be approved by a BCOU program advisor.

- For program updates, refer to the BCOU Website or contact Student Services.

COURSES

Course Descriptions

ACCOUNTING COURSES

Refer to ADMN 231, 232, 331, 332, 341; BUSM 131, 132; and the business courses chart on pages 72–73.

ADHE 327 UBC ADHE 327

WEB-BASED 3 UNIV

Teaching Adults

This course explores planning, conducting, and evaluating instruction for adults. Different beliefs and ways of thinking about teaching and learning are considered.

Prerequisites: 60 credits

Note: This course was formerly numbered ADED 327. Students with credit for ADED 327 may not repeat this course for further credit.

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ADHE 329 UBC ADHE 329

WEB-BASED 3 UNIV

Developing Short Courses, Workshops, and Seminars

This course examines the organization and administration of adult education events such as short courses, seminars, workshops, conferences, and institutes.

Prerequisites: 60 credits

Note: This course was formerly numbered ADED 329. Students with credit for ADED 329 may not repeat this course for further credit.

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ADMN 231

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Financial Accounting

This course is designed to introduce students to the principles, concepts, and applications of financial accounting. It aims to address such questions as what is financial accounting, what are financial statements, how and why are they prepared, and what are some of the elementary rules governing their preparation.

Students are exposed to the process by which financial transactions and events are recorded and learn how to compile and interpret rudimentary financial statements.

The course provides an accelerated alternative to BUSM 131 and 132. (AI, CGA, CMA, CPA, CUIC, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Some basic accounting and mathematics (Grade 11) is recommended.

Note: Students with credit for BUSM 131 and/or 132 may not take this course for further credit.

Equipment: Calculator is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer to BUSM and CMPT courses; ENGL 106, 107; MATH 107; and the business courses chart on pages 72–73.

ADMN 232

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Managerial Accounting

Designed to prepare students for effective financial decision making at a managerial level, this course specifically introduces managerial accounting: the accounting process that uses financial information to organize and govern finances within an organization. Students learn the fundamental differences between management and financial accounting and find that there are various types of management accounting systems.

The course also teaches the following managerial accounting topics: cost-volume profit analysis, product costing systems, business overhead costs, the preparation of schedules and budgeted statements, the concepts of budgeting, variance analysis systems, and absorption versus direct costing. (CGA, CMA, CPA, CUIC, ICB, PMAC)

Prerequisites: ADMN 231, or BUSM 131 and 132, or an approved business diploma, or equivalent skills and knowledge

Note: Normally, students with credit for ADMN 370 may not take this course for further credit.

Equipment: Calculator is required. Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

ADMN 250

WEB-BASED 3 UNIV

Introduction to Marketing

In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis to the product decisions we make as consumers to our needs to communicate with and persuade others in order to accomplish personal and professional goals. Students go behind the scenes played out in retail, manufacturing, and other marketing organizations to learn how key marketing decisions are made. Students also learn how key marketing concepts, principles, and theories help marketers make effective decisions. (CA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ADMN 350, 365, BUSM 151, or equivalents may not take this course for further credit.

Equipment: Computer with Internet is required. CD-ROM drive is recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

ADMN 303

WEB-BASED 3 UNIV

Motivation and Productivity

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CMA, CPA, CUIC, ICB)

Prerequisites: Third-year university standing is recommended. It is to the student's advantage to have completed a course of training in business management. Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.

Note: Students with credit for BUSM 213 or ADMN 411, 412, or 413 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 310 UVIC ADMN 310

WEB-BASED 3 UNIV

Public Sector Economics

This is an introduction to the principles of microeconomics for public-sector policy analysis and management. Students are introduced to economic principles, including supply and demand, household behaviour and consumer choice, production, labour and capital markets, competition policy and regulation, market failures and government intervention, income distribution, and taxation. Topics also include the national income and expenditure accounts, and unemployment and inflation.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit or who are taking UVIC ECON 103 (formerly ECON 201) or BCOU ECON 200 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months

ADMN 311 UVIC ADMN 311/ HSD 404/POL 350

WEB-BASED 3 UNIV

Introduction to Public Administration

This course is an exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged, and how those processes are changing. The course focuses primarily on the federal and provincial governments, with references also made to public administration at other levels.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 311, UVIC HSD 404, or UVIC POL 350 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 4 months

ADMN 312 UVIC ADMN 312

WEB-BASED 3 UNIV

Managing in Public and Non-Profit Organizations

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs, and services. Management topics include managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; conflict resolution, motivation, and teamwork. Managing organizational change is used as a way to connect manager behaviours and organizational processes. (CUIC, ICB, PMAC)

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 312, BUSM 121, and ADMN 122 may be taken for credit.

COURSES

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 314 UVIC ADMN 314

WEB-BASED 3 UNIV

Public Sector Research and Analysis

This course is an introduction to research methods in public-sector settings. Students learn to become informed consumers and critics of research and more effective managers of research-related projects. Data analysis skills are also strengthened, with the use of spreadsheet software. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive and inferential statistics; relationships between variables, ethical, and organizational issues; the research proposal and report.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 315

PRINT-BASED 3 UNIV

Production and Operations Management

This course examines the functional area of production and operations management as practised in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. (CMA, PMAC)

Prerequisites: Completion of the first year of a business diploma program and STAT 102. Students are required to be comfortable with basic algebra. MATH 103, 104, 107, or 150 is recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 316 UVIC ADMN 315

WEB-BASED 3 UNIV

Local Government in Canada: Administration and History

This course provides an overview of local governments in Canada. Topics include history of Canadian local governments, political structure and process, government systems, intergovernmental relations, policy making, ethical issues, and reform and changes occurring in local governments.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 317 UVIC ADMN 316

WEB-BASED 2 UNIV

Written Communications in the Public and Non-Profit Sectors

This course includes such topics as how to analyze a communication task; identify the topic, purpose, and audience; write and edit professionally, with a good command of standard written English and principles of plain language; gather, paraphrase, summarize, analyze, or interpret complex information from print and electronic sources; describe complex policies and procedures; apply the principles of document structure and design; write proposals; and design and develop the types of documents required in the public and non-profit sectors.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit for ENGL 107, 301, or UVIC ENGL 302 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 320

PRINT-BASED 3 UNIV

Organizational Behaviour I: The Individual and Work Groups

No matter the level of work, in what industry or discipline—whether accounting, law, marketing, or engineering—in order to be effective, it is necessary to know about the factors that affect people's attitudes and behaviour at work. This course is a first step toward knowledge of these factors. It focuses on factors found in both the individual and work groups. Some major topics covered are motivation, perception, power, leadership, and decision making in groups. The course not only cultivates knowledge and skills in each topic area, it also develops understanding of how these subjects connect. (CA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: BUSM 121, ADMN 122, or 312 is strongly recommended.

Note: This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

ADMN 325

WEB-BASED 3 UNIV

Labour Relations

This course provides a basic introduction to the field of labour relations. It gives a balanced perspective of the requirements and goals of both union and management and prepares students to deal with labour relations issues in the workplace. (CPA, LGMA)

Prerequisites: Minimum 30 credits applicable to a BCOU business or management program. Business law course (ADMN 390) is helpful.

Note: Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

Equipment: VCR and computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 331

WEB-BASED 3 UNIV

Intermediate Financial Accounting I

In this intermediate course, students build on the foundations established in an introductory accounting course such as ADMN 231 and BUSM 131 and 132. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course are understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments, and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement, the statement of retained earnings, and the balance sheet. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 231, or BUSM 131 and 132. MATH 107 is recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 332

PRINT-BASED 3 UNIV

Intermediate Management Accounting

A more in-depth analysis of management accounting issues, this course includes the topics of relevant costing; allocating costs; joint and by-product costing; process costing; treatment of material and inventory items; operations management; profit analysis and other evaluating tools used in business organizations. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 232, STAT 102
Equipment: Calculator with financial functions is required.

Computer with Internet and Excel software are recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 341

WEB-BASED 3 UNIV

Intermediate Financial Accounting II

In this course, students examine the liability and equity sections of the balance sheet. Key concepts include current and other liabilities; long-term liabilities; dilutive securities and earnings per share (EPS); income taxes; pensions and other employee future benefits; leases; accounting changes and error analysis; statement of cash flows; and full disclosure in financial reporting. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 231 (or BUSM 131 and 132) and ADMN 331 or equivalent. MATH 107 or a similar introduction to the mathematics of finance is also recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 361

WEB-BASED 3 UNIV

Open Thinking

This Web-based, *paced* course examines “open thinking”—good strategic thinking and good creative thinking. Neither is separate from the other. Students explore open thinking by practising techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

ADMN 362

WEB-BASED 3 UNIV

Analytical Decision Making

This Web-based, *paced* course covers the “decision tools” used by most managers. Using a multi-faceted decision-making model, students address workflow management, scheduling and charting, process analysis such as break-even, trade-off, and sensitivity analysis, financial decisions, cash flow, value of the dollar, inventory controls, strategic thinking, and more. Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.

Prerequisites: First-year university standing. Generally, this course is not open to students who have completed a business/management diploma or ADMN 313 and 314.

COURSES

Note: Students with credit for ADMN 262 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

ADMN 363

WEB-BASED

3 UNIV

Open Communication

This Web-based, *paced* course focuses on strategies required to foster effective and open communication in the workplace. Through various reflective and analytical activities, students have an opportunity to assess and enhance their own communication style by demonstrating application within their own work environment. This course specifically addresses techniques such as speaking, writing, presenting, facilitating meetings, and communicating electronically. Students have opportunities to apply these techniques through persuasive, informative, community-building, and facilitation processes within the context of the workplace environment. (CA)

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer to BUSM and CMPT courses; ENGL 106, 107; MATH 107; and the business courses chart on pages 72–73.

ADMN 364

WEB-BASED

3 UNIV

Interpersonal Skills

This Web-based, *paced* course provides students with essential knowledge, skills, and competencies to work with and manage people in the workplace. Students develop strategies for building and maintaining trust, practise skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees. (CUIC)

Prerequisites: Third-year university standing is recommended.

Equipment: VCR and computer with Internet are required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

ADMN 365

WEB-BASED

3 UNIV

Marketing for Managers

This Web-based, *paced* course provides a framework that students may use to access marketing possibilities, analyze all aspects of a marketing plan, and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. Students read research articles on key aspects of marketing in today's world, play a marketing simulation game in which they make key marketing decisions, and examine the marketing practices that are relevant to their work and interests. **Prerequisites:** Introductory marketing course (e.g., ADMN 250 or 350 or BUSM 151), or approval of the dean of business. Students are required to apply course content to a real-life situation. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

ADMN 366

WEB-BASED

3 UNIV

Strategic Human Resource Management

This Web-based, *paced* course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so, learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

Prerequisites: Two years' managerial work experience and current position to apply context of course, or approval of the dean of business. Third-year university standing is recommended. ADMN 361 and 363, familiarity with information technology concepts, and experience using the Web are strongly recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

COURSES

ADMN 367

WEB-BASED 3 UNIV

The Inquiring Leader

In this Web-based, *paced* course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational and personal values. **Prerequisites:** ADMN 361 and 364, or approval of the dean of business. **Equipment:** Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>. **Start Date:** Approximately every two months (e.g., September, November, January, etc.) **Completion:** 14 weeks (online participation required)

ADMN 369

WEB-BASED 3 UNIV

Transition and New Beginnings

This Web-based, *paced* course encompasses the exploration of how people react to change and investigates how people can leverage change to create opportunities to learn, grow, and improve. Students analyze the phases of transition, evaluate how people and organizations work with paradoxes, select skills to positively “live” through change, and recognize and work through situations that may create barriers. **Prerequisites:** Third-year university standing is recommended, or approval of the dean of business. **Equipment:** Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>. **Start Date:** Approximately every two months (e.g., September, November, January, etc.) **Completion:** 14 weeks (online participation required)

ADMN 370

WEB-BASED 3 UNIV

Accounting for Managers

This Web-based, *paced* course is focused on the student as manager to develop critical thinking skills and to learn and apply managerial accounting techniques to become a more effective manager—a manager who uses accounting information to make well-reasoned decisions, manage performance at a higher level, and build strong business cases for their department. This course is not intended to train students to become accountants. Rather, it is intended to supplement the student’s previous education and expertise to better understand, analyze, and discuss accounting information in the work environment and to use this data to make knowledgeable and relevant decisions. (PMAC) **Prerequisites:** Introductory accounting course (e.g., ADMN 231 or BUSM 131 and 132), experience using spreadsheets and the Web, or approval of the dean of business. **Note:** Students with 6 credits in managerial accounting (e.g., ADMN 232 and 332) may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>. **Start Date:** Approximately every two months (e.g., September, November, January, etc.) **Completion:** 14 weeks (online participation required)

ADMN 372

WEB-BASED 3 UNIV

Finance for Managers

This Web-based, *paced* course focuses on how management maximizes the “value of the firm.” It is designed to enable students to develop an understanding of corporate finances and their structure. Emphasis is placed on financial decision making. Students examines how to use financial tools to manage performance of a product and/or make decisions, such as capital requirements and finance options.

Prerequisites: Introductory accounting course, or approval of the dean of business. ADMN 370 is strongly recommended. **Note:** Students with other intermediate-level financial management credits may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>. **Start Date:** Every two months, starting fall 2004 **Completion:** 14 weeks (online participation required)

ADMN 380

WEB-BASED 3 UNIV

International Business

In this course, students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how uncontrollable forces in these markets, such as culture, economics, and politics, are studied. The increasing importance of international organizations, such as the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund, is stressed. These organizations provide information that can help companies planning to enter the global economy. The course combines historical, theoretical, and current perspectives from the text and a number of Websites. A major component of this course is linking to international business Websites and conducting research on business and business-related materials. The Web provides new kinds of information on business not available elsewhere. (CMA) **Prerequisites:** Minimum 60 credits of post-secondary education or equivalent as approved by BCOU. ADMN 250 (formerly ADMN 350 or BUSM 151) and BUSM 121 or equivalents are strongly recommended.

COURSES

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 390

PRINT-BASED 3 COL/UNIV

Business Law

This course is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of BC. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. (AI, CA, CGA, CIM, CMA, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: Second-year university standing is recommended.

Note: This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.
Start Date: Continuous registration
Completion: Refer to page 8.

ADMN 409 UVIC ADMN 409

WEB-BASED 3 UNIV

Leading and Managing in the Non-Profit Sector

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences between the non-profit, public, and private sectors. Topics include leadership; board governance; strategic analysis; volunteer management; and partnering. Students analyze how management concepts, models, principles, and techniques have validity as applied in the context of non-profit and voluntary-sector organizations.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.
Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 422 UVIC ADMN 422

WEB-BASED 3 UNIV

Ethical Public Management

This course is an exploration of value and ethical dilemmas that confront public and quasi-public-sector officials in the workplace. The course focuses on process dilemmas related to political neutrality, confidentiality, privacy, fairness, and accountability as well as issues related to good, just, and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 422 and UVIC ADMN 548 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.
Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 423 UVIC ADMN 423

WEB-BASED 3 UNIV

Local Government in British Columbia

This course examines the legislative framework, organization, operation, and finance of local government service delivery and regulation in BC.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 423 and UVIC ADMN 545 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.
Start Date: TBA. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 431 UVIC ADMN 431

WEB-BASED 3 UNIV

Public Sector Human Resources and Labour Relations

This course examines various aspects of the human resource function within public-sector organizations and compares current theory and practice in human resource planning; recruitment and selection; performance appraisals; compensation, benefits, and promotions; career planning and staff development. In addition the course covers aspects of public-sector labour relations including discipline and grievances, collective bargaining, and managing in a unionized workplace.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 431 and UVIC ADMN 425, 447, 531, or BCOU ADMN 366 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months

ADMN 434 UVIC ADMN 424

WEB-BASED 3 UNIV

Serving Citizens: Managing Information and Engagement

This course introduces key concepts and procedures for designing and managing information systems for public-sector organizations. It also covers how governments engage citizens and provide online access to services.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 434 (UVIC ADMN 424) and UVIC ADMN 524 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.
Start Date: May. Registration deadline applies. Refer to page 11.
Completion: 4 months

COURSES

ADMN 454 UVIC ADMN 420

WEB-BASED 3 UNIV

The Public Policy Process

This course is an introduction to the policy process in the public sector. The course includes analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include policy formation, the policy communication process, the structural aspects of policy execution, and the human dimensions of implementation and coordination of policies in public-sector organizations.

Prerequisites: ADMN 311 and third-year university standing, or permission of the UVic program manager. ADMN 310 and/or 314 are recommended.

Note: Only one of ADMN 454 (UVIC ADMN 420) and UVIC ADMN 465 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months

ADMN 460

WEB-BASED 3 UNIV

Business and Society

In this course, students explore the role of primary and secondary stakeholders, both within and associated with organizations. Students investigate ethics and social responsibility and look at where organizational activities fall within different continuums. Students also examine broad forces in business, society, and globalization, and look at how stakeholders can influence the destiny of both business and society. (CA, CUIC, ICB)

Prerequisites: 75 credits applicable to BCOU's B.B.A. (pages 58–64), or approval of the dean of business

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

ADMN 465

PRINT-BASED OR WEB-BASED 3 UNIV

Management Decision Making

This course offers a basic introduction to the decision analysis framework and explains how it can be used to facilitate and formalize the decision-making process. It describes techniques that managers can use to supplement their existing decision-making skills, how to decide when or whether to use a particular method, and how to implement it. The course is concerned with decision making under conditions such as uncertainty, multiple objectives, multiple decision makers or interest groups, large impacts, and long timelines. (CPA)

Prerequisites: 60 credits applicable to BCOU's B.B.A. (pages 58–64), including ECON 310, or approval of the dean of business.

ADMN 315 is recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

ADMN 466

WEB-BASED 3 UNIV

Managing Change

This course aims to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. (CPA)

Prerequisites: 60 credits, including organizational behaviour course, or permission of the dean of business. Human resources management and/or industrial relations course is recommended.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

ADMN 468

WEB-BASED 6 UNIV

Leading Projects to Success

This Web-based, *paced* course provides students with essential knowledge, skills, and competencies to lead a project to successful completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Attention is given to analyzing project feasibility, developing processes to accomplish the work, applying strategies to lead people and motivate teams, and creating contingency plans to reduce risks. This competency-based course challenges students to apply their knowledge directly to a course project. Students must select and analyze the feasibility of their proposed project. As part of the competency assessment, students are assessed on their ability to lead a project through all project phases: planning, implementing, controlling/managing, and closing out. Students are supported throughout the course by a learner support team (project triad), course facilitator, and project sponsor.

Prerequisites: ADMN 361 and 364, or approval of the dean of business

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every four to six months

Completion: 21 weeks (online participation required)

COURSES

ADMN 470

PRINT-BASED 3 UNIV

Business Policy and Strategy

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CA, CIM, CMA, CUIC, ICB, PMAC)

Prerequisites: 90 credits, including other core requirements of BCOU's B.B.A. (pages 58–64), or approval of the dean of business

Note: Students should take only one of ADMN 470 and 479.

Start Date: Continuous registration

Completion: Refer to page 8.

ADMN 477

WEB-BASED 6 UNIV

E-Business in a Competitive Environment

This Web-based, *paced* course explores the realities of doing business in the fast-moving and rapidly changing world of the Internet. Ways of determining viability of ideas are required in order to launch a totally “virtual” business, add aspects of e-commerce to an existing business operation, or use the new technologies to streamline and add value to dedicated bricks-and-mortar business. By studying existing e-business models, analyzing industry realities, and examining the implications of the Internet on start-up and incumbent businesses, students develop an understanding of how and where to seek competitive advantage for business ideas and plans. The development of an e-business plan is a major focus of this course.

Prerequisites: Experience using the Internet, or approval of the dean of business. Third-year university standing and familiarity with information technology concepts are recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every four to six months

Completion: 21 weeks (online participation required)

ADMN 478

WEB-BASED 3 UNIV

Ethical Approach to Management

In this Web-based, *paced* course, students examine the tools used to develop personal and ethical frameworks for making decisions that affect others. Students learn to identify their personal ethical default approach to these decisions and be in a position to choose the approach they wish to take.

Prerequisites: Fourth-year university standing, or approval of the dean of business

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Every two months, starting November 2004

Completion: 14 weeks (online participation required)

ADMN 479

WEB-BASED 3 UNIV

Strategic Thinking

This Web-based, *paced* course focuses on an analysis using strategic thought in a variety of challenging circumstances. Students develop strategic responses to dynamic business environments. They develop an understanding of and ability to recognize systems and their impact and strategic implementation plans on their organization or department for the introduction or repositioning of a product or service.

Prerequisites: Fourth-year university standing, or approval of the dean of business

Note: This course should be taken at the end of studies for BCOU's Advanced Diploma in Management (page 57) or B.B.A. (pages 58–64). Students should take only one of ADMN 470 and 479.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Every two months, starting November 2004

Completion: 14 weeks (online participation required)

ADMN 483

WEB-BASED 3 UNIV

Effective Leadership

This Web-based, *paced* course is competency-driven and inquiry-based to provide students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course, students are expected to articulate their vision of how to lead in diverse situations.

Prerequisites: ADMN 367, or approval of the dean of business. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to <www.bcou.ca/programs/bus_mgmt/management/faq.html>.

Start Date: Approximately every two months (e.g., September, November, January, etc.)

Completion: 14 weeks (online participation required)

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer to **BUSM and CMPT courses; ENGL 106, 107; MATH 107; and the business courses chart on pages 72–73.**

COURSES

ADMN 484 UVIC ADMN 477

WEB-BASED 3 UNIV

Strategic Planning and Project Management

This course examines strategic planning processes and project management for public-sector organizations. Strategic planning topics include environmental scanning; transforming strategic plans into policies and programs; linking plans to policy development; management tactics; and assessing organizational performance. Project management is conceptualized as a part of implementing strategic plans and includes defining project scope, project life cycle, planning, quality control, scheduling and critical path analysis, budgeting, team building, problem solving, progress assessment, completion, and project evaluation.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 484 and UVIC ADMN 577 and UVIC ADMN 411, 412, or 470 with these topics may be taken for credit.

Equipment: Computer with Internet is required. Refer to <publicadmin.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 4 months

AGRO 260 UVIC AGRO 260

WEB-BASED 6 UNIV

Agroecology I

This course is an introduction to the biophysical and socioeconomic factors affecting systems management and production in selected agroecosystems.

Prerequisites: AGSC 250

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September. Refer to page 10.

Completion: 6 months

AGRO 421 UBC AGRO 428

WEB-BASED 3 UNIV

Integrated Pest Management

This course covers the development and implementation of multidisciplinary pest management programs in agricultural crops.

Prerequisites: UBC PLNT 259 or equivalent. Familiarity with entomology, plant pathology, and weed science is recommended.

Note: This course was formerly numbered UBC AGRO 421.

Students with credit for UBC AGRO 421 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

AGSC 250 UBC AGSC 250

WEB-BASED 6 UNIV

Land, Food, and Community I

This course is an introduction to managed systems and concepts of sustainability; economic, ecological, and social components; managed landscapes, agri-food systems, and communities; urban and rural systems; the land, food, nutrition, and human health continuum.

Prerequisites: Second-year university standing

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January. Refer to page 10.

Completion: 6 months

AGSC 350 UBC AGSC 350

WEB-BASED 6 UNIV

Land, Food, and Community II

This course is an introduction to the tools and skills required to assess the economic, ecological, and social components of the managed landscapes, agri-food systems, and communities that make up the land, food, nutrition, and health continuum.

Prerequisites: AGSC 250

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: January. Registration deadline date applies. Refer to page 10.

Completion: 6 months

AGSC 490 UBC AGSC 490

WEB-BASED 3 UNIV

Topics in Agricultural Sciences

This course studies the components of the interactions between an intensive fish aquaculture system and the aquatic environment.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: January. Registration deadline date applies. Refer to page 10.

Completion: 13 weeks

ANSC 480 UBC AGRO 418

PRINT-BASED 3 UNIV

Intensive Fish Production

Students are required to make a site visit to the nearest fish culture facility.

Topics in this course include management of finfish throughout the life cycle; broodstock, egg, larvae, and juvenile; control of environmental factors, including pathogens, for maximum productivity at all life stages.

Prerequisites: UBC ANSC 320 or equivalent, or permission of the instructor

Equipment: Audiocassette player and VCR are required.

Start Date: January, May. Registration deadline date applies. Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

BISC 023

PRINT-BASED PREP

General Biology

This course is equivalent to Grade 11 biology. The course gives an understanding of processes in biology and biological terms. It also develops skills in the use of the microscope.

Prerequisites: SCIE 010 or Science 10 is recommended.

Note: Registration in the course is subject to the availability of microscopes and lab kits.

Equipment: Microscope is provided on a rental basis.

Start Date: Continuous registration
Completion: Refer to page 8.

BISC 030

PRINT-BASED OR WEB-BASED PREP

Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology. Topics include the nervous system, immunity, genetics, the heart and circulation, etc.

Prerequisites: SCIE 010. BISC 023 or equivalent is also recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BISC 100

PRINT-BASED OR WEB-BASED 3 UNIV

Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim is to provide students who do not intend to major in science with a scientific perspective.

Students who plan to proceed to more advanced courses in biology should take BISC 120 and 121 rather than BISC 100.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: BISC 101 (SFU BISC 100), 110, 111, 120 or 121 are excluded combinations.

Equipment: Audiocassette player, VCR, and TV are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BISC 101

SFU BISC 100

WEB-BASED 3 UNIV

Introduction to Biology

This course emphasizes evolution and scientific inquiry as unifying themes. The diversity and the unity of all living organisms and the methods by which biologists answer questions about the living world are presented in this context. Topics covered include the characteristics of living organisms, reproduction, metabolism, and ecology.

