



BRITISH COLUMBIA OPEN UNIVERSITY ■ CALENDAR 2003-2004

# CALENDAR

2003-2004

■ STUDENT SERVICES

British Columbia Open University  
Box 82080  
Burnaby, BC V5C 6J8  
Canada

Web [www.bcou.ca](http://www.bcou.ca)  
Email [student@bcou.ca](mailto:student@bcou.ca)  
Phone 604.431.3300  
Toll-free 1.800.663.9711  
Fax 604.431.3444

■ BRITISH COLUMBIA OPEN UNIVERSITY

[www.bcou.ca](http://www.bcou.ca)



For twenty-five years the British Columbia Open University has been offering flexible access to distance university and college courses and programs.

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 a division of the Open Learning Agency (OLA).

## HOW TO REGISTER

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 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 accommodations 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.

**Register online with Visa, MasterCard, or approved student loan**  
Register online, quickly and conveniently, using the "Register Now" system on the BCOU Website.

**Register by phone 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 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 with Visa, MasterCard, cheque, 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.

**Register by mail 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.

**Register Online**  
www.bcou.ca

**Register by Phone**  
604.431.3300  
1.800.663.9711  
(toll-free in Canada)

**Register by Fax**  
604.431.3444

**Register by Mail**  
BCOU  
Student Services  
Box 82080  
Burnaby, BC V5C 6J8  
Canada

## 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 and 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

# ■ WELCOME



Terry Piper, Ph.D.  
President and CEO (Interim),  
Open Learning Agency  
Provost,  
British Columbia Open University

2003 marks the twenty-fifth year that the British Columbia Open University (BCOU) has been providing educational choice and accessibility to students around the world.

BCOU was created to help students living in rural areas of the province to obtain a certificate, diploma, or degree from a recognized public institution. Organized post-secondary distance education

in British Columbia was still a new concept in 1978, and, for many learners, it was the only option if they wanted to get a university or college credential without having to leave home.

Today our borders extend beyond British Columbia, and our students often come to us with much more than geographical issues. Some have family commitments or restrictive work schedules that demand the flexibility of BCOU's continuous enrolment schedule. Some have years of education and work experience that require our transfer credit and prior learning assessment services to fit all this experience into a recognized credential.

When you decide to become a BCOU student you are deciding to take control of your education. You choose where you want to learn, what you want to learn, and how you want to learn. And twenty-five years later, that is still a new way of thinking about education.

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**BCOU Calendar Production**

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**Copy Editor** ■ Keith Learmonth

■ Special thanks to the Project and Content Teams

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## **CERTIFICATE PROGRAMS**

ABE Intermediate  
ABE Advanced  
Business Skills  
General Studies  
Home Support Attendant  
Management Studies  
PLAR Assessor  
Practical Nurse Refresher  
Practical Nursing Access  
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 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 Music Therapy  
Bachelor of Science, General Program  
Bachelor of Science, Major Program  
Bachelor of Technology (Computing)  
Bachelor of Technology  
(Technology Management)  
Bachelor of Tourism Management

**Individual courses are also offered.**

## Calendar Notice

The 2003–2004 *British Columbia Open University (BCOU) Calendar* is in effect from September 1, 2003, to August 31, 2004, 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](http://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](http://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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## 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, and bachelor's degrees (master's and doctorate 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 another 326. Other courses and programs are offered in co-operation with various educational institutions, professional associations, workplaces, and community organizations.

Many 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

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

Labs, clinicals, selected classroom offerings, and an increasing number of Web, paced courses have fixed start dates.

## 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.

## Varied Course Delivery Formats

BCOU-delivered courses are offered in the following formats:

- **Print/Web-Enhanced**—Course is print-based. Many have optional Web content and Web interaction, though Internet access is not required to complete the course.
- **Web**—Course is Web-based, though most have some printed materials. All have mandatory Web content, and most have Web interaction. Internet access is required.
- **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.

Courses may also include audiocassettes, videos, or computer disks to provide demonstrations, dramatizations, and other components of the learning experience.

## Tutor Support/Contact Choice

Students registered in most credit and non-credit courses delivered at a distance by BCOU receive instructional support from highly qualified tutors. Students may choose to communicate with their tutors by phone or email and may submit assignments by regular mail or email.

## 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, 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.

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 their 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, in order to complete program requirements, courses are taken at other post-secondary institutions with a Letter of Permission.

Degree programs offered in association with institutions outside BC may specify fees which 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.

### Notice to Students

Most courses and programs offered by BCOU have Canadian content. Though some select courses may be offered in alternate 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.

## English and Mathematics Assessments

BCOU's college and university courses require post-secondary English reading and writing skills. 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 Assessment self-test helps students to 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 BCOU advisor.

#### LPI 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](http://www.lpi.ubc.ca/LPI/index.html)>.

## Financial Aid and Awards

BCOU's Financial Aid and Awards service helps students access institutional and government financial assistance. Refer to pages 13–15.



## 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.

## 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
- Modification and accommodation of examinations
- Contracting of additional supplementary educational assistance, 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, and 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)  
TTY 604.431.3361

## 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 telephone, 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 SFU's collection of books and periodicals
- Access to the resources of other libraries through interlibrary loan
- Study skills resources
- Library cards for local libraries by request

### Library Services Available to BCOU Students Residing in Canada or outside Canada

- Toll-free telephone access is available to students residing in Canada.
- Telephone access is at the student's expense for students residing outside Canada.
- Access to electronic resources is available to students residing in Canada or outside Canada.
- Book and video loans are available to students residing in Canada. Some book materials cannot be mailed outside Canada. Contact the library for more information.
- Photocopies of journal articles and small portions of books are mailed first-class to students residing in Canada or outside Canada.

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

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

- 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

## Admission Policy

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.

### Definitions

#### Open Admission

Students 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 Resident of British Columbia

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

#### International Student

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).

#### International Credential Evaluation Service (ICES)

ICES provides educational evaluation services for individuals who have completed studies outside Canada. ICES reports are issued to individuals and also provide evaluations for employers, associations, and regulatory bodies. ICES reports evaluate the credentials earned in other provinces or countries and determine comparable levels in British Columbian or Canadian terms. ICES reports are accepted by over fifty educational institutions, professional associations, and other organizations.

Access the ICES application form on the Web at <[www.ola.ca/ices](http://www.ola.ca/ices)> or email <[icesinfo@ola.ca](mailto:icesinfo@ola.ca)> or phone 604.431.3402 or 1.800.663.1663, ext. 3496.

## 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.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. 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.

### Guideline for Proficiency in English

Students who meet one of the requirements below should have sufficient English proficiency to attempt courses not having specific course prerequisites beyond English 12:

- 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 above level of proficiency should refer to the English Language and Writing Assessment information on page 2 before registering in ENGL courses and should discuss their plans with a Student Services advisor before registering in any other courses and programs.

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

- [www.ielts.org](http://www.ielts.org)
- [www.lpi.ubc.ca/LPI/index.html](http://www.lpi.ubc.ca/LPI/index.html)
- [www.toefl.org](http://www.toefl.org)

## 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, on the BCOU Website, and 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 complete and submit the BCOU Program Admission/Transfer Credit form.

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.
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.
- Complete and submit the Program Admission/Transfer Credit form, with the program plan fee and transfer credit assessment fee, to BCOU Admissions.
- Arrange to have official transcripts from all post-secondary institutions attended sent to BCOU Admissions. Transcripts are to be sent from 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 the International Credential Evaluation Service (ICES) (refer to page 4).

- 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) transcripts of all post-secondary work.

Results of the assessment and, in most cases, a program plan are sent to students.

## Program Plans

A program plan is the record of a student's progress toward their 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 10).

A program plan shows the following:

- (1) requirements for the degree;
- (2) student's transfer credit; and
- (3) remaining credits required for degree 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 advisor prior to registering in a course to ensure that the course satisfies degree requirements. Students registering in courses without prior approval from an advisor bear the responsibility for taking credit that may not be applicable to degree requirements.

Students admitted to a BCOU degree 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 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 from the external institution.

Students wishing to change to a different degree program must consult with their advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a new program plan for the new degree is prepared. A fee is charged for a program plan change (refer to page 10).

### 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 7–12.

### 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 should apply for a 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. The amount of credit awarded is the same as completing the course as a registered student. Students pay the course tuition and course administration fees to write a course challenge examination.

#### 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 the program area. Details are provided by each program area.

Refer to PLAR policies on pages 20–21 and to the PLAR Website at <[www.bcou.ca/plar](http://www.bcou.ca/plar)>.

### 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 *BC Transfer Guide* on the Web at <[www.bccat.bc.ca](http://www.bccat.bc.ca)>.

Courses listed in this calendar delivered by Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic) are BCOU university-level courses for which students receive BCOU credit. It is the student’s responsibility 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 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 *BC Transfer Guide*.

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 pages 177–179 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, it is normally required that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study.

## BCOU-Delivered Distance Courses

Many BCOU-delivered distance courses are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings, and an increasing number of Web, paced courses have fixed start dates. For current 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.

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 16–18).

### 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. Courses with this option are listed on page 83. Refer to the policy on page 21.

### BCOU Course Completion

Most 3-credit BCOU-delivered distance courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week. However, the maximum course completion time for these courses is thirty weeks from the date of registration. Students normally receive their course package by courier within two weeks of registering. As many courses are self-paced, students may choose to complete a course in less than the allowed maximum time.

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.

By choosing an early examination session, students may complete a course in less than thirty weeks. Students may usually choose from three examination sessions over the thirty-week period from the date of registration. This schedule is included in the student's confirmation of registration package.

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

### BCOU 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.

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 24–26.

#### 2003–2004 BCOU Supervised Examinations

Examination Session	Application Deadline
October 18–21, 2003	September 18, 2003
December 6–9, 2003	November 6, 2003
February 14–17, 2004	January 14, 2004
April 17–20, 2004	March 17, 2004
June 12–15, 2004	May 12, 2004
August 7–10, 2004	July 7, 2004

### Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 21–24.

### Transcripts

After completing a course, students automatically receive one unofficial transcript with their grade.

BCOU students may order official transcripts on the BCOU Website through MyBCOU or complete and submit the Transcript Request form, provided on the BCOU Website and in the *BCOU Student Handbook*.



## SFU-Delivered Distance Courses

Courses are offered in September, January, and May. Not all courses are offered every semester.

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. Many courses have mid-term examinations. Final examinations are scheduled on specific dates in weeks fourteen or fifteen and are arranged by SFU. Course completion times are given in the course descriptions.

Those wanting to audit a course delivered by SFU should contact the institution 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 177 for contact information.

## UBC-Delivered Distance Courses

Some courses are offered in September, November, January, March, May, July. Others are offered three times a year, and some are available only once or twice a year.

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.

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

Some distance courses delivered by UBC are available to students residing outside Canada. Contact UBC for more details. Refer to page 178 for contact information.

## UVic-Delivered Distance Courses

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 179 for contact information.

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 additional library resources.

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area.

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

### SFU-, UBC-, UVic-Delivered Distance Courses

#### Registration Deadlines

Registration deadlines apply to distance courses delivered by SFU, UBC, and UVic. Space is limited and early registration is advised. Registration deadlines are specified for each course on the BCOU Website "Register Now" system and are available from BCOU Student Services.

#### Prerequisites

Prerequisites for distance courses delivered by SFU, UBC, and UVic 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 who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 16–18).

#### Examinations

Examinations for distance courses delivered by SFU, UBC, and UVic are arranged by the individual institution (refer to page 26).

#### Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 21–24.



## 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 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 accommodations 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 that are not processed.

### Income Tax Receipts

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

BCOU mails 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 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 Customs and Revenue Agency Website at <[www.ccr-a-dr.c.ca/menu-e.html](http://www.ccr-a-dr.c.ca/menu-e.html)>.

### Register Online [www.bcou.ca](http://www.bcou.ca)

With Visa, MasterCard, or approved student loan

Register online, quickly and conveniently, using the "Register Now" system on the BCOU Website.

### 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 in PDF format on the BCOU Website.

## Tuition, Fees, Other Course Costs

### 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

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

##### Seniors (65 years +)

\$17.50 tuition per credit + \$70 course administration fee + texts + course materials

#### Permanent Residents of Canada, Residing outside BC

##### High-school Completion (ABE) Courses

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

##### College and University Courses

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

#### International Students

##### High-school Completion (ABE) Courses

\$210 tuition + \$70 course administration fee  
+ texts + course materials

##### College and University Courses

\$210 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 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 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.

### Note to Canadian Citizens Residing outside Canada

All students residing outside Canada pay the international tuition rate when they register for courses. Canadian citizens 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).

#### Credit-free Courses (M)

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 28–29.

#### 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 22–23.

- 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.

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.

### SFU-Delivered Distance Courses

#### Permanent Residents of BC

#### Permanent Residents of Canada, Residing outside BC

\$123.70 tuition per credit + \$70 course administration fee + texts + course materials

#### Seniors (60 years +)

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

#### International Students

\$457.10 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 audit courses, contact SFU. Refer to page 177 for contact information.

### UBC-Delivered Distance Courses

#### Permanent Residents of BC

#### Permanent Residents of Canada, Residing outside BC

\$115.30 or \$134.54 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

\$529 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 audit courses, contact UBC. Refer to page 178 for contact information.

### UVic-Delivered Distance Courses

#### Permanent Residents of BC

#### Permanent Residents of Canada, Residing outside BC

\$121.15 tuition per credit + \$35 course administration fee (varies by course) + texts + course materials

#### Seniors

No reduced fees

#### International Students

\$733.30 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 audit courses, contact UVic. Refer to page 179 for contact information.
- Fees listed do not apply to courses in Technology, Engineering, and Computing programs, Cultural Resource Management program, CACE program, Environmental and Occupational Health program, Public Relations program, and some CYC elective courses. Refer to the BCOU Website.

- 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.

## Non-Tuition Course Costs

### BCOU-Delivered Distance Courses

#### 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 Telephone Charges

Students residing in Canada may access telephone 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 telephone 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 20–21.

### All Distance Courses

#### 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 and Information Services. Refer to page 3 for applicable costs.

### SFU-Delivered Distance Courses

#### 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. Students receive the required texts with the course package. Other texts are available at the SFU Bookstore.

#### Loaned Materials

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 refundable, providing materials are returned in good, unmarked condition by the deadline noted in the course package.

#### Long-distance Telephone Charges

Students receive information in the course package. Students requiring more information should contact SFU's Centre for Distance Education (refer to page 177).

### UBC-Delivered Distance Courses

#### Texts and Course Materials

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

#### Loaned Materials

Students should contact the specific program area for information about loans of materials and costs for materials that are not returned.

#### Long-distance Telephone Charges

Students should contact UBC's Distance Education and Technology Office (refer to page 178).

### UVic-Delivered Distance Courses

#### Texts and Course Materials

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.

#### Loaned Materials

Students should contact the specific program area for information about refunds of deposits on materials that are loaned.

#### Long-distance Telephone Charges

Students should contact the specific program area at UVic (refer to page 179).

## 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 landed immigrants (permanent residents) 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 landed immigrants (permanent residents) 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)

Request a Part-time Student Assistance Application form from the Financial Aid and Awards Office. Allow up to four weeks for processing.

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 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.

### 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.



## **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 Guttmann-Gee Bursary Endowment Fund**

Established by BCOU 1991 graduate Barbara Guttmann-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.

## **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.

## **Full-time Student Loans and Grants**

Apply for the BC Student Assistance Program (BCSAP) online at <[www.bcsap.bc.ca](http://www.bcsap.bc.ca)>. Students without access to the Internet 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](http://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 program also provides BC grants and Canadian millennium scholarships for eligible high-need students.

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 9 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.

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 two months prior to the start date of each period (e.g., register in July and 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 March 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 9 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.



**BC Grant/Canada Millennium Scholarship Eligibility**

Grants (non-repayable) are available to supplement student loans for high-need students in their third to eighth semesters (more than thirty-four weeks but less than 137 weeks) of post-secondary study with an assessed need greater than \$125 per week. Students in their second to fourth years of study are to have successfully completed a minimum of 9 credits per semester in each of their previous semesters.

**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.

**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 Customs and Revenue Agency Website at [www.ccra-adrc.gc.ca/E/pub/tg/rc4112eq/](http://www.ccra-adrc.gc.ca/E/pub/tg/rc4112eq/).

**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](http://www.studentawards.com) and [www.uacc.ca/programs/scholarships/index\\_e.html](http://www.uacc.ca/programs/scholarships/index_e.html).

**Awards**

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

**Certified Management Accountants Award**

One award, consisting of a \$500 remission of Certified Management Accountants Society of BC program fees, is made annually to a top business diploma program 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 business diploma program graduate. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC.

**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

### 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 *BC Transfer Guide*, are members of the Association of Universities and Colleges of Canada, or are publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin 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 the International Credential Evaluation Service (ICES).

**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 *BC 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 audio-conferences, 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 in the *UBC 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 Special Examination 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 Accommodations—BCOU

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

**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 Office. An additional fee is charged if arrangements at a special centre are requested. The course package 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 Distance Education and Technology Office a minimum of two (2) weeks before the examination period.

## 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.

### 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 (e.g., assignment grades, final grades, PLAR, credit transfer, program admission, etc.).

### 7.2 Procedures: Informal Reviews

A. Students who have reason to believe their assignment or examination grade is inaccurate should immediately contact their course tutor.

B. Students should contact the program area for an informal review of all other academic decisions.

### 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.

B. 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.

C. 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.

D. 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 program dean or designate for a decision.

E. The dean or designate may rescind or vary any previous academic decisions made.

F. The dean or designate informs the student of the decision within three (3) weeks.

G. In the event the student is dissatisfied with the decision made by the dean or designate, the student may submit a request for a review to the Standing Committee on Academic Reviews.

A request for a review by the Standing Committee on Academic Reviews must be submitted in writing, together with 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 review 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.

H. 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.

I. 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.

J. 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.

K. 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.

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

M. 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.

N. 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.

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

P. 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 2.0 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 2.0 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 2.0), 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 3.5 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 Celebration of Learning is held annually to recognize all learners who have completed or graduated from BCOU programs. This celebration takes place in May. All students who have had their certificates, diplomas, or degrees approved and who have completed a BCOU program by March 15 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

The British Columbia Open University helps over 2,000 students a year 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, French, English, science, mathematics, and the social sciences. 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

The British Columbia Open University 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

The British Columbia Open University offers degree programs in the areas of arts and science, business and management studies, health science, general studies, and information technology.

Students may earn associate and bachelor 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](http://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 (Grade 10), advanced (Grade 11), and diploma levels (Grade 12)
  - 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 free 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 2.
- 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, usually have to complete an advanced-level mathematics course and four provincial-level courses. Students who plan to go directly to a university or an institute usually are required to complete a minimum of eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language. Students are required to submit an official transcript showing graduation and a record of their courses and marks to the educational institution they wish to attend.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course, or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- Students undecided about their educational and career goals, or who need to improve their time-management and study skills, may register in an education and career planning (EDCP) course.
- Most ABE courses should be completed in six or eight months, but students have the option to finish sooner.

## 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.

- 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* \*
- 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, 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)
- ENGL 036, *Written Communications*
- FNST 030, *First Nations Studies I*
- FNST 040, *First Nations Studies II*
- GEOG 030, *Physical and Human Geography*
- MATH 034, *Pre-Calculus*
- 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 33) 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 and/or the BC Adult Graduation Diploma. A completed Program Admission/Transfer Credit form, provided at the end of this calendar, on the BCOU Website, and on the Post-secondary Application Service of BC (PASBC) Website at <[www.pas.bc.ca](http://www.pas.bc.ca)>, 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.

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.

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 Adult Basic Education Advanced Certificate or Adult Graduation Diploma qualifications may also be used to meet the requirements of an OC program qualification.

- 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 *BC Transfer Guide* on the Web at <[www.bccat.bc.ca](http://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 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 admission policy on page 4.

### Residency Requirements

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

- It is the student's responsibility to consult 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 GEOG 110, GEOL 120, 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 *BC Transfer Guide on the Web* at <[www.bccat.bc.ca](http://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 admission policy on page 4.

### Residency Requirements

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

- It is the student's responsibility to consult 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 includes a 1-credit hands-on laboratory component (e.g., BCOU's GEOG 110, GEOL 120, 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.



## 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 choosing this option should note that they may be required to complete makeup courses before being eligible for graduate programs in their subjects of specialization.

### Admission Requirements

Open admission. Refer to admission policy on page 4.

### Residency Requirements

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

- It is the student's responsibility to consult 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 41 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 choosing this option should note that they may be required to complete makeup courses before being eligible for graduate programs.

### Admission Requirements

Open admission. Refer to admission policy on page 4.

### Residency Requirements

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

- It is the student's responsibility to consult 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 41 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 41; most disciplines listed on the page 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 admission policy on page 4.

### 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 41 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 (12 credits)

- BCOU's ENGL 100 (3) or 102 (3), 101 (3) or 103 (3), 220 (3) and 221 (3), or equivalents

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- 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

## 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 41 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 History Requirements (12 credits)

- BCOU's HIST 120 (3), 121 (3), 225 (3), 241 (3), or equivalents

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

C average is required in lower-level HIST courses.

### Upper-Level History Requirements (30 credits)

- 27 credits of upper-level history courses (may include BCOU's HIST 406 and HUMN 300)
- 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

- It is the student's responsibility to consult 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 41 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 Psychology Requirements (15 credits)

- BCOU's PSYC 101 (3), 102 (3), 210 (3), or equivalents
- BCOU's PSYC 220 (3) or STAT 102 (3), or equivalent
- 3 credits of a second-year psychology course (may be BCOU's PSYC 245 or 255)

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

C average is required in lower-level PSYC courses (including statistics requirement).

### 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 41 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 Sociology Requirements (18 credits)**

- SOCI 101, 102, or equivalents
- PSYC 220 or STAT 102, or equivalent
- 6 credits of lower-level sociology courses
- 3 credits of a second-year sociology course (may be BCOU's SOCI 222)

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

C average is required in lower-level SOCI courses.

**Upper-Level Sociology Requirements (30 credits)**

- 27 credits of upper-level sociology courses (may include BCOU's 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 (performance), music (jazz studies), and music therapy], 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. The program is open to students and graduates of the Ontario College of Art & Design (OCAD) and to other applicants. BCOU offers some 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

Students and graduates of OCAD (or OCA) may apply for admission and receive a block transfer. Students may be registered concurrently in the OCAD 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.

- Ontario College of Art & Design  
www.ocad.ca  
416-977-6000

- It is the student's responsibility to consult 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 41 for disciplines)

#### OCAD (OCA) 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 elective 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)
- 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)

##### All Students

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

#### Studio Requirements (75 credits)

##### All Students

- 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 Ontario College of Art & Design (OCAD), Georgian College of Applied Arts and Technology (Ontario), and BC's University College of the Cariboo (UCC), and to other applicants. BCOU offers some 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

Students and graduates of OCAD (or OCA), Georgian College Fine Arts Advanced Diploma, or UCC Fine Arts 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.

- Ontario College of Art & Design  
www.ocad.ca  
416.977.6000

Georgian College of Applied Arts and Technology  
www.georgianc.on.ca  
705.722.1560

University College of the Cariboo  
www.cariboo.bc.ca  
250.828.5000

### 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 41 for disciplines)

Georgian College, OCAD (OCA), UCC  
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)
- 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)

All Students

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

#### Studio Requirements (75 credits)

All Students

- 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.

## 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 to graduates and students at Capilano College (BC) and Humber College (Ontario).

### Admission Requirements

Enrolment in or completion of the Capilano College Jazz Studies Diploma program or the Humber College Music program (Arranging/Composition profile). It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

### Residency Requirements

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

- For more information on the Jazz Studies Diploma program, contact Capilano College:  
www.capcollege.bc.ca  
604.984.4951
- For more information on the Humber College Music program, contact Humber College:  
www.humberc.on.ca  
416.675.6622, ext. 3532
- For updates on the BCOU program, refer to the BCOU Website or contact Student Services.

### Degree Requirements

Completion of the Capilano College Jazz Studies Diploma program or the Humber College Music program and completion of additional credit with a grade point average (GPA) of 2.0. The total number of credits required for the degree varies according to the program offered at Capilano College or Humber College.

Specific categories of degree requirements are as follows:

#### General Education Requirements (24–30 credits)

(may be met with lower-level or upper-level university courses; refer to page 41 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 may exclude English)
- 3 credits in mathematics or science
- 6 credits in social science
- 3–9 credits of academic electives

#### Music/Jazz Studies History and Theory Requirements (number of credits varies)

For specific requirements, contact a BCOU program advisor or Capilano College or program staff at Humber College.

#### Jazz Studies Performance Requirements (number of credits varies)

For specific requirements, contact a BCOU program advisor or Capilano College or program staff at Humber College.

#### Note

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

- It is the student's responsibility to consult 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 Professional 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 BCOU coursework selected from university courses listed in this calendar or on the BCOU Website.

- 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 Professional School program, contact the registrar of The Glenn Gould Professional School of The Royal Conservatory of Music:  
www.rcmusic.ca  
416.408.2824
- It is the student's responsibility to consult 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 Professional 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 41 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 Professional 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 Professional 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 Professional 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.

