



STUDENT SERVICES  
Open Learning Agency  
Box 82080  
Burnaby, BC V5C 6J8

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(toll-free in Canada)

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604 431 3444



CAREER AND COLLEGE  
PREPARATION

OPEN COLLEGE

BC OPEN UNIVERSITY

OPEN LEARNING AGENCY

w w w . o l a . b c . c a

Calendar

2001–2002

VARIETY AND FLEXIBILITY

- ▶ courses and programs
- ▶ continuous course registration
- ▶ flexible course scheduling
- ▶ varied course formats

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 Printed in Canada on recycled paper

C100438

Calendar 2001–2002

everyone  
**CAN LEARN**  
something  
**FROM US.**

w w w . o l a . b c . c a



# How to Register

## MISSION

*To enhance the personal growth of individuals and their performance in society and in the workplace through the provision of high-quality, flexible learning products, services, and systems.*

1. Select course(s) and confirm course availability by referring to the OLA Website or by contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar) are met and indicate on the Course Registration form how the necessary prerequisites have been met.
3. Confirm access to equipment required (such as to the Internet for an online course). Required equipment is specified in the course descriptions in this calendar.
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 on the Course Registration form 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.

## For More Information

www.ola.bc.ca

### OLA WEBSITE

[www.ola.bc.ca](http://www.ola.bc.ca)

### MAIL

Open Learning Agency  
Student Services  
Box 82080  
Burnaby, BC V5C 6J8

### PHONE AND EMAIL

#### Student Services

604 431 3300  
1 800 663 9711 (toll-free in Canada)  
Email: [student@ola.bc.ca](mailto:student@ola.bc.ca)

- OLA Calendar orders
- Course/program information
- Admission
- Registration
- Transfer credit
- Course materials, texts, supplies
- Course withdrawals/extensions
- Examination inquiries
- Student records
- Name/address changes
- Financial assistance

#### Services for Students with a Disability

Disability Services Office (DSO)  
604 431 3043  
1 800 663 1663, ext. 3043 (toll-free in Canada)  
TTY 604 431 3361  
Email: [dso@ola.bc.ca](mailto:dso@ola.bc.ca)

#### Student Library Service

604 294 0800  
1 800 663 1699 (toll-free in Canada)  
Email: [illn@ola.bc.ca](mailto:illn@ola.bc.ca)  
Visit or write:  
Room 5011  
Simon Fraser University Library  
Burnaby, BC V5A 1S6

### Register online with Visa or MasterCard, or print the form and fax or mail with full fee payment

Complete the secure Course Registration form on the OLA Website. Include credit card information. This information is transferred directly to OLA in an encrypted format. The OLA Website also includes a printable version of the form which may be sent by mail or fax with full fee payment to Student Services.

#### 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 4:00 p.m. (Pacific Standard Time) with the exception of statutory holidays, when Student Services is closed.

#### 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, or money order

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

#### Register by mail with student loan or grant

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

### Register Online

[www.ola.bc.ca](http://www.ola.bc.ca)

#### Register by Phone

604 431 3300  
1 800 663 9711  
(toll-free in Canada)

#### Register by Fax

604 431 3444

#### Register by Mail

Open Learning Agency  
Student Services  
Box 82080  
Burnaby, BC V5C 6J8  
Canada

**Certificate Programs**

- ABE Intermediate Certificate
- ABE Advanced Certificate
- Business Skills
- Career Practitioner
- Computer Programming
- Database Administrator
- General Studies
- Home Support Attendant
- Management Studies
- Network Specialist
- Nurse Refresher
- Office Skills
- Practical Nurse Refresher
- Prior Learning Assessment and Recognition Assessor
- Social Service Worker
- Workplace Leadership Foundation

**Diploma Programs**

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

**Industry/Vendor Programs**

- Cisco (CCNA)
- CompTIA (A+)
- Help Desk
- Microsoft (MCSE)
- Oracle (OCP-DBA)

**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 Administration (Public Sector Management Option)
- 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.

The Open Learning Agency (OLA) is a member institution of the Association of Community Colleges of Canada (ACCC).

OLA's BC Open University (BCOU) is a member institution of the Association of Universities and Colleges of Canada (AUCC).



Whether you've known about us since 1978, or whether you're just meeting us, it's a great time to find out more about the Open Learning Agency (OLA). Along with you, your family, and your community, we are working to meet the diverse and changing educational and training needs of British Columbia.

OLA is a place of invention, of innovation, of the future. Throughout its history, it has challenged established educational practices, but has done so while continuing to keep close ties with the "traditional system." That's why you are reading this calendar—because we are able to open doors for you.

While we are known for our distance education expertise, we are also committed to developing and delivering a wide range of innovative "open learning" options. In fact, this range allows us to provide more educational services to more people in British Columbia than any other institution.