Prerequisites: BC Grade 11 biology or equivalent

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

BISC 120

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Biology

This course is designed as the first of a pair of introductory courses in biological sciences and deals with cell biology, genetics, and the classification of organisms. It interprets the theory of evolution in the light of current knowledge of genetics and ecology and investigates how organisms behave as parts of natural systems interacting with an environment. Additional topics include animal behaviour and human evolution. Students majoring in science or intending to take second-year biology courses should take BISC 120, its companion course BISC 121, and the two laboratory courses BISC 125 and 126.

Prerequisites: Biology 11 or BISC 023

Note: BISC 100, 101 (SFU BISC 100), 110, 111 are excluded combinations.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BISC 121

PRINT-BASED OR WEB-BASED 3 UNIV

Exploring Biology

This course examines, in detail, cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body. BISC 126 is the laboratory component.

Prerequisites: Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended.

Note: BISC 100, 110, 111 are excluded combinations.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

BISC 125

IN PERSON 1 UNIV

Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 120.

Prerequisites: Prior or concurrent registration in BISC 120 or equivalent

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC. Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week

■ Green course code indicates that BCOU delivers the course.

COURSES

BISC 126

IN PERSON 3 UNIV

Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 121.

Prerequisites: Prior or concurrent registration in BISC 121 or equivalent

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC.

Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week

BISC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Genetics

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations.

Prerequisites: CHEM 111, BISC 120, 121, MATH 034 or 100, or equivalents

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

BISC 220

PRINT-BASED OR WEB-BASED 3 UNIV

Cell and Molecular Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers.

Prerequisites: CHEM 111 and BISC 121, or equivalents

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

BISC 230

PRINT-BASED 3 UNIV

Humans in the Ecosystem

The goal of this course is to develop an understanding of ecosystems, how they work, and how humans fit into them. The course begins with a review of ecological systems, including the central principles of "niche" and "interrelatedness." The course then examines the relationship between humans and the environment and how humans are affecting environmental systems through population levels, resource use, waste production, and economic practices. The course should help students to critically evaluate environmental issues, giving an awareness of the problems and some idea of what needs to be done to address them. The approach of the course is scientific rather than sociological.

Prerequisites: BISC 100 or 120 or equivalent

Start Date: Continuous registration

Completion: Refer to page 8.

BISC 260

WEB-BASED 3 UNIV

Discovering Biodiversity through Taxonomy

This course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build learning and communication skills, awareness of resources, and knowledge of biodiversity to prepare an adequate foundation for this project. Extensive use of the Internet is required.

Prerequisites: BISC 100 or 120, or equivalent

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

BISC 350

PRINT-BASED OR WEB-BASED 3 UNIV

Community and Ecosystem Ecology

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC, and biogeochemical cycles. Human ecology and emerging insights into managing ecosystems are also discussed.

COURSES

Prerequisites: BISC 120 or equivalent

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BISC 360

PRINT-BASED OR WEB-BASED 3 UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide students with a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: One semester of university-level introductory biology. University-level introductory ecology course, such as BISC 350, is also strongly recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

BISC 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of BCOU's Bachelor of Science (biology/life science major) (page 51) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature in their particular area of study, offer critical assessment of that literature, and submit a major scientific research paper.

Prerequisites: General education requirements of the BCOU degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration
Completion: Refer to page 8.

BOTA 399

WEB-BASED 3 UNIV

Plants and People

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 100

WEB-BASED 3 COL/UNIV

Doing Business in Canada

This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Each module is designed to guide students in the application of business theory to a selected business idea of their own choosing. Students read about business trends and the business environment; investigate forms of business ownership and issues of corporate governance; analyze functional areas of business such as marketing, accounting, financial management, human resource management, operations and information systems; and examine the management process, including organizational structure, leadership and motivation. (CIM, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent and strong reading, writing, and basic mathematics skills are assumed.

Note: Students with credit for BUSM 101 or 104 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 111

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Supervision

This course is an introduction to front-line supervisory management and the functions and responsibilities supervisors perform. Students explore supervisory functions that include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counselling, and appraising employee performance. The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. (CPA, CUIC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer to BUSM and CMPT courses; ENGL 106, 107; MATH 107; and the business courses chart on pages 72–73.

COURSES

BUSM 121

WEB-BASED 3 COL/UNIV

Management Principles and Practices

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making, organizing, leading, controlling, and innovating. Students are taught how to analyze issues or problems and how to formulate realistic, practical plans to resolve them. (CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. BUSM 100 or 101 or business experience is recommended.

Note: Only one of BUSM 121, ADMN 122, and 312 may be taken for credit.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 131

PRINT-BASED OR WEB-BASED 3 COL

Accounting I

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements. Students also learn how to apply accounting principles to business situations. By teaching manual accounting methods, this course is an ideal foundation for those intending to use a computerized accounting package in the future. During the course, students learn concrete skills that can be applied in operating or establishing a small business while they gain a solid foundation for further study.

The course is ideal for those who need to understand two critical reports—the balance sheet and income statement—and how these are constructed. Upon successful completion of this course, students are able to interpret and record business transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship.

(AI, CIM, CPA, LGMA, QAA; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: Provincial Grade 12 Diploma or equivalent is assumed. Basic mathematics skills are required. Basic computer and Internet skills are required for the Web-based version of this course.
Note: Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 132

PRINT-BASED OR WEB-BASED 3 COL

Accounting II

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (AI, CIM, CPA, LGMA, QAA, REIC; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: BUSM 131 or equivalent
Note: Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 155

PRINT-BASED 3 COL/UNIV

Selling Professionally

This five-part professional development course is for those whose workplace responsibilities include selling goods or services, and those who are new to sales. The modules are designed to give a knowledge of the variety of sales techniques and principles, practice with selling skills, and an increased awareness of the people interacted with while selling. The main objective is to enable students to improve their performance as salespersons. By the end of the course students are able to demonstrate the ability to implement a variety of professional sales techniques in actual and simulated sales situations.

Prerequisites: Employment in a sales-related position is strongly recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

BUSM 236

PRINT-BASED OR WEB-BASED 3 COL

Financial Management

This course teaches the concepts and skills of financial planning within a business and builds an understanding of accounting, business, economics, and mathematics. Students learn how to use financial statements, plan appropriate action, prepare budgets, analyze investment options, and determine the best means of financing business endeavours. Students also discover ways of assessing both the return and the risk involved in a firm's financial decisions. The focus is on solving practical business problems, similar to those students encounter in their own workplace. (CA, CGA, CIM, CMA, CUIC, PMAC)

COURSES

Prerequisites: Background in business fundamentals, accounting, and mathematics is recommended.

Appropriate prerequisite courses are BUSM 100 or 101, 131 and 132 (or ADMN 231), and MATH 107.

Note: Students with credit for ADMN 335 or 372 may not take this course for further credit.

Equipment: Hand-held business calculator and regular access to a financial newspaper such as *The Globe and Mail* (financial section), the *Financial Post*, or *The Economist* are required. Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

CEDE 201 SFU CED 201

WEB-BASED 3 UNIV

Introduction to Community Economic Development

This course is a survey of community economic development. The focus is on understanding the strengths and weaknesses of conventional approaches to economic development; the rationale for alternative approaches; the varying definitions and interpretation of community and of development; and the components to be addressed by any coherent economic development strategy.

Prerequisites: 30 credits or permission of SFU's CED Centre
Note: Certificate students may not take this course concurrently with upper-level SFU CED courses.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CEDE 301 SFU CED 301

WEB-BASED 4 UNIV

Sustainable Community Development

This course is a more sophisticated theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic, and social aspects of development. It includes sections on natural and social capital and on making community policy that are essential for the subsequent 400-level courses in the program.

Prerequisites: CEDE 201 or 60 credits, or permission of SFU's CED Centre

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CEDE 401 SFU CED 401

WEB-BASED 4 UNIV

Concepts, Techniques, and Principles for Community Economic Development

This course studies the concepts and techniques for economic and policy analysis in community economic development.

Prerequisites: CEDE 301 or permission of SFU's CED Centre
Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CEDE 403 SFU CED 403

WEB-BASED 4 UNIV

Models and Cases in Community Economic Development

This course is an integration of social, economic, and ecological issues from CEDE 401 and SFU CED 402 with the methods for case studies of communities and their socioeconomic development processes.

Prerequisites: CEDE 301 or permission of SFU's CED Centre

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CEDE 410 SFU CED 410

WEB-BASED 4 UNIV

Housing and Community Sustainability

This course focuses on contemporary Canadian housing policy and residential growth management issues, with an emphasis on the role of local government and the community in shaping housing options. The course also examines the role of affordable and appropriate housing as an essential component of community sustainability and how housing can be a tool to promote community economic development. The objective of the course is to gain an understanding of a range of housing policy and affordable housing responses and how they relate to the principles of community economic development.

Prerequisites: CEDE 301 or permission of SFU's CED Centre

Equipment: Computer with Internet and CD-ROM drive is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

COURSES

CHEM 024

PRINT-BASED OR WEB-BASED PREP

Principles of Chemistry

This course covers the basics of chemistry: scientific measurement, classes of matter, elements and compounds, chemical reactions, and the basics of organic chemistry. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 010, and Math 10 or MATH 014. Math 11 or MATH 024 is recommended or may be taken concurrently.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

CHEM 110

PRINT-BASED 3 UNIV

Chemistry I

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111.

Prerequisites: Chemistry 12. MATH 100 or MATH 034 or equivalent is strongly recommended.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Start Date: Continuous registration

Completion: Refer to page 8.

CHEM 111

PRINT-BASED 3 UNIV

Chemistry II

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. It introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal coordination complexes. Working through this course, students are expected to apply the knowledge obtained to solving problems. Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences.

Prerequisites: Completion of CHEM 110 or equivalent

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

CHEM 115

IN PERSON 1 UNIV

Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 110.

Prerequisites: Prior or concurrent registration in CHEM 110 or equivalent

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC.

Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week

CHEM 116

IN PERSON 1 UNIV

Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 111.

Prerequisites: Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC.

Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week

COURSES

CIVL 200 **UBC CIVL 200**
WEB-BASED 3 UNIV

Engineering and Sustainable Development

This course is an introduction to current global problems as well as the concepts and principles of sustainability. The focus is on the implications of a finite biosphere, the complexities inherent in environmental decision making, and the roles and responsibilities of engineers. Means and mechanisms that support sustainability and tools for engineers are also explored.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 110 **SFU CMNS 110**
PRINT-BASED 3 UNIV

Introduction to Communication Studies

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 130 **SFU CMNS 130**
PRINT-BASED 3 UNIV

Explorations in Mass Communication

This is an introduction to the role of mass communication (radio, television, telecommunications, and the press) in Canadian society. This course is a requirement for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 210 **SFU CMNS 210**
PRINT-BASED 3 UNIV

Media History

This course is an assessment of the social implications of development in information technology from prehistory to the middle of the twentieth century. Topics include the origins of symbolic representation, the oral tradition, the significance of different systems of writing and numeration, the consequences of prints, and the initial changes brought about by electronic media.

Prerequisites: CMNS 110

Equipment: Audiocassette player is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 230 **SFU CMNS 230**
PRINT-BASED 3 UNIV

Communication Media in Canada

This course provides an overview of the development of broadcasting and telecommunication systems in Canada and their relationship to contemporary society. Topics include the history of the CBC, cable television, the domestic film production industry, Canadian satellite development, and alternative media in Canada.

Prerequisites: CMNS 130

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 253 **SFU CMNS 253**
WEB-BASED 3 UNIV

Introduction to Information Technology: The New Media

This course is an introduction to new communication/information technologies seen as new media of communication: the technologies, their uses, and the social issues arising from them.

Prerequisites: CMNS 110 or 130

Equipment: Computer with Internet, email account, and CD-ROM drive is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CMNS 259 **SFU CMNS 259**
WEB-BASED 3 UNIV

Acoustic Dimensions of Communication I

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media, and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media, and sonic environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Audiocassette player, CD player, and computer with Internet are required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

CMNS 261 SFU CMNS 261

WEB-BASED 3 UNIV

Documentary Research in Communication

This course introduces the techniques necessary to analyze the primary source documents—historical, governmental, and corporate records—often used by media and communication studies.

Prerequisites: CMNS 110 or 130

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

CMNS 371 SFU CMNS 371

PRINT-BASED 4 UNIV

The Structure of the Book Publishing Industry in Canada

This course is an analysis of the various facets of the book publishing industry in Canada, including ownership patterns, legal foundation, criteria for book selection, and marketing. It includes examination of both commercial and educational publishing. The industry is analyzed within the framework of Canadian cultural and other government policies affecting the industry.

Prerequisites: Minimum 60 credits

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

CMNS 372 SFU CMNS 372

PRINT-BASED 4 UNIV

The Publishing Process

This course offers an overall view of the publishing process that transforms a manuscript into a book. Examined are the stages common to all publishing—editing, design, production, and marketing—and the differences between different kinds of publishers. The contributions of modern computer technology are examined at each stage of the process.

Prerequisites: 60 credits

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

CMNS 453 SFU CMNS 453

WEB-BASED 4 UNIV

Issues in the Information Society

This course helps students to understand and appreciate the hidden ground of the mobile information society. The course has also been designed to highlight important historical events that have shaped the development of mobile telecommunications; some of the key stakeholders who seek to exercise their influence over the development of new technologies and services; and some of the questions this new phenomenon is creating for members of society as individuals, as friends and family members, as citizens, consumers, and professionals in the workplace.

Prerequisites: 75 credits, including CMNS 353, 362

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

CMPT 118

WEB-BASED 3 COL

Introduction to Information Technology

This course introduces information technology, computers, and computer networks and their application in the workplace. By the end of the course, students have a sound and basic understanding of information technology, how computers are used in the workplace, how communications systems can help boost productivity, and how the World Wide Web can influence the workplace. Using a computer and the Internet, students learn about information technology and online conferencing by interacting with other students and their course tutor. The first module in the course teaches the basics of information technology, the business role of computers, and how to understand computers. In the second module, students learn about the various computer operating systems, applications software, and hardware add-ons to make computers more effective. The third module deals with communication systems, computer networks, and the Internet. The final module discusses workplace implications and issues associated with the World Wide Web. (LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 108, 110, 150, or CPSC 101 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

CMPT 119

WEB-BASED 3 COL

Computer Applications in Business

This course provides an overview of the integrated software packages most often used in the workplace. By the end of the course, students have a sound understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in their choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course teaches the basics in how to use computers to communicate. Students also learn how to problem-solve and use the “help” function and online tutorial assistance for their software. As this is a Web-based course, students learn about using the Internet and email. (CPA, LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 109, 110, 150, or TOUR 102 may not take this course for further credit.

Equipment: Computer with Internet and MS Office Professional (XP preferred) or MS Works is required (2002 or newer Works Suite with Word included is preferred). Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.

CMPT 150

WEB-BASED 3 UNIV

Computer Concepts

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional on an IBM or compatible personal computer for word processing, spreadsheets, databases, and presentations. Students participate in the course over the Internet. (CGA, CPA, ICB, LGMA, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Ability to launch a program, save and load documents in MS Office, access a Website, send email, and navigate in Windows Explorer is required.
Note: This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, e.g., CMPT 108, 109, or CMPT 119, may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Dates: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

UVIC TECJ 100

CMPT 212

WEB-BASED 3 UNIV

Database Concepts

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and databases; modelling of data; and database implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and using a database on a microcomputer using Microsoft Access. (ICB)

Prerequisites: CMPT 150 or 110, or equivalent

Equipment: Computer with Internet and specified software is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 214

WEB-BASED 3 UNIV

Decision Support Applications

This course provides a rationale for the use of computer-based information systems in management decision making. It imparts the essential thought processes and work practices required to support decision making for managers. The course covers the methods of converting large amounts of data into useful information and introduces the concepts of data warehousing and data dictionaries. Students learn how data can be synthesized, independent of the decision support tool, and determine how data can be used and presented effectively with MS Excel and Access software. (ICB, LGMA)
Prerequisites: CMPT 110 or 150 or equivalent. CMPT 212 is recommended.

Equipment: Computer with Internet and specified software is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

UVIC TECJ 432

UVIC TECJ 431

COURSES

CMPT 215 UVIC TECB 401

WEB-BASED 3 UNIV

Systems Analysis and Design I

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, and object-oriented analysis. Upon completion of the course, students are expected to be able to design and manage a systems development process to fit a particular organization and system's size, complexity, scope, and organizational climate. (CGA, CMA)

Prerequisites: CMPT 110 or 150, or equivalent. CMPT 212 is recommended.

Note: Students with credit for BUSM 362 or CMPT 213 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 231 UVIC TECJ 230

WEB-BASED 3 UNIV

Web Design and Management I

This course covers the core technologies of Websites in depth, while introducing Web design theory and management issues related to running a large Website. Some of the many tools and services at the Web designer's disposal are investigated.

Prerequisites: CMPT 110 or 150, or equivalent experience

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>. Students are expected to be comfortable

downloading and installing software.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 300 UVIC TECJ 420

WEB-BASED 3 UNIV

Networks and Network Management

This course focuses on local area networks (LANs), including LAN technology and architecture, interconnectivity, and LAN management issues in the context of implementation, management, and day-to-day operation.

Prerequisites: CMPT 110 or 150, or equivalent

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 315 UVIC TECJ 315

WEB-BASED 3 UNIV

Relational Database Management Systems

This course provides an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS), using Structured Query Language (SQL) Server 2000 software. Students learn how to create and access data with SQL, the programming language used by most large relational database management systems such as Oracle, IBM DB2, and MySQL. Database administration topics covered include maintaining data integrity, controlling security, and managing users.

Prerequisites: CMPT 150 and 212, or equivalent

Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of SQL Server 2000. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 340 UVIC TECJ 340

WEB-BASED 3 UNIV

Web Design and Management II

This course provides the critical skills to plan, design, and manage dynamic Websites. It complements CMPT 231 (*Web Design and Management I*) by exploring the business aspects and examining technologies used for dynamically driven Websites. Topics include customer-centred Web design, cost, production, and ongoing maintenance. Students also examine the security risks and solutions for Websites requiring credit card transactions as well as the role of database connectivity methods employed by commercial and government service sites. Many of these topics are developed through the use of case studies and a student project Website.

Prerequisites: CMPT 150 and 231, or equivalents

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 350 UVIC TECJ 450

WEB-BASED 3 UNIV

Systems Analysis and Design II

This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.

Prerequisites: CMPT 215 or equivalent experience

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>. Students purchase Ascent CASE tool software from <www.knowledgebase.com.au/> (with credit card).

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

COURSES

CMPT 407 UVIC TECJ 410

WEB-BASED 3 UNIV

Project Management

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

Prerequisites: CMPT 110 or 150, or equivalent

Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of MS-Project. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 412 UVIC TECB 402

WEB-BASED 3 UNIV

Human Side of Information Systems

This course addresses the impact of computer-based systems on our culture and looks at the sensitive issues raised by the introduction of information technology and systems in society. The course includes discussions on privacy, security, confidentiality, human factors, and issues in education. (ICB)

Prerequisites: CMPT 110 or 150, or equivalent

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CMPT 425 UVIC TECJ 425

WEB-BASED 3 UNIV

IT Security

This course provides the background to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed from a management and a technical perspective. Upon completion of this course, students understand the security threat and the risk-assessment process and how to apply it to operating system and network communications security in a way that supports business requirements. Students also learn about security policies, procedures, user awareness, disaster recovery, and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

Prerequisites: CMPT 150 and 300, or equivalent

Equipment: Computer with Internet is required. Refer to <www.cbis.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

CNPS 363 UBC CNPS 363

WEB-BASED 3 UNIV

Career Counselling

This course is a critical survey of career counselling theory and practice. The course reviews the major theories of career choice. Developmental issues, transition points, and counselling strategies associated with the theories particular to the clients in career counselling are addressed.

Prerequisites: 60 credits

Note: This course was formerly numbered EDUC 363. Students with credit for EDUC 363 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks September or January start date; 6 weeks May start date

CNPS 364 UBC CNPS 364

PRINT-BASED 3 UNIV

Family Education and Consultation

This course is an examination of current theories and practices in family education and consultation.

Prerequisites: 60 credits

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks September or January start date; 6 weeks May start date

CNPS 365 UBC CNPS 365

WEB-BASED 3 UNIV

Introduction to Theories of Counselling

This course is an overview of selected theories of counselling.

Prerequisites: 60 credits

Note: This course was formerly numbered EDUC 429 and EDUC 365. Students with credit for EDUC 429 or EDUC 365 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks September or January start date; 6 weeks May start date

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

CNPS 426 **UBC CNPS 426**
 WEB-BASED 6 UNIV

The Role of the Teacher in Guidance

This course is designed to assist the teacher in understanding and using guidance techniques for day-to-day use in the classroom.

The emphasis is on techniques for working with people toward better self-understanding and better perspectives of alternatives.

Prerequisites: 60 credits

Note: Students with credit for EDUC 425 may not take this course for further credit. This course was formerly numbered EDUC 426. Students with credit for EDUC 426 may not repeat this course for further credit.

Equipment: VCR and computer with Internet are required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September. Registration deadline applies. Refer to page 10.

Completion: 26 weeks

CNPS 427 **UBC CNPS 427**
 WEB-BASED 3 UNIV

Guidance: Planning and Decision Making

This course examines the work of the beginning counsellor and guidance worker in assisting students with educational, vocational, and personal planning and decision making.

Prerequisites: 60 credits

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks September or January start date; 6 weeks May start date

CNPS 433 **UBC CNPS 433**
 WEB-BASED 3 UNIV

The Personal and Social Development of the Adult

This course explores personal and social adjustment issues for professional counsellors; basic skills necessary for effective group counselling.

Prerequisites: 60 credits

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CNST 210 **SFU CNS 210**
 PRINT-BASED 3 UNIV

Foundations of Canadian Culture

This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Proficiency in English is required for the extensive reading in the course.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CNST 280 **SFU CNS 280**
 PRINT-BASED 3 UNIV

Canadian Political Economy

This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It focuses on current economic problems and policies, taking into account geographical, historical, and political environments. Topics include resource and industrial structures, research and development, the public sector, fiscal and monetary policy, the role of the state, trade and foreign ownership, energy, regional disparity, corporate concentration, and the political economy of federalism.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course is the same as SFU POL 223. Students with credit for SFU POL 223 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CNST 390 **SFU CNS 390**
 PRINT-BASED 3 UNIV

Hockey in Canadian Popular Culture

This course explores the cultural, social, and economic aspects of Canada's national sport. Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths.

Prerequisites: Minimum 60 credits

Note: Students with credit for SFU CNS 390, *Topics in Canadian Popular Culture* may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CNST 392 **SFU CNS 392**
 WEB-BASED 3 UNIV

Cyberspace: The Next Canadian Frontier?

This course examines cyberspace and virtual reality as the next Canadian frontier to be explored. A cross-section of material from various disciplines is used as a starting point to study the advancements in cyberspace and virtual reality research, with an aim to situate a "Canadian cultural consciousness" and/or a "Canadian sensibility" toward this new and burgeoning "space."

Prerequisites: 60 credits

Note: Students with credit for SFU CNS 391 (*Special Canadian Topics: Cyberspace: The Next Frontier?*) may not take this course for further credit.

COURSES

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CNST 490 **SFU CNS 490**
PRINT-BASED 5 UNIV

The Canadian Intellectual Tradition

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

Prerequisites: Minimum 60 credits

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CPSC 110 **SFU CMPT 110**
WEB-BASED 3 UNIV

Event-Driven Programming in Visual Basic

This course introduces programming in the event-driven paradigm using the Visual Basic language. Topics include forms, controls, events, menus, objects; subprograms, modular design, decisions, and repetition; file and data management; and special features.

Prerequisites: BC Math 12 or equivalent or MATH 100 or 103 (SFU MATH 110)

Note: Students with credit for or currently registered in a computer science course at the 200 level or higher may not take this course for further SFU credit except with permission of the department.

Equipment: Computer with Internet, CD-ROM drive, and email account is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CPSC 165 **SFU CMPT 165**
WEB-BASED 3 UNIV

Introduction to Multimedia and the Internet

This course examines the concepts underlying the use of multimedia and the Internet and how they affect society. Students attain some basic skills in the use of computers for multimedia applications, including graphics, text processing, HTML, and some programming.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for or currently registered in a computing science course at the 200 level or higher, or with credit for SFU CMPT 118 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 101 **SFU CRIM 101**
PRINT-BASED 3 UNIV

Introduction to Criminology

Course topics include examinations of different terms and concepts commonly used in criminology such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of criminality; levels of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course is a prerequisite for all upper-level criminology courses unless a waiver is granted by SFU's School of Criminology.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 103 **SFU CRIM 103**
WEB-BASED 3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour

This course aims to describe the intersection between psychology and criminology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics, history, and many others. The course gives special attention to the work of Freud, Sheldon, Eysenck, Hare, Kohlberg, Bandura, and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault, and sexual offenses. The burgeoning field of correctional psychology is also discussed.

Prerequisites: SFU PSYC 100 and 102 are recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

CRIM 104 **SFU CRIM 104**
WEB-BASED 3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour

This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include anomie; neutralization; control; group conflict; subcultural, ecological, functionalist, and critical theories. The course includes a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

Prerequisites: SOCI 102 or 150 is recommended.

Note: Students with credit for SFU SOCI 450 or 451 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 131 **SFU CRIM 131**
WEB-BASED 3 UNIV

Introduction to the Criminal Justice System: A Total System Approach

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts, including sentencing; the corrections system, including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CRIM 135 **SFU CRIM 135**
WEB-BASED 3 UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CRIM 213 **SFU CRIM 213**
PRINT-BASED 3 UNIV

Introduction to Women and Criminal Justice

This course offers a historical and analytical overview of the female offender, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course

Equipment: Audiocassette player and VCR are required.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 220 **SFU CRIM 220**
WEB-BASED 3 UNIV

Research Methods in Criminology

This course is designed as an introduction to criminological research and is intended to develop the student's research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.