## Bachelor of Music Therapy

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

The BCOU Bachelor of Music Therapy degree program balances and integrates academic and music requirements specific to music therapy with general education requirements. The program is open to graduates and students at Capilano College (BC).

### Admission Requirements

Enrolment in or completion of the Capilano College Music Therapy program. It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

- For more information on the Music Therapy program, contact Capilano College:  
www.capcollege.bc.ca  
604.984.4951
- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.
- It is the student's responsibility to consult 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 (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 41 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)
- 3 credits in mathematics or science
- 6 credits in humanities (excludes English; may be music history, theory, or performance credit)
- 6 credits in social science (must be psychology, equivalent to BCOU's PSYC 101 and 102)
- 3 credits of electives (may be music history, theory, or performance credit)

#### Psychology Requirements (9 credits)

(in addition to 6 credits in general education requirements; may be lower or upper level)

- 3 credits in abnormal psychology (e.g., BCOU's PSYC 245)
- 3 credits in developmental psychology (e.g., BCOU's PSYC 344)
- 3 credits psychology elective (e.g., BCOU's PSYC 255, 345, 346, 361)

#### Music History and Theory Requirements (15 credits)

- 6 credits in music history
- 6 credits in music theory
- 3 credits in ear training and sight singing

#### Music Therapy Requirements (72 credits)

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

#### Note

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



## 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 choosing this option should recognize that they may be required to complete further specialized courses before being eligible for graduate programs in their subjects of specialization.

### Admission Requirements

Open admission. Refer to admission policy on page 4.

### 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 41 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

- It is the student's responsibility to consult 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)

- The following BCOU 3-credit courses or equivalents: MATH 120, 121 (BCOU's MATH 101 and 104 do not meet this requirement)
- 18 credits in first- or second-year science with a minimum of 6 credits in any three of the following subject areas:
  - Life science (e.g., biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology)
  - Chemical science (e.g., chemistry, biochemistry)
  - Physical science (e.g., astronomy, physics)
  - Earth science (e.g., geology, atmospheric science, physical geography, geophysics, physical oceanography)
  - Mathematics (including statistics)
  - Applied science (e.g., 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 credit, 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 admission policy on page 4.

### 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 41 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

#### Lower-Level Requirements (27 credits)

- The following BCOU 3-credit courses or equivalents: MATH 120, 121, and STAT 102 (BCOU's MATH 101 and 104 do not meet this requirement)
- 18 credits in first- or second-year science with a minimum of 6 credits in any three of the following subject areas:
  - Life science (e.g., biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology)
  - Chemical science (e.g., chemistry, biochemistry)
  - Physical science (e.g., astronomy, physics)
  - Earth science (e.g., geology, atmospheric science, physical geography, geophysics, physical oceanography)
  - Mathematics (including statistics)
  - Applied science (e.g., 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), including 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

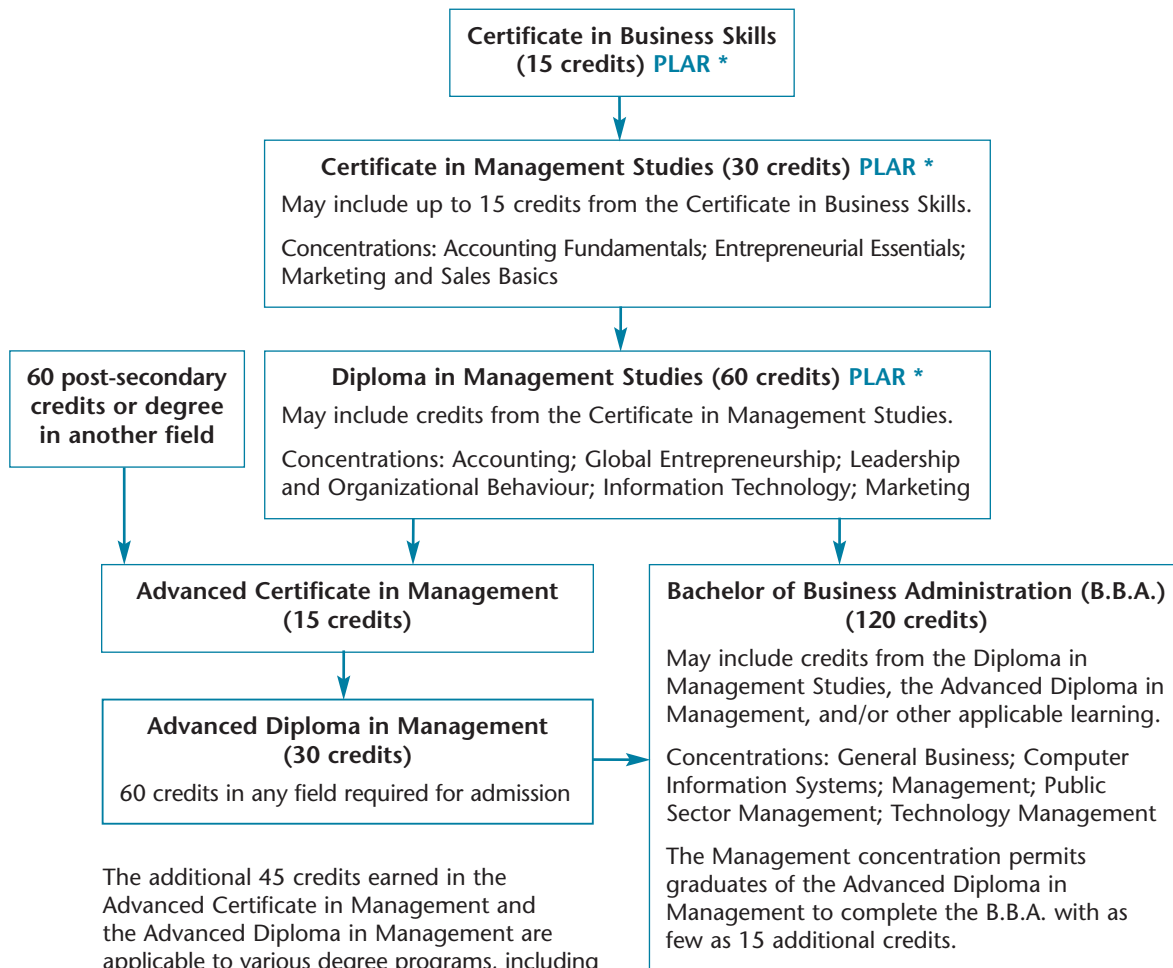
Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to page 6 for more information.

## 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 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 admission policy on page 4 and information about PLAR on page 6.

### 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

Students who complete BUSM 111, *Supervision* (3), ADMN 303, *Motivation and Productivity* (3) (formerly BUSM 213 or ADMN 413), and an approved course in human resources management as their 9 credits of electives receive a Certificate in Business Skills, Supervisory Option.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.

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

## 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 in the Business Programs Chart (page 49). This program normally requires the same core courses as listed for the Diploma in Management Studies (page 51).

### Admission Requirements

Open admission. Refer to admission policy on page 4 and information about PLAR on page 6.

### 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 262, *Analytical Decision Making* (3), 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 generally 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)

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.
- 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 50) and then adding additional credentials. Many students complete the Certificate in Management Studies (pages 50–51) 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 to the BCOU Bachelor of Business Administration (pages 55–60).

### Admission Requirements

Open admission. Refer to admission policy on page 4 and information about PLAR on page 6. 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 262, *Analytical Decision Making* (3), 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 generally 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 began 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, 262 and/or STAT 102; ADMN 365, 371 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 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, 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.) should consider the General Business Concentration (pages 56–57). The courses listed below should be included in the diploma.

To apply all 60 credits from the diploma program toward the B.B.A., the following courses or equivalents in the Diploma in Management Studies program elective should be taken:

- ADMN 250, *Introduction to Marketing* (3)
- ADMN 262, *Analytical Decision Making* (3)
- 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)

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.
- 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. This program is also appropriate for non-business post-baccalaureate students.

The program consists of 15 credits applicable to BCOU's Advanced Diploma in Management (page 54) and other BCOU programs.

The program and the individual courses have some unique features, policies, and procedures. For details, refer to the BCOU Website at <[www.bcou.ca/management/](http://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 pass mark is required). For information about computer requirements, refer to the BCOU Website at <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

### Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition, 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 required 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 262, *Analytical Decision Making* (3) or ADMN 369, *Transition and New Beginnings* (3)
- ADMN 361, *Open Thinking* (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 262 for further credit if they have credit for an equivalent course.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.
- 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 at least two years' work experience. It is also directed to those who have earned a bachelor's degree in a field other than business or commerce. Credits earned can be applied to meet administrative studies or elective requirements in various BCOU degree programs, including the Bachelor of Business Administration and the Bachelor of General Studies. This program is also appropriate for non-business post-baccalaureate students.

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 and the individual courses have some unique features, policies, and procedures. For details, refer to the BCOU Website at <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

Courses in the program are "Web-based, paced" (delivered electronically via the Web, with specific start and end dates, except ADMN 390). For computer requirements, refer to the BCOU Website at <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

### 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 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

- ADMN 262, *Analytical Decision Making* (3) or equivalent
- ADMN 361, *Open Thinking* (3) or equivalent
- ADMN 363, *Open Communication* (3) or equivalent
- ADMN 364, *Interpersonal Skills* (3) or equivalent
- 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)
- ADMN 478, *Ethical Approach to Management* (3)
- ADMN 479, *Strategic Management* (3)

#### Additional Courses

Plus courses from the following list to bring total to 45 credits:

- ADMN 369, *Transition and New Beginnings* (3)
- ADMN 373, *Information Management for the Manager* (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 262, 370, 372, 390 for further credit if they have received credit for an equivalent course.

## 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 General Business, Management, Computer Information Systems, Technology Management, and Public Sector Management are available within the BCOU B.B.A. at this time.

### 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- and 200-level courses applicable to the program is possible, these are often taken as part of a qualifying program such as BCOU's Diploma in Management Studies (pages 51–52), Diploma in General Studies (page 68), Diploma in Information Technology and Management (page 79), or Associate of Arts (page 35) or Associate of Science (page 36).

Formal admission requires completion of a minimum of 60 applicable credits or a suitable two-year diploma program.

Students who do not meet this requirement but who 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 more details.

Those assessed as having less than 60 applicable credits 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 78 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 Exam. A minimum of 60 transfer credits are awarded upon admission (additional credit 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 1996 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 General Business, Management, Computer Information Systems, Technology Management, and Public Sector 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 56 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)

## 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

## Credentials Evaluation

To meet BCOU admission requirements those who have completed credentials outside Canada and the United States are usually required to have their credentials evaluated by the International Credential Evaluation Service (ICES). Refer to page 4.

## 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 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 55.

### 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 262, *Analytical Decision Making* (3) or ADMN 465, *Management Decision Making* (3)
  - ADMN 320, *Organizational Behaviour I* (3)
  - ADMN 325, *Industrial Relations* (3) or 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 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Management* (3)
  - BUSM 121, *Management Principles and Practices* (3)
  - BUSM 236, *Financial Management* (3) or ADMN 372, *Finance for Managers* (3)
  - CMPT 214, *Decision Support Applications* (3)\*
  - ECON 200, *Principles of Microeconomics* (3) and ECON 201, *Principles of Macroeconomics* (3)
  - ENGL 106, *Written Communication* (3) and ENGL 107, *Business Communication* (3)\*
  - MATH 104, *Calculus for Business and Management Sciences* (3) or MATH 107, *Business Mathematics* (3)\*
  - STAT 102, *Introduction to Probability and Statistics* (3)
- \* Or approved substitute(s)



## Concentration Requirements (15 credits)

- Approved upper-level administrative studies or economics courses with a minimum of 6 credits at the 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. 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. Students who have completed a diploma in a business field or management studies may find the B.B.A. General Business concentration (pages 56–57) more suited to their backgrounds.

The Advanced Certificate in Management (page 53) and the Advanced Diploma in Management (page 54) ladder into this B.B.A. concentration.

Applicants are required to submit a résumé and letter of application with their Program Admission/Transfer Credit form, unless they have already been formally admitted to the Advanced Diploma in Management.

For more information, refer to the BCOU Website at <[www.bcou.ca/management/](http://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 55.

## 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 262, *Analytical Decision Making* (3) or ADMN 465, *Management Decision Making* (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 370, *Accounting for Managers* (3)
- ADMN 372, *Finance for Managers* (3)
- ADMN 373, *Information Management for the Manager* (3) or approved substitute
- ADMN 390, *Business Law* (3) (formerly BUSM 241)
- ADMN 478, *Ethical Approach to Management* (3)
- ADMN 479, *Strategic Management* (3)
- ECON 200, *Principles of Microeconomics* (3) and ECON 201, *Principles of Macroeconomics* (3)
- MATH 103, *Introductory Mathematics for the Social and Management Sciences* (3) or MATH 107, *Business Mathematics* (3)
- STAT 102, *Introduction to Probability and Statistics* (3)

## Concentration Requirements (12 credits)

- ADMN 361, *Open Thinking* (3)
- ADMN 365, *Marketing for Managers* (3)
- 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 262, 361, 363, 364, 365, 366, 367, 370, 372, 373, 369, 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)

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

## B.B.A. Computer Information Systems Concentration

This concentration is suitable 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 55.

### 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 262, *Analytical Decision Making* (3) or ADMN 465, *Management Decision Making* (3)
- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Industrial Relations* (3) or 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 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Management* (3)
- BUSM 121, *Management Principles and Practices* (3)
- BUSM 236, *Financial Management* (3) or ADMN 372, *Finance for Managers* (3)
- ECON 200, *Principles of Microeconomics* (3) and ECON 201, *Principles of Macroeconomics* (3)
- CMPT 212, *Database Concepts* (3) and CMPT 215, *Systems Analysis and Design I* (3)
- ENGL 106, *Written Communication* (3) and ENGL 107, *Business Communication* (3) or approved substitutes
- 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. 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 55.

## 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 262, *Analytical Decision Making* (3) or ADMN 465, *Management Decision Making* (3)
- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Industrial Relations* (3) or 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 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Management* (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) and ECON 201, *Principles of Macroeconomics* (3)
- ENGL 106, *Written Communication* (3) and ENGL 107, *Business Communication* (3) or approved substitutes
- MATH lower-level course (3) (likely included in technology diploma program)
- STAT 102, *Introduction to Probability and Statistics* (3)

## 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)

## 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).

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

## B.B.A. Public Sector Management Concentration

Offered in collaboration with the University of Victoria, BC (UVic), 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. Upon completion of the diploma, students can normally transfer all 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/UDP.htm> or email UVic at <padm@uvic.ca> or phone 250.721.8055.

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 55.

## Core Requirements (54 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 ADMN 421, *Budgeting and Management Systems* (3)
- ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)
- ADMN 262, *Analytical Decision Making* (3) or ADMN 465, *Management Decision Making* (3)
- ADMN 310, *Public Sector Applications of Microeconomic Analysis* (3)\*
- ADMN 312, *Principles of Administration: Concepts and Process* (3)\*
- ADMN 406, *Management and Organizational Behaviour* (3)\*
- ADMN 434, *Management Information Systems* (3)\*
- ADMN 425, *Labour Relations in the Public Sector* (3)\*, ADMN 431, *Human Resource Management in the Public Sector* (3)\*, or ADMN 447, *Local Government Labour Relations and Human Resource Management* (3)\* or approved substitute
- ADMN 451, *Administrative Law* (3)\* or ADMN 452, *Local Government Law* (3)\* or approved substitute
- ADMN 422, *The Responsible Public Servant* (3)\* or approved substitute
- ADMN 439, *The Public Policy Process* (3)\*, ADMN 442, *Local Government Policy* (3)\*, or ADMN 476, *Provincial Government Policy and Administration* (3)\* or approved substitute
- 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)\*
- ENGL 107, *Business Communication* (3) and ENGL 199, *Introduction to University Writing* (3) or approved substitutes
- MATH 107, *Business Mathematics* (3) or MATH 150, *Finite Mathematics* (3) or approved substitute
- STAT 102, *Introduction to Probability and Statistics* (3) or approved substitute

\* Taken through UVic diploma programs

## Concentration Requirements (12 credits)

- ADMN 311, *Introduction to Public Administration* (3)\*
- ADMN 414, *Project Management* (3)\* or approved substitute
- 400-level administrative studies course (6)

Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

## Elective Requirements (36 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.

- It is the student's responsibility to consult 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 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 Bachelor of Business in Real Estate degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be laddered 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 (ULE) 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 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.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that the courses selected are appropriate for the program of study or to meet future educational goals. Students who proceed without approval may find that a particular course does not meet program requirements.
- For updates on the BCOU degree program, 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 56 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 GEOG 350 to be delivered by UBC)
- 3 credits in natural science (excluding mathematics or computing)
- 6 credits in general education electives (humanities, social science, or science)

#### Core Business/Admin 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 262, *Analytical Decision Making* (3) or CMPT 214 (UVic), *Decision Support Applications* (3)
- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Industrial Relations* (3) or 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 470, *Business Policy and Strategy* (3) or ADMN 479, *Strategic Management* (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 *BC Transfer Guide* on the Web at <[www.bccat.bc.ca](http://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](http://www.realestate.ubc.ca)  
[info@realestate.commerce.ubc.ca](mailto:info@realestate.commerce.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 56 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 262, *Analytical Decision Making* (3)
- 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, *Research Methods in the Public Sector* 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)]

■ It is the student's responsibility to consult 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. Many courses are offered onsite at Capilano College (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 are not necessarily offered entirely by distance education. Advanced tourism courses are offered at Capilano College and are being developed for distance delivery by various institutions.

### 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.

■ For more information on advanced tourism classes, contact Capilano College:  
www.capcollege.bc.ca  
604.984.4960

## 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 56 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 JAPN 100)
- 3 credits in introductory economics (e.g., ECON 200)
- 3 credits in approved geography (e.g., human, cultural, or regional geography relevant to tourism)
- 3 credits in natural science (e.g., BISC 100, GEOG 110, or GEOL 120)

### Core Business and Tourism/Hospitality Lower-Level Course Requirements (30–36 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

■ It is the student's responsibility to consult 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.

## Business Courses Chart Information

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 183 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.

<p><b>AI</b> Appraisal Institute of Canada (BC)  <a href="http://www.appraisal.bc.ca">www.appraisal.bc.ca</a>                      info@appraisal.b.ca                      604.266.8287</p>
<p><b>CA</b> Institute of Chartered Accountants of BC  <a href="http://www.ica.bc.ca">www.ica.bc.ca</a>                      604.681.3264 or 1.800.663.2677</p>
<p><b>CGA</b> Certified General Accountants' Association  <a href="http://www.cga-bc.org">www.cga-bc.org</a>                      604.732.1211 or 1.800.565.1211</p>
<p><b>CHA</b> Canadian Healthcare Association  <a href="http://www.canadian-healthcare.org">www.canadian-healthcare.org</a>                      613.241.8005</p>
<p><b>CIM</b> Canadian Institute of Management  <a href="http://www.cim.ca">www.cim.ca</a>                      1.800.387.5774</p>
<p><b>CMA</b> Certified Management Accountants of BC  <a href="http://www.cmabc.com">www.cmabc.com</a>                      604.687.5891 or 1.800.663.9646</p>
<p><b>CPA</b> Canadian Payroll Association  <a href="http://www.payroll.ca">www.payroll.ca</a>                      416.487.3380 or 1.800.387.4693</p>
<p><b>CUIC</b> Credit Union Institute of Canada  <a href="http://www.cuic.com">www.cuic.com</a>                      1.800.267.2842</p>
<p><b>ICB</b> Institute of Canadian Bankers  <a href="http://www.icb.org">www.icb.org</a>                      514.282.9480 or 1.800.361.7339</p>
<p><b>II</b> Insurance Institute of Canada  <a href="http://www.iic-iac.org">www.iic-iac.org</a>                      416.362.8586                      (BCOU-delivered courses only, upon approval)</p>
<p><b>LGMA</b> Local Government Management Association  <a href="http://www.lgma.ca">www.lgma.ca</a>                      250.383.7032</p>
<p><b>PMAC</b> Purchasing Management Association of Canada  <a href="http://www.pmac.ca">www.pmac.ca</a>                      BC Institute of PMAC 604.408.4411                      National Office 416.977.7111</p>
<p><b>QAA</b> Association of Administrative Assistants  <a href="http://www.aaa.ca">www.aaa.ca</a>                      info@aaa.ca</p>
<p><b>REIC</b> Real Estate Institute of Canada  <a href="http://www.reic.ca">www.reic.ca</a>                      416.695.9000</p>

## Business Courses Chart

Refer to page 65 for more information.

		Credits	Credit-free	AI	CA	CGA	CHIA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
<b>Accounting and Finance</b>																
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			✓	✓	✓	✓		✓			✓			
<b>Business and Management Studies</b>																
ADMN 262	<i>Analytical Decision Making</i>	3														
ADMN 315	<i>Production and Operations Management</i>	3	M					✓						✓		
ADMN 361	<i>Open Thinking</i>	3	M													
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			✓		✓	✓		✓	✓		✓			
BUSM 100	<i>Doing Business in Canada</i>	3					✓						✓	✓		
<b>Communication</b>																
ADMN 363	<i>Open Communication</i>	3	M		✓											
ENGL 106	<i>Written Communication</i>	3					✓									
ENGL 107	<i>Business Communication</i>	3		✓		*	✓		✓	✓		✓	✓	✓		
<b>Economics</b>																
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	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
<b>Information Technology</b>																
ADMN 373	<i>Information Management for the Manager</i>	3	M													
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									✓					
<b>Marketing and Sales</b>																
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													
<b>Mathematics and Statistics</b>																
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	* ✓ *				✓								
<b>Organizational and Human Resource Management</b>																
ADMN 303	<i>Motivation and Productivity</i>	3	M					✓	✓	✓	✓					
ADMN 320	<i>Organizational Behaviour I</i>	3	M	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
ADMN 323	<i>Organizational Behaviour II</i>	3	M			✓			✓		✓		✓			
ADMN 325	<i>Industrial 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							✓	✓	✓	✓	✓	✓	✓	
<b>Public Sector Management</b>																
ADMN 310 (UVic)	<i>Public Sector . . . Microeconomic Analysis</i>	3														
ADMN 311 (UVic)	<i>Introduction to Public Administration</i>	3														
ADMN 312 (UVic)	<i>Principles of Administration</i>	3								✓	✓		✓			
ADMN 314 (UVic)	<i>Research Methods in the Public Sector</i>	3														
ADMN 406, 421, 422, 423, 431, 445, 446, 452, 476, etc.		3														

## General Studies Program

A general studies program allows students to select virtually 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 *BC Transfer Guide* on the Web at <[www.bccat.bc.ca](http://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

- These programs are available to applicants residing in Canada or outside Canada.

### Admission Requirements

Open admission. Refer to admission policy on page 4.

### Residency Requirements

6 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 admission policy on page 4.

### 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 credit, e.g., fine and performing arts studio courses, and engineering or applied science 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 by phone.

BCOU reserves the right to alter the schedule and availability of courses in the program. When feasible, labs and scheduled practice activities (practicum/practica 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 policy on page 70). Phone interview with program staff. Contact Student Services for the program admission package.

## 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.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.
- For program updates, refer to the BCOU Website or contact Student Services.

## 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 candidates update their nursing knowledge and return to active nursing practice. It is available to practical nurses who are required by the College of Licensed Practical Nurses of BC (CLPNBC) to take a refresher program. 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 candidates re-enter practical nursing with confidence. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

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 audio-conferencing. The schedule of audio-conferences may not be convenient for students residing outside BC.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.
- 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 indicating eligibility for licensure following completion of a refresher program.

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). Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

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, candidates 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 they do 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 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 candidate'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 they do 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.

#### Licensed Practical Nurse Upgrading Courses

- PNRP 260, *Head-to-Toe Assessment*
- PNRP 280, *Pharmacology for Practical Nurses*

Refer to course descriptions in this calendar and on the BCOU Website.

## Admission Requirements

Graduation from a practical nursing program recognized by the CLPNBC and current licence or assessment by the CLPNBC indicating eligibility for licensure following completion of a refresher program.

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). Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Qualifying Courses

### Specific 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.



## Practical Nursing Access Certificate

- Generally, this program is available only to applicants residing in BC.

This certificate program is designed to provide resident care attendants who meet program admission requirements and prerequisites with an opportunity to continue their education in order to become eligible for registration as a licensed practical nurse in British Columbia. The program can be completed over two or two and a half years.

The program includes theory courses offered at a distance in print format with a Web component. Lab and practicum courses and a preceptorship provide additional learning experiences and require full-time attendance.

### Certificate Requirements

#### Specific Course Requirements

- PNAP 100, *Pre-Nursing Mathematics*
- PNAP 110, *Foundations and Human Relationships*
- PNAP 112, *Human Anatomy and Physiology*
- PNAP 114, *Health A and Healing A*
- PNAP 116, *Nursing Arts A*
- PNAP 118, *Practicum A*
- PNAP 122, *Health B and Professional Issues*
- PNAP 124, *Healing B*
- PNAP 126, *Nursing Arts B*
- PNAP 128, *Practicum B*
- PNAP 138, *Preceptorship*

- It is the student's responsibility to consult with their BCOU program advisor to ensure that courses selected meet program requirements.