The goal of "open learning," at a ground level, is to remove barriers, create access, and optimize the educational assets of every individual. We're proud of our history and our current reality, and are excited about our future prospects.

I invite you to find out more about what you can "learn from us."

Jaap Tuinman, Ph.D.  
*President,*  
Open Learning Agency  
*Vice-Chancellor,*  
BC Open University

**OLA Board of Directors**

- |                                    |                  |
|------------------------------------|------------------|
| Anne Cooper                        | Kerry Jang       |
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| Elmer Froese ( <i>Vice-Chair</i> ) | Stephen Patrick  |
| Ann Frost                          | Jatinder Rai     |
| George Hayes                       | Stephanie Tipple |

## Calendar Notice

This calendar is in effect from September 1, 2001, to August 31, 2002, and describes courses and programs offered through the Open Learning Agency (OLA) at the time of publication.

Refer to the online OLA Calendar at [www.ola.bc.ca](http://www.ola.bc.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 online OLA Calendar is the official version of the calendar and takes precedence over information published in the print calendar.

## Notice to Students

Most courses and programs offered by the Open Learning Agency have Canadian content. Though some select courses may be offered in alternate languages, the language of business at the Open Learning Agency is English and therefore services are provided in English. Students registering in college or university courses are expected to have reading and writing skills in English at the British Columbia post-secondary level.

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

## 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 Open Learning Agency's educational mandate. A signed Course Registration form or Program Admission form from a student gives the Open Learning Agency 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 the Open Learning Agency.

## Calendar Production

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## 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 which 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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# OPEN LEARNING

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- ▶ **Services for Students**
- ▶ **Admission**
- ▶ **Registration**
- ▶ **Academic and Administrative Policies**

This section provides information about choices and services available to open learning students, registration processes for distance courses and programs delivered by the Open Learning Agency (OLA), and academic regulations established by OLA.



# Open Learning Overview

## Variety and Flexibility

The Open Learning Agency (OLA) offers courses and programs at three levels:

- Career and College Preparation (secondary school completion, Adult Basic Education)
- College
- University

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

OLA delivers approximately 202 distance courses of its own, while its consortium partners—Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic)—deliver another 320. Other courses and programs are offered in co-operation with various educational institutions, professional associations, workplaces, and community organizations. Collaborative approaches such as these offer students a range of choices in recognized post-secondary education.

## Continuous Course Registration

As most distance courses delivered by OLA are offered on a continuous basis, students may register throughout the year. Exceptions are labs, clinicals, and other selected courses.

## Flexible Course Scheduling

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

## Varied Course Formats

Courses are offered in a variety of formats, including:

- Print materials with tutor support
- Print materials with audio or online discussions with a tutor and other students
- Print materials with audio and video providing demonstrations, dramatizations, and other components of the learning experience
- Web-based and online delivery, including some of the above features
- Fieldwork, labs, clinicals
- Face-to-face in a classroom setting

## Instructional Support

Students registered in most credit and non-credit courses offered at a distance by OLA receive instructional support from highly qualified tutors. These courses offer up to three types of instructional support formats:

- Phone—Students communicate directly with their tutor by phone and submit assignments by mail.
- Online—Students communicate with their tutor by computer, using email and/or electronic conferences, and submit assignments by mail and in some cases by email.
- In Person—Students communicate with their tutor face-to-face, in classrooms and/or labs, and submit assignments by mail and in some cases in person.

Not all courses offer all instructional support formats, and many courses combine formats to help students learn in a variety of ways.

## Recognized Credentials

Students considering completing a program through OLA should identify a program of interest to them and then 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.
- Determine with an advisor which courses are needed to complete a 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 OLA. 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 OLA with a particular institution.

Students completing a college-level program through OLA are awarded an Open College (OC) credential.

Students completing a university-level program through OLA are awarded a BC Open University (BCOU) credential.



### Recognition and Accreditation

Many professional associations, businesses, industries, community colleges, provincial institutes, and universities recognize the credits earned through OLA courses and programs. Professional associations recognizing credentials earned through OLA 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  
 Some of these associations with Websites are linked to the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca)

.....  
 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## OLA Community-based Resources

### First Nations Learning Centres

In its commitment to First Nations learners, OLA has assisted in the development of many 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. OLA'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. OLA can also help tailor a program to meet the needs of First Nations communities. For more information, contact OLA: 604-431-3299 or 1-800-663-1663, ext. 3299 (toll-free in Canada).

### OLA Skills Centres and Career Access Centres

OLA has established Skills Centres and Career Access Centres throughout British Columbia to help British Columbians who are unemployed or in career transition find meaningful employment or educational opportunities. OLA Skills Centres offer non-credit and credit courses and programs onsite. These centres use advanced telecommunications and information technologies to provide flexible training tied to the requirements of local industry and labour markets. For more information, contact the OLA Skills Centres listed on page 76. OLA Career Access Centres (listed below), established in co-operation with Human Resources Development Canada (HRDC), provide a wide variety of services designed to meet the specific needs of communities.