Note: Students with credit for SFU CRIM 120 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

CRIM 230 SFU CRIM 230

PRINT-BASED 3 UNIV

Criminal Law

This course examines the nature, purpose, scope, sources, and basic principles of criminal law. It includes the study of certain fundamental legal concepts such as mens rea, negligence, and strict liability; analysis of the concept of criminal responsibility in Canada; critical examination of the legislative policies expressed in the Criminal Code; study of the basic elements of a criminal offence; an examination of the legal principles relating to specific crimes and to major defences; impact of the Canadian Charter of Rights and Freedoms on criminal law.

Prerequisites: CRIM 135

Start Date: September, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CRIM 241 SFU CRIM 241

PRINT-BASED 3 UNIV

Introduction to Corrections

This course is an examination of the organization, structure, and operation of contemporary Canadian corrections. It considers the history and development of provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators; parole board decision making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.

Prerequisites: CRIM 131

Note: Students may be required to participate in scheduled teletutorials.
Equipment: Audiocassette player and VCR are required.
Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CRIM 251 SFU CRIM 251

PRINT-BASED 3 UNIV

Introduction to Policing

This course is an examination of the organization and operation of contemporary Canadian policing. Consideration is given to the history and development of policing in Canada, the role of the police in Canadian society, and the police occupation including recruitment and training. Topics also include police decision making and the exercise of discretion, police powers, and structures of accountability; managing the police organization; police-community relations and crime prevention initiatives.

Prerequisites: CRIM 131

Note: Students with credit for SFU CRIM 151 may not take this course for further credit.

Equipment: Audiocassette player is required.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 300 SFU CRIM 300

WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology

This course provides an overview of selected theoretical perspectives on crime and deviance, including historical influences. The study guide focuses on the definition of key concepts (e.g., theory); the basic tenets and critiques of each theory; and the commonalities and differences between and within perspectives. The main objective of the course is to illustrate the links among theory, research, and the “real” world.

Prerequisites: One of SFU CRIM 100, 101, or 102

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 311 SFU CRIM 311

WEB-BASED 3 UNIV

Minorities and the Criminal Justice System

This course analyzes the political, economic, and ethnic minorities and their relationship with the criminal justice system. It is a critical analysis of possible discordance, disharmony, or conflict between ethnic minorities, such as Native Indians, Inuit, Métis, Doukhobors, and others, and the legal and social norms of the “host” majority. The course also discusses women and the criminal justice system.

Prerequisites: One of SFU CRIM 100, 101, or 102

Note: This course was formerly numbered CRIM 411. Students with credit for CRIM 411 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 312 SFU CRIM 312

WEB-BASED 3 UNIV

Criminological Perspectives on Social Problems

This course involves detailed study of forms of deviance that have been commonly defined as constituting “social problems.” Consideration is given to drug abuse (alcohol, nicotine, heroin, and others), suicide, prostitution, obscenity, gambling, and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

Prerequisites: One of SFU CRIM 100, 101, or 102

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

CRIM 314 **SFU CRIM 314**
WEB-BASED 3 UNIV

Mental Disorder, Criminality, and the Law

This course is a critical examination of the impact of psychiatry and related clinical professions on the criminal justice system. Topics include the relationship between institutions of mental health and legal control; the relevance of psychiatric theory and decision making for the processing of mentally disordered offenders; the role of forensic clinicians in the courts, prisons, mental hospitals, and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals, and the penal and therapeutic commitment of the insane.

Prerequisites: One of SFU CRIM 100, 101, or 102. CRIM 131 is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 315 **SFU CRIM 315**
PRINT-BASED 3 UNIV

Restorative Justice

This course is an examination and analysis of the principles, assumptions, key concepts, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing, and circle remedies.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 131
Equipment: Audiocassette player and VCR are required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

CRIM 330 **SFU CRIM 330**
PRINT-BASED 3 UNIV

Criminal Procedure and Evidence

This course is a critical examination of selected topics in criminal procedure and evidence including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial, and trial procedures. It briefly surveys the system of rules and standards by means of which the admissibility of evidence is determined and closely examines the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 230

Note: This course was formerly numbered CRIM 430. Students with credit for CRIM 430 may not repeat this course for further credit.

Equipment: Phone for teleconference may be required.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 331 **SFU CRIM 331**
PRINT-BASED 3 UNIV

Advanced Criminal Law

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 230

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 332 **SFU CRIM 332**
WEB-BASED 3 UNIV

Sociology of Law

This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; critical and feminist perspectives on law; public knowledge, public awareness, public opinions, and attitudes to the law, sanctions, and the criminal justice system.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 135

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 335 **SFU CRIM 335**
WEB-BASED 3 UNIV

Human Rights and Civil Liberties

This course is a study of human rights at the international, federal, and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression are examined.

Prerequisites: CRIM 300

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

CRIM 343 SFU CRIM 343

PRINT-BASED 3 UNIV

Correctional Practice

This is an in-depth consideration of the range of factors influencing contemporary correctional practice. Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics, and the economy.

Prerequisites: One of SFU CRIM 100, 101, or 102. CRIM 241 is recommended.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 355 SFU CRIM 355

WEB-BASED 3 UNIV

The Forensic Sciences

This course examines the use and interpretation of physical forensic evidence in court. It critically evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects studied include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: One of SFU CRIM 100, 101, or 102

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 369 SFU CRIM 369

WEB-BASED 4 UNIV

Professional Ethics and Interpersonal Skills in Criminal Justice

This course examines immediate ethical issues confronting the professional in the criminal justice system. Such concerns include privileged communications and confidentiality in fields and research situations, the conflict between the professional's duty to protect society and her/his duty to the client, ethics of decision making, research ethics, situation ethics, professional ethical codes, and legal constraints on professional conduct. Different modes of personal interaction in selected parts of the criminal justice system are examined and taught.

Prerequisites: One of SFU CRIM 100, 101, or 102

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CRIM 402 SFU CRIM 402

WEB-BASED 3 UNIV

Biological Explanations of Crime

In this course, biological factors that could predispose a person to criminogenic behaviour are critically considered, including the empirical evidence and the ethical issues involved. Behaviour is a complex mixture of biology (the genotype) and the environment. Many other biological factors, such as diet, head trauma, etc., may also affect behaviour. Courses frequently consider the sociological, psychological, or environmental aspects of crime, but rarely are the equally important possible biological aspects of crime considered. This course explores the considerable evidence that biological factors can have a strong impact on criminogenic behaviour.

Prerequisites: One of SFU CRIM 100, 101, or 102

Note: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CRIM 413 SFU CRIM 413

PRINT-BASED 3 UNIV

Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and examines its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: One of SFU CRIM 100, 101, or 102

Equipment: Audiocassette player is required.

Start Date: TBA. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

CRIM 419 **SFU CRIM 419**
 WEB-BASED 3 UNIV

Indigenous Peoples, Crime, and Criminal Justice

This course is an in-depth examination of indigenous peoples and the criminal justice system. Topics include historical and contemporary consideration of indigenous-white contact; indigenous conflict with the law and involvement in the criminal justice system; crime and the delivery of criminal justice services in the Canadian North, including the role of the RCMP and the activities of the circuit criminal court; examination of federal and provincial policies designed to reduce over-representation of indigenous peoples in the criminal justice system; the creation of indigenous-controlled programs and criminal justice structures to reduce indigenous conflict with the law; comparative study of other jurisdictions, including Greenland, the United States, and Australia.

Prerequisites: One of SFU CRIM 100, 101, or 102

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CRIM 432 **SFU CRIM 432**
 WEB-BASED 3 UNIV

Gender in the Courts and the Legal Profession

This course examines women’s struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory schemes for personal injuries are also examined.

Prerequisites: CRIM 330

Equipment: Computer with Internet is required. Phone for teleconference may be required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

CRIM 440 **SFU CRIM 440**
 WEB-BASED 4 UNIV

Correctional Administration and Planning

This course presents the theory and practice of organization and administration of correctional agencies. Particular attention is given to the political/bureaucratic interface in correctional administration, management styles, labour relations, management support systems, and program planning; identification and assessment of corrections management objectives; the relationship between corrections administration and other components of the criminal justice system.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 131 and 241. SFU POL 251 is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks

CYCA 201 **UVIC CYC 201**
 WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care

This course presents an overview of the child and youth care field. Content includes a survey of the history of the profession and the role of the child and youth care practitioner across a broad spectrum of settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR and computer with Internet are required. Refer to <web.uvic.ca/cyc/>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

CYCA 202 **UVIC CYC 200A**
 WEB-BASED 3 UNIV

Theoretical Foundations in Child and Youth Care

This course demonstrates how theory affects practice. Three theoretical approaches to behaviour changes are introduced—behavioural, psychodynamic, systemic—which are grounded in multicultural, feminist, and normative developmental perspectives.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

COURSES

CYCA 373 **UVIC CYC 373**
 WEB-BASED 3 UNIV

Working with Families and Their Communities

This course examines the interactions among families with infants and toddlers, the practitioners who work with them, and the community in which they all live. The course is fundamentally concerned with the healthy development of infants and toddlers, especially those perceived to be “at risk,” and it concentrates on the roles of practitioners in promoting community support networks that help create healthy family-community interactions. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma or permission of the instructor
Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

CYCA 374 **UVIC CYC 374**
 WEB-BASED 3 UNIV

Promoting Positive Outcomes in Children’s Environments

This course, designed for all practitioners who work with young children, explores the relationships between risks, opportunities, and change in their environments. The key premise of the course is the belief that practitioners can respond to situations of risk and promote positive outcomes for young children and their families by supporting healthy development and applying knowledge ethically and skilfully, within the children’s environmental contexts. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma or permission of the instructor

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

CYCA 384 **UVIC CYC 350A**
 WEB-BASED 3 UNIV

Law and Social Services

This course provides students in child and youth care and social work with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of social workers, child and youth care workers, and others in the social service field.

Prerequisites: Third-year university standing or permission of the instructor

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

CYCA 385 **UVIC CYC 350B**
 WEB-BASED 3 UNIV

Legal Skills for Human Service Professionals

This course provides an opportunity to put into practice the theoretical and legal knowledge gained from the prerequisite course CYCA 384 (UVIC CYC 350A). Students explore rights, power, conflict, and ethical considerations within a legal framework. How to derive authority from laws, how to comply with policy, and how to practise specific skills as a helping professional are covered.

Prerequisites: CYCA 384

Equipment: Audiocassette player and computer with Internet and CD-ROM drive are required. Refer to <web.uvic.ca/cyc/>.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

EASC 024 **PREP**
 WEB-BASED

Earth Science

This course is equivalent to Grade 11 Earth science. It introduces geology, oceanography, atmospheric science, and astronomy. Using the Web, students explore galaxies, storm fronts, and earthquakes.

Prerequisites: Science 10 or SCIE 010 is recommended.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ECED 438 **UBC ECED 438**
 PRINT-BASED 3 UNIV

Observation and Recording

This course considers methods of observing and recording children’s behaviour in early childhood settings.

Prerequisites: 60 credits

Equipment: VCR and computer with email account are required. Videos may be borrowed from UBC’s Extension Library. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

ECON 200

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Microeconomics

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units—consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, collective bargaining, poverty, and income inequality. (AI, CA, CGA, CHA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of ADMN 310 and ECON 200 may be taken for credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ECON 201

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Macroeconomics

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. (AI, CA, CGA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. ECON 200, or equivalent skills and knowledge, is recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ECON 310

WEB-BASED 3 UNIV

Economic and Business Statistics

This course emphasizes the application of statistical methods to problems in economics and business. The topics covered include hypothesis testing, regression and correlation analysis, time-series analysis, and decision theory. (CGA, CMA, ICB, PMAC)

Prerequisites: MATH 104 and STAT 102, or equivalent skills and knowledge

Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ECON 350

PRINT-BASED OR WEB-BASED 3 UNIV

Managerial Economics

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

Prerequisites: ECON 200 and MATH 104, or equivalent skills and knowledge

Note: This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

Equipment: Calculator is required, preferably one that has several memories and can do square roots, logarithms, correlation (or regression) analysis, and financial analysis (such as present values and the internal rate of return). Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

EDCI 398 **UBC EDCI 396C**
WEB-BASED 3 UNIV

Curriculum Development and Evaluation (On Ramp to the Information Highway)

This course investigates emerging technologies. With the support of an instructor, students explore the use of the Web, Internet resources, presentation, and graphics applications to enhance their learning.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDCP 010

PRINT-BASED PREP

Intermediate Education and Career Planning

This intermediate-level course equips adult students with life, education, and employment-readiness skills. Topics covered include career interests, goal setting, managing stress, interpersonal skills, and study skills.

Prerequisites: ENGL 009 or 010 or equivalent (may be taken concurrently)

Note: Students should register in only one of EDCP 010 or 030 as course content is similar.

Start Date: Continuous registration
Completion: Refer to page 8.

EDCP 030

PRINT-BASED PREP

Provincial Education and Career Planning

This provincial-level course emphasizes communication skills, time management, study skills and education planning, and career exploration skills.

Prerequisites: ENGL 028 or English 11, or equivalent skills

Note: Students should register in only one of EDCP 010 or 030 as course content is similar.

Start Date: Continuous registration
Completion: Refer to page 8.

EDST 426 **UBC EDST 426**
WEB-BASED 3 UNIV

History of Education

This course examines selected topics in the history of Canadian and British Columbian education and looks at the relationships between historical development and current educational policy.

Prerequisites: 60 credits

Note: Students with credit for UBC EDST 430 may not take this course for further credit. UBC grading for this course is pass/fail.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDST 428 **UBC EDST 428**

WEB-BASED 3 UNIV

The Social Foundations of Education

This course is an application of the social sciences to the study of education.

Prerequisites: 60 credits

Note: Students may take both EDST 426 and 428 to fulfill various degree and certificate requirements. Students with credit for UBC EDST 430 may not take this course for further credit. UBC grading for this course is pass/fail.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 220 **SFU EDUC 220**

WEB-BASED 3 UNIV

Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course may be applied toward the Certificate in Liberal Arts or the minor in educational psychology, the minor in counselling and human development, the minor in learning disabilities, or the minor in physical education offered through SFU. Only one of EDUC 220 and EPSE 301 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

EDUC 222 **SFU EDUC 222**

PRINT-BASED 3 UNIV

Research Methods in Educational Psychology

This course consists of laboratory experiences and exercises in educational psychology.

Corequisites: EDUC 220

Note: This course may be applied toward the minor in educational psychology or the minor in counselling and human development offered through SFU.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

EDUC 230 **SFU EDUC 230**

WEB-BASED 3 UNIV

Introduction to Philosophy of Education

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

COURSES

EDUC 414 SFU EDUC 414

WEB-BASED 4 UNIV

Designs for Learning: Secondary Social Sciences

This course explores many techniques for promoting and assessing the goals of social studies with elementary and secondary students. The course stresses the importance of building a coherent design or vision to guide a social studies program, and it emphasizes active student learning—helping each student make sense of her/his social world—as opposed to teacher delivery of a prescribed mass of content. The course addresses developing a coherent learner-focused social studies program, examines strategies for successful teaching, and discusses how to implement a successful social studies program.

Prerequisites: SFU EDUC 401 and 402, or equivalent. Students with credit for SFU EDUC 474 do not receive further SFU transfer credit.

Equipment: VCR and computer with Internet are required. Refer to <www.sfu.ca/cde>.

Start Date: September, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 422 SFU EDUC 422

WEB-BASED 4 UNIV

Learning Disabilities

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and remediation of learning disabilities.

Prerequisites: SFU EDUC 315 or SFU PSYC 250

Note: This course may be applied toward SFU's minor in educational psychology, minor in early childhood education, minor in learning disabilities, or Certificate in Literacy Instruction.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 433 SFU EDUC 433

PRINT-BASED 4 UNIV

Philosophical Issues in Curriculum

This course examines fundamental philosophical issues involved in designing, evaluating, or changing educational curricula. Topics include the nature and justification of educational curriculum; the components of a rational curriculum; the nature of knowledge and its differentiation; curriculum integration; and the education of the emotions. It also deals with such current issues as the place of “behavioural objectives” in education, the “hidden curriculum,” and the sociology of knowledge.

Prerequisites: 60 credits with 6 credits in EDUC courses or SFU EDUC 401 and 402

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 443 UVIC EDCI 446

WEB-BASED 6 UNIV

Literacy Strategies for Supporting Struggling Learners

This course covers classroom diagnosis and treatment of reading difficulties and prevention of reading disabilities. Students become familiar with materials and procedures for the correction of various types of reading disabilities. The course is useful to the classroom teacher and to the reading specialist.

Prerequisites: Professional year
Note: This course was formerly numbered UVIC ED-B 442.

Equipment: Audiocassette player, VCR, and computer with Internet and email account are required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 26 weeks

EDUC 444 UVIC EDCI 458

PRINT-BASED 3 UNIV

Mathematics Instruction in the Elementary School

This course examines teaching strategies that contribute to the development of the components of numeracy—number sense, spatial and measurement sense, sense of relation, statistical sense—with an emphasis on conceptual and well-defined procedural knowledge. It provides suggestions for meaningful activities, practice, and appropriate assessment techniques. The components of this course accommodate the framework and goals of the BC Mathematics K–7 Integrated Resource Package 1995, which is based on The Common Curriculum Framework for the territories and provinces in Western Canada.

Prerequisites: Professional year
Note: This course was formerly numbered UVIC ED-E 444.

Equipment: VCR, phone for teleconference, and TV (access to Knowledge Network) are required.
Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

EDUC 445 SFU EDUC 445

WEB-BASED 4 UNIV

Legal Context of Teaching

This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours, and the AIDS controversy.

Prerequisites: 60 credits

COURSES

Note: This course may be applied toward SFU's minor in counselling and human development.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 446 SFU EDUC 446

WEB-BASED 4 UNIV

Law for the Classroom Teacher

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary social studies and Law 12 curricula.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 447 UVIC ED-D 446A

WEB-BASED 3 UNIV

Career Awareness and Exploration

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth, and is a required course of UVic's Diploma in Personal Planning and Career and Personal Planning. The course focuses on the foundations of lifelong career education and awareness, skill development, and the planning process. It examines approaches to facilitating personal planning and career exploration with children and youth, issues of personal responsibility, and current perspectives on the labour market.

Prerequisites: Professional year

Equipment: Computer with Internet and email account is required. Refer to

<www.uvcs.uvic.ca/csie>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

EDUC 448 UVIC ED-D 446B

WEB-BASED 3 UNIV

Career Development and Planning

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. It is a required course of UVic's Diploma in Personal Planning and Career and Personal Planning. The course explores the practical aspects of providing programs for career and life planning. It covers developmental issues and applications, resources and activities to support career development, preparation for employment, work search strategies, work experience, and career technologies as well as career education program planning.

Prerequisites: Professional year. EDUC 447 (UVIC ED-D 446A) is recommended.

Equipment: Computer with Internet and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

EDUC 449 UVIC ED-D 444

WEB-BASED 6 UNIV

Personal Development K–12

This course focuses on the content areas of personal development, K–12: healthy living, mental well-being, family life education, child abuse prevention, substance abuse prevention, and safety and injury prevention. Related topics include values awareness education, sensitive issues, and community resources.

Prerequisites: Professional year

Equipment: Computer with Internet and email account is required. Refer to

<www.uvcs.uvic.ca/csie>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 26 weeks

EDUC 451 SFU EDUC 448

WEB-BASED 4 UNIV

Law in the Curriculum

This methodology course explores the justification and practice of law-related education in the K–12 curriculum. Students examine the place of law in the curriculum, existing resources, and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials.

Emphasis is on developing and implementing law-related programs in the classroom.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 452 UVIC EDCI 447

WEB-BASED 3 UNIV

Principles of Teaching English as a Second Language

This course looks at the principles and theories of teaching English as a second language (ESL) and examines the curriculum and methodology used in ESL language programs in elementary, middle, and secondary schools. Students learn to identify the ways that a learner's culture and first language impact learning of a second language, develop skills for analyzing student progress in learning the second language, and learn how to select effective principles and strategies for teaching students who have English as a second language.

Prerequisites: Professional year or permission of the UVic department

Equipment: VCR and computer with Internet and email account are required. Refer to

<www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

COURSES

EDUC 458 UVIC EDCI 448

WEB-BASED 3 UNIV

Organization and Instruction of English as a Second Language

This course examines current models for the organization and instruction of English as a second language (ESL) classes in the K–12 school system. Students apply theoretical knowledge of language learning, learn practical techniques for teaching ESL across the curriculum, and practise and share strategies for successful ESL teaching at the elementary, middle, and secondary school levels. The integration of language and content instruction is emphasized. **Prerequisites:** Professional year or permission of the UVic department **Equipment:** VCR and computer with Internet and email account are required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 11. **Completion:** 13 weeks

EDUC 461 SFU EDUC 474

WEB-BASED 4 UNIV

Designs for Learning: Elementary Social Studies

This course focuses on teaching elementary school social studies and addresses aspects of the theory and practice of social studies education. Students examine their own thinking about social studies education through critical reflection, work with the prescribed curriculum, and explore various ways to develop engaging learning experiences for children within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401 and 402. Students with credit for this course prior to SFU's 2001–2002 semester or for EDUC 414 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 465 SFU EDUC 465

WEB-BASED 4 UNIV

Children's Literature

This course examines historical, sociological, literary perspectives on literature for children.

Prerequisites: 60 credits

Note: EDUC 465 may be applied toward SFU's minor in early childhood education.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

EDUC 467 SFU EDUC 467

WEB-BASED 4 UNIV

Curriculum and Instruction in Teaching English as a Second Language

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analysis, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 60 credits and SFU ENGL 370 or a linguistics course

Note: EDUC 467 may be applied toward SFU's Certificate in Literacy Instruction or Post-Baccalaureate Certificate in English as a Second Language.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

EDUC 469 SFU EDUC 469

PRINT-BASED 4 UNIV

Music Education as Thinking in Sound

This course focuses on understanding the language of music, both historical and contemporary, and the use of electronic and acoustic instruments in the general music classroom.

Prerequisites: 60 credits

Equipment: Audiocassette player and VCR are required.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

EDUC 472 SFU EDUC 472

PRINT-BASED 4 UNIV

Designs for Learning: Elementary Language Arts

This course focuses on developing knowledge, skills, and strategies to create a rich and stimulating language arts program in the elementary classroom. Issues in reading, writing, speaking, and listening are examined through current theory and teaching practice.

Prerequisites: SFU EDUC 401 and 402. Students with credit for this course prior to SFU's 2001–2002 semester may not take this course for further credit.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

COURSES

EDUC 475 SFU EDUC 475

PRINT-BASED 4 UNIV

Designs for Learning: Elementary Mathematics

This is an introductory course to teach school mathematics. Students examine their own mathematical thinking and explore how to reconstruct mathematics to assist children's learning of mathematics.

Prerequisites: SFU EDUC 401 and 402 or equivalent year of professional teacher training. Students with credit for this course prior to May 2002 do not receive further SFU transfer credit.

Note: This course may be applied toward SFU's minor in early childhood education or minor in learning disabilities.

Equipment: VCR is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 482 SFU EDUC 482

WEB-BASED 4 UNIV

Designs for Learning: Information Technology

In this course, students develop a critical understanding of information technologies in education and explore methods to integrate these technologies into classroom settings. An emphasis is on teaching strategies and methods as they complement the guidelines set forth in the BC Integrated Resource Packages and other curriculum documents. Students registering for this course should be interested in specific aspects of teaching and learning in "technology-rich" settings. The course focuses on the role of information technology as a general change agent in society, as a curriculum topic, and as a tool used to promote specific types of teaching and learning. This is not an introductory computing course or a training course in the use of educational software. While students learn about new applications during the course, a basic level of information and computer literacy is assumed and required.

Prerequisites: SFU EDUC 260, 401, and 402, or permission of the course supervisor

Equipment: Computer with Internet is required. The course combines in-person delivery and Web-supported distance learning. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 484 UVIC EDCI 459

PRINT-BASED 3 UNIV

Diagnosis and Intervention in Mathematics

This course examines essential information for "math recovery" or for proactive intervention. It covers effective and efficient questioning techniques for collecting information about conceptual knowledge and well-defined procedural knowledge, and information for planning appropriate IEPs (intervention of error patterns).

Prerequisites: Professional year
Note: This course was formerly numbered UVIC ED-E 484.

Equipment: VCR, phone for teleconference, and TV (access to Knowledge Network) are required.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

EDUC 488 UVIC ED-D 487

WEB-BASED 3 UNIV

Teaching the Planning 10 Curriculum

This course prepares teachers to offer the new Planning 10 curriculum and support students as they begin to assemble their required graduation portfolios. Students completing this course gain a thorough understanding of the content and layout of the Planning 10 IRP and the program guide on the graduation portfolio assessment and focus areas and are able to develop course outlines and lesson plans for the curriculum

organizers, select resources, participate in a collaborative planning process, and apply appropriate assessment methods for this curriculum. This course may be applied to UVic's Diploma in Personal Planning and Career and Personal Planning.

Prerequisites: Professional year
Equipment: Computer with Internet and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

EDUC 490 UVIC ED-D 480

WEB-BASED 3 UNIV

Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.

Prerequisites: Professional year
Equipment: Audiocassette player, VCR, and computer with Internet and email account are required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

COURSES

EDUC 491 SFU EDUC 471

WEB-BASED 4 UNIV

Curriculum Development: Theory and Practice

This course is an exploration of curriculum theory and processes of development with applications at different levels and in several subject areas.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

EDUC 495 SFU EDUC 485

WEB-BASED 8 UNIV

Designs for Learning: Writing

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum.

Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques.

Prerequisites: SFU EDUC 401 and 402 or equivalent year of professional teacher training

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 009

PRINT-BASED PREP

Basic English Skills

This is a fundamental-level English course for adult students who want to improve their reading, writing, and spelling abilities. Various forms of writing are used to illustrate writing techniques.