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

## Transition to Canadian Nursing Series

- These courses are available to applicants residing in Canada or outside Canada, with the exception of clinical experience courses.

This series of courses is designed to assist nurses who completed their basic nursing education in countries other than Canada and want to meet licensure requirements and prepare for nursing practice in British Columbia.

With the exception of courses with clinical experience requirements, courses are offered at a distance in print format with a Web component.

The Registered Nurses Association of BC (RNABC) may require some nurses to complete their basic education by completing qualifying courses in one or more subject areas, e.g., maternal/newborn and/or psychiatric/mental health nursing.

### Qualifying Courses

#### Specific Course Requirements

- NURS 291, *Maternal/Newborn Nursing Qualifying Theory*
- NURS 292, *Maternal/Newborn Nursing Qualifying Clinical*
- NURS 293, *Psychiatric/Mental Health Nursing Qualifying Theory*
- NURS 294, *Psychiatric/Mental Health Nursing Qualifying Clinical*
- NURS 298, *IELTS Preparation*
- NURS 352, *Nursing in Canada*
- NURS 356, *Clinical Experience*
- NURS 371, *Registered Nurse Examination Preparation*

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.

Nurses are not required to complete all courses in the series.

- For course descriptions, refer to the BCOU Website or contact Student Services.

## Registered Nurse Refresher Certificate

- Generally, this program is available only to applicants residing 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, which focuses on nursing competency, employs an integrated self-care nursing model. Candidates learn to apply the model in all phases of nursing and to practise it in a clinical setting. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

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 via the Web. 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 audio-conferencing. The schedule of audio-conferences may not be convenient for students residing outside BC.

## 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 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). Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Certificate Requirements

### Specific Course Requirements (15 credits)

- NURS 340, *Health Review* (3)
- NURS 350, *Nursing Update* (12)

Admission to NURS 350 is dependent on successful completion of NURS 340 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, candidates are responsible for the full workload of a registered 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 they do 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.

## 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. Check local community agencies for employment trends and opportunities.

The program offers courses in social work theory and practice, counselling skills, life span development, and social science. Students also attend a practicum/practica in a social service setting and a weekend workshop.

Admission to many degree programs in social work require students to have completed prerequisite courses such as SSWP 200 and 212. Refer to the *BC Transfer Guide on the Web* at <[www.bcat.bc.ca](http://www.bcat.bc.ca)> for more information and consult with receiving institutions about transfer credit.

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

Applicants residing outside BC who want to complete the program may participate if appropriate practicum arrangements can be made in a social service agency in BC. Students must also complete one weekend workshop, usually held in the Vancouver area two or three times a year. Students are responsible for all costs associated with their attendance at workshops. Enrolment may be limited.

Individuals who do not intend to complete this program may be allowed to take all SSWP courses except the practicum course(s). Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location in Canada. However, individuals residing outside BC are responsible for additional costs such as postage.

## Admission Requirements

ENGL 106, *Written Communication*, or post-secondary introductory English, and PSYC 102, *Introductory Psychology II*, or equivalent. 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 are exempt from ENGL 106 if they obtain a writing level score of 5 or 6 (refer to page 2).

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 (refer to policy on page 73); personal statement. Contact Student Services for the program admission package or refer to the BCOU Website.

Completion of a Grade 12 program or the Adult Graduation Diploma (page 34) is recommended.

## Certificate Requirements

### Specific Course Requirements (29 credits)

- ENGL 107, *Business Communication* (3)
- SOCI 102, *Introduction to Sociology II* (3)
- SSWP 200, *An Introduction to Social Work Practice* (3)
- SSWP 355, *Human Development* (3)
- SSWP 107, *An Introduction to Fieldwork in Social Services: Practicum I* (3)
- SSWP 109, *Introductory Counselling Skills* (4)
- SSWP 110, *Weekend Workshop for Introductory Counselling Skills* (1)
- SSWP 212, *Social Welfare* (3)
- SSWP 207, *Practicum II—Block Placement* (3)
- One 3-credit elective approved by program staff

BCOU may accept transfer credit for similar practicum experiences at other recognized Canadian post-secondary educational institutions.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that the courses selected meet program requirements.
- For program updates, refer to the BCOU Website or contact Student Services.

## Prior Learning and Recognition (PLAR) Assessor Certificate

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

This BCOU certificate introduces prior learning assessment as an area of study in adult education and establishes its value in contributing to lifelong learning for individual and workforce development. A set of occupational standards for the practice of prior learning assessment, based on provincial, national, and international standards/benchmarks, are described and provide a framework for learning activities and assessment of a candidate's knowledge and skill. Issues in prior learning assessment are addressed.

The credential is available to candidates who have experience conducting prior learning assessments and those who are novices anticipating conducting prior learning assessments in the future.

Currently, the certificate can be completed only by a PLAR process. Refer to page 6.

### Admission Requirements

Candidates must possess a credential in their field from a recognized post-secondary education institution, two years' work experience in their field, and a reference regarding their professional expertise in their field.

### Residency Requirements

This credential can be completed only through BCOU.

### Certificate Requirements

#### Specific Course Requirements (6 credits)

- ACER 301, *Prior Learning Assessment and Recognition (PLAR)* (6)
- For program updates, refer to the BCOU Website or contact Student Services.

## 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 the pages following is a general guide. Each student's degree program plan reflects their previous education as it applies to the degree.

### Note

Some of the health issues courses required for program completion include participation in mandatory audio-conferences at the candidate's expense or use of a computer for Web courses. Differences in time zones between BC and the candidate's location may make participation in audio-conferences inconvenient.

Students who have completed credentials outside Canada may be required to have their credentials evaluated by the International Credential Evaluation Service (ICES). Refer to page 4.

- It is the student's responsibility to consult 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 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 two categories:

### 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. Candidates may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with the Alliance.

### Admission Requirements

Candidates in both groups are subject to the academic policies of 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:

#### Professional Development Courses

Practising physiotherapists who meet requirements of the Canadian Alliance of Physiotherapy Regulators 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. Refer to page 83 for a list of professional development courses.

### Group 1

Candidates are required to provide a copy of a current full licence with the CPTBC.

### Group 2

Candidates 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

A 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)

Students may complete most of the academic requirements of the degree program at any time, with BCOU courses or their equivalents.



## Bachelor of Health Science (Psychiatric Nursing)

Offered in collaboration with Douglas College (British Columbia), Department of Psychiatric Nursing

- 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.

### Degree Requirements

A 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

- It is the student's responsibility to consult 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 information on the Douglas College Advanced Diploma program in Psychiatric Nursing, contact Douglas College:  
www.douglas.bc.ca  
604-527-5420

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

## 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 are required.

Applications from candidates who have not practised in the field for a minimum of one year in the last five years will be reviewed; these candidates 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.

- For information on a diploma in respiratory therapy and advanced certification programs, contact UCC: [www.cariboo.bc.ca](http://www.cariboo.bc.ca)  
250.828.5043 (Kamloops)
- For updates on the BCOU degree program, refer to the BCOU Website or contact Student Services.

### Degree Requirements

120 credits, with a minimum of 45 upper-level credits, are required as follows:

#### Specific Requirements

- A diploma in respiratory therapy from a recognized institution  
Graduates of accredited three-year diploma programs in respiratory therapy, including graduates of the 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.

## Information Technology Certificate Programs

BCOU is no longer accepting new applications for the following information technology (IT) certificate programs:

- Certificate in Computer Programming (Access Ability)
- Certificate in Information Technology
- Database Administrator Certificate
- Network Specialist Certificate

Students admitted to these programs prior to November 1, 2003, must complete all requirements before June 30, 2004, to be awarded the certificate, and should consult with their program advisor.

Students who have completed a BCOU IT certificate program are eligible for admission to the Diploma in Information Technology and Management.

- It is the student's responsibility to consult with their BCOU program advisor to ensure that the courses selected meet program and credential requirements.

## Diploma in Information Technology and Management

- This program is available only to applicants residing in Canada.

This diploma program supports the academic pursuits of students who have completed a BCOU information technology certificate. Courses for the diploma are generally completed on a part-time basis by distance while a student is employed in the industry.

### Admission Requirements

Successful completion of one of the following BCOU IT certificates:

- Certificate in Computer Programming (Access Ability)
- Certificate in Information Technology
- Database Administrator Certificate
- Network Specialist Certificate

### Diploma Requirements

21–30 additional credits are required as follows:

- ADMN 303, *Motivation and Productivity* (3)
- ADMN 390, *Business Law* (3)
- BUSM 111, *Supervision* (3) or BUSM 121, *Management Principles and Practices* (3)
- ENGL 107, *Business Communication* (3)
- STAT 102, *Introduction to Probability and Statistics* (3) or MATH 107, *Business Mathematics* (3)
- 6–15 credits of BCOU course electives (minimum 3 credits at the 200 level or higher)

- It is the student's responsibility to consult with their BCOU program advisor to ensure that the courses selected meet program and credential requirements.

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

## 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.

- It is the student's responsibility to consult 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 56 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.

## Reading a Course Description

Courses are listed alphabetically and numerically by the BCOU course letter code and number. Letter codes represent subject areas and numbers represent the year or difficulty of the course. As a general rule:

- Three-digit course numbers beginning with 0 indicate high-school level.
- 100-level courses are generally taken in the first year of a college or university program and usually have no prerequisites. Refer to course descriptions.
- 200-level courses are generally taken in the second year of a college or university program. Some 200-level courses may have prerequisites.
- 300-level courses are generally taken in the third year of a degree program and are considered upper level. Most 300-level courses have specific or recommended prerequisites.
- 400-level courses are considered upper level and are taken in the third or fourth year of a degree program. Most 400-level courses have specific or recommended prerequisites.

### Courses Delivered by BCOU

Courses delivered by BCOU are indicated by the [blue course code](#).

### Courses Marked (B) (C) (N) (W)

Course availability is indicated as follow:

- (B) Available as an in-person course in a designated BC location to applicants who meet course prerequisites.
- (C) Available in Canada to applicants who meet course prerequisites.
- (N) Available in North America to applicants who meet course prerequisites.
- (W) Available worldwide to applicants who meet course prerequisites.

### Icons

Refer to page 82 for explanations of icons.

### Courses Delivered by SFU, UBC, UVic

The delivering institution's course letter code and number is on the right of BCOU's course letter code and number.

### Course Credit

Credit values are in "semester hours," as used by SFU, UBC, UNBC, and most community colleges in BC. (3 BCOU credits = 1.5 UVic units.)

### Course Level/Type Designations

Course level/type designations are defined as follows:

- PREP—High school credit (ABE courses)
- COL—College credit
- UNIV—University credit
- NC—Non-credit as defined by BCOU

### Professional Associations

Professional associations that grant exemptions for business courses are indicated by their initials. Refer to pages 65–67 for more information.

**CODE 123 (W)**

**SFU/UBC/UVIC CODE 123**



3—PREP/COL/UNIV/NC

### Course Name

Course content is described here and outlines topics that are covered. (AI, CA, CGA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

**Prerequisites/Corequisites:** These are required before or concurrent with course registration.

**Note/Equipment Note:** Additional information to be noted is given for some courses.

**Texts Note:** Information about required texts is given for some courses. Before purchasing any texts, refer to the BCOU Website for details or contact Student Services.

**Start Date:** Information is given for each course. Refer to pages 7–8 for information about course registration deadlines.

**Maximum Completion:** The maximum time permitted to complete a course is given. Refer to pages 7–8 for more information.



### Delivery Formats—BCOU-Delivered Courses

**BCOU courses are offered as print/Web-enhanced unless stated otherwise in the course descriptions.**

**Print/Web-Enhanced**—Course is print-based. Many have optional Web content and Web interaction, though Internet access is not required to complete the course.

**Web**—Course is Web-based, though most have some printed materials. All have mandatory Web content, and most have Web interaction. Internet access is required.

**In Person**—Course is delivered face-to-face in a classroom setting or as a lab, clinical, workshop, or fieldwork.

**Tutor Support**—Students may choose to communicate with their tutors by phone or email and may submit assignments by regular mail or email.

**Other Equipment**—Courses may also include audiocassettes, videos, or computer disks, requiring equipment indicated by the icons below.

#### Icons



Access to a computer is required. Internet access is also required for Web courses. Unless stated otherwise in the course description, the requirements for Web courses delivered by BCOU are specified on this page and on the BCOU Website.



VHS videos are a component of the course. Students are required to view the videos for successful completion of the course. Access to a VHS video recorder (VCR) is essential. For some courses videos are included in the course package; for other courses videos are loaned to students by the BCOU Student Library Service; and for some courses videos are rented to students through Student Services (a rental form is included in the course package). Refer to policies about rental and purchase of videos on pages 12 and 23.



Supporting material on audiocassette is included in the course package. Access to an audiocassette player is required.



Students are required to watch one or more Knowledge Network broadcasts for the course. Videos may be available for rent or purchase from the institution delivering the course if students are unable to watch the programs at the broadcast times.



The course includes a teleconferencing component. Access to a telephone is required.

### Web Courses Delivered by BCOU

A computer with hardware and software as described below is required for BCOU-delivered Web-based courses. Computer skill requirements are also specified. Some courses may have other hardware or software requirements as detailed in the course descriptions. For more information, refer to the BCOU Website or contact the IT Service Desk at <ITServiceDesk@ola.ca>.

#### Hardware Requirements (subject to change)

Window users must have:

- Pentium III or higher microprocessor, or equivalent
- Minimum 64 MB of RAM (memory)
- Windows 98 through 2000, NT 4.0, or XP
- Dial-up 56 K, cable modem, or ADSL connection to the Internet

Macintosh users must have:

- G3 or higher
- Minimum 64 MB of RAM (memory)
- Mac OS 9.x or higher
- Dial-up 56 K, cable modem, or ADSL connection to the Internet

#### Software Requirements

- Word-processing program—compatibility with Word 97, Office 2000 or XP, or RTF-compatible word processor is recommended unless otherwise specified in the course description.
- Email account that supports file attachments.
- Java-enabled Web browser, e.g., Netscape 6.0 or better, or Internet Explorer 5.5 SPI or better.
- Adobe Acrobat Reader 5.0 or higher.

#### Computer Skill Requirements

Students should be able to:

- Navigate the directory/folder structure of their computer's hard drive, and search for files on their hard drive.
- Create directories, folders, and files and organize files on their computer's hard drive.
- Use a word-processing program and save word-processing documents in different file formats.
- Use an email program, including sending and saving attachments, and upload and download files as email message attachments.
- Use a graphical Web browser and Adobe Acrobat Reader 5.0 or higher.

## Professional Development Courses

BCOU currently offers the courses listed on this page as professional development courses (others may become available in the future). These courses are available to those who do not intend to complete an entire program but are interested in registering in a course for professional development purposes. Refer to course descriptions for details.

Special admission requirements may apply.

Admission to courses taken for professional development purposes is at the discretion of the program supervisor or coordinator. Enrolments may be limited.

Regular program admission requirements may be waived for individuals who want to register in individual theory courses for professional development purposes only and do not intend to complete an entire program at this time.

Courses with clinical, lab, workshop, or practicum components are available only as in-person courses in designated BC locations. Admission is available only to applicants able to attend and pending course availability. Those registering in courses with clinical/practicum requirements must meet all program admission and prerequisite requirements.

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

ADMN 262, *Analytical Decision Making*

ADMN 361, *Open Thinking*

ADMN 363, *Open Communication*

ADMN 364, *Interpersonal Skills*

ADMN 365, *Marketing for Managers*

ADMN 366, *Strategic Human Resource Management*

ADMN 367, *The Inquiring Leader*

ADMN 369, *Transitions and New Beginnings*

ADMN 370, *Accounting for the Manager*

ADMN 372, *Finance for Managers*

ADMN 373, *Information Management for the Manager*

ADMN 468, *Leading Projects to Success*

ADMN 477, *E-Business in a Competitive Environment*

ADMN 478, *Ethical Approach to Management*

ADMN 479, *Strategic Management*

ADMN 483, *Effective Leadership*

APST 450, *Understanding Research in Nursing*

HEAL 310, *Client-Centred Care Management I*

HEAL 320, *Community Development I*

HEAL 401, *Health Policy*

HEAL 402, *Issues in Health Care*

HEAL 403, *Cultural Diversity in Health Care*

HOME 143, *Nutrition for Home Support*

HOME 144, *Work Role and Home Safety, Management*

HOME 150, *Health: Lifestyle and Choices*

HOME 160, *Interpersonal Communications*

HOME 170, *Health and Healing: Concepts for Practice*

HOME 181, *Personal Care Skills*

HOME 190, *Special Needs*

NURS 340, *Health Review*

PNRP 101, *Practical Nursing in a Changing Health Care System*

PNRP 102, *Adapting Practice to the Institutional Setting*

PNRP 103, *Health Promotion, Prevention, and Healing*

PNRP 104, *Adapting Practice to the Community Setting*

PNRP 105, *A Caring Approach to Mother, Newborn, Infant, and Child*

PNRP 106, *A Caring Approach to Mother and Newborn*

PNRP 107, *A Caring Approach to Infant and Child*

PNRP 114, *Adapting Practice to the Community Setting: Theory*

PNRP 116, *A Caring Approach to Mother and Newborn: Theory*

PNRP 117, *A Caring Approach to Infant and Child: Theory*

PNRP 260, *Head-to-Toe Assessment*

PNRP 280, *Pharmacology for Practical Nurses*

SSWP 109, *Introductory Counselling Skills*

SSWP 110, *Weekend Workshop for Introductory Counselling Skills*

SSWP 200, *An Introduction to Social Work Practice*

SSWP 212, *Social Welfare*

SSWP 355, *Human Development*

## Index to Courses

Courses are listed alphabetically by the BCOU course letter code and number. Index 1 lists the subject area followed by the corresponding letter code(s). Index 2 lists the course letter code followed by the corresponding subject area(s). Locate courses in subject areas by the course letter codes.

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Accounting **ADMN, BUSM**  
 Administrative Studies **ADMN, BUSM**  
 Agricultural Studies **AGSC**  
 Animal Science **ANSC, BISC**  
 Anthropology **ANTH**  
 Applied Science **APSC**  
 Archaeology **ARCH**  
 Astronomy **EASC, EOSC**  
  
 Biological Sciences **BISC**  
 Business Communication **ENGL**  
 Business/Management **ADMN, BUSM**  
 Business Mathematics **MATH**  
  
 Calculus **MATH**  
 Canadian Studies **CNST, SOST**  
 Career Planning **EDCP, PREP**  
 Chemistry **CHEM**  
 Child and Youth Care **CYCA, ECED**  
 Commerce **ADMN, BUSM, ECON**  
 Communication **CMNS, ENGL**  
 Community Economic Development **CEDE**  
 Computer Applications **ACMP, CMPT**  
 Computer Science **CPSC**  
 Computer Studies **ACMP, CMPT**  
 Counselling **CNPS, EDUC, SSWP**  
 Criminology **CRIM, SOCI**  
  
 Database Management **CMPT**  
 Dendrology **FRST**  
  
 Earth and Ocean Studies **EASC, EOSC**  
 Economics **ADMN, CEDE, ECON**  
 Education **EDST, EDUC**  
     Adult **ADHE, EDUC**  
     Counselling **CNPS**  
     Curriculum Development **EDCI**  
     Early Childhood **ECED**  
     Educational Psychology **EDUC, EPSE**  
     Information Technology **EDUC, LSYS**  
     Language and Literacy **EDUC, LLED**  
     Law for Teachers **EDUC**  
     Teacher Librarianship **LIBE**  
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 Family Studies **CNPS, CYCA, HIST, HSDA, NURS, SOCI**  
 Film Studies **FILM**  
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 Physics **PHYS**  
 Plant Science **AGRO**  
 Political Science **POLI**  
 Practical Nursing **PNRP**  
 Prior Learning Assessment and Recognition **ACER**  
 Psychology **EDUC, PSYC**  
 Publishing **CMNS**  
  
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 Science **AGRO, ANSC, APSC, BISC, CHEM, EASC, EOSC, FNHE, GEOG, GEOL, MATH, PATH, PHYS, SCIE, SOIL**  
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## Index 2

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**ACMP** Computer Applications/Studies, Information Technology  
**ADHE** Adult Education  
**ADMN** Accounting, Administrative Studies, Business, Commerce, Economics, Finance, Industrial Relations, Law, Management, Marketing, Research Methodologies, Statistics  
**AGRO** Plant Science, Science  
**AGSC** Agricultural Studies, Science  
**ANSC** Animal Science, Science  
**ANTH** Anthropology, Social Science  
**APSC** Applied Science, Science  
**APST** Health, Nursing, Research Methodologies  
**ARCH** Archaeology  
  
**BISC** Animal Science, Biological Sciences, Science  
**BUSM** Accounting, Administrative Studies, Business, Commerce, Finance, Law, Management, Marketing  
**CEDE** Community Economic Development, Economics  
**CHEM** Chemistry, Science  
**CIVL** Engineering, Environmental Studies  
**CMNS** Communication, Publishing  
**CMPT** Computer Applications/Studies, Database Management, Information Technology  
**CNPS** Counselling, Counselling Education, Family Studies  
**CNST** Canadian Studies  
**CPSC** Computer Science  
**CRIM** Criminology, Law, Research Methodologies, Social Science, Women's Studies  
**CYCA** Child and Youth Care, Family Studies  
  
**EASC** Astronomy, Earth and Ocean Studies, Environmental Studies, Geography, Oceanography, Science  
**ECED** Child and Youth Care, Early Childhood Education  
**ECON** Commerce, Economics, Social Science, Statistics  
**EDCI** Curriculum Development  
**EDCP** Career Planning  
**EDST** Education  
**EDUC** Counselling, Education (Adult, Curriculum Development, Early Childhood, Educational Psychology, Information Technology, Language and Literacy, Law for Teachers, Teacher Librarianship), Law, Psychology, Research Methodologies  
**ENGL** Business Communication, Communication, English, Linguistics, Literature, Management  
**EOSC** Astronomy, Earth and Ocean Studies, Environmental Studies, Geography, Oceanography, Science  
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**FINA** Fine Art, Music  
**FNHE** Food Science, Nutrition, Science

**FNST** First Nations Studies  
**FOPR** Forestry  
**FREN** French Language  
**FRST** Dendrology, Forestry, Statistics  
  
**GEOG** Geography, Science, Urban Studies  
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**HEAL** Health  
**HIST** Family Studies, History  
**HOME** Health, Home Support Attendant, Nutrition  
**HSDA** Family Studies, Health  
**HUMN** Humanities  
  
**JAPN** Japanese Language  
  
**KINE** Food Science, Health, Kinesiology, Nutrition, Physical Education  
  
**LARC** Landscape Architecture  
**LIBE** Library, Teacher Librarianship Education  
**LING** Linguistics  
**LLED** Language and Literacy Education  
**LSYS** Information Technology Education  
  
**MACM** Mathematics  
**MATH** Business Mathematics, Calculus, Mathematics, Science, Statistics  
**MUSC** Music  
  
**NURS** Family Studies, Health, Home Care Nursing, Nursing  
  
**PATH** Infection Control, Science  
**PHED** Physical Education, Recreation  
**PHIL** Philosophy  
**PHYS** Physics, Science  
**PNRP** Nursing, Practical Nursing  
**POLI** Political Science, Social Science  
**PREP** Career Planning  
**PSYC** Law, Psychology, Research Methodologies, Social Science, Statistics  
  
**SCIE** Science  
**SOCI** Criminology, Family Studies, Social Science, Sociology  
**SOIL** Environmental Studies, Science, Soil Science  
**SOST** Canadian Studies, Social Science  
**SPAN** Spanish Language  
**SSWP** Counselling, Health, Social Service Worker  
**STAT** Statistics  
  
**WOOD** Forestry, Wood Products  
**WOST** Women's Studies

■ Courses delivered by BCOU are indicated by the blue course code.

## Course Descriptions

### ACER 301 (W)



6—COL

#### Prior Learning Assessment and Recognition (PLAR)

This Web course introduces prior learning assessment as an area of study in adult education and establishes its value in contributing to lifelong learning for individual students and workforce development. Occupational standards for prior learning assessment based on provincial, national, and international standards/benchmarks are described, and individuals are given opportunities to develop and demonstrate their skills in the practice of prior learning.

**Prerequisites:** Credential from a recognized post-secondary education institution, two years' work experience in student's field, reference regarding professional expertise in student's field

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

#### ACCOUNTING COURSES

Refer to ADMN 231, 232, 331, 332, 341, BUSM 131, 132, and the business courses chart on pages 65–67.

### ACMP 196 (W)



3—COL

#### Applied Technology Capstone—MCSE

This Web course is designed to introduce Microsoft Certified Systems Engineer (MCSE) candidates to the complexities of modern computing and business environments. Students apply communications, business, and interpersonal skills to solve a variety of problems presented in case studies. Students use the case studies to build systematic problem-solving models for real-life development, administration, and project management information technology problems. Students are required to deliver solutions in clear, informative business reports.