These include newspaper and magazine articles as well as short stories. Photographs and cartoons are used for some writing exercises. (Grade 9 equivalency)

Prerequisites: None. Students should have their English skills assessed to make sure they start with the course best suited to their needs. Students may request an English Language and Writing Assessment from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

ENGL 010

PRINT-BASED PREP

Reading and Writing English

This course is designed to develop skills as a writer by practising the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

Prerequisites: Basic reading and writing skills in English. Students should have their English skills assessed to make sure they start with the course best suited to their needs. Students may request an English Language and Writing Assessment from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

ENGL 013

PRINT-BASED OR WEB-BASED PREP

Studying English

This course emphasizes vocabulary, grammar, sentence structure and paragraph skills, reading comprehension, and various forms of writing. The course is intended for students who are still refining their ability to write the English language and also for students whose first language is not English. (Grade 10 equivalency)

Prerequisites: Grade 9 or equivalent. Completion of an English assessment is recommended. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

ENGL 028

PRINT-BASED OR WEB-BASED PREP

Advanced English Skills

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective narrative expository essays, as well as short critical essays about literary selections. (Grade 11 equivalency)

Prerequisites: ENGL 010 or equivalent. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

ENGL 030

PRINT-BASED OR WEB-BASED PREP

Introduction to Literature

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature.

(Grade 12 English equivalency)

Prerequisites: ENGL 028 or English 11. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 034

PRINT-BASED PREP

Survey of British Literature

Through this course students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (Grade 12 equivalency)

Prerequisites: ENGL 028 or English 11. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Audiocassette player is required.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ENGL 036

PRINT-BASED PREP

Written Communications

This course is an introduction to writing clear, positive messages and understanding basic writing strategies. The course shows students some typical techniques for effective writing and provides practice in writing various types of email messages, memos, letters, college essays, and workplace reports.

Prerequisites: ENGL 028 or English 11 or equivalent skills

Note: This course meets the elective requirement but not the English requirement (Grade 12) for the Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 100

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition I

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories, especially those written over the past hundred years, and a novel. This course also provides a review of basic grammar, common punctuation, and instruction in composing critical essays. ENGL 101 (*Literature and Composition II*) is the continuation of ENGL 100 and focuses on drama and poetry.

Prerequisites: English 12 or equivalent

Note: This course satisfies the first half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition II

This course is an introduction to poetry and drama through examples drawn primarily from the twentieth century. The first half considers the major features of poetry (figurative language, sounds, rhythm, etc.) and then examines how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. The second half studies three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

Prerequisites: English 12 or equivalent. An English 100-level course, e.g., BCOU ENGL 100, that includes the study of fiction and composition is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audio CD player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

ENGL 102

PRINT-BASED 3 UNIV

Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories. Also included are audiotaped readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

Prerequisites: English 12 or equivalent

Note: This course satisfies the first half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player is required.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ENGL 103

PRINT-BASED 3 UNIV

Composition and Native Indian Literature II

Concentrating on literature written in English by First Nations writers, this course provides an introduction to three major genres of literature: novels, plays, and poetry. Students read short and long novels, one-act and full-length plays, and a wide range of poetry. The course also includes some non-Native literature for comparative purposes. Students listen to taped readings from some of the works and tape-record an oral reading as part of each assignment.

Prerequisites: English 12 or equivalent. ENGL 100 or 102 or equivalent is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 101 or 105 may not take this course for further credit. Students with credit for ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player/recorder is required.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 104 SFU ENGL 101

PRINT-BASED 3 UNIV

Introduction to Fiction

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the first half of the introductory English literature and composition requirement at BCOU. Students with credit for ENGL 101 or 103 or equivalent may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

ENGL 105 SFU ENGL 102

PRINT-BASED 3 UNIV

Introduction to Poetry

This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage students to read more poetry and to read it with greater perception and enjoyment. It should improve students' skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the second half of the introductory English literature and composition requirement at BCOU. Students with credit for ENGL 101 or 103 or equivalent may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

ENGL 106

PRINT-BASED OR WEB-BASED 3 COL

Written Communication

This course provides an introduction to writing clear, positive messages and to developing effective writing strategies. It is designed to help students be more proficient at the types of writing they need to do—at home, at school, and in the workplace. Students review spelling and mechanics and write various types of email messages, memos, letters, college essays, and workplace reports. (CHA, CIM)
Prerequisites: BC English 11 or equivalent

COURSES

Note: Students with credit for ENGL 036, 100, 102, 107, or 199 should consult with a BCOU program advisor before taking this course.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 107

PRINT-BASED OR WEB-BASED 3 COL

Business Communication

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focuses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals. (AI, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: Completion of ENGL 100, 106, 199, or equivalent skills and knowledge as demonstrated by an English assessment (page 3)

Note: Only one of ADMN 317 (UVIC ADMN 316) and ENGL 107 may be taken for credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 112 SFU ENGL 104

PRINT-BASED 3 UNIV

Introduction to Prose Genres

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a BCOU program advisor about the applicability of this course to BCOU programs.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 199 SFU ENGL 199

PRINT-BASED 3 UNIV

Introduction to University Writing

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

Prerequisites: 12 university credits
Note: Students with credit for ENGL 109 may not take this course for further credit. Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some BCOU programs.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 204 SFU ENGL 204

PRINT-BASED 3 UNIV

Medieval and Renaissance Literature

This course includes attention to works from the Old English, Middle English, and Renaissance periods.

Prerequisites: Two 100-level English courses

Note: Students with credit for ENGL 220 may not take this course for further credit.

Equipment: Audiocassette player is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 205 SFU ENGL 205

WEB-BASED 3 UNIV

Seventeenth- and Eighteenth-Century Literatures in English

This course studies literary works from the Jacobean, Commonwealth, Restoration, and eighteenth century and may include some writing from North America.

Prerequisites: Two 100-level English courses

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 207 SFU ENGL 207

WEB-BASED 3 UNIV

Twentieth-Century Literatures in English

This course is intended as an introduction to the rich literary cultures in Britain, the United States, and Canada. It explores these literatures through the key narratives of belonging and not belonging, of home and away, of place and placelessness. Students are exposed to many of the master writers of English letters in the past century, including Joseph Conrad, D. H. Lawrence, Virginia Woolf, William Faulkner, Ernest Hemingway, Salman Rushdie, Sara Suleri, Michael Ondaatje, and A. F. Moritz.

Prerequisites: Two 100-level English courses

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

ENGL 210 **SFU ENGL 210**
 WEB-BASED 3 UNIV

Advanced University Writing

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: 24 credits; ENGL 199 or permission of the department

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 220

PRINT-BASED OR WEB-BASED 3 UNIV

English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections).

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or ENGL 104 and 105, or equivalents

Note: Students with credit for UBC ENGL 201 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ENGL 221
 PRINT-BASED OR WEB-BASED 3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 220). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Brontë, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or equivalents

Note: Students with credit for UBC ENGL 201 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

ENGL 301 **UBC ENGL 301**
 PRINT-BASED 3 UNIV

Technical Writing

This course covers the principles of written communication in general business and professional activities, and includes practice in the preparation of abstracts, proposals, reports, and correspondence.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Note: This course was formerly numbered ENGL 401. Students with credit for ENGL 401 may not repeat this course for further credit. Only one of ADMN 317 (UVIC ADMN 316) and ENGL 301 may be taken for credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

ENGL 303 **UBC ENGL 303**
 PRINT-BASED 6 UNIV

Intermediate Composition

This course provides a study, with extensive practice, of the principles of writing effective prose, from arrangement and punctuation to various stylistic strategies. This is an intermediate course in English composition. Its purpose is to teach methods and strategies for improving the way to write expository and persuasive prose. This writing is used in serious inquiry by educated people in their public communication and is neither strictly literary nor strictly discipline-oriented. This course may not be accelerated.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Note: This course was formerly numbered ENGL 403. Students with credit for ENGL 403 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 304 **UBC ENGL 304**
 WEB-BASED 6 UNIV

Advanced Composition

This course approaches the study of writing with a focus on audience, authorial voice, and style. It emphasizes the writing process and the theoretical concerns and principal matters, for example, of genre, context, and intentions which govern that process. Students go online to communicate with the tutor and to receive both tutor and peer input on electronically shared texts. The primary purpose of the course is to develop the skills of already strong writing.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

COURSES

ENGL 305 SFU ENGL 304

PRINT-BASED 4 UNIV

Studies in Medieval Literature

This course examines the studies of medieval authors, genres, or issues, from 500 to 1500. Texts are studied in the original language or in translation.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 311 SFU ENGL 311

PRINT-BASED 4 UNIV

Early Shakespeare

This course introduces the world of Shakespeare through the study of six plays (and several of his sonnets) that centre on a common theme: love. In addition to reading the plays and background material, students read the work of critics and the writings of some of Shakespeare's contemporaries and predecessors. The combination of readings is designed to give a broad understanding of the literary and cultural context in which Shakespeare wrote and to advance students' skills in critical appreciation of England's foremost dramatist.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205. Students may take both ENGL 311 and SFU ENGL 313 for credit toward the English major. Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 320 UBC ENGL 320

WEB-BASED 6 UNIV

History of the English Language

This course covers the development of the English language from the West Germanic to the present: phonology, morphology, syntax, and vocabulary. It examines the relationship of English to the other Indo-European languages and surveys changes in the sounds, forms of words and their endings, sentence structure, spelling, meanings of words, and vocabulary through the major periods of the English language. Some attention is given to attitudes toward language change, mechanisms of linguistic change, and social and political factors affecting the language.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Note: This course is recommended for people intending to teach secondary-school English.

Equipment: Audiocassette player is recommended. Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

ENGL 321 UBC ENGL 321

PRINT-BASED 3 UNIV

English Grammar and Usage

This course examines traditional grammar from its origins to codification in modern English grammars.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

ENGL 325 SFU ENGL 325

PRINT-BASED 4 UNIV

Romantic Poetry

This course is designed to provide a deeper understanding of romantic poetry and focuses on verse written in that period. Students study the work of major English romantic poets William Blake, William Wordsworth, John Keats, and Percy Bysshe Shelley, and a number of other important figures from the period, including Dorothy Wordsworth, Samuel Taylor Coleridge, Mary Shelly, Mary Wollstonecraft, and other romantic writers. The Romantic Manifesto is used as the organizing principle.

Prerequisites: Two of ENGL 101, 102, 103, 104, 105, and 199, and two 200-level English courses, one to be ENGL 204 or 205

Note: Students with credit for SFU ENGL 324 or 326 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

ENGL 329 UBC ENGL 329

PRINT-BASED 6 UNIV

The Structure of Modern English

This course is a description of English phonetics, phonology, grammar, and vocabulary, and is open to second-year students. This is a course in the linguistic structure of English. It covers the sound-structure of English, both general and Canadian, and the structure of words and sentences, using standard structural description of sounds and morphemes, and a transformational-generative description for sentences. Semantic feature analysis and propositional analysis are the descriptive modes for word and sentence meaning.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

Note: This course is recommended for people intending to teach secondary-school English. This course was formerly numbered ENGL 410. Students with credit for ENGL 410 may not repeat this course for further credit.

Equipment: Audiocassette player and computer with CD-ROM drive are required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 333 SFU ENGL 333

PRINT-BASED 4 UNIV

Studies in the Nineteenth-Century British Novel

This course is the study of selected nineteenth-century novels and may be organized by various critical issues or approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

Note: Students with credit for SFU ENGL 332 or 334 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 340 SFU ENGL 340

WEB-BASED 4 UNIV

Twentieth-Century British Literature to 1945

This course studies selected works of British literature written from 1900 to 1945, and may be organized by various critical issues or approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

ENGL 348 UBC ENGL 348C

PRINT-BASED 6 UNIV

Shakespeare and the Renaissance: Shakespeare

This course examines various aspects of Shakespeare's art. The following twelve plays are studied, eight of them in detail: *Richard II*, *Henry IV, Part One*, *A Midsummer Night's Dream*, *Romeo and Juliet*, *The Merchant of Venice*, *Troilus and Cressida*, *Macbeth*, *Antony and Cleopatra*, *Hamlet*, *King Lear*, *Othello*, and *The Tempest*. The plays are studied with an emphasis on characterization, structure, dramatic language, and theatrical effect. They are appreciated not only as complex literary works that merit close attention but also as skilfully designed theatrical pieces.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: Students with credit for ENGL 312, 425, or 426 may not take this course for further credit.

This course was formerly numbered ENGL 427. Students with credit for ENGL 427 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 354 UBC ENGL 354C

PRINT-BASED 6 UNIV

Milton and the Seventeenth Century: Milton

This course covers the work of John Milton, with special emphasis on *Paradise Lost*, *Paradise Regained*, and *Samson Agonistes*, as well as the minor poems *Nativity Ode*, *L'Allegro*, *Il Penseroso*, *Lycidas*, and *Comus*.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: This course was formerly numbered ENGL 451. Students with credit for ENGL 451 may not repeat this course for further credit.

Equipment: Audiocassette player is required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 358 UBC ENGL 358

PRINT-BASED 3 UNIV

Studies in an Eighteenth-Century Genre: The English Novel

This course examines the beginnings of the realistic novel and its development from Daniel Defoe to Jane Austen.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: This course was formerly numbered ENGL 417. Students with credit for ENGL 417 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

COURSES

ENGL 359 UBC ENGL 359C

PRINT-BASED 6 UNIV

Studies in Romanticism: Romantic Poetry

This course considers the works of Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

Prerequisites: 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221

Equipment: Audiocassette player and VCR are required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 360 SFU ENGL 359

WEB-BASED 4 UNIV

Literature of British Columbia

This course is both a general survey of writing in British Columbia and an in-depth study of specific texts.

To make this introduction to BC writing as inclusive as possible, works include several modes and genres from various geographical regions of the province and from different historical communities. Many of the readings focus on such issues as sexuality, the environment, immigration, and the status of First Nations.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

ENGL 364 UBC ENGL 364A

PRINT-BASED 3 UNIV

Nineteenth-Century Studies: The Victorian Novel

This course covers developments in the novel from Charles Dickens to Thomas Hardy. It is a study of representative novels of the Victorian age with an emphasis on the evolution of the genre and the importance of fiction as social history, and includes works by Charles Dickens, W. M. Thackeray, Wilkie Collins, and George Eliot.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: Students with credit for UBC ENGL 421 may not take this course for further credit. This course was formerly numbered ENGL 423. Students with credit for ENGL 423 may not repeat this course for further credit.

Equipment: Audiocassette player and computer with Internet and email account are required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

ENGL 368 SFU ENGL 368

PRINT-BASED 4 UNIV

Studies in Drama

This course is the literary study of selected dramatic works and may be organized by various eras, issues, or critical approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or SFU ENGL 205

Note: This course was formerly numbered ENGL 460. Students with credit for ENGL 460 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

ENGL 402 UBC ENGL 402D

PRINT-BASED 6 UNIV

Studies in Poetry: Victorian Poetry

This course is an intensive study of Victorian poets, major and minor.

Prerequisites: 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221

Note: This course was formerly numbered ENGL 452. Students with credit for ENGL 452 may not repeat this course for further credit.

Equipment: Audiocassette player is required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

ENGL 424

PRINT-BASED OR WEB-BASED 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 and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 100 and 101, or equivalents

Note: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

ENGL 432

PRINT-BASED OR WEB-BASED 3 UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites: ENGL 100 and 101, or equivalents

Note: Students with credit for UBC ENGL 420 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website. Audiocassette player is recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 435

PRINT-BASED 3 UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

Prerequisites: ENGL 100 and 101, or equivalents

Note: Required coursework includes the viewing of twelve one-hour video programs.

Equipment: VCR is required.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 442

PRINT-BASED OR WEB-BASED 3 UNIV

Modern American Fiction

This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there is a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

Prerequisites: ENGL 100 and 101, or equivalents

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 462 UBC ENGL 462A

PRINT-BASED 3 UNIV

Twentieth-Century British and Irish Studies: The Modern British Novel

This course covers the novel up to the Second World War with a study of seven representative major novels from Joseph Conrad to Virginia Woolf.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: Students with credit for ENGL 424 may not take this course for further credit. This course was formerly numbered ENGL 418. Students with credit for ENGL 418 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

ENGL 470 UBC ENGL 470A

PRINT-BASED 3 UNIV

Canadian Studies: Canadian Literary Genres

This course is an overview of the range and variety of writing in Canada.

Prerequisites: 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

Note: Students with credit for ENGL 432 may not take this course for further credit. This course was formerly numbered ENGL 433. Students with credit for ENGL 433 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

ENGL 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of BCOU's Bachelor of Arts, English major (page 42) and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the BCOU degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

ENST 399

WEB-BASED 3 UNIV

Environmental Studies: Sustainability

This Web seminar course offers special topics in environmental studies for in-depth study. Topics explored are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting Canada's natural resources. Particular emphasis is placed on water, energy, biodiversity, and the attempt to balance the impact of society's activities with the environment's capacity to absorb them. The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.
Prerequisites: 60 credits
Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

EOSC 310 UBC EOSC 310

PRINT-BASED 3 UNIV

The Earth and the Solar System

This course considers the Earth as a planet: its composition, internal dynamics, and surface evolution. Topics include rotation, magnetic field, plate tectonics, earthquakes, volcanoes; the ocean, atmosphere, and biosphere as components of a varying geo-environment.
Prerequisites: 60 credits. No background in science or mathematics is required. This course is not available for credit in the faculties of science or applied science.
Start Date: January. Registration deadline applies. Refer to page 10.
Completion: 8 months

EOSC 314 UBC EOSC 314

PRINT-BASED 3 UNIV

The Ocean Environment

This course is an introduction to the oceans and the processes that have shaped them, their composition and movement, waves, tides, beaches, interactions with the atmosphere, and human exploitation of the non-living resources.
Prerequisites: No background in science or mathematics is required. This course is not open to first-year students. This course, combined with EOSC 315, replaces OCGY 310, and the two courses combined meet the science requirement in the faculties of arts and commerce at UBC. This course is open only to students not registered in the faculties of science or applied science.
Equipment: Audiocassette player is required.
Start Date: September, January, May. Registration deadline applies. Refer to page 10.
Completion: 8 months

EOSC 315 UBC EOSC 315

PRINT-BASED 3 UNIV

The Ocean Ecosystem

This course is an introduction to life in the oceans, its variety and evolution, primary producers and their links to the environment, zooplankton, marine communities, living marine resources, and their role in today's world.
Prerequisites: No background in science or mathematics is required. This course is not open to first-year students. This course, combined with EOSC 314, replaces OCGY 310, and the two courses combined meet the science requirement in the faculties of arts and commerce at UBC.
Equipment: Audiocassette player is required.
Start Date: September, January, May. Registration deadline applies. Refer to page 10.
Completion: 8 months

EOSC 329 UBC EOSC 329

PRINT-BASED 3 UNIV

Groundwater Hydrology

This course introduces the theory of groundwater flow; flow nets; regional groundwater resource evaluation; well hydraulics; role of groundwater in geologic processes.
Prerequisites: 60 credits
Start Date: TBA. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 317 UBC EPSE 317

WEB-BASED 3 UNIV

Development and Exceptionality in the Regular Classroom

This course examines the teacher's role in dealing with major developmental and special educational issues and problems within the regular classroom program, including working with supportive services, parents, and communities.
Prerequisites: 60 credits; UBC EPSE 306 or 313
Corequisites: UBC EPSE 306 or 313
Note: UBC grading for this course is pass/fail.
Equipment: VCR and computer with Internet are required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

EPSE 348 **UBC EPSE 348**
 PRINT-BASED 3 UNIV

Family-Centred Practice for Children with Special Needs

This course examines the needs and problems of families with children with disabilities, the role of the family; the role of the teacher in relation to families; services provided for parents; parents' organizations and support groups. It provides information related to collaborating with families and other team members in early intervention settings. Principles of cultural competence are stressed with special emphasis on the unique strengths and struggles of Canadian First Nations families in British Columbia. The course is intended for infant development consultants and supported child care consultants who work with children with special needs and is appropriate for early education/preschool teachers, pediatric nurses, and rehabilitative therapists with a special interest in the care of young children.
Prerequisites: 60 credits and a survey or introductory course on infant and child development.
Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January, May. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 403 **UBC EPSE 403**
 PRINT-BASED 3 UNIV

Developmental Disabilities

This course considers the education of students with developmental disabilities in inclusive settings.
Prerequisites: 60 credits
Equipment: VCR and computer with email account are required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 406 **UBC EPSE 406**
 WEB-BASED 3 UNIV

Typical and Atypical Development in Infants and Children

This course considers the effects of a range of individual disabilities on growth, development, and learning; principles and practices of early intervention, parent involvement, and parent education. It provides an examination of the typical and atypical developmental processes of the infant from birth to five years. The course is intended for infant development consultants and supported child care consultants who work with children with special needs and is appropriate for early education/preschool teachers, pediatric nurses, and rehabilitative therapists with a special interest in the care of young children.
Prerequisites: 60 credits and a survey or introductory course on infant and child development
Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January, May. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 420 **UBC EPSE 420**
 WEB-BASED 3 UNIV

Assessments of Infants and Young Children with Special Needs

This course considers risk indicators, risk assessment, tools and instruments for informal assessment, interpreting standardized observational skills, and roles as infant development/ supported child care consultants. The course is intended for infant development consultants and supported child care consultants who work with children from birth to three years and is appropriate for early education/preschool teachers, pediatric nurses, and rehabilitative therapists with a special interest in the care of young children.
Prerequisites: 60 credits, EPSE 348, 406

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January, May. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 440 **UBC EPSE 440**
 WEB-BASED 3 UNIV

Supporting Social and Communication Development in Infants and Young Children with Special Needs

This course covers intervention and program planning for communication and language development, social and emotional development, and behavioural support. The course is intended for infant development consultants and supported child care consultants who work with children from birth to three years and is appropriate for early education/preschool teachers, pediatric nurses, and rehabilitative therapists with a special interest in the care of young children.
Prerequisites: 60 credits, EPSE 348, 406, 420
Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

EPSE 441 **UBC EPSE 441**
 WEB-BASED 3 UNIV

Early Intervention for Infants and Young Children with Sensory Loss and Motor Impairments

This course prepares students to develop and implement early intervention strategies for children who have vision and/or hearing loss and motor disorders. The course is intended for infant development consultants and supported child care consultants who work with children from birth to three years and is appropriate for early education/preschool teachers, pediatric nurses, and rehabilitative therapists with a special interest in the care of young children.

COURSES

Prerequisites: 60 credits, EPSE 348, 406, 420
Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.
Start Date: September, January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

FILM 332 UBC FILM 332

WEB-BASED 3 UNIV

Studies in Genre or Period: Irish Cinema and Culture

This course introduces students to the cultural, political, and social context of Irish and Irish-related cinema, with a concentration on the last twenty years. Films discussed include *The Quiet Man*, *Ryan's Daughter*, *Far and Away*, *Michael Collins*, *Angela's Ashes*, *The General*, *My Left Foot*, *Odd Man Out*, *The Crying Game*, *Some Mother's Son*, *Nothing Personal*, *Hidden Agenda*, *In the Name of the Father*, and *Hush-a-Bye Baby*.

Prerequisites: UBC FILM 230, 330, or permission of the instructor
Equipment: VCR to view rented videos (some videos may be available at UBC's Extension Library) and computer with Internet are required. Refer to <det.ubc.ca>.
Start Date: September, January, May. Refer to page 10.
Completion: 13 weeks

FINA 104

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art I

This course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

FINA 105

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art II

This course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Texts: Students can order required texts from Student Services.
Start Date: Continuous registration
Completion: Refer to page 8.

FINA 110

PRINT-BASED OR WEB-BASED 3 UNIV

Colour: An Introduction

This studio course in art, with nine half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Additional common items may be required to complete assignments. Refer to <www.bcou.ca/courses/fina110.html> or contact Student Services.
Equipment: VCR or DVD player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

FINA 120

PRINT-BASED OR WEB-BASED 3 UNIV

Mark and Image

This studio course in art, with ten one-hour video programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).
Equipment: VCR or DVD player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

FINA 130

PRINT-BASED OR WEB-BASED 3 UNIV

Material and Form

This studio course in art, with ten one-hour video programs, is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fibre, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.

Equipment: VCR or DVD player and camera or video recorder are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

FINA 147 SFU FPA 147

WEB-BASED 3 UNIV

Introduction to Electroacoustic Music

This course is an introduction to the history, social context, theory, and practice of electroacoustic music. It introduces topics in acoustics and sound, digital representation of sound and audio, the historical and social context for the development of electroacoustic music, sound design, electroacoustic instruments, computer music, current trends and standards, and electroacoustic composition. Students have the opportunity to explore contextual and theoretical concepts within a practical situation on their computer.

Prerequisites: Permission of the course supervisor

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

FINA 399

WEB-BASED 3 UNIV

Cultural Theory and Images

This Web-based seminar course explores the ideas of major cultural theorists as they apply to images. The course is concerned with the ways different theories of culture inform the processes and practices of visual production, circulation, and reception. Its major focus is on theorists whose work has direct relevance to the analysis and interpretation of visual expression and visual experience. Students read and discuss key texts by thinkers Gramsci, Althusser, Foucault, Williams, Hall, and Said to understand how their ideas are used to interpret visual culture. Their work on the intersection/interaction of power and meaning has influenced much current research on representation, and the course is intended to foster critical engagement and healthy skepticism. Learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web. This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. The course is suitable for students completing degrees in such disciplines as science, engineering, humanities, fine arts, social science, education, business, and general studies.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

FNHE 200

WEB-BASED

UBC FNH 200

3 UNIV

Exploring Our Food

This course considers the transformation of animal and plant materials into food products; chemical and physical properties of our food; issues of safety, nutritive value, and consumer acceptability of food; government regulations in relation to food quality, safety, and food additives.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: September. Registration deadline date applies. Refer to page 10.

Completion: 13 weeks

FNHE 250

WEB-BASED

UBC FNH 250

3 UNIV

Nutrition: Concepts and Controversies

This course explores fundamental concepts and principles of nutrition applied to current issues. The focus is on human nutrition, but some cross-species comparisons are made. The course uses a problem-based learning format where students work in groups of five to seven in online discussions facilitated by a tutor to address a series of nutrition problems or cases. Through progressive disclosure of information, each case is structured to allow all students to share what they already know about the topic and identify the additional knowledge to solve the problem. Students research the learning issues individually, sharing what they have learned, and work together to solve the problem.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to <det.ubc.ca>.

COURSES

Start Date: September, January.
Registration deadline date applies.
Refer to page 10.

Completion: 4 months September start date; 6 months January start date

FNHE 454 **UBC FNH 454**

PRINT-BASED 3 UNIV

Fish Nutrition

In this course, topics include the physiology of digestion and excretion, nutrient requirements, sources of nutrients, diet formulation, feeding management.

Prerequisites: UBC ANSC 322 or equivalent or permission of the instructor

Start Date: September. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

FNST 030

PRINT-BASED PREP

First Nations Studies I

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines issues facing First Nations communities. It explores the particular strengths of First Nations communities and significant contributions to the world by the aboriginal peoples of the Americas. Traditional cultures and aboriginal rights and the law are also studied.

Prerequisites: ENGL 028 or English 11 or equivalent skills

Equipment: Audiocassette player and VCR are required.

Start Date: Continuous registration
Completion: Refer to page 8.

FNST 040

PRINT-BASED PREP

First Nations Studies II

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines various issues facing BC First Nations, including land claims and the right to self-determination. It enables students to evaluate events in the context of history, geography, and politics and encourages a balanced and systematic approach to forming opinions.

Prerequisites: ENGL 028 or English 11 or equivalent skills

Equipment: VCR is required.

Start Date: Continuous registration
Completion: Refer to page 8.

FNST 101 **SFU FNST 101**

PRINT-BASED 3 UNIV

The Cultures, Languages, and Origins of Canada's First Peoples

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Audiocassette player is required.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

FNST 201 **SFU FNST 201**

PRINT-BASED 3 UNIV

Canadian Aboriginal Peoples' Perspectives on History

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European people. It also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites/Corequisites: FNST 101

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

FOPR 361 **UBC FOPR 262**

WEB-BASED 3 UNIV

Forest Operations I

This mainly Web-based course provides an introduction to harvesting system design, forest operations as an integral component of silvicultural systems, elementary road design and location, and planning forest operations to meet integrated resource objectives. Students should have a basic knowledge of forest measurements and surveys and be familiar with the equipment used in the field and office. Students engage in online discussions and complete a series of self-supervised, practical field exercises.

Prerequisites: UBC FRST 239
Note: Exemption may be granted to students with another course in basic surveying if good practical knowledge can be demonstrated. Students should contact <dbendick@interchange.ubc.ca>.

Equipment: VCR and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: September. Registration deadline date applies. Refer to page 10.

Completion: 10 months

COURSES

FOPR 362

UBC FOPR 362

WEB-BASED

3 UNIV

Forest Operations II

This course provides a detailed analysis of the engineering, economic, environmental, and aesthetic factors influencing forest operations planning. The course equips students with the skills required for the planning and selection of harvesting methods and equipment within the context of integrated resource management, as well as to develop independent thinking and an understanding of professional expectations in the field.

Prerequisites: FOPR 361

Note: Technical school graduates in forest resources are exempt from this course for both the B.S.F. degree and the professional program.

Equipment: VCR and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: September, May.
Registration deadline date applies. Refer to page 10.

Completion: 8 months

FREN 020

PRINT-BASED OR WEB-BASED

PREP

French I

This basic introductory course emphasizes spoken French through the use of videos, audiocassettes, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills and is helpful as a prerequisite to FREN 100.

Prerequisites: None. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: VCR and audiocassette player are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

FREN 021

PRINT-BASED OR WEB-BASED

PREP

French II

This is the companion course to FRENCH 020. It is a basic introductory course that emphasizes spoken French through the use of videos, audiocassettes, phone conversations with the tutor, and visual illustrations. The course is useful for developing or refreshing basic French skills and serves as a prerequisite for FREN 100.

Prerequisites: FREN 020. Grade 10 or equivalent is assumed.

Equipment: VCR and audiocassette player are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

FREN 100

PRINT-BASED OR WEB-BASED

3 UNIV

Introduction to French I

Based on the highly praised multimedia program *French in Action*, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by phone.

Prerequisites: French 10 or equivalent

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: Audiocassette player, phone, and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

FREN 101

PRINT-BASED

3 UNIV

Introduction to French II

This course is a continuation of the work of FREN 100 and is based on the highly praised multimedia program *French in Action*. The course enables students to increase their speaking and writing abilities in a range of everyday situations. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

Additional materials highlight French in the Canadian context. Several assignments are completed by phone.

Prerequisites: FREN 100 or equivalent

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: Audiocassette player, phone, and VCR are required.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

FREN 301 **SFU FREN 301**
WEB-BASED 3 UNIV

Advanced French Composition I

This course emphasizes the written command of French and includes a detailed study of syntax.

Prerequisites: SFU FREN 206 or 222, or SFU FREN 202, 221 with grade of A

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

FREN 400 **UBC FREN 400**
PRINT-BASED 6 UNIV

A Survey of French Literature in Translation

For this course, students read French literature in English—plays, poetry, and novels—from the Middle Ages to the twentieth century. In their assignments, students are encouraged to draw on their backgrounds in other disciplines.

Prerequisites: 60 credits, including 6 credits of first-year university English or equivalent

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

FRST 202 **UBC FRST 202**
WEB-BASED 3 UNIV

Forest Ecology

This course examines the form and functioning of forest ecosystems and the interaction of organisms with their physical and biotic environment. It also provides an introduction to the ecosystem concept, energy biomass and nutrient recycling, the physical environment, population and community ecology, succession, the biogeoclimatic classification of BC, and some coastal forest ecosystems. Material covered in the course constitutes the ecological basis for silviculture and forest management.

Corequisites: One of UBC FRST 111, 202, and one of SOIL 200, UBC SOIL 300

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September. Registration deadline applies. Refer to page 10.

Completion: 6 months

FRST 231 **UBC FRST 231**
PRINT-BASED 3 UNIV

Introduction to Biometrics

This course examines the basic theories of probability and statistics. Topics include sampling distribution; methods of estimation and hypothesis testing; goodness of fit and tests for independence; analysis of variance, regression, and correlation.

Corequisites: UBC MATH 100, 111, or 140, or equivalent

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 8 months

FRST 308 **UBC FRST 308**
WEB-BASED 2 UNIV

Forest Entomology

Students are required to attend a two-day field lab in May or June (lab fee is payable with lab application).

This course is an introduction to insects that cause damage to forests and forest products; how insects live; life cycles and attack symptoms of representatives of major groups of insects; principles for control and management.

Prerequisites: Students should have a basic understanding of Linnaean taxonomy and be able to identify tree species from cones, wood, bark, or foliage samples.

Note: This course was formerly numbered FRST 408. Students with credit for FRST 408 may not repeat this course for further credit.

Equipment: Phone for teleconference, VCR, and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: This course is offered only once a year, starting in September. Registration deadline applies. Refer to page 10.

Completion: 8 months

FRST 309 **UBC FRST 309**
PRINT-BASED 2 UNIV

Forest Pathology

Students are required to attend a two-day field lab, date TBA (lab fee is payable with lab application).

This course examines the biology and management of forest tree diseases.

Prerequisites: FRST 202 and 203 or UBC FRST 204 or permission of the instructor

Start Date: This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 10.

Completion: 8 months

FRST 319 **UBC FRST 319**
WEB-BASED 3 UNIV

Principles of Forestry Economics

This course is an introduction to the economics of production, distribution, and consumption of goods and services produced by, and dependent on, the forest resource. The emphasis of this audio-tutorial course is on forest land management. While much of the course is devoted to the economics of timber production, some time is also spent on the economics of the non-timber products of forest land.

Prerequisites: UBC ECON 100, or BCOU ECON 200 and 201 or permission of the instructor

Note: This course was formerly numbered FRST 419. Students with credit for FRST 419 may not repeat this course for further credit.

Equipment: Audiocassette player and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

COURSES

FRST 421 **UBC FRST 421**
 PRINT-BASED 3 UNIV

Integrated Resources Management I
Students are required to attend a lab at UBC, date TBA (lab fee is payable with lab application).

This course is an introduction to the quantitative tools necessary in forest management.

Prerequisites: FRST 238 and UBC FRST 332

Corequisites: FRST 319 or FOPR 260

Start Date: This course is offered only once a year, starting in September. Registration deadline applies. Refer to page 10.

Completion: 8 months

FRST 447 **UBC FRST 449A**
 PRINT-BASED 1 UNIV

Directed Studies in Forestry: Wood Uses

This course considers the manufacture of lumber, pulp, and composite wood products.

Prerequisites: FRST 111 or permission of the instructor

Note: This course is one-half of WOOD 475 but omits wood properties and identification.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

FRST 448 **UBC FRST 449B**
 PRINT-BASED 2 UNIV

Directed Studies in Forestry: Wood Properties and Identification

This course examines elementary chemical, physical, and mechanical properties of wood and their variations in relation to structure; identification by hand lens features.

Prerequisites: FRST 111 or permission of the instructor

Note: This course is one-half of WOOD 475 but omits the uses of wood and the manufacture of wood products.

Equipment: VCR is required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 6 months

GEOG 030 PREP
 PRINT-BASED

Physical and Human Geography

This provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

Prerequisites: SOST 024 or 028 or equivalent is recommended.

Equipment: Audiocassette player is required.

Start Date: Continuous registration

Completion: Refer to page 8.

GEOG 110 4 UNIV
 PRINT-BASED OR WEB-BASED

Introduction to Physical Geography

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle, and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated.

The second part of the course covers the cycling of water and other Earth resources within the living zone—the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

GEOG 200

PRINT-BASED OR WEB-BASED 3 UNIV

Regional Geography of Canada

This course examines the physical, human, and economic geography of Canada in a regional context.

It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

GEOG 230

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

GEOG 270

PRINT-BASED OR WEB-BASED 3 UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to enable students to explore the character of BC's diverse physical and human landscapes. Students focus particularly on geographic patterns and on the interaction of physiography, climate, settlement and resettlement, resource utilization, and economic activity, and also examine how the province itself fits into a variety of regions (including Canada, the Pacific Northwest, and the Pacific Rim).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

GEOG 350 UBC GEOG 350

WEB-BASED 3 UNIV

Introduction to Urban Geography

This interdisciplinary course focuses on the growth and development of Canadian cities, viewed from different spatial perspectives and disciplines. At the national scale students study the Canadian urban system; at the regional scale citywide processes; and at the local scale the dynamics of urban development and the resultant internal geography of cities. The different disciplines contributing to this study of urban development are geography, economics, urban planning, sociology, and political science.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and email account is required. Refer to <det.ubc.ca>.

Start Date: September, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

GEOG 399

WEB-BASED 3 UNIV

Global Climate Change and Regional Impacts

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of various perspectives on the issues. Students study how natural processes and human activities alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop knowledge of systems of energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activities within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

GEOG 469 **SFU GEOG 469**

PRINT-BASED` 4 UNIV

The Canadian North and Middle North

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

Prerequisites: Minimum 60 credits, including 8 hours of upper-level geography courses

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

GEOG 489 **SFU GEOG 489**

PRINT-BASED 4 UNIV

Selected Topics: World Soils

This course is an examination of the world's soil resources based upon Earth sciences such as meteorology, oceanography, geomorphology, and geology, and of the complex interactions between productivity, technical development, and population pressure.

Prerequisites: 75 credits, GEOG 111, and 30 credits in geography

Note: Students with credit for GEOG 317 may not take this course for further credit.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

GEOL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Earth Science

This is a one-semester non-lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 101 and 120 are excluded combinations.

Equipment: VCR is required.

Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

GEOL 120

PRINT-BASED OR WEB-BASED 4 UNIV

Introduction to Earth Science

This is a one-semester lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 111 is an excluded combination.

Equipment: The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home. TV and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

GERM 104 **SFU GERM 104**

WEB-BASED 3 UNIV

German for Reading Knowledge I

This is an introductory course that covers reading strategies, grammar for reading purposes, learning resources, and basic vocabulary. It offers a multimedia introduction to reading skills in German leading to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g., in a multimedia lab or on a home computer). The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Prior knowledge of German is not required. Students with prior knowledge of German should contact SFU's Language Training Institute before proceeding with this course.

Note: Students with credit for SFU GERM 102 or higher may not take this course for further credit.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

GERO 300 **SFU GERO 300**

WEB-BASED 3 UNIV

Introduction to Gerontology

This course examines the aging process from a multidisciplinary perspective. It deals with physical and health factors in aging, psychological aspects of behaviour in later life, economic and vocational factors in aging, family and community relations of older people, social policy, and the politics of aging. Throughout the course, emphasis is placed on normal aging.

Prerequisites: 60 credits

COURSES

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

GERO 301 **SFU GERO 301**

WEB-BASED 3 UNIV

Research Methods in Gerontology

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

Prerequisites: 60 credits.

GERO 300, SFU STAT 203

(formerly STAT 103), or

equivalent is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

GERO 404 **SFU GERO 404**

PRINT-BASED 3 UNIV

Health and Illness in Later Life

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

Prerequisites: 60 credits and GERO 300

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks

GERO 406 **SFU GERO 406**

WEB-BASED 3 UNIV

Death and Dying

This course focuses on providing students with an in-depth understanding of the process of dying. By examining their own personal response to death as well as society's reaction and responsibilities toward dying, students gain new insights in caring for the dying person.

Prerequisites: 60 credits.

GERO 300 is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

GERO 407 **SFU GERO 407**

PRINT-BASED 3 UNIV

Nutrition and Aging

This course combines seminars and lectures in the examination of specific nutritional conditions and concerns of the aging population. It does so by exploring the

nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors that influence food choice and ultimately nutritional status in aging.

Prerequisites: 60 credits.

GERO 300 is recommended.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

GERO 408 **SFU GERO 408**

PRINT-BASED 4 UNIV

Families and Aging

This course entails a comprehensive interdisciplinary study of families and aging. In addition to providing an overview of theory and research on this topic, this course critically examines a variety of substantive issues, including families in mid-life, sibling relationships, divorce and remarriage, dating in later life, care giving, poverty, elder abuse, and policy development.

Prerequisites: 60 credits.

GERO 300 is recommended.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

GEST 486 **UVIC HA 486**

WEB-BASED 6 UNIV

Museum Principles and Practices

This comprehensive introduction to the museum field uses innovative print and Web-based materials to explore the changing roles and functions of museums in society. Topics include past, present, and future contexts for museum practice; the purpose of museums in service to communities; the archival areas of museum work, including collections, exhibitions, conservation programming and management, and their interrelationships; strengthening professional networks.

Prerequisites: Permission of UVic's Cultural Resource Management program

Note: Students should work in or have access to a local museum, gallery, historic site, or related institution.

Equipment: Computer with Internet is required. Refer to <www.uvcs.uvic.ca/crmp/courses/ha486.cfm>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 7 months

COURSES

GEST 487

UVIC HA 487

WEB-BASED

6 UNIV

Principles and Practices in Heritage Conservation

This survey of the conservation of the built environment provides an understanding of the philosophical and historical context, the legal and ethical frameworks, technical, planning, and organizational considerations that shape professional practice. Using print and Web-based materials, this course explores sustainable approaches to conservation that consider the value of heritage resources as well as community needs, economic and tourism priorities, and long-term presentation goals.

Prerequisites: Permission of UVic's Cultural Resource Management program

Note: Students should work in or have access to a local historic site, project, or area.

Equipment: Computer with Internet is required. Refer to <www.uvcs.uvic.ca/crmp/courses/ha487.cfm>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 7 months

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

HEAL 310

PRINT-BASED

3 UNIV

Client-Centred Care Management I

This course is intended for professionals working in the health system, and/or upper-level students in degree programs leading to employment in health, who wish to develop their knowledge and skills in client-centred care management. The course deals with the theory of client-centred care management and the roles of care managers in the emerging health system.

Prerequisites: Appropriate professional credential; 60 university credits or equivalent; completion of social science courses (minimum 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (pages 82–84) should have completed the majority of the courses required for the degree before taking this course. Course registration for professional development (without admission to a BCOU program) is permitted with approval of the program coordinator.

Note: Participation in teleconferences is mandatory. Teleconferences may not be scheduled at times convenient for students residing outside BC.

Equipment: Phone for teleconference and VCR are required.

Start Date: Refer to the BCOU Website or contact Student Services.

Completion: Maximum 30 weeks. Conferences, readings, and assignments are structured on a 20-week schedule. Course extensions are not granted.

HEAL 401

WEB-BASED

3 UNIV

Health Policy

This seminar-style course explores health policy in Canada from a range of perspectives. Students use current resources, knowledge of the Canadian health care system, and policy analysis models and skills in order to analyze a range of Canadian health policies. By achieving the course outcomes, students are better prepared to analyze policies in ways that help them to succeed as health care professionals and ongoing students of health policy.

Prerequisites: Appropriate professional credential; 60 university credits or equivalent; completion of social science courses (minimum 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (pages 82–84) should have completed the majority of the courses required for the degree before taking this course. Course registration for professional development (without admission to a BCOU program) is permitted with approval of the program coordinator.

Note: Participation in Web conferences is mandatory. Web conferences may not be scheduled at times convenient for students residing outside BC.

Equipment: VCR and computer with Internet are required. Refer to page 88 or the BCOU Website.

Start Date: Refer to the BCOU Website or contact Student Services. Students are required to complete the "Orientation to HEAL" prior to starting the course and are given Web access to the orientation two weeks prior to the course start date.

Completion: Maximum 30 weeks, though seminar timetable requires that most of the coursework occurs within approximately 15 weeks. Course extensions are not granted.

COURSES

HEAL 402

WEB-BASED 3 UNIV

Issues in Health Care

This seminar-style course explores current issues in health, health care, and the Canadian health care system from a range of perspectives. Students develop critical thinking skills and knowledge of the Canadian health care system and use current resources to investigate, analyze, discuss, and evaluate relevant issues.

Prerequisites: Appropriate professional credential; 60 university credits or equivalent; completion of social science courses (minimum 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (pages 82–84) should have completed the majority of the courses required for the degree before taking this course. Course registration for professional development (without admission to a BCOU program) is permitted with approval of the program coordinator.

Note: Participation in Web conferences is mandatory. Web conferences may not be scheduled at times convenient for students residing outside BC.

Equipment: VCR and computer with Internet are required. Refer to page 88 or the BCOU Website.

Start Date: Refer to the BCOU Website or contact Student Services. Students are required to complete the "Orientation to HEAL" prior to starting the course and are given Web access to the orientation two weeks prior to the course start date.

Completion: Maximum 30 weeks, though seminar timetable requires that most of the coursework occurs within approximately 15 weeks. Course extensions are not granted.

HIST 120

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian History to 1867

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Audiocassette player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

HIST 121

PRINT-BASED OR WEB-BASED 3 UNIV

Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course 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 two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

Equipment: Audiocassette player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

HIST 150

WEB-BASED

UBC HIST 150

6 UNIV

World History Since 1500

This course traces demographic, ecological, economic, and intellectual links between Africa, America, Asia, Europe, and Oceania by first considering the world before 1500 and then tracing these themes through the centuries to the present day. The course relies on a recently developed scholarship that accepts such a perspective as viable and that is evidenced by the establishment of new journals and a proliferation of texts devoted to global history. With its emphasis on mixing and mingling of peoples and related exchanges of ideas, tools, flora, and fauna, the course provides a holistic view of world development. For example, by characterizing the frontier as a zone of interaction rather than as a boundary, the course explores the processes through which assimilation, integration, and segregation occur. That exploration as well as that of the development of civilization stresses a comparative approach.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

COURSES

HIST 225

PRINT-BASED 3 UNIV

History of British Columbia

This course surveys the two centuries since Europeans first arrived in BC. The fifteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts. It is mandatory for students to view the videos in this course.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

HIST 241

PRINT-BASED 3 UNIV

Modern European History: 1450–1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

Start Date: Continuous registration

Completion: Refer to page 8.

HIST 303

PRINT-BASED 6 UNIV

History of the Canadian West

This course examines selected topics in the history of the Canadian West, with an emphasis on the prairie West: the Indians and the fur trade, Louis Riel, prairie settlement, and Western social and political protest.

Prerequisites: 60 credits

Note: This course was formerly numbered HIST 425. Students with credit for HIST 425 may not repeat this course for further credit.

Equipment: VCR is required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

HIST 329

PRINT-BASED 6 UNIV

Canadian Social History

This course examines Canadian social history from the early 1600s to the 1970s, exploring the social and economic processes that brought Canadians together and structured relations among them through time. Such topics as frontier settlement, rural life, religion, social and institutional structures, immigration and ethnicity, social movements, ideology, family life and life cycle, demographic change, labour industrialization, and urbanization are examined. In addition, the concepts of gender, class, and race/ethnicity are used extensively to assess the impact of immigration, industrialization, and urbanization on the development of Canadian society. The course uses extensive audio and visual sources to highlight selected topics.

Prerequisites: 60 credits

Equipment: VCR is required.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

UBC HIST 303

HIST 334

PRINT-BASED 4 UNIV

World War II

This course introduces the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.

Prerequisites: 45 credits, including 9 lower-level history credits. SFU HIST 225 is recommended.

Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

HIST 335

PRINT-BASED 6 UNIV

Gender, Politics, and Culture in Modern Europe

This course considers the relationships between changing gender roles and other historical processes—from the French and Industrial Revolutions to imperialism, nationalism, and the rise of consumer cultures—in Europe from the eighteenth century to the present.

Prerequisites: 60 credits

Equipment: Audiocassette player is required.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 11 months

SFU HIST 338

COURSES

HIST 336 SFU HIST 339

PRINT-BASED 4 UNIV

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the “Westminster Model” of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 45 credits, including 9 lower-level history credits.

SFU HIST 225 is recommended.

Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

HIST 339 UBC HIST 338

PRINT-BASED 6 UNIV

The United States in the Twentieth Century

This course examines American history from the First World War. While foreign affairs are treated in some depth, the course focuses primarily on the domestic scene. Economic developments, the current of ideas, and social and political change receive special attention.

Prerequisites: 60 credits

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 11 months

HIST 351 UBC HIST 351

PRINT-BASED 3 UNIV

Family and Community in Latin America

This course considers the role of family and community from the colonial period to the present. The course assesses how the emergence of the nation state affected community and family structures.

Prerequisites: 60 credits

Start Date: September, January, May. Registration deadline applies.

Refer to page 10.

Completion: 8 months

HIST 432 UBC HIST 432

PRINT-BASED 6 UNIV

International Relations of the Great Powers in the Twentieth Century

This course examines the international relations of the great powers from the First World War to the end of the Cold War.

Prerequisites: 60 credits

Equipment: VCR is required.

Start Date: September, January, May. Registration deadline applies.

Refer to page 10.

Completion: 11 months

HIST 444 UBC HIST 444

WEB-BASED 3 UNIV

Slave Societies in America

This course is a comparative analysis of the institution of chattel slavery, its growth, its effects on slaves and masters, its relation to the larger society, and the causes of its decline in the various cultures of the Americas.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

HIST 480 UBC HIST 480

PRINT-BASED 6 UNIV

Social History of Modern China

This course explores the changes and continuities in Chinese society and culture from the late imperial period to the present. Topics include rural and urban life, social stratification, social movements and ideology, family and community, popular beliefs, and cultural values.

Prerequisites: 60 credits

Equipment: Computer with email account is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies.

Refer to page 10.

Completion: 8 months

HIST 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of BCOU’s Bachelor of Arts, history major (page 43) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the BCOU degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

HOME 143

PRINT-BASED 0.5 COL

Nutrition for Home Support

This course enables students to understand nutrition principles, shop more efficiently for nutritious food, assist clients with eating difficulties, and prepare food and meals for clients on specific diets.

Prerequisites: None. Provincial Grade 10 or equivalent is assumed.

Note: Students with credit for the courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

HOME 144

PRINT-BASED 1 COL

Work Role and Home Safety, Management

This course identifies essential components of responsible and accountable behaviour in the home support attendant role within the context of the community care system. Students learn how to prevent the spread of infection and apply correct principles and practices when assisting with specific home safety, maintenance, and cleaning tasks.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75).

Contact Student Services for the program admission package.

Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: Students with credit for courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.

Start Date: Continuous registration

Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.

HOME 150

PRINT-BASED 1.5 COL

Health: Lifestyle and Choices

This course provides an introduction to a holistic concept of health and the components of a health-enhancing lifestyle. Students examine the interrelatedness of the five dimensions of health: physical, emotional, social, intellectual, and spiritual.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), HOME 143, 144. Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 114.

Start Date: Continuous registration

Completion: Refer to page 8.

HOME 160

PRINT-BASED 1.5 COL

Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Students explore basic communication concepts and applied skills that contribute to effective, caring interpersonal relationships.

Prerequisites: None. Provincial Grade 10 or equivalent is assumed.

Note: This course was formerly numbered HOME 112. Students with credit for SSWP 109 or 110 may not take HOME 160 for further credit.

Equipment: Audiocassette and access to audiocassette recording equipment are required.

Start Date: Continuous registration

Completion: Refer to page 8.

HOME 170

PRINT-BASED 3 COL

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a knowledge base in preparation for practice. Students study the human body in health and illness, with an emphasis on common changes related to aging. Students are introduced to the concepts of basic needs, human development, and loss.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160.

Contact Student Services for the program admission package.

Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.

Start Date: Continuous registration

Completion: Refer to page 8.