**Prerequisites:** BUSM 101, ENGL 106, or equivalents. Students must have completed or be in the process of completing a vendor certification program in A+ and MCSE.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Texts Note:** All written materials are provided. Students are required to acquire their own software.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ (W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

### ACMP 198 (W)



3—COL

#### Applied Technology Capstone—OCP

This Web course is designed to introduce Oracle Certified Professional (OCP) candidates to the complexities of modern computing and business environments. Students apply communications, business, and interpersonal skills to solve a variety of problems presented in Oracle case studies. Students use the case studies to build systematic problem-solving models for real-life development, administration, and project management information technology problems. Students are required to deliver solutions in clear, informative business reports.

**Prerequisites:** BUSM 101, ENGL 106, or equivalents. Students must have completed or be in the process of completing a vendor certification program in A+ and Oracle.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Texts Note:** All written materials are provided. Students are required to acquire their own software.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ADHE 327 (W)

### UBC ADHE 327



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

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks



**ADHE 328 (W) UBC ADHE 328**

3—UNIV

**Institutions of Adult Education**

This course explores the history, roles, and activities of institutions in the field of adult education. Institutions in Canada, Great Britain, and the United States are emphasized, and some experiences in other countries are examined.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ADHE 329 (W) UBC ADHE 329**

3—UNIV

**Developing Short Courses, Workshops, and Seminars**

This course examines the organization and administration of adult education events such as short courses, seminars, workshops, conferences, and institutes.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered ADED 429. Students with credit for ADED 429 may not repeat this course for further credit.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ADHE 412 (W) UBC ADHE 412**

6—UNIV

**An Overview of Adult Education**

This is a survey of adult education theory and practice in Canada and the world. The focus is on the purposes and participation in adult education, characteristics of adult learners, and training of adult educators.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 26 weeks

**ADMN 231 (W)**

(RECOMMENDED) 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. 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 Note:** Calculator is required. Computer with Internet access and CD-ROM drive is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ (W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

**ADMN 232 (W)**

(OPTION) 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 Note:** Calculator is required. Computer with Internet access is required for the Web version of this course (Excel software is recommended). Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ADMN 250 (W)**

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

**Note:** Students with credit for ADMN 350, 365, BUSM 151, or equivalents may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. CD-ROM drive is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ADMN 262 (W)**

3—UNIV

**Analytical Decision Making**

This Web, *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.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

**ADMN 303 (W)**

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:** It is to the student's advantage to have completed a course of training in business management. Third-year university standing is recommended.

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ADMN 305 (W) UVIC ADMN 305**

3—UNIV

**Public Sector Writing and Communication Skills**

This course focuses on communication in the public and non-profit sectors, including internal communications (e.g., reports, briefing notes, communications plans, managing meetings) and external communications (e.g., media relations, Websites, proposals, press releases, speech writing). Students analyze, critique, and practise formal and informal writing, including correspondence. The emphasis on writing clearly and simply includes a refresher on basic grammar and usage. The course also includes practice in collaborative writing and library research.

**Prerequisites:** Third-year university standing is recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 310 (W) UVIC ADMN 310**

3—UNIV

**Public Sector Applications of Microeconomic Analysis**

This is an introduction to the principles of microeconomics for public-sector policy analysis and management. The course begins with a focus on how social coordination occurs through markets and proceeds with applications to aid decision making. Topics include government regulation of business, income determination and policies, pollution control, fisheries, government finance, and the use of cost-benefit analysis. The course is designed to illustrate the usefulness of microeconomic analysis for public-sector policy analysts and managers at all levels of government.

**Prerequisites:** Third-year university standing is recommended.

**Note:** This course is not open for credit to students who have taken or are taking UVIC ECON 103 (formerly ECON 201) or BCOU ECON 200.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 311 (W) UVIC ADMN 311/  
HSD 404/POL 350**



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 Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 312 (W) UVIC ADMN 312**

3—UNIV

**Principles of Administration: Concepts and Process**

This investigation of the principles of administration examines the concepts, sequence, and cycle of events that are integral to the process. In particular, the key processes of planning, organizing, implementing, and evaluating are studied. (CUIC, ICB, PMAC)

**Prerequisites:** Third-year university standing is recommended.

**Note:** Only one of ADMN 312, BUSM 121, and ADMN 122 may be taken for credit.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 313 (C) UVIC ADMN 313**



3—UNIV

**Quantitative Analysis**

**Students may be required to attend workshops in Vancouver or Victoria.**

This course provides an introduction to quantitative analysis and the use of related software tools. The main focus of the course is on the application of basic algebra to the analysis of financial decisions, including elementary cost-benefit analysis. An introduction is provided to the use of computerized spreadsheets in relevant applications.

**Prerequisites:** Third-year university standing is recommended.

**Note:** Students with credit for UVIC ADMN 400 may not take this course for further credit.

**Equipment Note:** Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 314 (W) UVIC ADMN 314**

3—UNIV

**Research Methods in the Public Sector**

This course is an introduction to research methods in public-sector settings. It enables students to become informed consumers and critics of research-based information and more effective managers of research-related projects. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive statistics, sampling and inferential statistics; relationships between variables; ethical and organizational issues; the research proposal and report.

**Prerequisites:** Third-year university standing is recommended.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

■ (C) Indicates available in Canada  
(W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

**ADMN 315 (W)**

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ADMN 316 (W) UVIC ADMN 315**



3—UNIV

**Local Government in Canada: Administration and History**

This course provides an overview of local governments in Canada. Topics include history of Canadian local governments, political structure and process, government systems, intergovernmental relations, policy making, ethical issues, and reform and changes occurring in local governments.

**Prerequisites:** Third-year university standing is recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

## ADMN 320 (W)

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## ADMN 323 (W)

3—UNIV

### Organizational Behaviour II: The Organization in Its Environment

This course is about complex organizations: why organizations exist, what they do, how they are (and should be) designed, how they direct and control member behaviour, and how they evolve, adapt, and change. The specific focus is on the interaction between an organization and its larger environment and the implications for managerial practice. (CHA, CPA, ICB, PMAC)

**Prerequisites:** ADMN 320 or 406 or BUSM 272 is strongly recommended.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 325 (N)



(RECOMMENDED) 3—UNIV

### Industrial Relations

This course provides an introduction to union-management relationships in Canada. The first part of the course examines different approaches to the understanding of labour relations and surveys the historical development of collective bargaining relationships in Canada. The main body of the course covers the components of the BC labour relations system: the establishment and termination of the union-management relationship; negotiations; work stoppages; mediation and dispute resolution; and grievances and arbitrations. (CPA, LGMA)

**Prerequisites:** Minimum 30 credits applicable to a BCOU business or management program. Course in business law (ADMN 390) is helpful. **Note:** Students with credit for ADMN 324, 424, or 447 may not take this course for further credit. **Equipment Note:** Computer with Internet access is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 331 (W)



(RECOMMENDED)

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. 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 Note:** Calculator with financial functions is required. Computer with Internet access and CD-ROM drive is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 332 (W)



(RECOMMENDED)

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 Note:** Calculator with financial functions is required. Computer with Internet access and Excel software are recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ADMN 341 (W)



(RECOMMENDED) 3—UNIV

#### Intermediate Financial Accounting II

In this course, students examine the liability and equity sections of the balance sheet. Key topics include current liabilities; contingencies; long-term liabilities; pensions; leases; income tax allocation; and shareholder equity. In addition, students also examine earnings per share, statement of cash flow, and financial statement analysis. (CA, CGA, CMA, PMAC)

**Prerequisites:** ADMN 331.

MATH 107 is recommended.

**Equipment Note:** Calculator with financial functions is required. Computer with Internet access and CD-ROM drive is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ADMN 361 (W)



3—UNIV

#### Open Thinking

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

### ADMN 363 (W)



3—UNIV

#### Open Communication

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

### ADMN 364 (W)



3—UNIV

#### Interpersonal Skills

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

### ADMN 365 (W)



3—UNIV

#### Marketing for Managers

This Web, *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 own 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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)



## ADMN 366 (W)



3—UNIV

### Strategic Human Resource Management

This Web, *paced* course provides the student 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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

### BUSINESS AND MANAGEMENT COURSES

Refer to BUSM, ENGL 106, 107, MATH 107, and the business courses chart on pages 65–67.

## ADMN 367 (W)



3—UNIV

### The Inquiring Leader

In this Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

## ADMN 369 (W)



3—UNIV

### Transition and New Beginnings

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

## ADMN 370 (W)



3—UNIV

### Accounting for Managers

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

## ADMN 372 (W)



3—UNIV

### Finance for Managers

This Web, *paced* course focuses on how management maximizes the “value of the firm.” It is designed to enable the student to develop an understanding of corporate finances and their structure. Emphasis is placed on financial decision making. The student 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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Every two months, starting fall 2003

**Maximum Completion:** 14 weeks (online participation required)

### ADMN 373 (W)



3—UNIV

#### Information Management for the Manager

In this Web, *paced* course, students examine how to handle information they and their department need; how to create data banks with the scope, accessibility, and user-friendliness required by the student and their department; and how to maintain a data bank's currency and relevancy.

**Prerequisites:** Computer literacy, or approval of the dean of business. Third-year university standing is recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Every two months, starting January 2004

**Maximum Completion:** 14 weeks (online participation required)

■ (W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

### ADMN 380 (W)



3—UNIV

#### International Business

In this Web 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 business is influenced by 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:** ADMN 250 (formerly ADMN 350 or BUSM 151) and BUSM 121 are strongly recommended.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ADMN 390 (W)

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ADMN 406 (W) UVIC ADMN 406

3—UNIV

#### Management and Organizational Behaviour

This course focuses on the skills of the effective manager or administrator in public-sector organizations. The course examines human behaviour issues that managers face. Topics include managerial work; personal, interpersonal, and leadership skills; gaining power and influence; conflict resolution; interpersonal and formal communications; decision making; motivating; teamwork; and implementing change.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 407 (W) UVIC ADMN 407**

3—UNIV

**Managing Contracts for Public Services**

This course examines the uses, rationale, and feasibility of contracting with other governments, non-profit organizations, and private firms for the production of public services. Topics include the contracting process; writing specifications; Invitations to Quote (ITQ); Requests for Proposals (RFP); responding to ITQs and RFPs; contract management; legal issues; labour relations; reporting and monitoring; processing complaints; evaluating performance; and ethical issues.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 408 (W) UVIC ADMN 408**

3—UNIV

**Developing and Managing Partnerships**

This course explores the challenges facing managers who use partnerships with governments, private corporations, or third-sector organizations as vehicles for policy development, infrastructure creation, or service delivery. The focus is on developing an analytical framework for forming, managing, and evaluating partnerships. Topics include strategic partnership planning; the partnership formation process; ongoing management including performance measurement, financial management, and ethical considerations.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 409 (C) UVIC ADMN 409**

3—UNIV

**Leading and Managing in the Non-Profit Sector**

**Students may be required to attend workshops in Vancouver or Victoria.**

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

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 414 (C) UVIC ADMN 411**

3—UNIV

**Project Management**

**Students may be required to attend workshops in Vancouver or Victoria.**

This course covers the theory and practice of project management in the public and non-profit sectors. Topics may include defining the project; project life cycle; planning; quality control; scheduling and critical path; budgeting; negotiating; team building; leadership; implementation and control; problem solving; progress review; project completion; and evaluation. Emphasis is on enhancing the student's ability to achieve project goals with limited resources amidst changing organizational environments. Project management software is used.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 415 (W) UVIC ADMN 412**

3—UNIV

**Strategic Planning and Implementation**

**Students may be required to attend workshops in Vancouver or Victoria.**

This course examines strategic planning processes for public and non-profit organizations. Topics include environmental scanning, transforming strategic plans into policies and programs, linking the plan to policy development, management tactics, and assessing organizational performance. The course emphasizes practical strategies and conveys knowledge and skills to assist in making strategic planning effective.

**Prerequisites:** Third-year university standing

**Note:** Students may not receive credit for UVIC ADMN 412 and 470 with this topic.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 421 (W) UVIC ADMN 421**

3—UNIV

**Budgeting and Management Systems**

This course focuses on the use of budgeting systems in the planning and control function of management. Topics include phases of the financial management cycle, such as forecasting and needs analysis, and budgeting, internal control, evaluation, and audit. Institutional structures and operating procedures that govern the allocation and expenditure of government funds are also examined.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Prerequisites:** Third-year university standing  
**Start Date:** TBA. Refer to page 8.  
**Maximum Completion:** 4 months

#### ADMN 422 (W) UVIC ADMN 422



3—UNIV

##### The Responsible Public Servant

This course provides a practical examination of the arguments that are made on both—or many—sides of difficult value questions currently confronting public servants. It also considers institutional means and techniques that can be used to strengthen and encourage responsible public service. Questions examined include: Is it acceptable for a public servant to blow the whistle? Should a public servant be able to moonlight? Should public servants feel obligated to restrict their political rights? To what levels of risk should public servants expose members of the public?

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 422 and UVIC ADMN 519 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

#### ADMN 423 (W) UVIC ADMN 423



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

**Note:** Only one of ADMN 423 and UVIC ADMN 545 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

#### ADMN 425 (C) UVIC ADMN 425



3—UNIV

##### Labour Relations in the Public Sector

Students are required to attend workshops in Vancouver or Victoria.

This course is an examination of the development and functioning of collective bargaining in the provincial public service. Special attention is given to the legislation regulating bargaining; the institutions that do the bargaining; determination of bargaining units; exclusions; bargainable issues; content of collective agreements; arbitration; and dispute resolution.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

#### ADMN 431 (W) UVIC ADMN 431



3—UNIV

##### Human Resource Management in the Public Sector

This course examines various aspects of the human resource functions within government and compares current theory and practice in such areas as: human resource planning, recruitment, and selection; performance evaluation, compensation, benefits, and promotion; career planning and staff development; labour relations, discipline, and control structures. Considerable emphasis is placed on the managerial aspects of the workplace.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 431 and UVIC ADMN 447 or 531 or BCOU ADMN 366 may be taken for credit. Students with a previous course in human resources (personnel management) should consult an advisor before registering.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

#### ADMN 434 (C) UVIC ADMN 424



3—UNIV

##### Management Information Systems

Students are required to attend workshops in Vancouver or Victoria.

This course is a review of data and information processing concepts and procedures, with consideration of the costs and benefits of different information systems that can be developed to meet the informational needs of public sector managers for functions such as planning, budgeting, control, and evaluation.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

#### ADMN 437 (W) UVIC ADMN 437



3—UNIV

##### Program Evaluation and Performance Measurement

This is an intensive introduction to the organizational and methodological issues involved in evaluating programs and measuring program performance.

The course offers a practical understanding of the evaluation process, including the identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation methods.

The course also introduces needs assessments, cost-effectiveness, and cost-benefit analysis, and connects key evaluation steps to the process of performance measurement.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 437 and UVIC ADMN 537 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

- (C) Indicates available in Canada
- (W) Indicates available worldwide



## ADMN 438 (C) UVIC ADMN 414



3—UNIV

### Strategic Communications

Students are required to attend workshops in Vancouver or Victoria.

This course deals with policy and program communication in the public and non-profit sectors. Topics include the relationship between an organization and its internal and external stakeholders; the effects of public attitudes on an organization; strategic communication planning; techniques for developing awareness, acceptance, and goodwill; public consultation; the role of the media and media relations; strategies for program promotion; issues and crisis management; interpersonal communication; and negotiation strategies.

**Prerequisites:** Third-year university standing

**Note:** Only one of UVIC ADMN 414 and 470 (with the same title) may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

■ (C) Indicates available in Canada  
(W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

## ADMN 439 (C) UVIC ADMN 420



3—UNIV

### The Public Policy Process

Students are required to attend workshops in Vancouver or Victoria.

This course is an introduction to the policy process as it is analyzed in modern theoretical literature, and as it may be examined through case studies from Canadian and non-Canadian contexts. Topics include policy formulation, the structural aspects of policy execution, and the human dimension of implementation and coordination.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

## ADMN 442 (C) UVIC ADMN 465



3—UNIV

### Local Government Policy

Students are required to attend workshops in Victoria.

This course is an integrated analysis of selected local government problems drawing on urban and regional economics, local government law, and the understanding of local government structure and operations. Topics selected for examination vary.

**Prerequisites:** Third-year university standing, ADMN 423 or equivalent, ADMN 445, 452

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

## ADMN 445 (W) UVIC ADMN 445



3—UNIV

### Urban and Regional Economics

This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities, and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

**Prerequisites:** Third-year university standing, ADMN 310 or UVIC ECON 103 or equivalent

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

## ADMN 446 (W) UVIC ADMN 446



3—UNIV

### Local Government Land Use Planning

This course offers an overview of land use planning principles and regulations to local government administrators. The focus is on small and mid-size communities. Topics in land use planning include current trends; history; regulatory framework in BC; growth management and regional planning; neighbourhood, local area, and community planning; zoning; rural and small town planning; main street, strip, and commercial planning; subdivision planning; permits and other regulatory mechanisms; public information and participation; and heritage conservation.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 446 and UVIC ADMN 470 (with the same title) may be taken for credit.



**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 447 (W) UVIC ADMN 447**



3—UNIV

**Local Government Labour Relations and Human Resource Management**

This course focuses on labour relations and human resource management issues that are specific to local governments in BC. Topics include union/management relations; collective bargaining and agreements; effects of contracting out; dispute resolution; human resource planning; recruitment, selection, and hiring; compensation, benefits, and staff training.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 447 and 431 may be taken for credit. Students with credit for ADMN 324, 325, or 424, or BUSM 222 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 448 (W) UVIC ADMN 448**



3—UNIV

**Local Government Finance**

This course examines the theoretical concepts and practical applications of local government finance, including revenue and expenditures. Topics include the property tax system, budgeting, user charges, development cost charges, debt finance, grants, financing education, infrastructure costs, alternative revenue sources, and city-suburb relationships. Fiscal policy issues such as equity, public choice, and fiscal equivalency are covered. Financial practices from other jurisdictions, including the use of local sales and income taxes, are also examined.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 451 (C) UVIC ADMN 451**



3—UNIV

**Administrative Law**

**Students are required to attend workshops in Vancouver or Victoria.**

This course is an introduction to the principles of administrative law, paying particular attention to the relationship between the administrator and the public. Issues such as the requirements of fairness and natural justice in decisions affecting the public, appeals from administrative decisions, public participation in the decision-making process, and political accountability and control of boards and independent agencies are discussed.

**Prerequisites:** Third-year university standing

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 452 (W) UVIC ADMN 452**



3—UNIV

**Local Government Law**

This course is an analysis of legislation, regulations, and court decisions within which local governments in BC function. The presentation is designed to familiarize non-lawyers with local government and legal processes as they apply to local government activities.

**Prerequisites:** Third-year university standing, ADMN 451 or equivalent or experience in local government  
**Note:** Only one of ADMN 452 and UVIC ADMN 551 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 455 (W) UVIC ADMN 455**



3—UNIV

**Marketing Strategies for the Public and Non-Profit Sectors**

This course examines marketing strategies for public and non-profit organizations. Topics include market research, planning, and implementation. The focus is on marketing programs and services, as well as social awareness campaigns. Linkages to the organization's mission, public relations, and fundraising are covered. Differences between public, non-profit, and private sector marketing are examined.

**Prerequisites:** Third-year university standing

**Note:** Only one of ADMN 350 and 445 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months

**ADMN 460 (W)**

3—UNIV

**Business and Society**

This course investigates the interdependence of business and society, including topics related to corporate social responsibility, ethical performance, socially responsive management, and managing in a changing world. The course is intended to increase knowledge of the complex linkages between business and society; to increase understanding of what it means for business to be socially responsible; and to increase ability to use this knowledge for more success in dealing with the dilemmas faced by business practitioners. (CA, CUIC, ICB)

**Prerequisites:** 75 credits applicable to BCOU's B.B.A., or approval of the dean of business

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 465 (W)

 (OPTION) 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., including ECON 310, or approval of the dean of business. ADMN 315 is recommended. **Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website. **Start Date:** Continuous registration. Refer to page 7. **Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 466 (W)

 (RECOMMENDED) 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 Note:** Computer with Internet access is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 468 (W)

 6—UNIV

### Leading Projects to Success

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>. **Start Date:** Approximately every four months **Maximum Completion:** 21 weeks (online participation required)

## ADMN 470 (W)

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 BCOU B.B.A. core requirements, or approval of the dean of business **Note:** Students should take only one of ADMN 470 and 479. **Start Date:** Continuous registration. Refer to page 7. **Maximum Completion:** 30 weeks. Refer to page 7.

## ADMN 476 (C) UVIC ADMN 466

 3—UNIV

### Provincial Government Policy and Administration

**Students are required to attend workshops in Victoria.**

This course examines the legislative structure, cabinet committees, ministries, central agencies, and Crown corporations of the BC government. Attention is focused on the major government programs and the administrative processes underlying the formation of public policy as well as the management systems employed in the implementation and evaluation of government programs. **Prerequisites:** Third-year university standing **Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/padm/Undergrad/outlines.htm>>. **Start Date:** TBA. Refer to page 8. **Maximum Completion:** 4 months

**ADMN 477 (W)**

6—UNIV

**E-Business in a Competitive Environment**

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every four months

**Maximum Completion:** 21 weeks (online participation required)

**ADMN 478 (W)**

3—UNIV

**Ethical Approach to Management**

In this Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Every two months, starting November 2003

**Maximum Completion:** 14 weeks (online participation required)

**ADMN 479 (W)**

3—UNIV

**Strategic Management**

This Web, *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 or B.B.A. Students should take only one of ADMN 470 and 479.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Every two months, starting January 2004

**Maximum Completion:** 14 weeks (online participation required)

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**BUSINESS AND MANAGEMENT COURSES**

Refer to BUSM, ENGL 106, 107, MATH 107, and the business courses chart on pages 65–67.

**ADMN 483 (W)**

3—UNIV

**Effective Leadership**

This Web, *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 Note:** Computer with Internet access is required. Refer to <[www.bcou.ca/management/](http://www.bcou.ca/management/)>.

**Start Date:** Approximately every two months (e.g., September, November, January, etc.)

**Maximum Completion:** 14 weeks (online participation required)

**AGRO 260 (N) UBC AGRO 260**

6—UNIV

**Agroecology I**

This online course is an introduction to the biophysical and socioeconomic factors affecting systems management and production in selected agroecosystems.

**Prerequisites:** AGSC 250

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca/>>.

**Start Date:** September. Refer to page 8.

**Maximum Completion:** 6 months

**AGRO 421 (N) UBC AGRO 428**



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.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**AGSC 250 (N) UBC AGSC 250**



6—UNIV

**Land, Food, and Community I**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January. Refer to page 8.

**Maximum Completion:** 6 months

**AGSC 350 (N) UBC AGSC 350**



6—UNIV

**Land, Food, and Community II**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** January. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 6 months

**AGSC 490 (W) UBC AGSC 490**



3—UNIV

**Topics in Agricultural Sciences: Aquaculture and the Environment**

This online course studies the components of the interactions between an intensive fish aquaculture system and the aquatic environment.

**Prerequisites:** None

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** TBA. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ANSC 480 (W) UBC AGRO 418**



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

**Start Date:** September. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**ANSC 581 (N) UBC AGRO 419**



3—UNIV

**Fish Diseases**

Topics in this course include common diseases of fish: epidemiology, zoonotic potential, prevention, and treatment of diseases.

**Prerequisites:** B.Sc. in the life sciences or microbiology, or permission of the instructor

**Note:** Students who wish academic credit with UBC are required to contact UBC Distance Education and Technology for information about registration.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ANTH 101 (C) SFU SA 101**

4—UNIV

**Introduction to Anthropology**

This course is an introduction to the study of human social and cultural life from an anthropological perspective. It explores the scope and nature of the discipline of anthropology through study of selected cases drawn from both technologically simple communities and complex modern industrial societies.

**Prerequisites:** None

**Note:** Students with credit for SFU SA 170 may not take this course for further credit.

**Start Date:** September, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ANTH 201 (C) SFU SA 201**



4—UNIV

**Anthropology of Contemporary Life**

This online course introduces the anthropological perspective as applied to modern industrial societies. Topics may include urban anthropology, work and leisure, belief systems, medical anthropology, and problems of policy-relevant research.

**Prerequisites:** SFU SA 101 is recommended.



**Note:** Students with credit for SFU SA 291 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### APSC 278 (N) UBC APSC 278



3—UNIV

#### Engineering Materials

This course covers atomic bonding; crystal structures and imperfections; properties of metals, ceramics, polymers, wood, concrete, and fibre composite materials; selection of materials; corrosion; mechanical testing and heat treatment.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### APST 450 (W)

3—UNIV

#### Understanding Research in Nursing

Designed for nursing students and other health professionals, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

**Prerequisites:** 60 credits of preparation in a health care discipline. Introductory statistics course is recommended.

**Note:** Students with credit for GERO 301 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ARCH 100 (C) SFU ARCH 100

3—UNIV

#### Ancient Peoples and Places

This course is a broad survey of human cultural development from the late Palaeolithic/PalaeoIndian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

**Prerequisites:** None

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### ARCH 226 (C) SFU ARCH 226



3—UNIV

#### The Prehistory of Religion: Shamans, Sorcerers, and Saints

This course deals primarily with early forms of religion. It covers the earliest rituals of the Palaeolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft, and monotheism. The course requires students to adopt, at minimum, a modest experiential approach to understanding traditional religion by doing several exercises. Upon course completion, students should have a good basic understanding of what traditional religions are, what shamanism is, and the kinds of explanations that are commonly proposed for why humans have such strong affinities for religion.