HOME 179

IN PERSON 1.5 COL

Practicum

This practical course is designed to explore the roles and responsibilities of a home support attendant and to provide 60 hours of experience as a Level I home support attendant under the guidance of a home support agency mentor and supervisor. Students are required to complete several written assignments for this course.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170.

Contact Student Services for the program admission package.

Note: This course was formerly numbered HOME 120.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

HOME 181

PRINT-BASED 2 COL

Personal Care Skills

This course describes the basic personal care skills needed to provide care in accordance with the BC Personal Assistant Guidelines. Students examine the rationale underlying specific skills and practice.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170. Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 115.

Start Date: Continuous registration
Completion: Refer to page 8.

HOME 187

IN PERSON 1 COL

Personal Care Skills Lab

This practical course allows students to develop and demonstrate the skills learned in HOME 181. Labs of four days' duration are required.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), pass grade in all other courses in the program and the HOME 181 examination, or approval of the tutor and the program coordinator. (This course was formerly part of HOME 180.)

Note: This course may be offered at limited times and locations, and enrolment may be limited. Travel and accommodation expenses to attend are the responsibility of the student. Students are required to bring personal items to labs. Details are provided by the program area.

Start Date: TBA

Completion: Refer to page 8.

HOME 190

PRINT-BASED 1.5 COL

Special Needs

This course provides students with an introduction to the basic concepts and approaches involved in the care of clients who are experiencing changes in mental functioning, with a particular emphasis on Alzheimer's disease. This course also explores the role of the home support attendant in challenging family situations.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), all other courses in the program, excluding the practicum, and permission of the program coordinator. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 116.

Start Date: Continuous registration
Completion: Refer to page 8.

HOME 198

PRINT-BASED 3 COL

Combined Practicum/ Preceptorship PLAR

This PLAR (prior learning assessment and recognition) opportunity is for students who have had recent, extensive experience in the home support field to demonstrate that they already possess the skills and knowledge for HOME 179 and HOME 199. A guide and workbook are provided to assist students to create a portfolio to demonstrate their acquired knowledge and skills.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), all other courses in the program, and permission of the program coordinator

Start Date: Continuous registration
Completion: 20 weeks. Refer to page 8.

HOME 199

IN PERSON 1.5 COL

Preceptorship

This final course focuses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Attendant Certificate program through selected, supervised clinical experiences in a long-term care facility and in a home support agency, 75 hours and 50 hours respectively. Students are required to complete several written assignments for this course.

Prerequisites: Admission to BCOU's Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170, 179, 181, 187, 190

Note: This course may be offered at limited times and locations, and enrolment may be limited. Travel and accommodation expenses to attend are the responsibility of the student. Once arranged, attendance is mandatory. This course was formerly numbered HOME 130.

PLAR Note: For those students who have had recent, extensive experience in the home support field (at Level II in the previous five years), PLAR (prior learning assessment and recognition) is an opportunity to demonstrate that they already possess the course skills and knowledge. A guide and workbook are provided to assist students to create a portfolio to demonstrate their acquired knowledge and skills. Permission of the program coordinator is required for PLAR. Experienced students may also be eligible to complete a modified version of this course.

Start Date: Continuous registration
Completion: 30 weeks (PLAR 18 weeks). Refer to page 8.

COURSES

HSDA 425 **UVIC HSD 425**
WEB-BASED 3 UNIV

Qualitative and Quantitative Analysis

This course provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data. Students engage in the process of qualitative analysis through examining qualitative data, data coding, and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis is examined, using a computer-based system.

Prerequisites: Second-year university standing or college diploma or permission of the instructor

Equipment: Computer with Internet and CD-ROM drive is required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

HSDA 462 **UVIC HSD 462**
WEB-BASED 3 UNIV

Perspectives on Substance Use

This is an introductory course on substance use and its impacts, particularly in relation to working with children and families. Students are expected to understand and critically reflect on a range of perspectives and the practice responses that flow from these perspectives. There is a particular emphasis on exploring the historical, social, and political contexts of substance use among Aboriginal peoples, women, and youth. The course also addresses the impacts of substance use on children, families, and communities, and the issues of pregnancy and parenting. Students are expected to use critical reflection to articulate their own perspective on substance use.

Prerequisites: Second-year university standing or college diploma or permission of the instructor

Note: Students with credit for UVIC CYC 369 or UVIC SOCW 479 may not take this course for further credit.

Equipment: VCR and computer with Internet are required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

HSDA 463 **UVIC HSD 463**
WEB-BASED 3 UNIV

Approaches to Substance Use: Prevention and Treatment

This course examines current approaches to working with substance use at the individual, family, and community levels. The intended outcomes and goals of treatment and prevention are explored. Differing models of change as well as Aboriginal approaches to healing and gender-specific approaches to treatment and prevention are studied. Students are asked to critically reflect on the social and political context of various responses to substance use.

Prerequisites: HSDA 462, UVIC CYC 369, or UVIC SOCW 479, or equivalent course with permission of the instructor

Note: Students with credit for UVIC CYC 368 make not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

HSDA 464 **UVIC HSD 464**
WEB-BASED 3 UNIV

Introduction to Disability Studies

This course is required for students enrolled in the child welfare specialization and focuses on issues affecting people with disabilities. Current issues in human rights, ethics, and attitudes about disability are examined within a framework of human rights, citizenship, and inclusion. The course highlights the skills and knowledge required for anti-ableist practice and includes a critical analysis of theory, policy, and practice. Various approaches to the planning and delivery of services are examined with an emphasis on those approaches that facilitate consumer choice and decision making.

Prerequisites: Second-year university standing or college diploma or permission of the instructor

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

HSDA 465 **UVIC HSD 465**
WEB-BASED 3 UNIV

Interdisciplinary Practice with Children and Families

This course provides opportunities for applying the skills, knowledge, and beliefs essential for effective interdisciplinary practice with children and families. The course explores the rationale for and a critical analysis of interdisciplinary practice. The contributions of different disciplines to addressing issues in child and family work are featured.

Prerequisites: Second-year university standing or college diploma or permission of the instructor

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/cyc/>.

Start Date: Varies. Registration deadline applies. Refer to page 11.
Completion: 13 weeks

COURSES

HUMN 102

SFU HUM 102

WEB-BASED

3 UNIV

Classical Mythology

This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

HUMN 230

SFU HUM 230

WEB-BASED

3 UNIV

Introduction to Religious Studies

This course is an examination of religion as expressed in the religious and humanistic traditions available through the investigation of primary textual sources. A critical and appreciative approach to religious phenomena is emphasized through the theological, literary, historical, philosophical, and behavioural backgrounds that influence the understanding of religion.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

HUMN 301

PRINT-BASED OR WEB-BASED 3 UNIV

Science and Society

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time and how these changes have impacted our world. The discussion addresses issues such as societal attitudes to science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How has science changed over time? How does—and how should—society use science?

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. University-level studies in history, science, or social sciences are recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

HUMN 399

WEB-BASED

3 UNIV

Issues in Science and Society

This course examines the effect of science in society through the use of sample readings and Websites and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does—and how should—society use science? This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

INFO 101

WEB-BASED 3 UNIV

Understanding Information Literacy

This course concerns information literacy. In online discussions, students consider the world of publishing in both traditional and new electronic forms and define the Internet and the Web in terms of information literacy. Students also define and select sources of information and the utility of search engines for the evaluation of information. Plagiarism and the use of citations and library catalogues are covered in the course, along with new methods of information retrieval and sharing.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

KINE 105 SFU KIN 105

WEB-BASED 3 UNIV

Fundamentals of Human Structure and Function

This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune, and reproductive systems.

Prerequisites: Grade 11 biology, chemistry, physics

Note: Kinesiology majors and honours students may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 110 SFU KIN 110

WEB-BASED 3 UNIV

Human Nutrition: Current Issues

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 111 SFU KIN 111

WEB-BASED 3 UNIV

Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 chemistry is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 140 SFU KIN 140

PRINT-BASED 3 UNIV

Contemporary Health Issues

This course explores health from a holistic perspective, in which health is viewed as physical, psychological, and social well-being. It considers genetics, environment, personal health behaviours (such as diet, exercise, stress management, and drug use), socioeconomic status, health care delivery systems, and aging, with the intent to improve students' abilities to evaluate health information.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 142 SFU KIN 142

PRINT-BASED 3 UNIV

Introduction to Kinesiology

This course examines the basic procedures for the assessment of the status and performance of the individual according to the principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 biology, chemistry, physics are recommended.

Equipment: VCR is required.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

KINE 143 SFU KIN 143

WEB-BASED 3 UNIV

Exercise Management

This course introduces students to the fields of exercise management and exercise physiology. The importance of individual variation and personal exercise prescription is emphasized. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. Medical clearance from the student's personal physician is recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 212 SFU KIN 212

WEB-BASED 3 UNIV

Food and Society

This course deals with the cultural, social, agricultural, and economic factors that influence food selection and nutrition. Students explore traditional diets of various ethnic groups and diet modifications as immigrants adjust to life in a new country or to an urban setting. The course also examines domestic and global food security, hunger in the developing and developed world, and sustainable methods of meeting the increasing world food demand.

Prerequisites: KINE 110

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 310 SFU KIN 310

PRINT-BASED 3 UNIV

Exercise/Work Physiology

This course is the study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular, and metabolic adaptations are studied and discussed in detail.

Prerequisites: SFU KIN 205. SFU KIN 201 and 207 are recommended.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 311 SFU KIN 311

WEB-BASED 3 UNIV

Applied Human Nutrition

In this course, the principles of nutritional biochemistry are applied to nutrition in life cycle—pregnancy, lactation, infancy, childhood, adolescence, and aging. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context and features sources of help on Canadian practice, standards, and regulations.

Prerequisites: KINE 105 (or SFU KIN 205) and 110. Students with credit for SFU KIN 220 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

KINE 312 SFU KIN 312

WEB-BASED 3 UNIV

Nutrition for Fitness and Sport

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks, and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small-group projects investigating specific nutrition issues and products.

Prerequisites: KINE 105 (or SFU KIN 205) and 110

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 325 SFU KIN 325

PRINT-BASED 3 UNIV

Basic Human Anatomy

This is an introductory course for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, aging, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.

Prerequisites: KINE 142 and SFU KIN 205 (or KINE 105 with grade of C or higher)

Note: This course is intended for those wishing to teach physical education. Students with credit for SFU KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425. Students with credit for KINE 425 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

KINE 342 SFU KIN 342

WEB-BASED 3 UNIV

Active Health

This course is an extension of KINE 143 and parallels SFU's on-campus course SFU KIN 343. The goal of the course is to provide students with an opportunity to appreciate principles of exercise leadership, assess individual fitness needs, design programs, and monitor effects of prescribed exercise.

Prerequisites: KINE 105 or SFU KIN 205 and KINE 142 and 143

Note: The course is designed for students completing the Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 342 and SFU KIN 343 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 375 SFU KIN 375

WEB-BASED 3 UNIV

Human Growth and Development

This course focuses on the fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

Prerequisites: KINE 105 (or SFU KIN 205) and 142

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 444 SFU KIN 444

WEB-BASED 3 UNIV

Cardiac Disease: Prevention and Rehabilitation

This course examines the etiology, prevention, and rehabilitation of cardiovascular disease. Students learn to assess patient risk factors, interpret ECG recordings, and prescribe exercise to cardiac patients, which provides the foundation for students to participate in community or hospital-based cardiac rehabilitation programs.

Prerequisites: SFU KIN 305, KINE 110, 310, SFU KIN 306, and 343 are recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

KINE 461 SFU KIN 461

PRINT-BASED 3 UNIV

Physiological Aspects of Aging

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of aging. The overall emphasis is on humans and other mammalian species and the varieties of aging changes they manifest. Students are required to do research outside of the course materials.

Prerequisites: KINE 105 or SFU KIN 205 (formerly KIN 100), and KINE 142, and minimum 90 credits

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

LARC 421 UBC LARC 421

WEB-BASED 3 UNIV

Creativity and Design Applied

This course is an exploration of creativity and design using the discipline of landscape architecture as the medium for experimentation. It taps into and applies the student's creativity and design thinking.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: January. Registration deadline date applies. Refer to page 10.

Completion: 13 weeks

LIBE 461 UBC LIBE 461

WEB-BASED 3 UNIV

Administration of the School Library Resource Centre

This course introduces students to the role and philosophy of the elementary and secondary school library resource centres as they relate to the school's instructional program and to the role of the teacher-librarian. The course also examines the administration and efficient operation of the school library resource centre, various policies and guidelines for school library resource centres, and professional development issues as they relate to implementing an integrated school library resource centre program.

Prerequisites: Undergraduate degree; access to school library resource centre

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

COURSES

LLED 441 **UBC LLED 441**
 PRINT-BASED 3 UNIV

Introduction to Teaching Children's Literature

This course considers methods of teaching literature to children. The appraisal of books and authors for children is discussed.

Prerequisites: 60 credits

Note: This course was formerly numbered LANE 341.

Equipment: Computer with email account is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

LLED 452 **UBC LLED 452**
 WEB-BASED 3 UNIV

Literacy in the Content Areas: Intermediate through Secondary

This course is concerned with reading instruction and implications for teaching intermediate-school and secondary-school subjects.

Prerequisites: 60 credits

Note: This course was formerly numbered LANE 472.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

LLED 469 **UBC LLED 469**
 WEB-BASED 3 UNIV

Resource-Based Teaching

This course considers principles and practices of teachers and teacher-librarians planning and teaching the curriculum using the resources of the school library resource centre.

Prerequisites: 60 credits

Note: This course was formerly numbered LANE 389.

Equipment: Computer with Internet is required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

LLED 479 **UBC LLED 479**
 WEB-BASED 3 UNIV

The Education of Immigrant Students

This course is an examination of the cultural backgrounds of major ethnic groups. It includes instructional techniques for meeting the needs of immigrant students in the regular classroom with respect to culture and language.

Prerequisites: 60 credits

Note: This course was formerly numbered LANE 379.

Equipment: VCR and computer with Internet are required. Refer to <www.oep.educ.ubc.ca>.

Start Date: September, January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

LSYS 210 **UVIC TECJ 310**
 WEB-BASED 3 UNIV

Information Technology for Teaching and Learning

By creating teaching projects and presentations, students learn how to assess both the usability of different technological teaching aids and their ability to communicate to an audience. Students discover that technology-based learning does not need to be complex—simple tools are often most effective.

Prerequisites: CMPT 150 or 110, or equivalent

Equipment: Computer with Internet and Microsoft PowerPoint is required. Refer to <www.cbis.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks

MACM 101 **SFU MACM 101**
 PRINT-BASED 3 UNIV

Discrete Mathematics I

This course is an introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

Prerequisites: BC Math 12

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

MARKETING COURSES

Refer to ADMN 250, 365, BUSM 155, and the business courses chart on pages 72–73.

MATH 010

PRINT-BASED PREP

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

Prerequisites: None

Note: Students who need advice about a suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

Equipment: Calculator is required.

Start Date: Continuous registration

Completion: Refer to page 8.

MATH 014

PRINT-BASED PREP

Intermediate Mathematics

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Grade 10 algebra, and it provides a good preparation for students in technical, business, and scientific fields.

Prerequisites: None

Note: Students who need advice about a suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

Equipment: Scientific calculator is required.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

MATH 024

PRINT-BASED PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

Prerequisites: MATH 014 or Grade 10 algebra or equivalent
Note: Students who need advice about a suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

Equipment: Scientific calculator is required.

Start Date: Continuous registration

Completion: Refer to page 8.

MATH 026

PRINT-BASED PREP

Industrial Mathematics

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is designed for those who have difficulty with mathematics, or those starting a new career and requiring a review of basic mathematics. This course can be used to meet the advanced-level mathematics requirement for the Adult Graduation Diploma.

Prerequisites: MATH 014 or Grade 10 mathematics or equivalent is recommended.

Note: This course was formerly numbered MATH 106. Students with credit for MATH 106 may not repeat this course for further credit.

Equipment: Calculator with a square root key, a per cent key, and a memory key is required (a parenthesis key is convenient but not essential).

Start Date: Continuous registration

Completion: Refer to page 8.

MATH 034

PRINT-BASED PREP

Provincial Mathematics

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series.

Prerequisites: MATH 024 or Grade 11 mathematics or equivalent. Some basic algebra is required.

Note: Students who need advice about a suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

Equipment: Scientific calculator is required.

Start Date: Continuous registration

Completion: Refer to page 8.

MATH 100

PRINT-BASED OR WEB-BASED 3 UNIV

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: Grade 11 mathematics, MATH 024, Applied Math 12, or equivalent

Note: Only one of MATH 100 and 103 may be taken for credit. Students with credit for MATH 101, 104, 120, or equivalent, may not take this course for further credit.

Equipment: Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

MATH 101

PRINT-BASED 3 UNIV

Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

Prerequisites: One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for BCOU's Associate of Science or Bachelor of Science.

Equipment: Good-quality scientific calculator is required.

Use of a graphing calculator is not permitted in the final examination.

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

COURSES

MATH 103 **SFU MATH 110**
WEB-BASED 3 UNIV

Introductory Mathematics for the Social and Management Sciences

This course covers linear and quadratic functions, sequences and sums, compound interest, exponential and logarithmic functions, counting techniques, and probability.

Prerequisites: BC Math 11 or equivalent with minimum grade of C or permission of the department, or SFU's non-credit basic algebra course (see beginning-level requirements in the SFU calendar)

Note: Students with credit for any mathematics course for which this course (or BC Math 12) is a prerequisite may not take this course for further credit. Only one of SFU MATH 100 and 110 may be taken for credit. This course may not be applied toward SFU's mathematics minor, major, or honours degree requirements.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

MATH 104
PRINT-BASED 3 UNIV

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima.

Prerequisites: One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for BCOU's Associate of Science or Bachelor of Science.

Equipment: Good-quality scientific calculator is required.

Use of a graphing calculator is not permitted in the final examination.

Start Date: Continuous registration
Completion: Refer to page 8.

MATH 107
PRINT-BASED 3 COL/UNIV

Business Mathematics

This course is designed to introduce the mathematics of management. Students learn such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. Each of these topics assumes no prior knowledge of the mathematics of finance. Students are introduced to each of the topics in a step-by-step manner with many examples provided. (AI)

Prerequisites: Basic arithmetic and algebra (Grade 11)

Note: Students in BCOU's business programs should take only one of MATH 107 and 150. This course does not meet the mathematics/science requirement BCOU's arts and science degree programs.

Equipment: Calculator with financial functions is required.

Start Date: Continuous registration
Completion: Refer to page 8.

MATH 120
PRINT-BASED 3 UNIV

Calculus I

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. Students should have done well in the prerequisite course in order to succeed in this course.

Note: Only one of MATH 101, 104, and 120 may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

MATH 121
PRINT-BASED 3 UNIV

Calculus II

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

Prerequisites: MATH 120 or equivalent

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

MATH 150

PRINT-BASED 3 UNIV

Finite Mathematics

This course provides first-year university students with an opportunity to develop mathematical skills in areas other than calculus. It has a numerical leaning tied to solving problems that have direct relevance in the “real world.” The topics covered are systems of linear equations, linear programming, finite probability, and descriptive statistics.

Prerequisites: One of Principles of Math 11, Applications of Math 12, or MATH 024. Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Students with credit for MATH 107 or equivalent may not be required to take this course in BCOU’s business programs.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration
Completion: Refer to page 8.

MATH 190 SFU MATH 190

WEB-BASED 4 UNIV

Principles of Mathematics for Teachers

This course parallels the BC elementary and middle school mathematics curriculum in content (whole numbers, rational numbers, statistics and probability, and geometry). The purpose of the course is to ensure that teachers and prospective teachers have a sound conceptual understanding of the content of the elementary mathematics curriculum as well as confidence in their own ability to solve problems, explore patterns, and express mathematical ideas.

Prerequisites: BC Math 11 or equivalent with minimum grade of C or permission of the department, or SFU’s non-credit basic algebra course (see beginning-level requirements in the SFU calendar)

Note: Students with credit or who are currently taking MATH 151, 154, or 157 may not take this course without permission of SFU’s Mathematics and Statistics Department. This course may not be applied toward SFU’s mathematics minor, major, or honours degree requirements, or degrees in the faculty of science.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

MATH 210

PRINT-BASED 3 UNIV

Calculus III: Multivariable Calculus

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions. In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized coordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green’s Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

Prerequisites: Two semesters in differential and integral calculus such as MATH 120 and 121. Students should have done well in these courses in order to succeed in this difficult course.

Equipment: Good programmable scientific calculator is required.

Start Date: Continuous registration
Completion: Refer to page 8.

MATH 230

PRINT-BASED 3 UNIV

Linear Algebra

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. MATH 120, or equivalent skills as established by assessment, is strongly recommended.

Equipment: Calculator may be used during the course.

Start Date: Continuous registration
Completion: Refer to page 8.

MUSC 103 UBC MUSC 103

WEB-BASED 3 UNIV

Introduction to the Theory of Music

This course examines concepts of rhythm, pitch, timbre, and texture. Notation and aural recognition of rhythmic and pitch patterns are studied, along with the basic principles of melody and form.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 6 months

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

MUSC 310 **UVIC ME 310**
WEB-BASED 3 UNIV

Learning to Listen to Music

This course explores what to listen for and how to listen to music of diverse styles and genres through a survey of the growth and historical development of Western European and North American classical music from the time of the ancient Greeks to the twentieth century.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet and email account are required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

MUSC 326 **UBC MUSC 326C**
PRINT-BASED 6 UNIV

Music Appreciation

This is an introductory course for which previous musical background is helpful but not required. Contents include a discussion of musical concepts, evolution of forms, style, and media, and detailed study of selected works from the concert repertoire. Popular forms of music (jazz, folk, rock, etc.) are not included. Although it can be viewed as a social phenomenon, or shown to correlate with the other arts, music is primarily a self-contained language—a form of communication with its own vocabulary, syntax, and rhetoric. Each culture produces its own music(s), and this course focuses exclusively on “classical,” or Western art music—that which developed in Europe during the past millennium and was transplanted to North America during the eighteenth and nineteenth centuries.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Previous musical background is helpful but is not required.

Note: This course may not be used for credit toward UBC’s B.Mus. or B.A. in Music degrees.

Equipment: Audiocassette player and computer with CD-ROM drive are required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

NURS 291 3 COL
WEB-BASED

Maternal/Newborn Nursing Qualifying Theory

This course is part of Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students learn about the roles and competencies of maternal/newborn nurses who provide care for child-bearing families during pregnancy, labour and delivery, and early parenthood. The clinical component for maternal/newborn nursing is covered separately in NURS 292. Successful completion of both courses is required to meet requirements of the Registered Nurses Association of BC (RNABC).

Prerequisites: Registered nurse or licensed nurse qualification in home country and eligibility for registration with RNABC. NURS 352 is recommended. Students whose first language is not English are required to meet the RNABC language requirement.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

NURS 292 1.5 COL
WEB-BASED

Maternal/Newborn Nursing Qualifying Clinical

Students are required to attend clinicals.

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students apply the theory learned in NURS 291 to clinical practice, under the supervision of a tutor/preceptor. The theory component for maternal/newborn nursing is covered separately in NURS 291. Successful completion of both courses is required to meet requirements of the Registered Nurses Association of BC (RNABC).

Prerequisites: NURS 291. Students should take this course no later than six months after completing NURS 291.

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Depends on availability of clinical site

Completion: Maximum 30 weeks (includes 4 weeks clinical)

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

NURS 293

WEB-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Theory

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students examine psychiatric/mental health nursing theory as it relates to assessment and care of patients with mental health challenges. The clinical component for psychiatric/mental health nursing is covered separately in NURS 294. Successful completion of both courses is required to meet requirements of the Registered Nurses Association of BC (RNABC). **Prerequisites:** Registered nurse or licensed nurse qualification in home country and eligibility for registration with RNABC. NURS 352 is recommended. Students whose first language is not English are required meet the RNABC language requirement. **Equipment:** Computer with Internet is required. Refer to page 88 or the BCOU Website. **Start Date:** Continuous registration **Completion:** Refer to page 8.

NURS 294

WEB-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Clinical

Students are required to attend clinicals.

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students apply the theory learned in NURS 293 to clinical practice under the supervision of a tutor/preceptor. The theory component for psychiatric/mental health nursing is covered separately in NURS 293. Successful completion of both courses is required to meet requirements of the Registered Nurses Association of BC (RNABC).

Prerequisites: NURS 293. Students should take this course no later than six months after completing NURS 291.

Equipment: Uniform and shoes as required by clinical setting. Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Depends on availability of clinical site

Completion: Maximum 30 weeks

NURS 298

WEB-BASED NC

International English Language Testing System (IELTS) Preparation

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. The course is designed to assist nurses to meet the Registered Nurses Association of BC (RNABC) English requirements by passing the IELTS (International English Language Testing System) examination. The course focuses on language skills that are important for college and university-level study in English, and the course provides practice with the types of tasks that are on the IELTS test.

Prerequisites: None

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration **Completion:** Refer to page 8.

NURS 312

WEB-BASED

UBC NURS 312

3 UNIV

Supportive Environments for the Health of Families

This course offers a study of family theory with an emphasis on clinical problem solving related to family nursing care. The course assists students in understanding individual and family frameworks and their use in clinical practice. Course content includes concepts and theories central to the understanding of family health-illness transitions and those transitions associated with family development. Clinical problem solving is emphasized in relation to family nursing care.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

NURS 325

WEB-BASED

UVIC NURS 325

3 UNIV

Explorations of Nursing Knowledge and Practice

This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/nurs/>.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

COURSES

NURS 340

PRINT-BASED 3 COL

Health Review

This first course in BCOU's Registered Nurse Refresher Certificate program helps students to renew their knowledge base in the biomedical and social sciences in preparation for participation in the remainder of the program. The course covers anatomy, physiology, human development, pharmacology, nursing theory, how to obtain and use resources for learning, and changes in nursing. This course may be taken to fulfill the requirements for 100 hours of continuing education.