**Prerequisites:** Any lower-division archaeology or anthropology course

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### BISC 023 (W)

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 Note:** Microscope is provided on a rental basis.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

### BISC 030 (W)



(OPTION)

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 or Science 10. BISC 023 or equivalent is also recommended.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

### BISC 100 (W)



(OPTION)

3—UNIV

#### Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim is to provide students who do not intend to major in science with a scientific perspective. Students who plan to proceed to more advanced courses in biology should take BISC 120 and 121 rather than BISC 100.

**Prerequisites:** None

**Note:** BISC 101 (SFU BISC 100), 110, 111, 120 or 121 are excluded combinations.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



## BISC 101 (C) SFU BISC 100



3—UNIV

### Introduction to Biology

This Web 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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## BISC 120 (W)



(OPTION)

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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## BISC 121 (W)



(OPTION)

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.

**Prerequisites:** Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended.

**Note:** BISC 100, 110, 111 are excluded combinations.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## BISC 125 (B)

### Biology Laboratory I

In this lab course, students perform experiments that illustrate the principles learned in BISC 120.

**Prerequisites:** Prior or concurrent registration in BISC 120 or equivalent

**Note:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

## BISC 126 (B)

1—UNIV

### Biology Laboratory II

In this lab course, students perform experiments that illustrate the principles learned in BISC 121.

**Prerequisites:** Prior or concurrent registration in BISC 121 or equivalent

**Note:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

## BISC 210 (W)

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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**BISC 220 (W)**

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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**BISC 260 (W)**

3—UNIV

**Discovering Biodiversity through Taxonomy**

This Web 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 Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**BISC 350 (W)**

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. The course aims to help students gain an understanding of the scope and dynamics of ecology.

**Prerequisites:** BISC 120 or equivalent

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**BISC 360 (W)**

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 the student 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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**BISC 499 (W)**

3—UNIV

**Directed Studies**

This course is a requirement for students completing the BCOU Bachelor of Science (biology/life science major). 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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## BUSM 100 (W)

 (RECOMMENDED) 3—COL/UNIV

### Doing Business in Canada

This course introduces the Canadian business system and the basic principles and practices of establishing and operating an enterprise. Students are also introduced to the business environment, legal and ethical issues, and significant trends relevant to all sizes and forms of business. Students acquire skills and knowledge that enable them to investigate and evaluate business opportunities and to develop a business blueprint that addresses the key marketing, finance, personnel, systems, and operational considerations of an entrepreneurial venture. Students should be prepared to gather information for their business blueprint through their workplace, in their community and/or online. (CIM, PMAC, QAA)

**Prerequisites:** None. Strong reading, writing, and basic mathematics skills are assumed. Occasional access to the Internet is required.

**Note:** Students with credit for BUSM 101 or 104 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is strongly recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### BUSINESS AND MANAGEMENT COURSES

Refer to BUSM, ENGL 106, 107, MATH 107, and the business courses chart on pages 65–67.

## BUSM 111 (W)

 (RECOMMENDED) 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

**Note:** Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is recommended. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ (C) Indicates available in Canada  
 (W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

## BUSM 121 (W)

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. BUSM 100 or 101 or business experience is recommended.

**Note:** Only one of BUSM 121, ADMN 122, and 312 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## BUSM 131 (W)

 (OPTION) 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. Upon completion of this course, students are able to interpret business vouchers; record transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship. This revised course now includes expanded coverage of accounts receivable. (AI, CIM, CPA, LGMA, QAA; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

**Prerequisites:** No formal academic prerequisites. Basic mathematics skills are required. Basic computer and Internet skills are required for the Web 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 Note:** Computer with Internet access is required for the Web version of this course (Excel software is recommended). Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### BUSM 132 (W)



(OPTION)

3—COL/UNIV

#### 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 Note:** Computer with Internet access is required for the Web version of this course (Excel software is recommended). Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### BUSM 155 (W)

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### BUSM 236 (W)



(OPTION)

3—COL/UNIV

#### 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)

**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 Note:** Hand-held business calculator and regular access to a financial newspaper such as *The Globe and Mail* (financial section), or the *Financial Post*, or *The Economist* are required. Computer with Internet access is required for the Web version of this course (Excel software is recommended). Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### CEDE 201 (C)

SFU CED 201



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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks



**CEDE 301 (C)** **SFU CED 301**

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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CEDE 401 (C)** **SFU CED 401**

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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CEDE 403 (C)** **SFU CED 403**

4—UNIV

**Models and Cases in Community Economic Development**

This is a review and integration of social, economic, and ecological issues from SFU CED 401 and 402 with the methods for case studies of communities and their socio-economic development.

**Prerequisites:** CEDE 301, or permission of SFU's CED Centre  
**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CHEM 024 (W)**

(OPTION)

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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

**CHEM 110 (W)**

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 Note:** Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**CHEM 111 (W)**

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  
**Texts Note:** Students can order required texts from Student Services.

**Equipment Note:** Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



**CHEM 115 (B)**

1—UNIV

**Chemistry Laboratory I**

In this lab course, students perform experiments that illustrate the principles learned in CHEM 110.

**Prerequisites:** Prior or concurrent registration in CHEM 110 or equivalent

**Note:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**CHEM 116 (B)**

1—UNIV

**Chemistry Laboratory I**

In this 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:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**CIVL 200 (N)****UBC CIVL 200**

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

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**CMNS 110 (C)****SFU CMNS 110**

3—UNIV

**Introduction to Communication Studies**

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**CMNS 130 (C)****SFU CMNS 130**

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

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**CMNS 259 (C)****SFU CMNS 259**

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

**Equipment Note:** Computer with Internet access and access to CD player (and audiocassette player) are required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CMNS 371 (C)****SFU CMNS 371**

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 8.

**Maximum Completion:** 13 weeks

## CMNS 372 (C) SFU CMNS 372

4—UNIV

### The Publishing Process

This course offers an overall view of the publishing process that transforms a manuscript into a book. Examined are the stages common to all publishing—editing, design, production, and marketing—and the differences between different kinds of publishers. The contributions of modern computer technology are examined at each stage of the process.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

## CMPT 118 (W)



3—COL

### Introduction to Information Technology

This Web course teaches the basics of information technology to provide a better understanding of computers and their applications and systems. Throughout the course, students learn fundamental topics such as the business role of computers, computer operating systems, applications software, hardware add-ons, communications systems, computer networks, and the Internet. A significant amount of learning comes from the practice of online conferencing and correspondence with a designated tutor as well as with other students. Course design considerations have been made to make it user-friendly for persons who are visually impaired or blind. (LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for CMPT 108, 110, 150, or CPSC 101 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## CMPT 119 (W)



3—COL

### Computer Applications in Business

This Web course covers the use of the latest versions of Microsoft Office or Microsoft Works applications in business. Students use computers to develop their skills in word processing, building a spreadsheet, creating a database, and communication. Through the use of a bulletin board service, students learn to send email and participate in discussion groups, as well as to send and receive files from their tutor and fellow students. (CPA, LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for CMPT 109, 110, 150, or TOUR 102 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## CMPT 150 (W) UVIC TECJ 100



3—UNIV

### Computer Concepts

This online 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:** Ability to launch a program, save and load documents in MS Office, access a Website, send email, and navigate in Windows Explorer

**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 Note:** Computer with Internet access is required. Refer to <www.cbsis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Dates:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

## CMPT 212 (W) UVIC TECJ 432



3—UNIV

### Database Concepts

This online 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 Note:** Computer with Internet access and specified software are required. Refer to <www.cbsis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 214 (W) UVIC TECJ 432**

3—UNIV

**Decision Support Applications**

This online 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

**Equipment Note:** Computer with Internet access and specified software are required. Refer to <www.cbis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

- (C) Indicates available in Canada
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**CMPT 215 (W) UVIC TECB 401**

3—UNIV

**Systems Analysis and Design I**

This online 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

**Note:** Students with credit for BUSM 362 or CMPT 213 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to <www.cbis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 231 (W) UVIC TECJ 230**

3—UNIV

**Web Design and Management**

This online 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 Note:** Computer with Internet access is required. Refer to <www.cbis.ca>. Students are expected to be comfortable downloading and installing software.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 300 (W) UVIC TECJ 420**

3—UNIV

**Networks and Network Management**

This online 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 Note:** Computer with Internet access is required. Refer to <www.cbis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 315 (W)      UVIC TECJ 315**



3—UNIV

**Relational Database Management Systems**

This online 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 Note:** Computer with Internet access 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. Refer to <www.cbsis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 350 (W)      UVIC TECJ 450**



3—UNIV

**Systems Analysis and Design II**

This online 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 Note:** Computer with Internet access is required. Refer to <www.cbsis.ca>. Students purchase Ascent CASE tool software from <knowledgebase.server101.com> (with credit card).

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 407 (W)      UVIC TECJ 410**



3—UNIV

**Project Management**

This online course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Computer with Internet access and CD-ROM drive is required. Text includes an evaluation copy of MS-Project. Refer to <www.cbsis.ca>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic. Cost of course materials is not included in the tuition.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 412 (W)      UVIC TECB 402**



3—UNIV

**Human Side of Information Systems**

This online 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 Note:** Computer with Internet access is required. Refer to <www.cbsis.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

**CMPT 425 (W)      UVIC TECJ 425**



3—UNIV

**IT Security**

This online 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 Note:** Computer with Internet access is required. Refer to <www.cbsis.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks



**CNPS 363 (W)**      **UBC CNPS 363**

3—UNIV

**Career Counselling**

This online 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 Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 364 (N)**      **UBC CNPS 364**

3—UNIV

**Family Education and Consultation**

This course is an examination of current theories and practices in family education and consultation.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 365 (W)**      **UBC CNPS 365**

3—UNIV

**Introduction to Theories of Counselling**

This online 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 Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 426 (N)**      **UBC CNPS 426**

6—UNIV

**The Role of the Teacher in Guidance**

This online 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 Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 26 weeks**CNPS 427 (N)**      **UBC CNPS 427**

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 Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 433 (N)**      **UBC CNPS 433**

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 Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks**CNST 210 (C)**      **SFU CNS 210**

3—UNIV

**Foundations of Canadian Culture**

This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide



**CNST 280 (C)**      **SFU CNS 280**  
3—UNIV

**Canadian Political Economy**

This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It 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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CNST 390 (C)**      **SFU CNS 390**  
3—UNIV

**Hockey in Canadian Popular Culture**

This course explores the cultural, social, and economic aspects of Canada's national sport. Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths.

**Prerequisites:** Minimum 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CNST 490 (C)**      **SFU CNS 490**  
5—UNIV

**The Canadian Intellectual Tradition**

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

**Prerequisites:** Minimum 60 credits

**Note:** Students are advised to consult the instructor and/or the department before registering.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**CPSC 110 (C)**      **SFU CMPT 110**  
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 Note:** Computer with Internet access, CD-ROM drive, and email account is required.

Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CPSC 165 (C)**      **SFU CMPT 165**  
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

**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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 101 (C)**      **SFU CRIM 101**  
3—UNIV

**Introduction to Criminology**

Topics include examinations of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of criminality; levels of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

**Prerequisites:** None

**Note:** 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 8.  
**Maximum Completion:** 13 weeks

**CRIM 103 (C) SFU CRIM 103**



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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.  
**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

**CRIM 104 (C) SFU CRIM 104**



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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 131 (C) SFU CRIM 131**



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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 135 (C) SFU CRIM 135**



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

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 213 (C) SFU CRIM 213**



3—UNIV

**Introduction to Women and Criminal Justice**

This course offers a historical and an analytical overview of the female offender, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention 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

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 220 (C) SFU CRIM 220



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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 230 (C) SFU CRIM 230

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 Canadian Charter of Rights and Freedoms on the criminal law.

**Prerequisites:** CRIM 135

**Start Date:** September, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 241 (C) SFU CRIM 241



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.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 251 (C) SFU CRIM 251



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.

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 300 (C) SFU CRIM 300



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 CRIM 100, 101, or 102

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 311 (C) SFU CRIM 311



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 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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 312 (C)**      **SFU CRIM 312**  
3—UNIV

**Criminological Perspectives on Social Problems**

This course provides a detailed study of the forms of deviance that have been commonly defined as constituting “social problems.” It considers drug abuse (alcohol, nicotine, heroin, and others), suicide, prostitution, obscenity, gambling, and abortion, and discusses present legislative policy and the relationship between these activities and the criminal justice system.

**Prerequisites:** One of CRIM 100, 101, or 102

**Start Date:** September, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 330 (C)**      **SFU CRIM 330**  
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 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 Note:** Teleconferencing may be a required component.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 331 (C)**      **SFU CRIM 331**  
3—UNIV

**Advanced Criminal Law**

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

**Prerequisites:** One of CRIM 100, 101, or 102; CRIM 230

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 332 (C)**      **SFU CRIM 332**  
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 CRIM 100, 101, or 102; CRIM 135

**Note:** Students with credit for SFU CRIM 132 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 335 (C)**      **SFU CRIM 335**  
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:** SFU CRIM 300

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CRIM 343 (C)**      **SFU CRIM 343**  
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 CRIM 100, 101, or 102. CRIM 241 is recommended.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

## CRIM 413 (C) SFU CRIM 413



3—UNIV

### Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and examines its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

**Prerequisites:** One of CRIM 100, 101, or 102

**Start Date:** TBA. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CRIM 432 (C) SFU CRIM 432



3—UNIV

### Gender in the Courts and the Legal Profession

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory schemes for personal injuries are also examined.

**Prerequisites:** CRIM 330

**Equipment Note:** Computer with Internet access is required.

Teleconferencing may be a required component. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CYCA 201 (C) UVIC CYC 201



3—UNIV

### Introduction to Professional Child and Youth Care

This course presents an overview of the child and youth care field. Content includes a survey of the history of the profession and the role of the child and youth care practitioner across a broad spectrum of settings.

**Prerequisites:** None

**Equipment Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CYCA 202 (C) UVIC CYC 200A



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

**Equipment Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CYCA 203 (C) UVIC CYC 200B



3—UNIV

### Professional Foundations for Child and Youth Care

This course explores the foundations of child and youth care professional practice through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. Students acquire the skills for professional communication and teamwork, both oral and written, throughout the course.

**Prerequisites:** None

**Equipment Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## CYCA 252 (C) UVIC CYC 252



6—UNIV

### Fundamentals of Change in Child and Youth Care Practice

This course focuses on facilitating purposive change in the lives of children and youth involved in a broad spectrum of group care and community-based settings. Students explore the use of communication skills, helping strategies, and the development of therapeutic relationships in relation to the development of self and core elements of child and youth care practice. Students require one or more learning partners (names of classmates are provided at the start of the course).

**Prerequisites:** None

**Equipment Note:** Computer with email account and access to video recording equipment are required (video equipment can be rented). Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 26 weeks



**CYCA 358 (C) UVIC CYC 360**

3—UNIV

**Spirituality in the Care of Children and Youth: Professional and Personal Issues****Students are required to attend seminars at UVic.**

This course addresses spirituality and its place in the care of children and youth. Students explore understanding, practice, and experience of spirituality as it relates to cultural sensitivity and as a response to difficulty or crisis. Students also explore the spirituality of the caregiver, and examine aspects of spirituality in caring for children and youth, including the uses of narrative, silence, meditation, reflection, ritual, prayer, creativity, and storytelling. Students examine human spirituality as it is experienced and lived in the lives of children and youth, as part of their maturation and developmental processes. The course is not an overview of religious practices, except as they relate to the course topics.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Equipment Note:** Computer with email account is required. Refer to <[web.uvic.ca/cyc/](http://web.uvic.ca/cyc/)>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** Varies. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

**CYCA 366 (C) UVIC CYC 366 S50**

3—UNIV

**Lifespan Development**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained, and modified; and to develop an understanding of normal human development as a knowledge base for practice with children, youth, and families. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Note:** This course meets the requirements for one of the core developmental psychology courses in Phase II of UVic's B.A. Program in Child and Youth Care for distance-education students. Students not enrolled in the program may register in the course.

**Equipment Note:** Computer with email account is required. Refer to <[web.uvic.ca/cyc/](http://web.uvic.ca/cyc/)>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CYCA 371 (C) UVIC CYC 371**

3—UNIV

**Building Caring Partnerships**

This course is designed to provide students with the knowledge and skills necessary to work with families, particularly families with children who have been identified as "at risk." Building on their awareness of cultural diversity, students use and integrate their knowledge of self, communication skills, ecological perspective, and developmental theory in order to strengthen their abilities to establish and maintain partnerships with families. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Equipment Note:** Computer with email account is required. Refer to <[web.uvic.ca/cyc/](http://web.uvic.ca/cyc/)>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CYCA 373 (C) UVIC CYC 373**

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 Note:** Computer with email account is required. Refer to <[web.uvic.ca/cyc/](http://web.uvic.ca/cyc/)>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CYCA 374 (C) UVIC CYC 374**



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 Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** TBA summer 2004. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CYCA 384 (C) UVIC CYC 350A**



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 Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**CYCA 385 (C) UVIC CYC 350B**



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 Note:** Computer with email account and CD-ROM drive is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.  
**Start Date:** January. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 13 weeks

**EASC 024 (W)**



PREP

**Earth Science**

This Web 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 Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

**ECED 336 (N) UBC ECED 336**



3—UNIV

**History of Early Childhood Education**

This course is an examination of political and social factors that have influenced movements and trends in early childhood education in North America, pre-kindergarten through primary.

**Prerequisites:** 60 credits

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ECED 438 (C) UBC ECED 438**



3—UNIV

**Observation and Recording**

This course considers methods of observing and recording children's behaviour in early childhood settings.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>. Videos may be borrowed from UBC's Extension Library.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**ECON 200 (W)**

(OPTION)

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

**Note:** Only one of ADMN 310 and ECON 200 may be taken for credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ECON 201 (W)**

(OPTION)

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. ECON 200, or equivalent skills and knowledge, is recommended.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ECON 310 (W)**

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ECON 350 (W)**

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 Note:** 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).

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**EDCI 396 (C)****UBC EDCI 396A**

3—UNIV

**Curriculum Development and Evaluation**

This course discusses practical and conceptual issues of developing and evaluating elementary and/or secondary school curricula in relation to concurrent classroom pre-service or in-service experience.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered EDUC 452. Students with credit for EDUC 452 may not repeat this course for further credit.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDCI 398 (W)      UBC EDCI 396C**



3—UNIV

**Curriculum Development and Evaluation (On Ramp to the Information Highway)**

This online course investigates emerging technologies with the support of a tutor. Students explore the use of the Web, Internet resources, presentation, and graphics applications to enhance their learning.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDCP 010 (W)**

PREP

**Intermediate Education and Career Planning**

This intermediate-level PREP course equips adult students with life, education, and employment-readiness skills. Topics covered include career interests, goal setting, managing stress, interpersonal skills, and study skills.

**Prerequisites:** ENGL 009 or 010 or equivalent (may be taken concurrently)

**Note:** Students should register in only one of EDCP 010 or 030.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**EDCP 030 (W)**

PREP

**Provincial Education and Career Planning**

This provincial-level PREP 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 this course covers much of the same material as EDCP 010.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**EDST 426 (C)      UBC EDST 426**



3—UNIV

**History of Education**

This online 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.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDST 428 (C)      UBC EDST 428**



3—UNIV

**The Social Foundations of Education**

This online 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.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 220 (C)      SFU EDUC 220**



3—UNIV

**Introduction to Educational Psychology**

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

**Prerequisites:** None

**Note:** This course may be applied toward the Certificate in Liberal Arts or the minor in educational psychology offered through SFU. Only one of EDUC 220 and EPSE 301 may be taken for credit. **Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 222 (C)      SFU EDUC 222**

3—UNIV

**Research Methods in Educational Psychology**

This course consists of laboratory experiences and exercises in educational psychology.

**Corequisite:** EDUC 220

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 230 (C)      SFU EDUC 230**



3—UNIV

**Introduction to Philosophy of Education**

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

**Prerequisites:** None

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Note:** This course may be applied toward SFU's Certificate in Liberal Arts.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks



**EDUC 325 (C)**      **SFU EDUC 325**

3—UNIV

**Assessment for Classroom Teaching**

This course provides students with an overview of testing procedures used in the schools. Students learn how to judge the appropriateness of testing procedures for a specific student or group of students, to interpret scores, to discern biases and inadequacies, and to monitor common abuses of tests. Students have hands-on experiences with a variety of testing procedures.

**Prerequisites:** EDUC 220

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 326 (C)**      **SFU EDUC 326**

3—UNIV

**Classroom Management and Discipline**

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational, and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

**Prerequisites:** SFU EDUC 401 and 402, or one of SFU EDUC 100, 220, 230, or 240  
**Note:** This course may be applied toward the minor in educational psychology (offered through SFU).  
**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 351 (C)**      **SFU EDUC 351**

3—UNIV

**Teaching the Older Adult**

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an aging population through education.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 364 (W)**      **UVIC EDCI 339**

3—UNIV

**Educational Applications of the Internet and Networking Systems**

This course explores the nature of the Internet as an educational tool, critical evaluation of Internet resources and use in education, Internet access and utilization methods, Web page evaluation and construction, and interactive use of Internet-based education.

**Prerequisites:** None

**Note:** This course was formerly numbered UVIC ED-B 363.

**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 412 (C)**      **SFU EDUC 412**

4—UNIV

**Designs for Learning: Secondary Language Arts**

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve the student's chances for having an educated imagination and passing on this gift to their students.

Students are required to do extensive reading, writing, and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

**Prerequisites:** SFU EDUC 401 and 402, or equivalent. Students with credit for this course prior to May 2002 do not receive further SFU transfer credit.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada  
■ (W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.



**EDUC 414 (C) SFU EDUC 414**



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 their 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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 422 (C) SFU EDUC 422**

4—UNIV

**Learning Disabilities**

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and remediation of learning disabilities.

**Prerequisites:** 60 credits and EDUC 220

**Note:** This course may be applied toward the minor in educational psychology, the minor in early childhood education, the minor in learning disabilities, or the Certificate in Literacy Instruction (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 433 (C) SFU EDUC 433**

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:** SFU EDUC 401/402, or 60 credits and EDUC 230

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 440 (C) UVIC ED-D 440**



3—UNIV

**Teaching and Learning in Personal Planning (PP) and Career and Personal Planning (CAPP)**

Students gain an understanding of the history, rationale, and key components of PP and CAPP, including current practices and new approaches to teaching and learning in the PP/CAPP classroom. Other topics include the teacher as reflective practitioner and strategies to handle sensitive issues in the classroom. Activities in the course are practical and interactive in nature. Students explore the concept of PP/CAPP organizers, look at the impact of the curriculum on the surrounding community, and develop skills to implement the curriculum within work settings.

**Prerequisites:** Professional year  
**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 442 (C) UVIC ED-D 441**



3—UNIV

**Approaches to Instruction and Assessment in Personal Planning (PP) and Career and Personal Planning (CAPP)**

This course covers theory and practice of criterion-based assessment and evaluation in PP/CAPP. Models of delivery, collaborative consultation, accessing resources, planning and evaluation in the affective domain, criterion-referenced assessment, and reporting practices are covered. The course is delivered through a combination of print resources and online discussion using a computer.

**Prerequisites:** Professional year

**Note:** This course may also be applied to the diploma program.

**Equipment Note:** Computer with Internet access and email account is required. Refer to

<www.uvcs.uvic.ca/csie>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 443 (C) UVIC EDCI 446**



6—UNIV

**Literacy Strategies for Supporting Struggling Learners**

This course covers classroom diagnosis and treatment of reading difficulties; prevention of reading disabilities; corrective classroom procedures. 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 Note:** Computer with Internet access and email account is required. Refer to

<www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 26 weeks

**EDUC 444 (C) UVIC EDCI 458**

3—UNIV

**Mathematics Instruction in the Elementary School**

This course examines teaching strategies, classroom organization, learning activities and settings, evaluation procedures, reporting, and instructional materials—their function and use. 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.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 445 (C) SFU EDUC 445**

4—UNIV

**Legal Context of Teaching**

This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours, and the AIDS controversy.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 446 (C) SFU EDUC 446**

4—UNIV

**Law for the Classroom Teacher**

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary Social Studies and Law 12 curricula.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 447 (C) UVIC ED-D 446A**

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 Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

**EDUC 448 (C) UVIC ED-D 446B**

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.

UVIC ED-D 466A is recommended.

**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 449 (C) UVIC ED-D 444**

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 Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 26 weeks

**EDUC 451 (C) SFU EDUC 448**



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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 461 (C) SFU EDUC 474**



4—UNIV

**Designs for Learning: Elementary Social Studies**

This course familiarizes students with the social studies curriculum in BC and allows them to become adept at a range of practical methods appropriate to teaching this curriculum.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training). Students with credit for this course prior to May 2002 and students with credit for SFU EDUC 414 do not receive further SFU transfer credit.