Prerequisites: Admission to BCOU's Registered Nurse Refresher Certificate program (page 80). Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: Students may challenge NURS 340 and NURS 343 and then complete NURS 350 to receive the Registered Nurse Refresher Certificate. Students who complete only NURS 350 receive a letter of completion for NURS 350.

Equipment: Phone for teleconference, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

NURS 341 UVIC NURS 341

WEB-BASED 3 UNIV

Professional Growth: Nursing Inquiry

This course addresses various modes of nursing inquiry. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/nurs/>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

NURS 343

IN PERSON 2 COL

RN Nursing Skills Lab

This course has a self-study theory component with an examination and a three-day nursing skills lab. It provides an opportunity to develop the nursing skills needed to prepare for clinical practice as a student in BCOU's Registered Nurse Refresher Certificate program (page 80).

Prerequisites: NURS 340

Equipment: Stethoscope, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: TBA

NURS 345 UVIC NURS 345

WEB-BASED 6 UNIV

Family Nursing

In this course, building on the existing knowledge and experience of registered nurses, students have the opportunity to develop an understanding of health-promoting family nursing. Three major domains are explored theoretically and experientially: health, family, and relational nursing practice.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/nurs/>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

NURS 350

PRINT-BASED 12 COL

Nursing Update

Through a combination of home study and clinical experiences, this course helps students to learn about the theory and practice of nursing today. Students review communication skills and some technical nursing skills. A lab kit provided in the course permits simulation of practical nursing skills before entry to a clinical agency. Where possible, the clinical portions of the course take place at a clinical agency in the student's region. For all students, admission to this course and continuance in the program are contingent on the availability of appropriate clinical placement.

Prerequisites: Admission to BCOU's Registered Nurse Refresher Certificate program (page 80)

Note: Students may challenge NURS 340 and NURS 343 and then complete NURS 350 to receive the Registered Nurse Refresher Certificate. Students who complete only NURS 350 receive a letter of completion for NURS 350.

Equipment: Phone for teleconference, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the BCOU Website. Blank audiocassette and access to a portable tape recorder with a microphone may be required. Students are required to have a stethoscope and wear a nurse's uniform and shoes appropriate to the clinical agency.

Start Date: Depends on availability of appropriate clinical placement
Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

NURS 426 **UBC NURS 426**
 PRINT-BASED 3 UNIV

Nursing and the Health of Communities

This application-oriented survey-level course offers a study of epidemiological concepts as they relate to the health of Canadian communities and the application of concepts to the planning of health-care programs.

Prerequisites: Nursing students and health care professionals. Knowledge of basic probability and biostatistics is helpful but not a prerequisite.

Equipment: Computer with email account and CD-ROM drive is required. Refer to <det.ubc.ca>.

Start Date: May, September, January. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

NURS 450 **UVIC NURS 450**
 WEB-BASED 3 UNIV

Nursing Management

This course is designed to provide an opportunity to explore concepts and issues in nursing management. The diverse and often conflicting roles of the nurse manager within the Canadian health care context are examined. Knowledge and skills that have been acquired through experience and/or other courses serve as a basis for exploring the roles of today's nurse manager.

Prerequisites: Registered nurse qualification

Equipment: Audiocassette player and computer with Internet are required. Refer to <web.uvic.ca/nurs/webct.htm>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

NURS 451 **UBC NURS 450**
 WEB-BASED 3 UNIV

Introduction to Research Utilization

This course focuses on the role of critical inquiry and research in practice, the research and utilization processes, the critique and application of studies for practice, and examination of evidence-based practice.

Prerequisites: Third-year and fourth-year nursing students

Equipment: Audiocassette player and computer with Internet are required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

NURS 453 **UBC NURS 453**
 WEB-BASED 3 UNIV

Leadership and Management in Health Care

This course is a study of the theories, principles, and skills related to leadership and management within contemporary health care.

Prerequisites: Nursing students and health care professionals

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

NURS 481 **UVIC NURS 481C**
 WEB-BASED 3 UNIV

Nursing Practice in Hospice and Palliative Care

This course explores nursing practice in the area of hospice palliative care. Historical, theoretical, personal, and professional perspectives are presented for ongoing examination and analysis in relation to their impact on and guidance for nursing practice. Central to this exploration is a growing understanding of the human experience of persons living their dying and how nurses choose to engage with and serve hospice palliative care patients. Through examination of these various dimensions, students are guided to practise with persons living their dying in ways that uphold human dignity and honour human uniqueness.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/nurs/webct.htm>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

NURS 483 **UVIC NURS 483**
 WEB-BASED 3 UNIV

Teaching and Learning in Nursing Practice

A ten-hour practicum is required.

This course considers pedagogies that are consistent with a human science paradigm and health promotion perspective. In addition, students are expected to develop their unique approaches to teaching and learning within these perspectives. The course focuses on pedagogical considerations involved in health promotion nursing practice.

Prerequisites: Registered nurse qualification

Equipment: Computer with Internet is required. Refer to <web.uvic.ca/nurs/>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

COURSES

PHED 252

WEB-BASED

UVIC PE 252

3 UNIV

Leadership Methods for Recreation

This course provides a theoretical and practical introduction to leadership, teaching, communication, and decision-making skills in recreation and leisure services, sport, and fitness. Field experience is required as part of this course.

The course appeals to practitioners in recreation and leisure services, and to undergraduate and graduate-level students in physical education and recreation and leisure services.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks

PHIL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology or theories of knowledge and metaphysics or theories of reality. What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining *The Euthyphro*, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

PHIL 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Ethics, Political Philosophy, and Aesthetics

This course engages students in philosophical study of ethics or theories of right and wrong, political philosophy or theories of justifiable social organization and aesthetics or theories of beauty, and specifically philosophy of art. What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft? These are some of the central questions explored, using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wil Waluchow's introductory text takes students through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato's dialogues *The Crito* and *The Apology* assist students in examining theories of political governance. Readings in the philosophy of art challenge students to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

PHIL 110

PRINT-BASED

SFU PHIL 110

3 UNIV

Introduction to Logic and Reasoning

The aim of this course is to familiarize students with fundamental techniques of correct reasoning. Special attention is given to the methods of logic in particular, and to their role in the discovery of truth not only within philosophy but within all forms of rational enquiry.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 410 may not take this course for further credit.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

PHIL 120

PRINT-BASED

UBC PHIL 120

3 UNIV

Introduction to Logic and Critical Thinking

This course provides tools for dealing with both everyday and more technical arguments and concepts, and includes analysis and resolution of confusions, ambiguities, and fallacies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

PHIL 347 **UBC PHIL 349A**

PRINT-BASED 3 UNIV

Philosophy of Religion

This is a critical and analytical examination of arguments for and arguments against the existence of God, and other related topics.

Prerequisites: 60 credits

Note: This course was formerly numbered PHIL 317 and 349.

Students with credit for PHIL 317 or 349 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

PHIL 400 **UBC PHIL 400A**

PRINT-BASED 3 UNIV

Morals, Politics, and the Individual

This course is an introduction to major themes in moral and political philosophy. The course is primarily for fourth-year students with no previous course in philosophy.

Prerequisites: 60 credits

Note: This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit.

Students with credit for PHIL 100 or 110 may not take this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

PHIL 401 **UBC PHIL 401A**

PRINT-BASED 3 UNIV

Knowledge, Explanation, and the Nature of Things

This course considers some influential philosophical writings and doctrines as an introduction to the problems and methods of philosophy. This course is primarily for fourth-year students with no previous course in philosophy.

Prerequisites: 60 credits

Note: This course was formerly numbered PHIL 411. Students with credit for PHIL 411 may not repeat this course for further credit.

Students with credit for PHIL 100 or 110 may not take this course for further credit.

Start Date: September, January, May. Registration deadline applies.

Refer to page 10.

Completion: 8 months

PHIL 433 **UBC PHIL 433A**

PRINT-BASED 3 UNIV

Biomedical Ethics

This course examines moral problems that arise in the health sciences, especially in medicine but also in biology, psychology, and social work. Among the problems are abortion, death and euthanasia, genetic engineering, behaviour modification, compulsory treatment, experimentation with human beings and animals, and the relationship between professionals and their patients, subjects, or clients.

Prerequisites: 60 credits. No philosophical background is required.

Note: This course was formerly numbered PHIL 407. Students with credit for PHIL 407 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

PHIL 434 **UBC PHIL 434A**

WEB-BASED 3 UNIV

Business and Professional Ethics

This course examines moral problems in contemporary business and professional practice, general moral theory, the law, and policy formation. Topics include corporate social and environmental responsibility, employee rights, preferential hiring and affirmative action programs, conflicts of interest, advertising, "whistle blowing," and self-regulation.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

PHIL 435 **UBC PHIL 435A**

PRINT-BASED 3 UNIV

Environmental Ethics

This course considers moral problems that arise in the context of human relationships with nature and with non-human living things; these may be considered in terms of both general moral theory and policy formation. Topics include moral standing, animal rights, obligations to future generations, pollution, hazardous materials, the depletion of natural resources, and the treatment of non-human living things.

Prerequisites: 60 credits

Note: This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.

Equipment: Audiocassette player is required. Computer with Internet is strongly recommended. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

COURSES

PHYS 024

PRINT-BASED OR WEB-BASED PREP

Introductory Physics

This advanced-level course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

Prerequisites: MATH 024 or Principles of Math 11 or Applications of Math 12 (may be taken concurrently)

Equipment: TV and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PHYS 034

PRINT-BASED OR WEB-BASED PREP

Senior Physics

This provincial-level course, with nine videos, is equivalent to Physics 12. The main topics include kinematics, dynamics, energy, electricity, magnetism, and quantum physics.

Prerequisites: PHYS 024 (or Physics 11) and demonstrated mathematics skills, preferably MATH 034 (or Mathematics 12); alternatively, either registration in MATH 034 with minimum grade of B average on several assignments or recent completion of MATH 024 or equivalent with minimum grade of B, plus completion of PHYS 024 or Physics 11

Equipment: TV and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PHYS 110

PRINT-BASED 3 UNIV

General Physics I

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level.

Prerequisites: One of Principles of Math 12, MATH 034, and 100. Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration
Completion: Refer to page 8.

PHYS 111

PRINT-BASED 3 UNIV

General Physics II

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120)
Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration
Completion: Refer to page 8.

PHYS 115

IN PERSON 1 UNIV

Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 110.

Prerequisites: PHYS 110 or equivalent

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC. Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.
Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.
Completion: 1 week

PHYS 116

IN PERSON 1 UNIV

Physics Laboratory II

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 111.
Prerequisites: PHYS 110, 111, 115, or equivalents

Note: BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. Labs are held in summer at the University College of the Cariboo (UCC), Kamloops, BC. Accommodation may be available at UCC Kamloops campus residences. Students are provided with a laboratory manual and other supplies used in the lab.
Start Date: Refer to the BCOU Website or contact Student Services to confirm course availability and the registration deadline.
Completion: 1 week

COURSES

PNAP 100

PRINT-BASED NC

Pre-Nursing Mathematics

This course is one prerequisite for admission to BCOU's Practical Nurse Access Certificate program (page 76). The course is designed to ensure that students acquire the mathematical skills necessary to safely administer medications as they proceed through the program. The course reviews the mathematical concepts of whole numbers, fractions, decimals, percents, measurement, ratios, and proportions and demonstrates application of these concepts to practical nursing. To verify their understanding of course content, students may choose to complete a pretest at the beginning of the course. A tutor is available to review the pretest with the student. The course contains an optional written assignment illustrating the application of mathematical concepts to nursing practice. Students may choose to review specific units in the course, complete the written assignment, and/or proceed directly to the invigilated final examination. Minimum grade of ninety per cent is required on the final examination.

Prerequisites: None

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

PNAP 110

PRINT-BASED 3 COL

Foundations and Human Relationships

This course is designed to facilitate the transition from resident care attendant to practical nurse. Students explore the changes in health care in Canada, the evolution of practical nursing, and the role of the licensed practical nurse. Basic attitudes and philosophies that form the core concepts of self-directed and self-reflective learning, the change process, and the caring curriculum are examined. This course is designed to help students apply critical thinking skills to their nursing practice, using the nursing process as a tool. Students also learn how to use assertive, caring strategies when communicating with clients and coworkers.

Prerequisites: Preparing for licensed practical nurse qualification in Canada, successful completion of PNAP 100, admission to BCOU's Practical Nurse Access Certificate program (page 76), completion of or concurrent registration in PNAP 112

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNAP 112

PRINT-BASED 2.5 COL

Human Anatomy and Physiology

This course focuses on the promotion of continuing health for people of all ages from birth to older adulthood. Students study human anatomy and physiology in order to understand ways of promoting optimal health. Students also learn the technical language of human anatomy and physiology, which is used by all nursing professionals. Students' backgrounds as resident care attendants provide a wealth of experience in caring for clients of all ages. As students study this course, they are encouraged to think of their past and present clients in relation to the concepts they are exploring.

Prerequisites: Preparing for licensed practical nurse qualification in Canada, successful completion of PNAP 100, admission to BCOU's Practical Nurse Access Certificate program (page 76). Course registration for professional development (without admission to the certificate program) is permitted without approval of the program coordinator. Prerequisite of Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

PNAP 114

PRINT-BASED 5 COL

Health and Healing A

This course provides an overview of the Canadian health care system, the concept of health promotion, alternative and complimentary medicine, stages of growth and development, the disease process for chronic diseases, pharmacology, and gerontology. At the end of this course, students have the knowledge to administer medications with confidence.

Prerequisites: PNAP 110, 112

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 101

PRINT-BASED 3 COL

Practical Nursing in a Changing Health Care System

This core course is designed to assist returning practical nurses to develop a common philosophical and caring approach and an understanding of required competencies. It is a theory course with learning activities, exercises, assignments, and an examination. It helps students develop critical thinking skills and become successful self-directed learners and articulate health care team members.

Prerequisites: Admission to BCOU's Practical Nurse Refresher Certificate program (page 77). Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Equipment: Phone for teleconference is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 102

PRINT-BASED 6 COL

Adapting Practice to the Institutional Setting

Students are required to attend clinicals.

This course contains both theory and clinical experience. The theory component reviews quality nursing care, and the practical nurse learns how to collaborate and be a member of the health care team. Content covers aging, communication, health, and healing. There are learning activities, exercises, assignments, and teleconferences. The clinical experience is a four-week preceptorship in acute care.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration (may be affected by availability of clinical placement)

Completion: Refer to page 8.

PNRP 103

PRINT-BASED 9 COL

Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings

Students are required to attend clinicals.

This course enables students to become efficient and effective practical nurses who are capable of providing quality nursing care in collaboration with the health care team. The course combines a theoretical component with supervised practice. The clinical component includes a four-week full-time practicum in a health care facility and two weeks in a community setting.

Prerequisites: Admission to BCOU's Practical Nurse Refresher Certificate program (page 77), PNRP 101, clinical requirements. Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Equipment: Phone for teleconference, VCR are required.
Start Date: Continuous registration (may be affected by availability of clinical placement)

Completion: Refer to page 8.

PNRP 104

PRINT-BASED 3 COL

Adapting Practice to the Community Setting

Students are required to attend clinicals.

This course is designed to help practical nurses increase their knowledge and skills in community health nursing. Practical nurses lacking the community health component of their previous training may use this for gaining licensure. Nurses presently working in institutions may take this as continuing education. There is both theory and clinical practice. Clinical experience is in a community health setting.

Prerequisites: Refer to page 78.

Equipment: Phone for teleconference, VCR are required.

Start Date: Continuous registration (may be affected by availability of clinical placement)

Completion: Refer to page 8.

PNRP 105

PRINT-BASED 6 COL

A Caring Approach to Mother, Newborn, Infant, and Child

Students are required to attend clinicals.

This course prepares the student to practise in care settings that include mothers, infants, and children. It is directed toward practical nurses who lack the obstetric/pediatric nursing component in their original training. The full-time clinical experience consists of two weeks at a suitable site.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

PNRP 106

PRINT-BASED 3 COL

A Caring Approach to Mother and Newborn

Students are required to attend clinicals.

This course prepares the student to practise in care settings that include mothers and infants. It has been developed for practical nurses who lack the obstetrical component of their previous training. There is a one-week full-time clinical experience.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 107

PRINT-BASED 3 COL

A Caring Approach to Infant and Child

Students are required to attend clinicals.

This course prepares the student to practise in pediatric settings. It has been developed for practical nurses who lack the pediatric component of their training. There is a one-week full-time clinical experience.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 114

PRINT-BASED 1.5 COL

Adapting Practice to the Community Setting: Theory

This theory-only course is designed to help practical nurses increase their knowledge and skills in community health nursing. Practical nurses lacking the community health component of their previous training may use this for gaining licensure. Nurses presently working in institutions may take this as continuing education.

Prerequisites: Refer to page 78.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 116

PRINT-BASED 1.5 COL

A Caring Approach to Mother and Newborn: Theory

This theory-only course prepares students to practise in care settings that include mothers and infants. It has been developed for practical nurses who lack the obstetrical component of their previous training.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 117

PRINT-BASED 1.5 COL

A Caring Approach to Infant and Child: Theory

This theory-only course is designed for practical nurses who lack the pediatric component of their training and prepares students to practise in pediatric settings.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 260

PRINT-BASED 2 COL

Head-to-Toe Assessment

This course enables nurses to update their physical assessment knowledge and skills in a holistic practice context. The course enables students to conduct a head-to-toe physical assessment; perform various focused assessments; and describe and record assessment findings systematically with a view toward formulating problem statements.

Prerequisites: Refer to page 78.

Start Date: Continuous registration

Completion: Refer to page 8.

PNRP 280

PRINT-BASED 2 COL

Pharmacology for Practical Nurses Students are required to attend clinicals.

This course is directed toward practical nurses wanting to update their pharmacology knowledge and skills. The course enables students to apply the basic concepts of pharmacology to a range of commonly used medications and to safely administer enteral, percutaneous, subcutaneous, and intramuscular medications. Special attention is given to geropharmacology. There is a one-week, full-time clinical experience.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

POLI 151

PRINT-BASED

SFU POL 151

3 UNIV

The Administration of Justice

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

POLI 200

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian Government and Politics

This course investigates Canada's system of government and central questions in this country's political life. Students learn about Canada's constitutional arrangements, the structure and processes of Canada's national government, and the relationship between politics and society. Students explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power, and the ideology of limited government.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR. Computer with Internet are required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

POLI 232 SFU POL 232

WEB-BASED 3 UNIV

United States Politics

This course considers American political culture (in comparative perspective): constitution (federalism, representative government, Bill of Rights, separation of powers); Congress; presidency; Supreme Court and judicial politics; presidential-congressional politics; elections and voting; parties and lobbies; media.

Prerequisites: SFU POL 100 or permission of the department
Note: Students with credit for SFU POL 332 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

POLI 241 SFU POL 241

PRINT-BASED 3 UNIV

Introduction to International Politics

This course considers the theory and practice of international politics, diplomacy, hot war, cold war, alliances, and the role of leaders.

Prerequisites: SFU POL 100 or permission of the department

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

POLI 327 SFU POL 327

WEB-BASED 4 UNIV

Globalization and the Canadian State

This course examines the challenge that globalization poses for the Canadian political system. In an era of globalization, what scope remains for national politics? Does globalization lead to a deficit of democracy? Emphasis is placed on globalization's impact on the organization, activities, and role of the Canadian state.

Prerequisites: 6 lower-level credits in political science or permission of the department

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

POLI 399

WEB-BASED 3 UNIV

Globalization and Its Discontents: The Politics of Economic Change

This seminar course examines three economic situations that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund, and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political and current social consequences of these organizations and examining related issues of global governance, corporate accountability, and global justice.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

PREP 001

PRINT-BASED NC

Planning Your Future

In this non-credit course, exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

Prerequisites: None

Note: Course materials are supplied.

Start Date: Continuous registration

Completion: Refer to page 8.

COURSES

PSYC 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology I

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 107 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology II

This companion course to PSYC 101 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods; human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity, and group behaviour.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 106 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 201

WEB-BASED

Research Methods in Psychology

This course is an introduction to the procedures used in psychological research and to the logic underlying them. Topics include the strengths and weaknesses of different approaches to research, the formulation of testable questions, the control of extraneous influences, the measurement of effects, and the drawing of valid conclusions from empirical evidence. The course provides a background for senior psychology courses since it offers a basis for the critical evaluation and conduct of research.

Prerequisites: PSYC 101 and 102

Note: Only one of PSYC 201 and 210 may be taken for credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

PSYC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Research in Experimental Psychology

This course provides an introduction to the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. Students read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide an appreciation for the type of knowledge psychological research has produced. Students also develop their own research, which uses some of these tools to scientifically investigate a phenomenon they have selected.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Only one of PSYC 210 and 201 may be taken for credit.

SFU PSYC 201

4 UNIV

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 220

PRINT-BASED

3 UNIV

Statistics in the Social Sciences

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. Students become familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics, e.g., elementary probability theory.

Prerequisites: Principles of Math 12 or MATH 034 or 100.

It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

Note: Only one of PSYC 220, SFU STAT 101, and STAT 102 may be taken for credit in a BCOU program.

Equipment: Calculator is required.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

PSYC 245

PRINT-BASED 3 UNIV

Abnormal Psychology

This course is based on the telecourse *The World of Abnormal Psychology*, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

Equipment: VCR is required.

Start Date: Continuous registration

Completion: Refer to page 8.

PSYC 255

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

This course covers development from conception through adolescence, focusing on the mutual influence of child and context. Topics include major developmental principles; research methods; genetics; prenatal development; cognition, memory, and language development; and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, or UBC PSYC 301, 315 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

PSYC 280

PRINT-BASED 3 UNIV

Introduction to Biological Psychology

This course surveys a variety of biological approaches to understanding behaviour, including research from allied disciplines relevant to the biopsychological analysis of behaviour. Topics include genetic basis of normal and abnormal behaviour, psychobiology of development, intelligence, aggression, biological approaches to mental illness, learning disabilities, and the behavioural effects of drugs, hormones, biorhythms, brain damage, and environmental enrichment.

Prerequisites: PSYC 101 and 102. First-year biology is recommended.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

PSYC 300

PRINT-BASED 6 UNIV

Behaviour Disorders

This course examines the definition, history, and scope of deviant behaviour, with emphasis on the psychological factors that control its origins, maintenance, and modification. Course topics include the historical development of beliefs in abnormal psychology; the impact of contemporary scientific practice on our understanding of the disorders; classification systems covering abnormal behaviour; clinical and research methods in the study of abnormal behaviour; and the disorders of anxiety, depression, social problems, stress disorders, schizophrenia, and organic syndromes (brain dysfunction, mental retardation) and the treatment of these disorders.

Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or 6 credits of 200-level psychology courses

SFU PSYC 280

Note: Students with credit for PSYC 241, 245, or SFU PSYC 340 may not take this course for further credit. This course was formerly numbered PSYC 437. Students with credit for PSYC 437 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

PSYC 304

UBC PSYC 304

PRINT-BASED 6 UNIV

Brain and Behaviour

This course is about the physiological basis of behaviour for non-psychology majors or for psychology majors who are not in UBC's B.Sc. program. It focuses on what is known about brain processes involved in perception, motivation, aggression, emotion, psychopathology, and learning.

Prerequisites: 60 credits, including 6 credits of 200-level psychology courses or permission of the instructor

Note: This course was formerly numbered PSYC 438. Students with credit for PSYC 438 may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 11 months

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

<p>PSYC 308 UBC PSYC 308</p> <p>PRINT-BASED 6 UNIV</p> <p>Social Psychology</p> <p>This course examines the theory and research of individual social behaviour, social motivation, attitudes, group interaction, socialization, racial prejudice, and related topics. It focuses on the relation between individual, interpersonal, and group processes in the following topic areas: person perception and social cognition; liking; attraction and sexual conduct; pro- and anti-social behaviour; attitudes and persuasion; group dynamics and social influence; prejudice, stereotyping, and intergroup relations. Readings cover the application of social psychology to the study of courtroom procedure, health, education, communication, the quality of life, domestic violence, and other social issues.</p> <p>Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or 6 credits of 200-level psychology courses</p> <p>Note: Students with credit for PSYC 260, 361 or 362, UBC PSYC 450, or SFU PSYC 360 may not take this course for further credit. This course was formerly numbered PSYC 451. Students with credit for PSYC 451 may not repeat this course for further credit.</p> <p>Start Date: September, January. Registration deadline applies. Refer to page 10.</p> <p>Completion: 8 months</p>	<p>PSYC 309 UBC PSYC 309</p> <p>PRINT-BASED 6 UNIV</p> <p>Cognitive Processes</p> <p>This course examines the contribution of cognitive processes to perception, attention, and memory. It is an examination of cognitive development, language, thinking, and creativity. What has cognitive psychology discovered about perception, memory, thought, and other mental processes, and what do these discoveries mean at a practical as well as a theoretical level? To address these questions, this course surveys both classic and contemporary cognitive research spanning a broad spectrum of subjects, from the simple to the complex (e.g., identifying a letter of the alphabet versus imagining a trip across town) and from the familiar to the fantastic (e.g., failing to recall a newly learned phone number versus failing to recognize well-known faces—including a student's own).</p> <p>Prerequisites: 60 credits, including 6 credits of 200-level psychology courses, or PSYC 101 and 102, or PSYC 106 and 107, or equivalents</p> <p>Equipment: Online database searching is required; students are required to search e-journals at UBC's Extension Library.</p> <p>Start Date: September, January, May. Registration deadline applies. Refer to page 10.</p> <p>Completion: 11 months</p>	<p>PSYC 314 UBC PSYC 314</p> <p>WEB-BASED 3 UNIV</p> <p>Health Psychology</p> <p>This course provides a general introduction to the psychology of health. Topics covered include research methods in health psychology, health behaviour, stress, coping, social support, patient-practitioner relations, pain and pain behaviour, and the role of psychological and social factors in the etiology and course of chronic and terminal illness.</p> <p>Prerequisites: UBC PSYC 100 or 6 credits of 200-level psychology or permission of the instructor</p> <p>Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.</p> <p>Start Date: September, January, May. Registration deadline applies. Refer to page 10.</p> <p>Completion: 13 weeks</p>
		<p>PSYC 315 UBC PSYC 315</p> <p>PRINT-BASED 3 UNIV</p> <p>Childhood and Adolescence</p> <p>This course is designed to provide a background in theory and research in the cognitive, personal, and social development of the child and adolescent.</p> <p>Prerequisites: 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or 6 credits of 200-level psychology courses</p> <p>Note: Students with credit for PSYC 344, 345, 440, or 445, UBC PSYC 301, or SFU PSYC 250, 351, or 355 may not take this course for further credit.</p> <p>Start Date: September, January, May. Registration deadline applies. Refer to page 10.</p> <p>Completion: 8 months</p>

COURSES

PSYC 320 **UBC PSYC 320**
WEB-BASED 6 UNIV

Psychology of Gender

This course provides an examination of physical, psychological, and cultural influences. UBC's Distance Education and Technology version of this course explores the above influences on gender and the implications of gender differences for gender roles for women and men. Emphasis is placed on research and theory about how females and males differ and/or are similar, and why. In addition, the student's own personal experiences with and observations about gender issues are encouraged and essential for a comprehensive understanding of the psychology of gender.