**Note:** This course may be applied toward the minor in early childhood education or the minor in environmental education (offered through SFU).

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 465 (C) SFU EDUC 465**



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 the minor in early childhood education (offered through SFU).

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 467 (C) SFU EDUC 467**



4—UNIV

**Curriculum and Instruction in Teaching English as a Second Language**

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error 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 the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 469 (C) SFU EDUC 469**



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

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 472 (C) SFU EDUC 472**

4—UNIV

**Designs for Learning: Elementary Language Arts**

This course examines planning for learning: creating learning environments and developing teaching strategies and materials. It includes whole language and deals with applications at different levels of schooling.

**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.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

■ Courses delivered by BCOU are indicated by the blue course code.

**EDUC 475 (C) SFU EDUC 475**

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 the minor in early childhood education and the minor in learning disabilities (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 482 (C) SFU EDUC 482**

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 IT 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 and 401/402, or permission of the course supervisor

**Equipment Note:** Computer with Internet access is required. The course combines face-to-face 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 8.

**Maximum Completion:** 13 weeks

**EDUC 484 (C) UVIC EDCI 459**

3—UNIV

**Diagnosis and Intervention in Mathematics**

This course covers identification of strengths and weaknesses; interview strategies, procedures, and settings; interpretation of error patterns; intervention objectives and strategies.

**Prerequisites:** Professional year **Note:** This course was formerly numbered UVIC ED-E 484.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 490 (C) UVIC ED-D 480**

3—UNIV

**Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach**

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.

**Prerequisites:** Professional year **Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EDUC 495 (C) SFU EDUC 485**

8—UNIV

**Designs for Learning: Writing**

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum.

Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ENGL 009 (C)**

PREP

**Basic English Skills**

This is a fundamental-level English course for adult students who wish 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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



## ENGL 010 (C)



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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 013 (C)



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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 028 (W)



(OPTION)

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 application letters and 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 030 (N)



(OPTION)

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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 034 (N)



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. **Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 036 (W)

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 100 (W)



(OPTION)

3—UNIV

### Literature and Composition I

This course covers both composition and literature. It includes a thorough review of basic grammar, punctuation, diction, and writing mechanics; instruction in composing critical essays; and an introduction to modern short stories and novels. The course does not attempt to provide a historical or chronological overview of fiction, but instead examines the general characteristics of fiction, especially that written during the past hundred years. (Drama and poetry are the subjects of ENGL 101, *Literature and Composition II*.)



**Prerequisites:** English 12 or equivalent

**Note:** This course satisfies the first half of the introductory English literature and composition requirement of 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ENGL 101 (W)



(OPTION)

3—UNIV

#### Literature and Composition II

This course is an introduction to poetry and drama. The first half briefly considers figurative language, sounds, and rhythm, using twentieth-century examples, and then looks closely at how a poem is organized, how specific subjects can be treated in a variety of ways, and how thematic patterns emerge. The second half studies three plays, examining the most common techniques of comedy and tragedy and analyzing the plays' dramatic structure, characterization, and theme.

**Prerequisites:** English 12 or equivalent. ENGL 100 (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 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 Note:** Audio CD player is required. Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ENGL 102 (N)



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 102 may not take ENGL 106 or 199 for further credit in some programs.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ENGL 103 (N)



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 103 may not take ENGL 106 or 199 for further credit in some programs.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### ENGL 104 (C)

### SFU ENGL 101

3—UNIV

#### Introduction to Fiction

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

**Prerequisites:** None

**Note:** This course satisfies the first half of the introductory English literature and composition requirement at 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 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**ENGL 105 (C) SFU ENGL 102**

3—UNIV

**Introduction to Poetry**

This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage the student to read more poetry and to read it with greater perception and enjoyment. It should improve the student's skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poems.

**Prerequisites:** None

**Note:** This course satisfies the second half of the introductory English literature and composition requirement at 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 8.

**Maximum Completion:** 13 weeks

**ENGL 106 (W)**



(OPTION)

3—COL/UNIV

**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. (CIM)

**Prerequisites:** BC English 11 or equivalent

**Note:** Students with credit for ENGL 036, 100, 102, or 199, or equivalent may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration.

Refer to page 7.

**Maximum Completion:** 30 weeks.

Refer to page 7.

**ENGL 107 (W)**



(OPTION)

3—COL/UNIV

**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 2)

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks.

Refer to page 7.

**ENGL 112 (C) SFU ENGL 104**

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

**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 8.

**Maximum Completion:** 13 weeks

**ENGL 199 (C) SFU ENGL 199**

3—UNIV

**Introduction to University Writing**

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

**Prerequisites:** 12 university credits

**Note:** Students with credit for ENGL 109 may not take this course for further credit. Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some BCOU programs.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ENGL 204 (C) SFU ENGL 204**



3—UNIV

**Medieval and Renaissance Literature**

This course includes attention to works from the Old English, Middle English, and Renaissance periods.

**Prerequisites:** Two 100-level English courses

**Note:** Students with credit for ENGL 220 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ENGL 210 (C) SFU ENGL 210**



3—UNIV

**Advanced University Writing**

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

**Prerequisites:** ENGL 199 or permission of the department

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**ENGL 220 (W)**

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ENGL 221 (W)**

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.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**ENGL 301 (N)****UBC ENGL 301**

3—UNIV

**Technical and Business Writing**

This course covers the principles of written communication in general business and professional activities, and includes practice in the preparation of abstracts, proposals, reports, and correspondence.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course was formerly numbered ENGL 401. Students with credit for ENGL 401 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 8 months

**ENGL 303 (N)****UBC ENGL 303**

6—UNIV

**Intermediate Composition**

This course provides a study, with extensive practice, of the principles of writing effective prose, from arrangement and punctuation to various stylistic strategies. This is an intermediate course in English composition. Its purpose is to teach methods and strategies for improving the way to write expository and persuasive prose.

This writing is used in serious inquiry by educated people in their public communication and is neither strictly literary nor strictly discipline-oriented. 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, November, January, March, May, July. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 304 (N)****UBC ENGL 304**

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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 305 (C)****SFU ENGL 304**

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 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**ENGL 311 (C) SFU ENGL 311**  
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 SFU ENGL 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 8.

**Maximum Completion:** 13 weeks

**ENGL 320 (N) UBC ENGL 320**  
  6—UNIV

**History of the English Language**

This course covers the development of the English language from the West Germanic to the present: phonology, morphology, syntax, and vocabulary. It examines the relationship of English to the other Indo-European languages and surveys changes in the sounds, forms of words and their endings, sentence structure, spelling, meanings of words, and vocabulary through the major periods of the English language. Some attention is given to attitudes toward language change, mechanisms of linguistic change, and social and political factors affecting the language.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course is recommended for people intending to teach secondary-school English.

**Equipment Note:** Audiocassette player access is recommended. Starting January 2004, this is an online course, requiring a computer with Internet access. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, November, January, March, May, July. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 321 (N) UBC ENGL 321**  
3—UNIV

**English Traditional Grammar**

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 SFU ENGL 205

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**ENGL 325 (C) SFU ENGL 325**  
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 8.

**Maximum Completion:** 13 weeks

**ENGL 329 (N) UBC ENGL 329**  
  6—UNIV

**The Structure of Modern English**

This course is a description of English phonetics, phonology, grammar, and vocabulary, and is open to second-year students. This is a course in the linguistic structure of English. It covers the sound-structure of English, both general and Canadian, and the structure of words and sentences, using standard structural description of sounds and morphemes, and a transformational-generative description for sentences. Semantic feature analysis and propositional analysis are the descriptive modes for word and sentence meaning.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course is recommended for people intending to teach secondary-school English. This course was formerly numbered ENGL 410. Students with credit for ENGL 410 may not repeat this course for further credit.

**Equipment Note:** Computer with CD-ROM drive is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 333 (C) SFU ENGL 333**  
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, 220, or 221



**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 8.

**Maximum Completion:** 13 weeks

**ENGL 348 (N)      UBC ENGL 348C**

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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 354 (N)      UBC ENGL 354C**



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.

**Start Date:** September, November, January, March, May, July.

Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 359 (N)      UBC ENGL 359C**



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

**Start Date:** September, November, January, March, May, July.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 11 months

**ENGL 364 (N)      UBC ENGL 364A**



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.

**Start Date:** September, November, January, March, May, July.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 8 months

**ENGL 368 (C)      SFU ENGL 368**

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, 220, or 221

**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 8.

**Maximum Completion:** 13 weeks

**ENGL 384 (N)      UBC ENGL 358**

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, November, January, March, May, July.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 8 months

- (C) Indicates available in Canada
- (N) Indicates available in North America



## ENGL 402 (N) UBC ENGL 402D



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.

**Start Date:** September, November, January, March, May, July.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 11 months

## ENGL 424 (N)

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## ENGL 432 (W)



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 Note:** Access to an audiocassette player is recommended.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 435 (N)



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 playwrighting, 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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 442 (W)

3—UNIV

### Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there 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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## ENGL 462 (N) UBC ENGL 462A

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, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.

**Maximum Completion:** 8 months

**ENGL 470 (N)**      **UBC ENGL 470A**  
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, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.

**Maximum Completion:** 8 months

**ENGL 499 (W)**  
3—UNIV

### Directed Studies

This course is a requirement for students completing the BCOU Bachelor of Arts, English major. 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.  
Refer to page 7.

**Maximum Completion:** 30 weeks.  
Refer to page 7.

**ENST 399 (W)**  
 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 Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration.  
Refer to page 7.

**Maximum Completion:** 30 weeks.  
Refer to page 7.

**EOSC 310 (N)**      **UBC EOSC 310**  
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:** September, January, May. Registration deadline applies.  
Refer to page 8.

**Maximum Completion:** 8 months

**EOSC 314 (N)**      **UBC EOSC 314**  
 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.

**Start Date:** September, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.

**Maximum Completion:** 8 months

**EOSC 315 (N)**      **UBC EOSC 315**  
 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.

**Start Date:** September, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.

**Maximum Completion:** 8 months

**EOSC 329 (N) UBC EOSC 329**

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:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 317 (C) UBC EPSE 317**



3—UNIV

**Development and Exceptionality in the Regular Classroom**

This online 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

**Corequisite:** UBC EPSE 306 or 313

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 348 (B) UBC EPSE 348**



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. This course is intended to provide infant development/supported child care consultants and others with 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 Nation families in British Columbia.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 403 (C) UBC EPSE 403**



3—UNIV

**Developmental Disabilities**

This course considers the education of students with developmental disabilities in inclusive settings.

**Prerequisites:** 60 credits, UBC EPSE 312 or EPSE 317

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 406 (B) UBC EPSE 406**



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.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 420 (B) UBC EPSE 420**



3—UNIV

**Assessments of Infants and Young Children with Special Needs**

This online 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.

**Prerequisites:** 60 credits, EPSE 348, 406

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 440 (B) UBC EPSE 440**



3—UNIV

**Supporting Social and Communication Development in Infants and Young Children with Special Needs**

This online course covers intervention and program planning for communication and language development, social and emotional development, and behavioural support.

**Prerequisites:** 60 credits

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

**EPSE 441 (B) UBC EPSE 441**



3—UNIV

**Supporting Sensory-Motor and Cognitive Development in Infants and Young Children with Special Needs**

This online course prepares students to develop and implement early intervention strategies for children who have vision and/or hearing loss and motor disorders. This course is required for UVic Infant Development/Supported Child Care (ID/SCC) Diploma program and is intended for ID consultants working with children to three years old in

home, child care, or preschool settings. It is also appropriate for early childhood education and preschool teachers, pediatric nurses, and rehabilitative therapists.

**Prerequisites:** Two years of college and/or university courses. EPSE 348, 406, 420, ID survey course for ID/SCC diploma.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.ocpe.educ.ubc.ca](http://www.ocpe.educ.ubc.ca)>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### FILM 332 (W) UBC FILM 332



3—UNIV

#### Irish Cinema and Culture

This online course introduces students to the cultural, political, and social context of Irish and Irish-related cinema, with a concentration on the last twenty years. The course is divided into two parts. The first half considers the range of Irish issues mostly pertinent to the Republic of Ireland: the rural/urban divide, the role of the Roman Catholic church, the War of Independence and its legacy, the crisis in the Irish family, the Irish Diaspora, and the influence of the United States. Students view films that address these topics. The second half of the course focuses on the history and visual representation of the Northern Ireland "Troubles," 1968 to the present. 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>. Students are expected to rent and view videos. Some videos may be available at UBC's Extension Library. Access to a VCR is recommended.

**Start Date:** September, January, May. Refer to page 8.

**Maximum Completion:** 13 weeks

### FINA 104 (W)



(OPTION)

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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### FINA 105 (W)



(OPTION)

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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### FINA 110 (W)



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

**Note:** Additional common items may be required to complete assignments. Refer to <[www.bcou.ca/courses/fina110.html](http://www.bcou.ca/courses/fina110.html)> or contact Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### FINA 120 (W)



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

**Note:** The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.



## FINA 130 (W)



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

**Note:** Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## FINA 147 (C) SFU FPA 147



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. An important element of the course is the practical component. While learning about the contextual and theoretical concepts, students have the opportunity to explore them within a practical situation on their computer.

**Prerequisites:** Permission of the course supervisor

**Equipment Note:** Relatively new, fast computer (Mac or PC) with fairly large hard drive, CD burner, and capability to process digital audio is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## FNHE 200 (N) UBC FNH 200



3—UNIV

### Exploring Our Food

This online 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

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## FNHE 250 (N) UBC FNH 250



3—UNIV

### Nutrition: Controversies and Concepts

This online 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 students using 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. Resources available to students include a text, online course materials, online discussions, Web-based resources, and software for nutrition analysis.

**Prerequisites:** None

**Equipment Note:** Computer with Internet access and CD-ROM drive is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 4 months September start date; 6 months January start date

## FNHE 454 (N) UBC FNH 454

3—UNIV

### Fish Nutrition

Topics in this course 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 8.

**Maximum Completion:** 13 weeks

## FNST 030 (C)



PREP

### First Nations Studies I

This is a provincial-level PREP 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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.



**FNST 040 (C)**

PREP

**First Nations Studies II**

This is a provincial Grade 12-level social science course. 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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

**FNST 101 (C)****SFU FNST 101**

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

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**FNST 201 (C)****SFU FNST 201**

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/Corequisite:** FNST 101

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**FOPR 361 (N)****UBC FOPR 361**

3—UNIV

**Forest Operations I**

This primarily online, 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 Note:** Computer with Internet access is required. Refer to <http://det.ubc.ca>.

**Start Date:** September. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 10 months

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**FOPR 362 (N)****UBC FOPR 362**

3—UNIV

**Forest Operations II**

This online 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 Note:** Computer with Internet access is required. Refer to <http://det.ubc.ca>.

**Start Date:** TBA. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 4 months

**FREN 020 (W)**

PREP

**French I**

This basic introductory course emphasizes spoken French through the use of 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

**Note:** This course does not meet requirements for an ABE certificate or diploma.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## FREN 100 (W)



(OPTION) 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 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 telephone.

**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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## FREN 101 (C)



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. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**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.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## FREN 301 (C) SFU FREN 301



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

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## FREN 400 (N) UBC FREN 400

6—UNIV

### A Survey of French Literature in Translation

For this course, students read French literature in English—plays, poetry, and novels—from the Middle Ages to the twentieth century. In their assignments, students are encouraged to draw on their backgrounds in other disciplines.

**Prerequisites:** 60 credits, including 6 credits of first-year university English or equivalent

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

## FRST 202 (N)

## UBC FRST 202



3—UNIV

### Forest Ecology

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** January, September. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 6 months

## FRST 203 (N)

## UBC FRST 203

3—UNIV

### Silvics of Forest Trees of Western Canada

**Students are required to attend a two-day field lab in May or June (lab fee is payable with lab application).**

This course considers ecological and silvical characteristics of forest trees of Western provinces; assessment of ecological site quality; biogeoclimatic ecosystem classification; application of silvics in silviculture.

**Prerequisites:** UBC FRST 202, or permission of the instructor

**Note:** Herbarium is required.

**Start Date:** This course is offered only once a year, starting in November. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**FRST 231 (N)**      **UBC FRST 231**  
3—UNIV


### Introductory Biometrics for Forestry

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.

**Corequisite:** UBC MATH 100, 111, or 140, or equivalent

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**FRST 308 (N)**      **UBC FRST 308**  
  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.

**Start Date:** This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

- (C) Indicates available in Canada
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**FRST 309 (N)**      **UBC FRST 309**  
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 November. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**FRST 319 (N)**      **UBC FRST 319**  
  3—UNIV

### Principles of Forestry Economics

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**FRST 421 (N)**      **UBC FRST 421**  
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

**Corequisite:** FRST 319 or FOPR 260

**Start Date:** This course is offered only once a year, starting in September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**FRST 447 (N)**      **UBC FRST 449A**  
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 8.

**Maximum Completion:** 13 weeks

**FRST 448 (N)**      **UBC FRST 449B**  
 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.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 6 months

## GEOG 030 (N)



PREP

### Physical and Human Geography

This provincial-level Web 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 Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## GEOG 110 (W)



(OPTION)

4—UNIV

### 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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## GEOG 200 (W)

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

**Note:** Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## GEOG 230 (W)



(OPTION)

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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## GEOG 270 (W)



(OPTION)

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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## GEOG 469 (C) SFU GEOG 469

4—UNIV

### The Canadian North and Middle North

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

**Prerequisites:** Minimum 60 credits, including 8 hours of upper-division geography courses

**Start Date:** September, January, May, subject to availability.

Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks



**GEOG 489 (C)**      **SFU GEOG 489**

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 8.

**Maximum Completion:** 13 weeks

**GEOG 101 (W)**
  (OPTION)      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

**Note:** GEOG 101 and 120 are excluded combinations.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**GEOG 120 (W)**
  (OPTION)      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

**Note:** GEOG 101 and 120 are excluded combinations.

**Equipment Note:** The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home. Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**GERM 104 (C)**      **SFU GERM 104**
      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:** Prior knowledge of German is not required. Students with prior knowledge of German should contact the Language Training Institute at 604.291.4790 before proceeding with this course.

**Note:** Students with credit for SFU GERM 103 or higher may not take this course for further credit.

**Equipment Note:** Computer with Internet access 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 8.

**Maximum Completion:** 13 weeks

**GERM 204/205/206 \* (C)**      **SFU GERM 204/205/206**
      3—UNIV
**German for Reading Knowledge II**

This course is a natural continuation of the introductory GERM 104 and fosters the development of specialized language skills in the student's area of interest, discipline, or research field, leading to a reading knowledge of German comparable to fourth-year language courses. The course focuses on specific topics of the student's choice in the humanities, chemistry, or economics and business. It enhances skills in technical reading using short German selections such as essays, newspaper articles, and excerpts from academic texts; advanced computer concepts; reading strategies; and frequently used technical and subject-specific vocabulary.

**Prerequisites:** SFU GERM 103 or 104. Students with prior knowledge of German are required to take a placement test and should contact the Language Training Institute at 604.291.4790 before proceeding with this course.

**Note:** Students with credit for SFU GERM 201 or higher may not take this course for further credit.

**Equipment Note:** PC computer with CD-ROM drive is required. Refer to <www.sfu.ca/cde>.

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

\* A unique course number is assigned for each area of interest/discipline.



**GERO 300 (C) SFU GERO 300**

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

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**GERO 301 (C) SFU GERO 301**

3—UNIV

**Research Methods in Gerontology**

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

**Prerequisites:** 60 credits. SFU STAT 203 (formerly STAT 103), or equivalent, is recommended.

**Equipment Note:** Teleconferencing may be an optional component.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**GERO 404 (C) SFU GERO 404**

3—UNIV

**Health and Illness in Later Life**

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

**Prerequisites:** 60 credits and GERO 300

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**GERO 407 (C) SFU GERO 407**

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 8.

**Maximum Completion:** 13 weeks

**GERO 408 (C) SFU GERO 408**

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.

**Equipment Note:** Teleconferencing may be an optional component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**GEST 486 (W) UVIC HA 486**

6—UNIV



**Museum Principles and Practices**

This comprehensive introduction to the museum field uses a variety of innovative print and Web-based materials to explore the following topics: museums—an introduction, collections management, conservation, public programming, exhibitions, and museum management.

**Prerequisites:** Permission from 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 Note:** Computer with Internet access is required. Refer to <[www.uvcs.uvic.ca/crmp/courses/ha486.cfm](http://www.uvcs.uvic.ca/crmp/courses/ha486.cfm)>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 7 months

**GEST 487 (W) UVIC HA 487**

6—UNIV



**Principles and Practices in Heritage Conservation**

This course uses print, video, and Web-based materials to present up-to-date information on a variety of key topics in the conservation of the built environment, including the philosophical and historical setting, the legal and institutional framework, the planning process, technical processes and development strategies, and management and implementation.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program

**Note:** Students should work in or have access to a local historic site, project, or area.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.uvcs.uvic.ca/crmp/courses/ha486.cfm](http://www.uvcs.uvic.ca/crmp/courses/ha486.cfm)>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 7 months

## HEAL COURSES

Before registering in the health issues courses HEAL 310, 320, 401, 402, and/or 403, note the following information about prerequisites, student participation, special arrangements, start dates, and maximum completion.

**Prerequisites:** Appropriate professional credential; 60 university (or equivalent) credits; completion of social sciences courses (minimum 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (pages 75–78) should have completed the majority of the courses required for the degree before taking these health issues courses. Practising health professionals may be permitted to register in HEAL courses provided other prerequisites have been met. **Note:** HEAL courses involve student discussions and participation through audio-conferences and/or via the Web. Audio-conferences and/or Web conferences are an integral component of most of the courses, and participation in those sessions is mandatory. Audio-conferences may not be scheduled at times convenient for students residing outside BC.

**Start Date:** Some HEAL courses are offered on a continuous registration basis; others are offered on a rotating basis and usually once per year. For dates HEAL courses are available, consult a program advisor or refer to the BCOU Website.

**Maximum Completion:** Students have a maximum of four months to complete these courses. Conferences, readings, and assignments are structured on a fourteen-week to twenty-week schedule. Extensions to course completion dates are not granted.

## HEAL 310 (C)



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.

## HEAL 320 (C)



3—UNIV

## Community Development I

This course is of interest to students in social services and health and is also relevant for professionals in social services, including recreation, law enforcement, and education. This course offers an introduction to community work that enables students to begin developing the skills and understanding needed to work in the community. In particular, they learn basic community development concepts and come to appreciate the informal facilitating role played by the community developer in building community capacities. Students are required to observe a community group throughout the course, and they are evaluated on their observations.

- (C) Indicates available in Canada
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## HEAL 401 (W)



3—UNIV

## Health Policy

This Web course investigates how Canadian health policy has developed and examines issues and challenges facing the Canadian health system. Approaches to the development, analysis, and evaluation of health policy are reviewed using BC as an example. The course provides an examination of the foundations of public policy and funding issues. **Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

## HEAL 402 (W)



3—UNIV

## Issues in Health Care

This Web course explores political, economic, technological, and societal trends currently affecting health promotion and illness care for Canadians. Students read, analyze, reflect on, discuss, and evaluate major current issues in the health system in Canada. **Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

## HEAL 403 (W)



3—UNIV

## Cultural Diversity in Health Care

This Web course focuses on cross-cultural concerns that health professionals and clients face in our multicultural society. The role and influence of culture on behaviour in health and illness are examined. **Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

## HIST 120 (W)

  (OPTION) 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

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## HIST 121 (W)

  (OPTION) 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

**Note:** Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## HIST 150 (N) 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

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## HIST 225 (W)

 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

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## HIST 241 (W)

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

**Note:** Students with credit for HIST 410 or HUMN 416 may not take this course for further credit. **Start Date:** Continuous registration. Refer to page 7. **Maximum Completion:** 30 weeks. Refer to page 7.

**HIST 303 (N) UBC HIST 303**

6—UNIV

**History of the Canadian West**

This course examines selected topics in the history of the Canadian West, with an emphasis on the prairie West: the Indians and the fur trade, Louis Riel, prairie settlement, and Western social and political protest.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered HIST 425. Students with credit for HIST 425 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**HIST 329 (N) UBC HIST 329**

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

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**HIST 334 (C) SFU HIST 338**

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 8.

**Maximum Completion:** 13 weeks

**HIST 335 (N) UBC HIST 335**

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

**Start Date:** September, November, January, March, May, July, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**HIST 336 (C) SFU HIST 339**

4—UNIV

**The British Empire and Commonwealth**

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the “Westminster Model” of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

**Prerequisites:** 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 8.

**Maximum Completion:** 13 weeks

**HIST 339 (N) UBC HIST 338**

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, November, January, March, May, July, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months



**HIST 351 (N)**      **UBC HIST 351**  
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, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.  
**Maximum Completion:** 8 months

**HIST 406 (W)**  
3—UNIV

## The Enlightenment in the Americas


Political, social, and cultural ideas in the Americas were influenced by Europe's intellectual ferment during the period of the mid-eighteenth century popularly known as "The Enlightenment" or "The Age of Reason." This course explores the Americas' contribution to the Age of the Enlightenment. It first examines the Enlightenment in England, France, and Germany through the examples of Edward Gibbon, Montesquieu, and Frederick the Great. It then surveys the contemporary intellectual history of the Americas: the names, the circumstances, and the accomplishments of those whose writings marked the advance of education and inquiry in the New World.

**Prerequisites:** Upper-level standing is strongly recommended.  
**Note:** Students with credit for HUMN 415 may not take this course for further credit.  
**Start Date:** Continuous registration.  
Refer to page 7.  
**Maximum Completion:** 30 weeks.  
Refer to page 7.

**HIST 432 (N)**      **UBC HIST 432**  
 6—UNIV

## International Relations of the Great Powers in the Twentieth Century

This course examines the international relations of the great powers from the First World War to the end of the Cold War.  
**Prerequisites:** 60 credits  
**Start Date:** September, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.  
**Maximum Completion:** 11 months

**HIST 480 (N)**      **UBC HIST 480**  
 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 Note:** Computer with email account is required. Refer to <<http://det.ubc.ca>>.  
**Start Date:** September, November, January, March, May, July.  
Registration deadline applies.  
Refer to page 8.  
**Maximum Completion:** 8 months

**HIST 499 (W)**  
3—UNIV

## Directed Studies

This course is a requirement for students completing the BCOU Bachelor of Arts, history major. 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.  
Refer to page 7.  
**Maximum Completion:** 30 weeks.  
Refer to page 7.

**HOME 143 (W)**  
 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  
**Note:** Students with credit for the courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.  
**Start Date:** Continuous registration.  
Refer to page 7.  
**Maximum Completion:** 30 weeks.  
Refer to page 7.

**HOME 144 (C)**  
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 the Home Support Attendant Certificate program (page 69)  
**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.  
Refer to page 7.  
**Maximum Completion:** 30 weeks.  
Refer to page 7.



**HOME 150 (C)**

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 the Home Support Attendant Certificate program (page 69), HOME 143, 144

**Note:** This course was formerly numbered HOME 114.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**HOME 160 (C)**

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:** Admission to the Home Support Attendant Certificate program (page 69), HOME 143, 144, 150

**Note:** This course was formerly numbered HOME 112.

**Equipment Note:** Audiocassette and access to audiocassette recording equipment are required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**HOME 170 (C)**

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 the Home Support Attendant Certificate program (page 69), HOME 143, 144, 150, 160

**Note:** This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**HOME 179 (B)**

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 the Home Support Attendant Certificate program (page 69), HOME 143, 144, 150, 160, 170

**Note:** This course was formerly numbered HOME 120.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**HOME 181 (C)**

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 the Home Support Attendant Certificate program (page 69), HOME 143, 144, 150, 160, 170

**Note:** This course was formerly numbered HOME 115.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**HOME 187 (B)**

1—COL

**Personal Care Skills Lab**

**Students are required to attend labs.**

This practical course allows students to develop and demonstrate the skills learned in HOME 181. Labs of four days' duration are required.

**Prerequisites:** Pass in all other courses in the Home Support Attendant Certificate program (page 69) 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. Refer to page 7.

**Maximum Completion:** 4 months. Refer to page 7.

## HOME 190 (W)

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:** All other courses in the Home Support Attendant Certificate program (page 69), excluding the practicum, and permission of the program coordinator

**Note:** This course was formerly numbered HOME 116.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## HOME 198 (B)

3—COL

### Combined Practicum/ Preceptorship PLAR

This PLAR (prior learning and assessment 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:** All other courses in the Home Support Attendant Certificate program (page 69) and permission of the program coordinator

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 20 weeks. Refer to page 7.

## HOME 199 (B)

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 the Home Support Attendant Certificate program (page 69), 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 and assessment 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. Refer to page 7.

**Maximum Completion:** 30 weeks (PLAR 18 weeks). Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## HSDA 425 (C)

## UVIC HSD 425



3—UNIV

### Qualitative and Quantitative Analysis

This course provides students with a grounding in the techniques commonly used in the analysis of both 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 Note:** Computer with email account and CD-ROM drive is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** Varies. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## HSDA 462 (C)

## UVIC HSD 462



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 Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** Varies. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

#### HSDA 463 (C) UVIC HSD 463



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 Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

■ (C) Indicates available in Canada

#### HSDA 464 (C) UVIC HSD 464



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 Note:** Computer with email account is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

#### HSDA 465 (C) UVIC HSD 465



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 Note:** Computer with Internet access is required. Refer to <web.uvic.ca/cyc/>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using UVic's School of Child and Youth Care order form.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

#### HUMN 102 (C) SFU HUM 102



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

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

#### HUMN 230 (C) SFU HUM 230



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

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability.

Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## HUMN 300 (W)

6—UNIV

### Science and Society

This course examines the powerful presence of science in society. The course begins by tracing the historical development of scientific ideas, then studies the advances, functions, and implications of science in society. The discussion addresses issues such as social use and misuse of science, science fraud, science methods, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How does—and how should—society use science? **Prerequisites:** None. University-level studies in history, science, or social sciences are recommended. **Start Date:** Continuous registration. Refer to page 7. **Maximum Completion:** 47 weeks. Refer to page 7.

## JAPN 100 (C) SFU JAPN 100



3—UNIV

### Introduction to Japanese I

This course is a comprehensive introduction to the Japanese language, including the three writing systems. **Prerequisites:** None. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted. Students with some previous knowledge of Japanese should consult with the instructor for course placement. **Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>. **Start Date:** September, May, subject to availability. Registration deadline applies. Refer to page 8. **Maximum Completion:** 13 weeks

## JAPN 101 (C) SFU JAPN 101



3—UNIV

### Introduction to Japanese II

This course continues the work of JAPN 100.

**Prerequisites:** JAPN 100 or permission of the program advisor. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## KINE 105 (C) SFU KIN 105

3—UNIV

### Fundamentals of Human Structure and Function

This course provides students with the basic physiology of the nervous system, endocrine system, cardio-respiratory system, kidneys, and gastro-intestinal system, and with the structure of the muscle.

**Prerequisites:** Grade 11 biology, chemistry, physics are recommended.

**Note:** Kinesiology majors, honours students, and students with credit for SFU KIN 100 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## KINE 110 (C) SFU KIN 110



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

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## KINE 111 (C) SFU KIN 111



3—UNIV

### Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around 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:** Grade 11 chemistry is recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## KINE 140 (C) SFU KIN 140

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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks



**KINE 142 (C)**      **SFU KIN 142**

3—UNIV

**Introduction to Kinesiology**

This course examines the basic procedures for the assessment of the status and performance of the individual according to the principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

**Prerequisites:** None. Grade 11 biology, chemistry, physics are recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**KINE 143 (C)**      **SFU KIN 143**

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. Medical clearance from the student's personal physician is recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**KINE 212 (C)**      **SFU KIN 212**

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, 111

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**KINE 310 (C)**      **SFU KIN 310**

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. Students with credit for SFU KIN 410 may not take this course for further credit.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**KINE 312 (C)**      **SFU KIN 312**

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, KINE 110 and SFU KIN 303

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (W) Indicates available worldwide

**KINE 325 (C)**      **SFU KIN 325**

3—UNIV

**Basic Human Anatomy**

This is an introductory course for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, aging, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.

**Prerequisites:** SFU KIN 142 and 205 (or SFU KIN 105 with C grade 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 8.

**Maximum Completion:** 13 weeks

**KINE 342 (C)**      **SFU KIN 342**

3—UNIV

**Active Health**

This course is an extension of SFU KIN 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:** SFU KIN 105 or 205 and SFU KIN 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.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks



**KINE 444 (C) SFU KIN 444**



3—UNIV

**Cardiac Disease: Prevention and Rehabilitation**

The goal of this course is to provide both basic and practical knowledge of cardiac rehabilitation. Through this course, the student will be better prepared to participate in community- or hospital-based cardiac rehabilitation programs.

**Prerequisites:** SFU KIN 305, KINE 110, SFU KIN 306 and 343 are recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**KINE 461 (C) SFU KIN 461**

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 8.

**Maximum Completion:** 13 weeks

**LARC 421 (N) UBC LARC 421**



3—UNIV

**Creativity and Design Applied**

This online 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

**Equipment Note:** Computer with Internet access is required. Refer to <http://det.ubc.ca>.

**Start Date:** September. Registration deadline date applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**LIBE 461 (W) UBC LIBE 461**



3—UNIV

**Administration of the School Library Resource Centre**

This Web 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 Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**LIBE 463 (W) UBC LIBE 463**



3—UNIV

**Selection of Learning Resources**

This Web course examines the selection of learning materials for school library resource centres. Topics include assessing the collection and developing a school profile; creating collection development and selection policies; selection criteria; selecting print, non-print, and digital resources; selection tools; copyright, censorship, and challenge issues.

**Prerequisites:** Undergraduate degree, knowledge of school libraries

**Note:** This course was formerly numbered UBC LIBE 383.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**LIBE 465 (W) UBC LIBE 465**



3—UNIV

**Organization of Learning Resources**

This course considers organization, classification, and cataloguing of school library resource centre materials.

**Prerequisites:** Undergraduate degree and some background knowledge of school libraries

**Note:** This course was formerly numbered LIBE 385.

**Equipment Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**LIBE 467 (W) UBC LIBE 467**



3—UNIV

**Information Services I**

This online course concerns basic principles of the reference process and the study of reference tools used in school library resource centres. Search strategies for information retrieval are considered.

**Prerequisites:** Undergraduate degree and some background knowledge of school libraries

**Note:** This course was formerly numbered LIBE 387.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**LIBE 477 (W) UBC LIBE 477**



3—UNIV

**Helping Students Learn How to Research Effectively Using the Internet**

This Web course is an in-depth study of selected topics in library education. Practical and conceptual issues of researching topics on the Internet are discussed in relation to teaching basic

research skills to elementary and secondary school students. Through readings, discussions, and hands-on activities, students develop an understanding of how to use the World Wide Web and other Internet resources to enhance student learning.

**Prerequisites:** Undergraduate degree, knowledge of school libraries. As computer skills are essential for this advanced course, EDCI 398 is recommended for students to upgrade their computer skills.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

### LING 360 (C) SFU LING 360

3—UNIV

#### Linguistics and Language Teaching

This course considers the theoretical and practical aspects of second-language learning.

**Prerequisites:** SFU LING 130 and 220, or 310

**Start Date:** September, January, May, subject to availability.

Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 391 (W) UBC LLED 391



3—UNIV

#### Theory and Practice in Reading Instruction

This online course covers theoretical foundations of reading instruction and methods that relate to the theories.

**Prerequisites:** 60 credits

**Note:** Students with credit for UBC LLED 300 or READ/LANE 310 may not take this course for further credit. This course was formerly numbered LANE 391.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 392 (W) UBC LLED 392



3—UNIV

#### Trends and Issues in Reading Instruction

This online course examines new trends in reading instruction, curricula, and issues that relate to these theories.

**Prerequisites:** 60 credits, LLED 391

**Note:** This course was formerly numbered LANE 392.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 441 (N) UBC LLED 441



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 Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 452 (W) UBC LLED 452



3—UNIV

#### Literacy in the Content Areas: Intermediate through Secondary

This online 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 Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 462 (N) UBC LLED 462



3—UNIV

#### School Library Resource Centre Programs

This online course examines strategies for workshop presentations, effective communication, and co-operative programs.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 382.

**Equipment Note:** Computer with Internet access is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 469 (N) UBC LLED 469



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 Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### LLED 479 (N) UBC LLED 479



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 Note:** Computer with email account is required. Refer to <www.ocpe.educ.ubc.ca>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## LSYS 210 (W) UVIC TECJ 310



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 Note:** Computer with Internet access and Microsoft PowerPoint are required. Refer to <[www.cbis.ca](http://www.cbis.ca)>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 12 weeks

## MACM 101 (C) SFU MACM 101

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 8.

**Maximum Completion:** 13 weeks

## MATH 010 (W)

PREP

### Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

**Prerequisites:** None

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration.

Refer to page 7.

**Maximum Completion:** 30 weeks.

Refer to page 7.

## MATH 014 (W)

PREP

### Intermediate Mathematics

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Grade 10 algebra, and it provides a good preparation for students in technical, business, and scientific fields.

**Prerequisites:** None

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

## MATH 024 (W)

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 help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required. The television series *Math Shop* is an optional supplement to this course. For broadcast times, contact Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

## MATH 026 (W)

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 Note:** 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. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

## MATH 034 (W)

PREP

### Pre-Calculus

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 help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 36 weeks. Refer to page 7.

### MATH 100 (W)

3—UNIV

#### Pre-Calculus

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 MATH 103 may be taken for credit. Students with credit for MATH 101, 104, 120, or equivalent, may not take this course for further credit.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (C) Indicates available in Canada
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

#### MARKETING COURSES

Refer to ADMN 250, 365, BUSM 155, and the business courses chart on pages 65–67.

### MATH 101 (W)

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 and 104, 110, 111, or 120 may be taken for credit. This course does not meet the calculus requirement for the BCOU Associate of Science or Bachelor of Science degree programs.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.  
**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### MATH 103 (C) SFU MATH 110



3—UNIV

#### Introductory Mathematics for the Social and Management Sciences

This course covers linear and quadratic functions, sequences and sums, compound interest, exponential and logarithmic functions, counting techniques, and probability.

**Prerequisites:** BC Math 11 or equivalent with minimum C grade, 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 mathematics minor, major, or honours degree requirements.

**Equipment Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### MATH 104 (W)

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 and 104, 110, 111, or 120 may be taken for credit. This course does not meet the calculus requirement for the BCOU Associate of Science or Bachelor of Science degree programs.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.  
**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



## MATH 107 (W)

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 business programs should take only one of MATH 107 or 150. This course does not meet the mathematics/science requirement for BCOU arts and science degree programs.

**Equipment Note:** Calculator with financial functions is required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## MATH 120 (W)

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, or MATH 034, or MATH 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 Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## MATH 121 (W)

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 Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## MATH 150 (W)

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, or Applications of Math 12, or MATH 024, Principles of Math 12, or MATH 034, or MATH 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 business programs.

**Equipment Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## MATH 190 (C)

## SFU MATH 190



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 C grade, 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 from SFU’s Mathematics and Statistics Department. This course may not be applied toward mathematics minor, major, or honours degree requirements, or degrees in the faculty of science.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## MATH 230 (W)

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, or MATH 034, or MATH 100, or equivalent skills as established by assessment. MATH 120, or equivalent skills as established by assessment, is also strongly recommended.



**Equipment Note:** Calculator may be used during the course. Calculators are not allowed in the final examination.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### MUSC 103 (N) UBC MUSC 103



3—UNIV

#### Introduction to the Theory of Music

This course examines concepts of rhythm, pitch, timbre, and texture. Notation and aural recognition of rhythmic and pitch patterns are studied, along with the basic principles of melody and form.

**Prerequisites:** None

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 6 months

### MUSC 310 (W) UVIC ME 310



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; instructional applications. The course is a survey of the growth and historical development of Western European music from the time of the ancient Greeks to the twentieth century. The course is intended mainly for teaching how to listen to and appreciate music. It also shows how the music of each historical period is related to the literature, philosophy, and art.

**Prerequisites:** None

**Equipment Note:** Computer with Internet access and email account is required. Refer to <[www.uvcs.uvic.ca/csie](http://www.uvcs.uvic.ca/csie)>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### MUSC 326 (N) UBC MUSC 326C



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:** Previous musical background is helpful but not required.

**Note:** This course may not be used for credit toward UBC’s B.Mus. or B.A. in Music degrees.

**Equipment Note:** Computer with CD-ROM drive is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months (starting January 2004, 6 months)

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

### NURS 312 (N) UBC NURS 312



3—UNIV

#### Supportive Environments for the Health of Families

This online 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

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### NURS 325 (N) 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

**Texts Note:** Students purchase course materials from UVic’s Bookstore, using the order form mailed to them by UVic’s School of Nursing.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## NURS 340 (W)



3—COL

### Health Review

This first course in the BCOU 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.

**Prerequisites:** Admission to the Registered Nurse Refresher Certificate program (page 73). (This course may be taken to fulfill the RNABC requirements for 100 hours of continuing education.)

**Equipment Note:** Teleconferencing with other students and a tutor moderator is included.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## NURS 341 (N) UVIC NURS 341



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

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## NURS 345 (N) UVIC NURS 345



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

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## NURS 350 (C)



12—COL

### Nursing Update

Through a combination of home study and clinical experiences, this course helps students to learn about the theory and practice of nursing today. Students review communication skills and some technical nursing skills. Students learn about and have an opportunity to apply Orem's self-care model of nursing practice. A lab kit provided in the course permits simulation of practical nursing skills before entry to a clinical agency. Where possible, the clinical portions of the course take place at a clinical agency in the student's region. For all students, admission to this course and continuance in the program are contingent on the availability of appropriate clinical placement.

**Prerequisites:** Admission to the Practical Nurse Refresher Certificate program (page 73) and successful completion of NURS 340, or successful completion of NURS 330 and the English requirements of the RNABC. Admission to the course is dependent on the availability of appropriate clinical placement.

**Equipment Note:** Students are required to wear a nurse's uniform and shoes appropriate to the clinical agency and also to have a stethoscope. Access to a blank audiocassette and portable tape recorder with a microphone may be required. Teleconferencing with other students and tutor is included.

**Start Date:** Dependent on availability of appropriate clinical placement

**Maximum Completion:** 4 months. Refer to page 7.

## NURS 351 (N) UBC NURS 350



3—UNIV

### The Sociocultural Construction of Health and Illness

This online course explores the concept of diversity, including the social, economic, political, and cultural contexts of health and illness. These concepts are applied to nursing practice.

**Prerequisites:** Nursing students and health care professionals

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## NURS 360 (N) UVIC NURS 360



3—UNIV

### Professional Growth: Research

This course is intended to enhance students' ability to comprehend, critique, and use nursing research. Students critically reflect on various research methodologies. Students experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

**Prerequisites:** Registered Nurse

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/nurs/webct.htm>>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** January, September, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

**NURS 409 (N) UBC NURS 409A**

3—UNIV

**Women's Health Issues**

This online course offers a study of historical and current trends and issues in the health and health care of women. It provides students the opportunity to explore a variety of women's health issues using selected theoretical frameworks such as gender, medicalization, and feminism.

**Prerequisites:** Nursing students and health care professionals

**Note:** This course is crosslisted as UBC WMST 425.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ub.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 415 (N) UBC NURS 415**

3—UNIV

**Transitions and Future Perspectives in Nursing Practice**

This online course offers a study of the nursing profession, its development and role in Canadian society, and the analysis of current and future issues and trends.

**Prerequisites:** Nursing students and health care professionals

**Note:** Due to curriculum changes, this course is now a combined version of UBC NURS 305 and 405.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ub.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 426 (N) UBC NURS 426**

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 Note:** Computer with email account and CD-ROM drive is required. Refer to <<http://det.ub.ca>>.

**Start Date:** May, September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 450 (N) UVIC NURS 450**

3—UNIV

**Nursing Management**

This course is designed to provide an opportunity to explore concepts and issues in nursing management. The diverse and often conflicting roles of the nurse manager within the Canadian health care context 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

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/nurs/webct.htm>>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 451 (N) UBC NURS 450**

3—UNIV

**Critical Enquiry and Evidence-based Practice**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ub.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 453 (N) UBC NURS 453**

3—UNIV

**Leadership and Management in Health Care**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ub.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 481 (N) UVIC NURS 481C**

3—UNIV

**Philosophy and Practice of Palliative Care**

In this course, students examine the care of the terminally ill and their families from a holistic approach. An important theme throughout the course is the identification of the nurse's own attitude toward life, illness, death, and bereavement. The way in which one's own philosophy shapes interactions with those we care for is explored. The course content reflects an interdisciplinary approach drawing from the knowledge and skills of nursing, medicine, and counselling.

Emphasis is on participative learning.

**Prerequisites:** Registered Nurse

**Equipment Note:** Computer with Internet access is required. Refer to <<http://web.uvic.ca/nurs/webct.htm>>.

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 483 (N) UVIC NURS 483**



3—UNIV

**Advanced Nursing: Teaching and Learning**

**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

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 486 (N) UVIC NURS 486**



3—UNIV

**Mental Health Challenges in Later Life**

This course is designed to assist front-line professionals in working with older persons who experience mental health problems. Studies include stressors affecting emotional health in the elderly; mental health assessment; interventions useful in the management of problematic behaviours in the elderly; environmental strategies for increasing functioning in older people; and community resources for meeting mental health needs.

**Prerequisites:** Registered Nurse or Registered Practical Nurse

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 493 (N) UVIC NURS 493A**



3—UNIV

**Community Health Nursing**

This course provides opportunities for students to strengthen their knowledge and understanding of theoretical foundations of nursing practice in the community, from a health promotion perspective. Students explore and critique nurses' roles in community health promotion practice (including public health and outpost nursing) and have opportunities to gain knowledge and skills relevant to community health nursing practice.

**Prerequisites:** Registered Nurse

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**NURS 495 (N) UVIC NURS 493C**



3—UNIV

**Lived Experience of Health in Aging**

The emphasis of this course is on the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice, and environments that support healthy aging are integral to this course.

**Prerequisites:** Registered Nurse

**Texts Note:** Students purchase course materials from UVic's Bookstore, using the order form mailed to them by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PATH 427 (N) UBC PATH 427**



3—UNIV

**Basic Infection Control Principles**

This online course, delivered in a problem-based learning format, introduces students to the principles of infection prevention and control, outbreak investigation and management, surveillance techniques, methods of sterilization and disinfection, as well as other topics pertinent to long-term care, pediatric, and community infection control. The case topics include (but are not limited to) isolation and barrier precautions, surveillance of nosocomial infections, infection control precautions, outbreak investigation, antibiotic resistance, common communicable diseases (e.g., tuberculosis, influenza), pediatric issues in infection control, as well as the unique perspectives of long-term and ambulatory care.

**Prerequisites:** UBC MICB 200

**Note:** This course interests those with a science background, e.g., epidemiology, or those working in a hospital environment and needing specific training in infection control.

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 20 weeks

**PATH 467 (N) UBC PATH 467**



3—UNIV

**Basic Principles of Medical Microbiology**

This online course introduces students to pathogenic organisms and the diseases they produce; identification, clinical significance, and transmission of pathogenic organisms are presented. The information in this course is intended to provide a basis for improving patient care and infection control practices.

**Prerequisites:** UBC MICB 200

**Equipment Note:** Computer with Internet access and CD-ROM drive is required. Refer to <<http://det.ubc.ca>>.



**Start Date:** January. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 20 weeks

**PHED 143 (W) UVIC PE 143**



3—UNIV

**Scientific, Philosophical, Historical, and Psycho-Sociological Bases of Physical Activity**

This course discusses the relationship of physical activity to education, kinesiology, athletics, health, recreation, and leisure. The contributions made by the sciences of physiology, motor learning, and biomechanics are discussed. Students gain an understanding of the historical, philosophical, and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living. The course provides basic knowledge of the foundations of physical activity and explores its subdisciplines (kinesiology, leisure service administration, physical education), unifying features, contemporary issues, and possible career opportunities. This course is a prerequisite for entry into all of the programs (B.Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration) of UVic's School of Physical Education.

**Prerequisites:** None

**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September, January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PHED 243 (W) UVIC PE 243**



3—UNIV

**Foundations of Recreation and Leisure**

This course is an introduction to the nature and scope of recreation; a consideration of past influences and future trends; the role of the recreational professional. 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

**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** September. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PHED 252 (W) 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

**Equipment Note:** Computer with Internet access and email account is required. Refer to <www.uvcs.uvic.ca/csie>.

**Start Date:** January. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PHIL 100 (W)**



(OPTION) 6—UNIV

**Introduction to Philosophy**

This course offers an introduction to the problems and methods of Western philosophy through the study of some influential philosophical writing and doctrines. Topics discussed include logic, legal obligations, social freedom, ethics, metaphysics, and epistemology, topics that make a fascinating and accessible introduction to the discipline.

**Prerequisites:** None

**Note:** Students with credit for PHIL 120 or UBC PHIL 100 or 410, or PHIL 110 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 47 weeks. Refer to page 7.

**PHIL 110 (C) 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

**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 8.

**Maximum Completion:** 13 weeks

**PHIL 120 (N) 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

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.



**PHIL 347 (N) UBC PHIL 349A**  
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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**PHIL 400 (N) UBC PHIL 400**  
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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**PHIL 401 (N) UBC PHIL 401A**  
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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**PHIL 433 (N) UBC PHIL 433**  
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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**PHIL 434 (N) UBC PHIL 434A**  
 3—UNIV

**Business and Professional Ethics**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PHIL 435 (N) UBC PHIL 435A**  
  (RECOMMENDED) 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 Note:** Computer with Internet access is strongly recommended. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**PHYS 024 (C)**  
 (OPTION) PREP

**Introductory Physics**

This provincial-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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 36 weeks. Refer to page 7.

### PHYS 034 (C)

  (OPTION)      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 B grade average on several assignments or recent completion of MATH 024 (or equivalent) with minimum B grade, plus completion of PHYS 024 or Physics 11

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

### PHYS 115 (B)

1—UNIV

#### Physics Laboratory I

In this lab course, students perform experiments illustrating the principles learned in PHYS 110.