Prerequisites: UBC PSYC 100, 200, or 206 or permission of the instructor

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

PSYC 344

PRINT-BASED OR WEB-BASED 3 UNIV

Developmental Psychology of Children

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, familial, and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 250, 301, 315, or SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 345

PRINT-BASED OR WEB-BASED 3 UNIV

Adolescent Development

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders.

This course has been designed to highlight cross-cultural research.
Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 346

PRINT-BASED OR WEB-BASED 3 UNIV

Psychology of Adulthood and Aging

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology. The course covers the adult lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or 357 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

PSYC 361

PRINT-BASED OR WEB-BASED 3 UNIV

Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are person perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

PSYC 363

WEB-BASED

UBC PSYC 360

6 UNIV

Biopsychology

This course explores the relationship between the nervous system and behaviour: the physiological basis of perception, motivation, learning, and memory. The course is demanding and science focused.

Prerequisites: UBC PSYC 260 or permission of the instructor (permission routinely granted to all cognitive neuroscience students and all third-year or fourth-year students with a background in the life sciences). Strong life-science background is recommended.

Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 10.

Completion: 8 months

PSYC 499

PRINT-BASED

3 UNIV

Directed Studies

This course is a requirement for completion of BCOU's Bachelor of Arts, psychology major (page 43) and may be taken to complete the may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the BCOU degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration
Completion: Refer to page 8.

SCIE 010

PRINT-BASED

PREP

General Science

This course is equivalent to a Grade 10 science course. Students are introduced to the three main branches of science (physics, chemistry, and biology) and the Scientific Method. The content of this course covers the human body, nutrition, and the five senses. It also introduces the SI (metric) system, energy, and radioactivity and nuclear power. For added interest, a unit on astronomy is included. The intention is to give a general understanding of what science is about and to provide training in the basic skills of science. Students develop skills of observation, analysis, and calculation as they work through the course.

Prerequisites: MATH 010 or equivalent is recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

SOCI 101

PRINT-BASED OR WEB-BASED

3 UNIV

Introduction to Sociology I

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. This course or equivalent is a prerequisite to advanced sociology courses.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

SOCI 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Sociology II

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 101 or equivalent skills and knowledge are recommended.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration

Completion: Refer to page 8.

SOCI 103 SFU SA 100

PRINT-BASED 4 UNIV

Perspectives on Canadian Society

This course is an examination of Canadian society from the perspective of the social sciences—an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society, and also to those who may be considering further work in sociology and anthropology. Topics considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism, Native issues.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

SOCI 150 SFU SA 150

PRINT-BASED 4 UNIV

Introduction to Sociology

This course is the study of basic concerns of sociology, such as social order, social change, social conflict, and social inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 101 or 102 may not take this course for further credit.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

SOCI 222

PRINT-BASED OR WEB-BASED 3 UNIV

The Sociology of Crime

Using a social constructionist perspective, this course challenges many of our assumptions about the criminal justice system. The course focuses on the creation of law, police work, activities of courts, and the experience of incarceration. This course provides an excellent introduction to the application of social theory.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 422 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

SOCI 250 SFU SA 250

WEB-BASED 4 UNIV

Introduction to Sociological Theory

This course is an account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

Prerequisites: SOCI 102 or 150

Equipment: Audiocassette player and computer with Internet are required. Refer to

<www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

SOCI 316 SFU SA 316

PRINT-BASED 4 UNIV

Tourism and Social Policy

This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: SOCI 102 or 150 and one 200-level sociology or sociology/anthropology course

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

SOCI 345 SFU SA 345

WEB-BASED 4 UNIV

Issues in Canadian Ethnic Relations

This course is a survey of current issues in ethnic and intercultural relations in Canada, considered in the context of demographic trends and policy development.

Prerequisites: Any two of SFU SA 100, SOCI 150 (SFU SA 150), SFU SA 201

Equipment: Computer with Internet is required. Refer to

<www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

COURSES

SOCI 358

SFU SA 358

WEB-BASED

4 UNIV

The Philosophy of the Social Sciences

This course provides the opportunity to learn about the philosophy of the social sciences (what it is and why it matters) and to explore the history of what counts as social knowledge and theories about how it should be produced. Complex philosophical and methodological issues that students study and learn how to use become more accessible when consistently applied to a case study.

Prerequisites: SOCI 150 and one second-year sociology or sociology/anthropology course. SOCI 250 and SFU SA 255 are recommended.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

SOCI 386

SFU SA 386

PRINT-BASED

4 UNIV

Native Peoples and Public Policy

This course is an examination of relations between Natives and non-Natives, indigenous peoples and governments in Canada. The consequences of these relations for the lives of Native peoples.

Prerequisites: SFU SA 101 and one of SFU SA 201, 263, 286, or 293

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

SOCI 399

WEB-BASED

3 UNIV

Sociology of Diversity: Issues for Canadians

This Web seminar course offers special topics in the sociology of diversity for in-depth study. The course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions explored include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic country? Has the role of the citizen been diminished? Does identity politics threaten society's ability to act as citizens? Should nations within Canada have special status? The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 credits

Note: This course meets the upper-level requirement for BCOU's Bachelor of Arts, sociology major (page 44).

Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

SOCI 420

SFU SA 420

WEB-BASED

4 UNIV

Sociology of Aging

This course looks at the structural and behavioural implications of aging. Topics included are demographic aspects of aging; the relationship of aging to political, economic, familial, and other social institutions; and the psychological significance of aging.

Prerequisites: SOCI 150 and one 200-level sociology or sociology/anthropology course or admission to SFU's Diploma in Gerontology

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks

SOCI 422

PRINT-BASED OR WEB-BASED 3 UNIV

The Social Construction of Crime and Deviance

This is an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict, symbolic interactionism, and ethnomethodology. The course looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and other groups in the creation of deviance and deviants. It is delivered from a distinctly interpretive point of view and thus has no interest in the causes of crime or recommendations for reducing crime or deviance. The course is grounded in numerous examples of real-life situations, and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences. Fieldwork or project work may be undertaken as part of the evaluation process.

Prerequisites: SOCI 101, 102, or equivalent

Note: Students with credit for SOCI 222 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration

Completion: Refer to page 8.

■ Green course code indicates that BCOU delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

COURSES

SOCI 430

PRINT-BASED OR WEB-BASED 3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

Using a historical and comparative approach, this course examines modern families and shows how they are different from those of other societies and other times. Sociological ideas are used to understand the causes and consequences of the transformations of family life that continue to take place worldwide. Changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict are among the issues studied.

Prerequisites: SOCI 101 or equivalent skills and knowledge
Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

SOCI 431

PRINT-BASED 3 UNIV

Sociology of Families: Families in a Multicultural World

This is an exploration of cultural diversity among the world's family systems. The course compares families from Asia, Africa, and North America to show how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand some of the reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning about and understanding these differences, students are helped to distinguish between legitimate critique and ethnocentric bias.

Prerequisites: SOCI 101 or equivalent skills and knowledge
Start Date: Continuous registration
Completion: Refer to page 8.

SOCI 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of BCOU's Bachelor of Arts, sociology major (page 44) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the BCOU degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)
Start Date: Continuous registration
Completion: Refer to page 8.

SOIL 200 UBC SOIL 200

WEB-BASED 3 UNIV

Introduction to Soil Science

This course examines physical, chemical, and biological properties of soils as well as soil formation, classification, use, and conservation.

Prerequisites: First-year university mathematics, chemistry, and physics, or equivalent skills and knowledge
Equipment: Computer with Internet is required. Refer to <det.ubc.ca>.
Start Date: September. Registration deadline applies. Refer to page 10.
Completion: 13 weeks

SOST 024

WEB-BASED PREP

Exploring Canadian Issues

This is a social studies course at the Grade 11 level. It is designed to inform students about a wide range of issues facing Canadians today—and to engage students in inquiry and action on the issues that they find relevant. The course combines history with current topics. Themes of cultural, economic, environmental, social, and political significance are presented throughout the course.

Prerequisites: Grade 10 social studies is recommended.
Equipment: Computer with Internet is required. Refer to page 88 or the BCOU Website.
Start Date: Continuous registration
Completion: Refer to page 8.

SOST 028

PRINT-BASED PREP

Canada and the Contemporary World

In this course, students examine some of the major global issues of our time, including population pressures, food shortages, urbanization, environmental damage, and technological change. (Grade 11 social studies equivalency)

Prerequisites: Grade 10 social studies is recommended.
Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

SPAN 100

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish I

This course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. The course is also for students who have studied Spanish previously, allowing them to refresh their language skills. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, the course emphasizes the development of both oral and written communicative abilities. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Basic knowledge of Spanish is highly recommended. **Note:** Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Audiocassette player and recorder, VCR, phone for teleconference, and computer with CD-ROM drive are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

SPAN 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish II

This course is the continuation of SPAN 100. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone.

Prerequisites: SPAN 100 or equivalent

Note: Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Audiocassette player and recorder, VCR, phone for teleconference, and computer with CD-ROM drive are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Texts: Students can order the required text from Student Services.
Start Date: Continuous registration
Completion: Refer to page 8.

SSWP 109

PRINT-BASED 4 COL

Introductory Counselling Skills

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues, and through role playing practise and demonstrate new skills. Before completing the final assignment, students are required to complete SSWP 110.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Corequisites: SSWP 110

Equipment: Phone for teleconference, VHS tape, and access to a video camera to record an interview assignment are required.

Start Date: Continuous registration

Completion: Refer to page 8.

SSWP 110

IN PERSON 1 COL

Weekend Workshop for Introductory Counselling Skills

This two-day workshop, to be taken concurrently with SSWP 109, is designed to give students the opportunity to practise and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. The workshop is usually held at BCOU. Travel expenses to attend the weekend workshop are the student's responsibility. Enrolment may be limited.

Prerequisites/Corequisites: SSWP 109. Completion of one to three course assignments in SSWP 109 is recommended or approval of the program coordinator.

Start Date: TBA

Completion: 15 weeks

SSWP 200

PRINT-BASED 3 COL/UNIV

An Introduction to Social Work Practice

Through a historical overview of social work and an introduction to its ethics, this course helps students to reflect on the basis of social work practice. Emphasis is on change, the various helping theories, and how invisible walls of racism, sexism, classism, heterosexism, and ageism produce and sustain inequalities in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SSWP 212 is strongly recommended.

Equipment: Audiocassette, access to audiocassette recording equipment, and VCR are required.

Start Date: Continuous registration
Completion: Refer to page 8.

COURSES

SSWP 207

IN PERSON 3 COL

Practicum II—Block Placement

This is a four-week to six-week block placement assignment in a social service agency other than the student's current job.

Prerequisites: Admission to BCOU's Social Service Worker Certificate program (page 81), SSWP 107, completion of all other courses in the certificate program, 3-credit elective. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Start Date: Continuous registration
Completion: Refer to page 8.

SSWP 212

PRINT-BASED 3 COL/UNIV

Social Welfare

This course examines the social welfare state in Canada and social service work within this context and explores the impact of the media and globalization on social policy. Particular focus is given to the ideological analysis of social welfare policies on human service delivery and social problems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course was formerly numbered SSWP 112.

Start Date: Continuous registration
Completion: Refer to page 8.

- Green course code indicates that BCOU delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

SSWP 215

PRINT-BASED OR WEB-BASED 6 COL

Social Service Field Practicum

Students are required to attend a practicum.

This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. As generalist social service workers are exposed to a great variety of problem situations in the course of their duties, an understanding of field practice is a crucial component of social service worker training. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice. Students are expected to complete the practicum hours in a social service agency other than their present place of employment. As the practicum placement can be scheduled part-time or full-time, the completion time varies.

Prerequisites: Admission to BCOU's Social Service Worker Certificate program (page 81) and completion of all other courses in the program

Note: This course was formerly numbered SSWP 107 and 207.

Equipment: Access to a VHS video camcorder is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the BCOU Website.

Start Date: Continuous registration
Completion: Refer to page 8.

SSWP 355

PRINT-BASED 3 COL/UNIV

Human Development

This course introduces concepts and models of how human behaviour is acquired, maintained, and modified. Students learn some of the key changes that occur at various stages of the life cycle and how knowledge of human development can contribute to effective intervention in practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 102 and SOCI 102 are recommended.

Note: Only one of SSWP 355 and CYCA 366 may be taken for credit.

Equipment: Audiocassette and access to audiocassette recording equipment are required.

Start Date: Continuous registration
Completion: Refer to page 8.

STAT 101

SFU STAT 101

WEB-BASED 3 UNIV

Introduction to Statistics

This is an introductory course in the collection, description, analysis, and summary of data, including concepts of frequency distribution, parameter estimation, and hypothesis testing.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), MATH 101, 102, SFU STAT 102, 203 (formerly STAT 103), 270 (formerly MATH 272 and 371), or 301 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <www.sfu.ca/cde>.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks

STAT 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Probability and Statistics

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based upon statistical data. To help with these kinds of decisions, the course shows how to collect, analyze, and interpret data correctly. The course also shows how to present data to others in ways that are clear and accurate. (AI, CA, CGA, CMA)

Language Course Challenge Examinations

Students may earn 3 or 6 credits toward completion of a BCOU degree credential for oral and written fluency in languages other than English by writing a language course challenge examination. BCOU currently offers the following 3-credit language course challenge examinations. For more information, contact Student Services.

CHIN 300
Advanced Chinese I

CHIN 301
Advanced Chinese II

CROA 300
Advanced Croatian I

CROA 301
Advanced Croatian II

DUCH 300
Advanced Dutch Composition I

DUCH 301
Advanced Dutch Composition II

DUCH 400
Advanced Dutch Composition III

DUCH 401
Advanced Dutch Composition IV

FREN 100
Introduction to French I

FREN 101
Introduction to French II

FREN 302
Advanced French Composition I

FREN 303
Advanced French Composition II

GERM 100
Introduction to German I

GERM 101
Introduction to German II

GERM 300
Advanced German Composition I

GERM 301
Advanced German Composition II

GREK 300
Advanced Greek Composition I

GREK 301
Advanced Greek Composition II

HEBR 200
Second-Year Hebrew I

HEBR 201
Second-Year Hebrew II

HUNG 300
Advanced Hungarian Composition I

HUNG 301
Advanced Hungarian Composition II

ITAL 100
Introduction to Italian I

ITAL 101
Introduction to Italian II

ITAL 300
Advanced Italian Composition I

ITAL 301
Advanced Italian Composition II

POLS 300
Advanced Polish Composition

SPAN 100
Introduction to Spanish I

SPAN 101
Introduction to Spanish II

SPAN 300
Advanced Spanish Composition I

SPAN 301
Advanced Spanish Composition II

UNIVERSITY CONSORTIUM PROGRAMS

SFU Distance Education

www.sfu.ca/cde

Simon Fraser University (SFU) offers several certificate, diploma, and degree programs in part or completely by distance education. All programs have limits to the total number of transfer credits permitted. Within these limits, credits may be transferred for all courses passed that are acceptable under SFU policies. A student can only be awarded an SFU certificate, diploma, or degree by becoming an SFU student. To do so, prospective students must apply for admission to SFU and meet admission requirements and deadlines. Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program.

SFU-delivered courses taken through BCOU are considered transfer credit to SFU. For more information about transfer credit or applying for admission to SFU, refer to the Website at <www.reg.sfu.ca> or contact the Admissions Office, email <undergraduate-admissions@sfu.ca> or phone 604.291.3224.

Distance Education Programs

For information about program requirements, refer to the Website at <www.sfu.ca/cde> or contact the Centre for Distance Education (CDE), email <cde@sfu.ca> or phone 604.291.3524 or 1.800.663.1411 (toll-free in BC).

The following programs are available in part or entirely through distance education.

- Certificate in Community Economic Development**
- General and Advanced Certificates in Criminology**
- Certificate in Ethnic and Intercultural Relations**
- Certificate in Health and Fitness Studies**
- Certificate in Applied Human Nutrition**
- Certificate in Liberal Arts**
- Post-Baccalaureate Diploma in Community Economic Development**
- Post-Baccalaureate Diploma in Criminology**
- Post-Baccalaureate Diploma in Early Childhood Education**
- Post-Baccalaureate Diploma in Education**
- Post-Baccalaureate Diploma in Gerontology**

Post-Baccalaureate Diploma in Social Policy Issues

Bachelor of Arts—Criminology Major

Bachelor of Arts—English Major

Bachelor of Arts—Joint Sociology/Anthropology and Criminology Major

Bachelor of General Studies

Minor Degree Programs

Note: A student's goal must be a bachelor's degree from SFU.

Faculty of Arts

Canadian Studies; Criminology; English; First Nations Studies; Gerontology; Sociology and Anthropology

Faculty of Applied Science

Communication; Kinesiology; Publishing

Faculty of Education

Curriculum and Instruction; Counselling and Human Development; Early Childhood Education; Education and Technology; Educational Psychology; Elementary School Physical Education; Environmental Education; Learning Disabilities

University Consortium

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency (OLA) was selected to be the central administrative headquarters for the University Consortium.

This arrangement allows students to begin a program of study offered by member institutions Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic) by registering through the British Columbia Open University (BCOU) for distance education courses delivered by SFU, UBC, or UVic, without having to be admitted to the institution.

Other partners Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) have joined the University Consortium. Their courses are not available for registration through BCOU. Interested students should contact the individual institutions for more information.

UBC Distance Education

det.ubc.ca

The Distance Education and Technology (DE&T) unit at the University of British Columbia (UBC) has a long history of developing and delivering educational opportunities to students who are unable to attend the university campus. DE&T has evolved into an academic support unit that works collaboratively with faculty members from all twelve university faculties to develop and deliver courses, programs, and learning materials to a wide variety of students.

Throughout its history, DE&T has established partnerships between the internationally renowned faculty that work, teach, and research at UBC and groups such as BCOU and the University Consortium, which allow students from around BC to take courses originating from UBC. In recent years, DE&T has actively extended its collaboration to include a variety of international institutions, which, in turn, broaden the scope of course development.

In partnership with other units on campus, DE&T provides and coordinates learner support services, library services, and technical support to all students enrolled in distance education courses. All of these services are specifically tailored to meet the particular needs of students studying off-campus or at a distance.

Flexibility is an important characteristic of distance education, and DE&T offers a selection of undergraduate, graduate, and certificate courses.

In addition to printed materials, students encounter a variety of media such as audio, video, CD-ROM, World Wide Web, and other Internet services in the delivery of courses. Many courses are delivered completely online.

Distance education also assists professionals to continue their education through certificate programs offered at a graduate level.

Academic prerequisites and technical requirements vary by course. Students are advised to review applicable course descriptions found in printed calendars and on the DE&T Website.

Details on admission and registration procedures, prerequisites, fees, entry dates, and course completion times are outlined in the *UBC Calendar*.

To request a calendar or for more information on distance education, refer to the above Website or email <det@cstudies.ubc.ca> or phone 604.822.6500 or fax 604.822.8636.

Distance Education Programs

Several offices deliver distance education in collaboration with the DE&T office or through separate programs. For information phone as listed.

Faculty of Agricultural Sciences

604.822.9702

Faculty of Arts

Arts Academic Advising Office: 604.822.4028

Faculty of Commerce and Business Administration

Executive Programs: 604.822.8500

Real Estate Division: 604.822.8444

Faculty of Education

Teacher Education Office: 604.822.5242

Office of External Programs: 604.822.2013

Faculty of Forestry

604.822.2727

Faculty of Graduate Studies

604.822.2848

Faculty of Medicine, Department of Pathology

Bachelor of Medical Laboratory Sciences

Correspondence Program: 604.822.7108

School of Nursing

Outreach Program: 604.822.7449

Enrolment Services

Admissions: 604.822.3014

UVic Distance Education

www.distance.uvic.ca

The University of Victoria (UVic) has been a leader in distance learning for more than twenty-five years and has specialized in the development and delivery of programs of professional education. Through the Division of Continuing Studies and the Faculty of Human and Social Development, UVic has pioneered a number of different approaches to the delivery of these programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions.

Students in these distance programs study in a variety of ways. Instruction is provided through faculty-developed course guides, supported by assigned texts and readings. Students engage in critical discussions of course topics with their instructors and classmates, either online or during audio-conferences. Students in some programs may also be required to attend additional short, intensive workshops onsite in their home communities or at UVic. Summer institutes and short immersion courses are also offered. Distance learners have access to UVic Libraries through the INFOLINE Services.

For more information, refer to the above Website.

Distance Education Programs

For information refer to the Website or email or phone as listed.

Certificate in Adult and Continuing Education

www.uvcs.uvic.ca/csie/cace/

Email: cace@uvcs.uvic.ca
250.721.7860

Certificate in Computer Based Information Systems

www.uvcs.uvic.ca/tecweb/cbis/

Email: tec@uvcs.uvic.ca
250.721.8459

Certificate in Environmental and Occupational Health

www.uvcs.uvic.ca/eoh/

Email: e&oh@uvcs.uvic.ca
250.721.8558

Certificate in Public Relations

www.uvcs.uvic.ca/pr/

Email: publicrelations@uvcs.uvic.ca
250.721.8558

Certificate or Diploma in Business Administration

www.uvcs.uvic.ca/busman/

Email: bus&mgt@uvcs.uvic.ca
250.721.8073

Certificate or Diploma in Restoration of Natural Systems

www.uvcs.uvic.ca/restore/

Email: restoration@uvcs.uvic.ca
250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/crmp/

Email: crmp@uvcs.uvic.ca
250.721.8462

Diploma in Local Government Management

web.uvic.ca/padm/dips/dlgm.htm

Email: hkirkham@uvic.ca
250.721.8067

Diploma in Personal Planning and CAPP (K-12)

www.uvcs.uvic.ca/csie/programs.cfm#CAPP

Email: education@uvcs.uvic.ca
250.721.7871

Diploma in Public Sector Management

web.uvic.ca/padm/dips/dpsm.htm

Email: hkirkham@uvic.ca
250.721.8067

Bachelor of Arts in Child and Youth Care

web.uvic.ca/cyc/

Email: cycdistance@hsd.uvic.ca
250.721.6278

Bachelor of Science in Nursing

web.uvic.ca/nurs/distance.htm

Email: mbrown@uvic.ca
250.472.4607

Bachelor of Social Work

web.uvic.ca/socw/distance.htm

Email: osborne@uvic.ca
250.721.8047

Education

www.uvcs.uvic.ca/csie/

Email: education@uvcs.uvic.ca
250.721.8944

RRU Distance Education

www.royalroads.ca

Royal Roads University's (RRU) approach to curriculum design emphasizes learning outcomes highly applicable to the workplace and built upon a strong theoretical base. RRU incorporates the expertise of industry, the public sector, and institutional partners in program development and instructional delivery to ensure the highest possible level of program relevance and quality. RRU offers its undergraduate degrees in a variety of formats: accelerated on-campus offerings, evening part-time program (Bachelor of Commerce and Bachelor of Science only), or a combination of short residencies and distance delivery.

RRU's graduate degrees are normally delivered through a combination of short residencies (three weeks) alternating with distance offerings.

Graduate certificate and diploma programs are also available to learners not seeking degrees. For more information, refer to the above Website or phone 250.391.2550 or 1.800.788.8028 (toll-free).

UNBC Distance Education

www.unbc.ca/regops

The University of Northern British Columbia (UNBC), with a main campus in Prince George and small regional campuses in Terrace, Fort St. John, and Quesnel, uses the course shell WebCT for its World Wide Web courses. Content has been developed by the instructor teaching the course, and there is an emphasis on student interaction with faculty. UNBC offers other distance courses by audio-conference. Video-conferencing is limited to fixed locations.

Web-based courses can be viewed on the Website, where they are organized by discipline and the term in which they are offered. On the Website at <www.unbc.ca> select "Courses" to search current and scheduled offerings. Online registration is available. Contact UNBC for assistance.

To find a contact to help answer questions about distance education, explore the support page at <ctl.unbc.ca/websupport/>.

UCC Distance Education

www.cariboo.bc.ca/programs_courses

The University College of the Cariboo (UCC) in Kamloops will become BC's newest university in April 2005. The new university will also incorporate the operations and programs of BCOU, making the new university the most flexible and comprehensive in Canada.

UCC currently offers a selection of distance education programs, primarily in the allied health field, many of them building on the expertise of the province's only respiratory therapy program and the School of Nursing. Other distance courses and programs are offered in sciences, forestry, animal sciences, business, and tourism. In addition to individual courses in various disciplines, the following complete programs are offered:

Health Sciences

- Anesthesia Assistant
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