**Prerequisites:** PHYS 110 (formerly delivered by BCOU) or equivalent

**Note:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

### PHYS 116 (B)

1—UNIV

#### Physics Laboratory II

In this lab course, students perform experiments illustrating the principles learned in PHYS 111.

**Prerequisites:** PHYS 110, 111 (both formerly delivered by BCOU), and 115, or equivalents


**Note:** The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. 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 for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

### PNRP 101 (C)

       3—COL

#### Practical Nursing in a Changing Health Care System

This core course is designed to assist returning practical nurses to develop a common philosophical and caring approach and an understanding of required competencies. It is a theory course with learning activities, exercises, assignments, and an examination. It helps the student develop critical thinking skills and become a successful self-directed learner and articulate health care team member.

**Prerequisites:** Refer to page 70.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### PNRP 102 (C)

       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, long-term care, or a combination of both.

**Prerequisites:** Refer to page 71. Contact Student Services for the admission package.

**Start Date:** Continuous registration.

May be affected by availability of clinical placement. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### PNRP 103 (C)

       9—COL

#### Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings

Students are required to attend clinicals.

This course enables the student to become an efficient and effective practical nurse who is capable of providing quality nursing care in collaboration with the health care team. The course combines a theoretical component with supervised practice. The clinical component includes a four-week full-time clinical period in a health care facility (acute or long-term care) and two weeks in a community setting.

**Prerequisites:** PNRP 101, clinical requirements. Refer to page 70.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. May be affected by availability of clinical placement. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 104 (C)



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 71.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 105 (C)



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 71. Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ (C) Indicates available in Canada  
(W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

## PNRP 106 (C)



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 71.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 107 (C)



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 71.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 114 (C)

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 71. Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 116 (C)



1.5—COL

### A Caring Approach to Mother and Newborn: Theory

This theory-only 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.

**Prerequisites:** Refer to page 71.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 117 (C)



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 71.

Contact Student Services for the admission package.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PNRP 260 (C)

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 the student 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 71. Contact Student Services for the admission package.  
**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 30 weeks. Refer to page 7.

### PNRP 280 (C)



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 the student 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 71. Contact Student Services for the admission package.  
**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 30 weeks. Refer to page 7.

### POLI 151 (C) SFU POL 151

3—UNIV

#### The Administration of Justice

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.  
**Prerequisites:** None  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 13 weeks

### POLI 200 (W)



(OPTION)

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  
**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.  
**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 30 weeks. Refer to page 7.

### POLI 232 (C) SFU POL 232



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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 13 weeks

### POLI 241 (C) SFU POL 241

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 8.  
**Maximum Completion:** 13 weeks

### PREP 001 (W)

NC

#### Planning Your Future

This is a non-credit course. Exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.  
**Prerequisites:** None  
**Note:** Course materials are supplied.  
**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 30 weeks. Refer to page 7.

### PSYC 101 (W)



(OPTION)

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  
**Note:** Students with credit for PSYC 107 may not take this course for further credit.  
**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.  
**Start Date:** Continuous registration. Refer to page 7.  
**Maximum Completion:** 30 weeks. Refer to page 7.



## PSYC 102 (W)



(OPTION)

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

**Note:** Students with credit for PSYC 106 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PSYC 106 (C)

SFU PSYC 100



3—UNIV

### Introduction to Psychology I

This course acquaints the student with the major issues in contemporary psychology and considers their historical antecedents. Special attention is given to questions of methodology and research design in psychology. Topics in physiological psychology, perception, learning, and motivation are considered.

**Prerequisites:** None

**Note:** Students with credit for PSYC 101 or equivalent may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## PSYC 107 (C)

SFU PSYC 102



3—UNIV

### Introduction to Psychology II

This course acquaints the student with major issues in contemporary psychology and considers their historical antecedents. Topics include learning, cognition, social psychology, and abnormal psychology.

**Prerequisites:** PSYC 101 or 106, or equivalent

**Note:** Students with credit for PSYC 101 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## PSYC 201 (C)

SFU PSYC 201



4—UNIV

### 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, or PSYC 106 and 107

**Note:** Only one of PSYC 201 or 210 may be taken for credit.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## PSYC 210 (W)



(OPTION)

3—UNIV

### Introduction to Research in Experimental Psychology

This course introduces students to methods used by researchers in experimental psychology. The two principal aims of the course are to teach students how to be critical consumers of scientific information and how to design, perform, analyze, and report the results of research. This course provides a foundation for more advanced courses in research methods.

**Prerequisites:** None. PSYC 101 and 102, or PSYC 106 and 107, are strongly recommended.

**Note:** Only one of PSYC 210 or 201 may be taken for credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PSYC 220 (W)

3—UNIV

### Statistics in the Social Sciences

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. The student becomes 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 Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



**PSYC 245 (W)**

3—UNIV

**Abnormal Psychology**

This course is based on the telecourse *The World of Abnormal Psychology*, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

**Prerequisites:** None. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

**Note:** Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**PSYC 255 (W)**

(OPTION)

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

**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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**PSYC 280 (C)****SFU PSYC 280**

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 or PSYC 106 and 107. First-year biology is recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**PSYC 300 (N)****UBC PSYC 300C**

6—UNIV

**Behaviour Disorders**

This course examines the definition, history, and scope of deviant behaviour, with emphasis on the psychological factors that control its origins, maintenance, and modification. Course topics include the historical development of beliefs in abnormal psychology; the impact of contemporary scientific practice on our understanding of the disorders; classification systems covering abnormal behaviour; clinical and research methods in the study of abnormal behaviour; and the disorders of anxiety, depression, social problems, stress disorders, schizophrenia, and organic syndromes (brain dysfunction, mental retardation) and the treatment of these disorders.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses

**Note:** Students with credit for PSYC 241, 245, or SFU 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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

**PSYC 304 (N)****UBC PSYC 304**

6—UNIV

**Brain and Behaviour**

This course is about the physiological basis of behaviour for non-psychology majors or for psychology majors who are not in UBC's B.Sc. program. 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, November, January, March, May, July. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 11 months

- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

**PSYC 308 (N)**      **UBC PSYC 308**  
6—UNIV

**Social Psychology**


This course examines the theory and research of individual social behaviour, social motivation, attitudes, group interaction, socialization, racial prejudice, and related topics. It 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.  
**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses  
**Note:** Students with credit for PSYC 260, 361 or 362, UBC 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.  
**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 11 months

■ (N) Indicates available in North America

**PSYC 309 (N)**      **UBC PSYC 309**  
6—UNIV

**Cognitive Processes**

This course examines the contribution of cognitive processes to perception, attention, and memory. It is an examination of cognitive development, language, thinking, and creativity. What has cognitive psychology discovered about perception, memory, thought, and other mental processes, and what do these discoveries mean at a practical as well as a theoretical level? To address these questions, this course surveys both classic and contemporary cognitive research spanning a broad spectrum of subjects, from the simple to the complex (e.g., identifying a letter of the alphabet versus imagining a trip across town) and from the familiar to the fantastic (e.g., failing to recall a newly learned phone number versus failing to recognize well-known faces—including a student's own).  
**Prerequisites:** 60 credits, including 6 credits of 200-level psychology courses, or PSYC 101 and 102, or PSYC 106 and 107, or equivalents  
**Equipment Note:** Students are required to search e-journals at UBC's Extension Library.  
**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 11 months

**PSYC 314 (N)**      **UBC PSYC 314**  
 3—UNIV

**Health Psychology**


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.  
**Prerequisites:** UBC PSYC 100 or 6 credits of 200-level psychology or permission of the instructor

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.  
**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 13 weeks

**PSYC 315 (N)**      **UBC PSYC 315**  
3—UNIV

**Childhood and Adolescence**

This course is designed to provide a background in theory and research in the cognitive, personal, and social development of the child.  
**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses  
**Note:** Students with credit for PSYC 344, 345, 440, or 445, UBC PSYC 301, or SFU PSYC 250, 351, or 355 may not take this course for further credit.  
**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 8.  
**Maximum Completion:** 8 months

**PSYC 320 (N)**      **UBC PSYC 320**  
 6—UNIV

**Psychology of Gender**

This online 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 or 200 or 206, or permission of the instructor  
**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

### PSYC 344 (W)

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. 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 301 or 315 or PSYC 250 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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ (N) Indicates available in North America  
(W) Indicates available worldwide

■ Courses delivered by BCOU are indicated by the blue course code.

### PSYC 345 (W)

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### PSYC 346 (N)

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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### PSYC 361 (W)



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.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## PSYC 499 (W)

3—UNIV

### Directed Studies

This course is a requirement for students completing the BCOU Bachelor of Arts, psychology major. 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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## SCIE 010 (W)

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

■ Courses delivered by BCOU are indicated by the blue course code.

## SOCI 101 (W)



(OPTION)

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. 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## SOCI 102 (W)



(OPTION)

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. 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## SOCI 103 (C)

SFU SA 100

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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

## SOCI 150 (C)

SFU SA 150

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

**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 8.  
**Maximum Completion:** 13 weeks

### SOCI 222 (W)

 (OPTION) 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

**Note:** Students with credit for SOCI 422 may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

### SOCI 250 (C) SFU SA 250

  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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

### SOCI 316 (C) SFU SA 316

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 8.

**Maximum Completion:** 13 weeks

### SOCI 345 (C) SFU SA 345

 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 Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 13 weeks

### SOCI 358 (C) SFU SA 358

 4—UNIV

#### The Philosophy of the Social Sciences

This course is an analysis of the nature of explanation in the social sciences: “mind” and action, positivist and interpretive modes of explanation, sociological and historical explanation, objectivity, forms of relativism, and the concept of rationality.

**Prerequisites:** SOCI 150 and one second-year sociology or sociology/anthropology course. SOCI 250 and SFU SA 255 are recommended.

**Equipment Note:** Computer with Internet access is required. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- (C) Indicates available in Canada
- (W) Indicates available worldwide

### SOCI 386 (C) SFU SA 386

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 8.

**Maximum Completion:** 13 weeks

### SOCI 399 (W)

 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.

**Equipment Note:** Computer with Internet access is required. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.



**SOCI 420 (C)** **SFU SA 420** (OPTION) 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 or 102 and one 200-level sociology or sociology/anthropology course

**Equipment Note:** Computer with Internet access is optional. Two teleconferences in the course are strongly recommended. Refer to <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**SOCI 422 (W)** (OPTION) 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SOCI 430 (W)** (OPTION) 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SOCI 431 (W)**

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SOCI 499 (W)**

3—UNIV

**Directed Studies**

This course is a requirement for students completing the BCOU Bachelor of Arts, sociology major. 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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SOIL 200 (N)****UBC SOIL 200**  3—UNIV**Introduction to Soil Science**

This online 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 Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 6 months

**SOST 024 (W)**
 (OPTION) 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 Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 36 weeks. Refer to page 7.

**SOST 028 (C)**

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. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SPAN 100 (W)**
   (OPTION) 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. 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 the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

**Prerequisites:** None. Basic knowledge of Spanish is highly recommended.

**Note:** Students who speak Spanish as their first language may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SPAN 101 (W)**
   (OPTION) 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 the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

**Prerequisites:** SPAN 100 or equivalent

**Note:** Students who speak Spanish as their first language may not take this course for further credit.

**Equipment Note:** Computer with Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Texts Note:** Students can order the required text from Student Services.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SSWP 107 (B)**
 3—COL
**An Introduction to Fieldwork in Social Services: Practicum I**


This course exposes students to a variety of social service settings within their community. A combination of 72 hours of fieldwork (comprising 6 hours a week for a twelve-week period) and home study helps students to integrate theory and knowledge into their social service work.

**Prerequisites:** Admission to the Social Service Worker Certificate program (page 74), ENGL 107, SOCI 102, SSWP 200, 355

**Equipment Note:** VHS tape and access to a video camera to record an interview assignment are required.

**Start Date:** TBA. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**SSWP 109 (C)**
  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

**Corequisite:** SSWP 110

**Equipment Note:** VHS tape and access to a video camera to record an interview assignment are required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

- Courses delivered by BCOU are indicated by the blue course code.

## SSWP 110 (B)

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/Corequisite:** SSWP 109. Completion of one to three course assignments in SSWP 109 is recommended or approval of the program coordinator.

**Start Date:** TBA. Refer to page 7.

**Maximum Completion:** 15 weeks. Refer to page 7.

## SSWP 200 (C)



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

**Equipment Note:** Audiocassette and access to VCR and audiocassette recording equipment are required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

- (B) Indicates available only in BC
- (C) Indicates available in Canada
- (N) Indicates available in North America
- (W) Indicates available worldwide

## SSWP 207 (B)

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:** Completion of all other courses in the Social Service Worker Certificate program (page 74)

**Start Date:** TBA. Refer to page 7.

**Maximum Completion:** 4 months. Refer to page 7.

## SSWP 212 (C)

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. SSWP 200 is recommended.

**Note:** This course was formerly numbered SSWP 112.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## SSWP 215 (B)

6—COL

### Social Service Field Practicum

This course exposes students to fieldwork in a social service setting within their community. The part-time work experience, comprised of twenty-one hours a week for ten weeks, and home study help students to integrate theory and knowledge into their social service work. The placement assignment is in a social service agency other than the student's current job.

**Prerequisites:** Admission to the Social Service Worker Certificate program (page 74) and completion of all other courses in the program. **Note:** This course was formerly numbered SSWP 107 and 207.

**Start Date:** TBA. Refer to page 7.

**Maximum Completion:** 4 months. Refer to page 7.

## SSWP 355 (W)



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:** PSYC 102 and SOCI 102 are recommended.

**Note:** Only one of SSWP 355 and CYCA 366 may be taken for credit.

**Equipment Note:** Audiocassette and access to audiocassette recording equipment are required.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

## STAT 101 (C)

SFU STAT 101



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

**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 Note:** Computer with Internet access is required. Refer to <www.sfu.ca/cde>.

**Start Date:** September, January, May, subject to availability.

Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

- Courses delivered by BCOU are indicated by the blue course code.

**STAT 102 (W)**

3—COL/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)

**Prerequisites:** Although this course does not involve complex mathematics, Principles of Math 11, or Applications of Math 12, or equivalent skills as established by assessment, is recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. **Note:** This course was formerly numbered MATH 102. Students with credit for MATH 102 may not repeat this course for further credit. Only one of STAT 101 (SFU STAT 101), STAT 102, and PSYC 220 may be taken for credit in a BCOU program.

**Equipment Note:** Computer with CD-ROM drive (Pentium or higher microprocessor; minimum 16 MB of RAM; 6 MB of available storage in the hard drive), Windows 95, 98, 2000, or NT, Minitab statistical software (bundled with the course text) are required. Good quality scientific calculator is required. Internet access is required for the Web version of this course. Refer to page 82 or the BCOU Website.

**Start Date:** Continuous registration. Refer to page 7.

**Maximum Completion:** 30 weeks. Refer to page 7.

**WOOD 475 (N) UBC WOOD 475**

3—UNIV

**Wood Properties, Identification, and Uses**

This course considers the elementary chemical, physical, and mechanical properties of wood and their variations in relation to structure; identification by hand lens features; the manufacture of lumber, pulp, and composite wood products.

**Prerequisites:** FRST 111

**Note:** This course replaces *Manufacture of Forest Products* in the Professional Forester program. This course is not available for credit to wood science and industry students.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**WOST 102 (C) SFU WS 102**

3—UNIV

**Introduction to Western Feminism**

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

**Prerequisites:** None

**Note:** Students with credit for SFU WS 100 may not take this course for further credit.

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**WOST 103 (C) SFU WS 101**

3—UNIV

**Introduction to Women's Issues in Canada**

This course is an interdisciplinary study of current issues related to women's experiences in Canada. The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

**Prerequisites:** None

**Note:** Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 13 weeks

**WOST 224 (N) UBC WMST 224**

6—UNIV

**Women in Literature**

This Web-based course takes as its focus a range of literary representations of women and of femininity. Students examine how, in literary and pop cultural texts, women's experiences and identities are shaped by societal definitions of gender, constructions of race, sexuality, and class, and experiences of colonization and dispossession from history. In the process, students are led to question a number of assumptions, including the very nature and definition of identity itself.

Throughout this exercise, students also examine the way in which, in the process of interrogating identity, these writers are also rewriting the very nature of the story, the poem, or history itself.

**Prerequisites:** 6 credits of university-level or college-level English

**Equipment Note:** Computer with Internet access is required. Refer to <<http://det.ubc.ca>>.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 8.

**Maximum Completion:** 8 months

**WOST 300 (N) UBC WMST 300**

3—UNIV

**Introduction to Gender Relations**

This course is an interdisciplinary exploration of gender, sexual identity, and gender relations, emphasizing historical and cross-cultural aspects and the social construction of masculinity and femininity.

**Prerequisites:** 60 credits

**Start Date:** September, November, January, March, May, July. Registration deadline applies.

Refer to page 8.

**Maximum Completion:** 8 months

## Language 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 challenge examination. BCOU currently offers the following 3-credit language challenge examinations. For more information, contact Student Services.

### 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](http://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.

For more information about transfer credit or applying for admission to SFU, contact the Admissions Office, phone 604.291.3224 or email <[undergraduate-admissions@sfu.ca](mailto:undergraduate-admissions@sfu.ca)> or refer to the Website at <[www.sfu.ca](http://www.sfu.ca)>.

### Distance Education Programs

For information about program requirements, contact the Centre for Distance Education (CDE), phone 604.291.3524 or 1.800.663.1411 (toll-free in BC) or email <[cde@sfu.ca](mailto:cde@sfu.ca)> or refer to the Website at <[www.sfu.ca/cde](http://www.sfu.ca/cde)>.

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; Psychology; Sociology and Anthropology

**Faculty of Applied Science**

Communication; Kinesiology; Publishing

**Faculty of Education**

Curriculum Instruction; Early Childhood Education; 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, and 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

<http://det.cstudies.ubc.ca>

The Distance Education and Technology (DE&T) unit of Continuing Studies at the University of British Columbia (UBC) has a long history of developing and delivering educational opportunities to students who are unable to attend the university campus. DE&T has evolved into an academic support unit that works collaboratively with faculty members from all twelve university faculties to develop and deliver courses, programs, and learning materials to a wide variety of students.

Throughout its history, 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.

Either through DE&T or 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 at a distance.

Flexibility is an important characteristic of distance education, and DE&T offers a selection of undergraduate, graduate, and certificate courses.

Besides 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 have six sessional offerings each year starting September, November, January, March, May, and July.

Some certificate programs are also available at a distance for students not formally admitted to a UBC degree program. Distance education also assists 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 Continuing Studies Credit Calendar*.

To request a calendar or for more information on distance education, refer to the above Website or phone 604.822.6500 or fax 604.822.8636 or email <det@cstudies.ubc.ca>.

### Distance Education Programs

Several offices deliver distance education in collaboration with the DE&T office or through separate programs. For information phone or contact 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

Continuing Professional Education: 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

#### Registrar's Office

Admissions: 604.822.3014

## UVic Distance Education

[www.distance.uvic.ca](http://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 listed, or phone or email.

#### Certificate in Adult and Continuing Education

[www.uvcs.uvic.ca/csie/cace/](http://www.uvcs.uvic.ca/csie/cace/)

250.721.7860

Email: [cace@uvcs.uvic.ca](mailto:cace@uvcs.uvic.ca)

#### Certificate in Computer Based Information Systems

[www.uvcs.uvic.ca/tecweb/cbis/](http://www.uvcs.uvic.ca/tecweb/cbis/)

250.721.8459

Email: [tec@uvcs.uvic.ca](mailto:tec@uvcs.uvic.ca)

#### Certificate in Environmental and Occupational Health

[www.uvcs.uvic.ca/eoh/](http://www.uvcs.uvic.ca/eoh/)

250.721.8558

Email: [e&oh@uvcs.uvic.ca](mailto:e&oh@uvcs.uvic.ca)

#### Certificate in Public Relations

[www.uvcs.uvic.ca/pr/](http://www.uvcs.uvic.ca/pr/)

250.721.8558

Email: [publicrelations@uvcs.uvic.ca](mailto:publicrelations@uvcs.uvic.ca)

#### Certificate or Diploma in Business Administration

[www.uvcs.uvic.ca/busman/](http://www.uvcs.uvic.ca/busman/)

250.721.8073

Email: [bus&mgt@uvcs.uvic.ca](mailto:bus&mgt@uvcs.uvic.ca)

#### Certificate or Diploma in Restoration of Natural Systems

[www.uvcs.uvic.ca/restore/](http://www.uvcs.uvic.ca/restore/)

250.721.8463

Email: [restoration@uvcs.uvic.ca](mailto:restoration@uvcs.uvic.ca)

#### Diploma in Cultural Resource Management

[www.uvcs.uvic.ca/crmp/](http://www.uvcs.uvic.ca/crmp/)

250.721.8462

Email: [crmp@uvcs.uvic.ca](mailto:crmp@uvcs.uvic.ca)

Write: Cultural Resource Management Program  
Division of Continuing Studies  
University of Victoria  
PO Box 3030 STN CSC  
Victoria, BC V8W 3N6

#### Diploma in Local Government Management

[web.uvic.ca/padm/Undergrad/courselg.htm](http://web.uvic.ca/padm/Undergrad/courselg.htm)

250.721.8067

Email: [hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)

#### Diploma in Personal Planning and CAPP (K-12)

[www.uvcs.uvic.ca/csie/programs.cfm#CAPP](http://www.uvcs.uvic.ca/csie/programs.cfm#CAPP)

250.721.7871

Email: [education@uvcs.uvic.ca](mailto:education@uvcs.uvic.ca)

#### Diploma in Public Sector Management

[web.uvic.ca/padm/Undergrad/course.htm](http://web.uvic.ca/padm/Undergrad/course.htm)

250.721.8067

Email: [hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)

#### Bachelor of Arts in Child and Youth Care

[web.uvic.ca/cyc/](http://web.uvic.ca/cyc/)

250.721.6278

Email: [cycdistance@hsd.uvic.ca](mailto:cycdistance@hsd.uvic.ca)

#### Bachelor of Science in Nursing

[web.uvic.ca/nurs/distance.htm](http://web.uvic.ca/nurs/distance.htm)

250.472.4607

Email: [mbrown@uvic.ca](mailto:mbrown@uvic.ca)

Write: University of Victoria, School of Nursing  
PO Box 1700, Victoria, BC V8W 2Y2

#### Bachelor of Social Work

[web.uvic.ca/socw/distance.htm](http://web.uvic.ca/socw/distance.htm)

250.721.8047

Email: [osborne@uvic.ca](mailto:osborne@uvic.ca)

#### Education

[www.uvcs.uvic.ca/csie/](http://www.uvcs.uvic.ca/csie/)

250.721.8944

Email: [education@uvcs.uvic.ca](mailto:education@uvcs.uvic.ca)

## RRU Distance Education

[www.royalroads.ca](http://www.royalroads.ca)

Royal Roads University's (RRU) approach to curriculum design emphasizes learning outcomes highly applicable to the workplace and built upon a strong theoretical base. RRU incorporates the expertise of industry, the public sector, and institutional partners in program development and instructional delivery to ensure the highest possible level of program relevance and quality. RRU offers its undergraduate degrees in a variety of formats: accelerated on-campus offerings, evening part-time program (Bachelor of Commerce only), or a combination of short residencies and distance delivery. RRU's graduate degrees are normally delivered through a combination of short (three to five week) residencies alternating with distance offerings.

### Distance Education Programs

Individual courses as well as certificate and diploma programs in the following areas may also be available to learners not seeking degrees. For more information, refer to the above Website or phone 1.800.788.8028.

**B.A. in Applied Communication**

**B.A. in Justice Studies**

**B.Com. in Entrepreneurial Management**

**B.Sc. in Environmental Management**

**B.Sc. in Environmental Science**

**M.A. in Applied Communication**

**M.A. in Conflict Analysis and Management**

**M.A. in Distributed Learning**

**M.A. in Environment and Management**

**M.A. in Environmental Education and Communication**

**M.A. in Human Security and Peacebuilding**

**M.A. in Knowledge Management**

**M.A. in Leadership and Training**

**M.B.A. in Digital Technologies Management**

**M.B.A. in Executive Management**

**M.B.A. in Human Resources Management**

**M.B.A. in Public Relations and Communication Management**

**M.Sc. in Environment and Management**

## UNBC Distance Education

[www.unbc.ca/regops](http://www.unbc.ca/regops)

The University of Northern British Columbia (UNBC) is one of Canada's newest universities, with a main campus in Prince George and representation across BC's northern interior. UNBC uses the course shell WebCT for its World Wide Web courses. Content has been developed by the instructor teaching the course, in all cases to date, 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.

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To find a contact to help answer questions about distance education, explore the support page at <<http://ctl.unbc.ca/websupport/>>.

### [www.BCcourses.com](http://www.BCcourses.com)

Hosted by the Centre for Curriculum, Transfer and Technology (C2T2), this directory includes over 1,625 distance education credit courses offered by twenty-six BC public post-secondary institutions. Over 709 of these courses are available online. Some are print-based distance courses; others may be delivered by more than one technology.

Links are provided to detailed advising information, course delivery information, and individual institutions. Information may be accessed by course name, subject area, institution, and key word.

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