#### OLA Career Access Centres

Burnaby Training Access Centre  
 200–5000 Kingsway, Burnaby, BC V5H 2E4  
 604-718-4233

South Delta Employment Access Centre  
 220–5000 Bridge Street, Ladner, BC V4K 2K4  
 604-940-5900

North Shore Employment Access Centre  
 200–123 East 15th Street, North Vancouver, BC V7L 2P7  
 604-903-3210

Richmond Employment Access Centre  
 290–3631 No. 3 Road, Richmond, BC V6X 2B9  
 604-303-7900

Salmon Arm Community Career Centre  
 Box 747 171 Shuswap Street, Salmon Arm, BC V1E 4P2  
 (250) 832-9476

Sicamous Community Career Centre  
 2A–231 Finlayson Street, Sicamous, BC V0E 2V0  
 (250) 836-3403

# Services for Students

## Educational Advising Services

.....  
Student Services  
www.ola.bc.ca  
student@ola.bc.ca  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

Prospective students and returning students can get assistance with developing educational plans consistent with their goals and objectives. 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 OLA Website or contact Student Services.

A Financial Aid and Awards service helps students access institutional and government financial assistance. Refer to pages 16–18 for more information.

### OLA Student Identification (ID) Card

Students registered with OLA who meet the following criteria are eligible for an OLA student ID card:

- Are permanent residents of BC.
- Declare they are completing an OLA credential.
- Are enrolled (minimum of 9 credits) with OLA or in an OLA program with a duration of twelve or more weeks. Note: The 9 credits must have the same start and end date.

The fee for the OLA student ID card is \$25 a year, and the card is valid for one year from the date of registration or admission to a program. Application forms are available from Student Services. ID cards are mailed to students one week after Student Services receives the application.

A student ID card entitles full-time, registered students to BC transit fare discounts and travel discounts.

## English and Mathematics Assessments

OLA'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. OLA's college and university courses require post-secondary reading and writing skills, and students who have been away from formal studies for some time are encouraged to make use of an English assessment. This assessment is only available 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 right level.

A provincially recognized assessment—the Language Proficiency Index (LPI)—is available for a fee from UBC's Applied Research and Evaluation Services, 604-822-4145.

*Preparing to Write the LPI and Perfecting Your Second Language* are two books of interest to prospective LPI takers and can be ordered with Visa or MasterCard or cheque/money order from OLA Marketing, 604-431-3210 or 1-800-1653 (toll-free in Canada).

### LPI Score and Required Level of Study

LPI score levels and the corresponding levels of college- 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

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 Adult Basic Education ENGL 030.

#### Level 3 and Below

Remedial English is required—discuss level with an OLA advisor.

## Student Library Service

.....  
<http://library.ola.bc.ca>  
[illn@ola.bc.ca](mailto:illn@ola.bc.ca)  
 604-294-0800  
 1-800-663-1699 (toll-free in Canada)

Library and information services are provided to all students with current registration in courses delivered by OLA. The service is accessible via the Web, by telephone, fax, email, regular mail, and in person at Simon Fraser University (SFU) Library in Burnaby. Students registered in courses delivered by OLA are encouraged to use the SFU Library but should contact the OLA librarian beforehand to ensure the librarian is available to assist and to provide a library card.

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

Some of the core services provided by OLA's Student Library Service include database searching; access to electronic full-text and citation databases and to SFU's collection of books and periodicals; research tips and study skills information

The library is expanding its services by developing Web-based services to facilitate greater access to information in support of students' successful completion of OLA courses and programs.

### **Library Services Available to OLA Students Residing in Canada/outside Canada**

- Toll-free telephone access for students residing in Canada.
- Telephone access is at the student's expense for students residing outside Canada.
- Book and video loans for students residing in Canada.
- Only video loans for students residing outside Canada (Student Library Service is governed by SFU Library policies which restrict book loans to students residing in Canada).
- Access to electronic materials for all students.
- Photocopies of journal articles and small portions of books mailed first-class to all students.

Return of videos is at the student's expense.

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

## Services for Students with a Disability

.....  
 Disability Services Office (DSO)  
[www.ola.bc.ca/services/disabilities.html](http://www.ola.bc.ca/services/disabilities.html)  
[dso@ola.bc.ca](mailto:dso@ola.bc.ca)  
 604-431-3043  
 1-800-663-1663, ext. 3043 (toll-free in Canada)  
 TTY 604-431-3361

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

Services provided by the DSO include:

- Course material and OLA publications in alternative formats, e.g., electronic or large print
- Referrals for adaptive technology and equipment
- Modification and accommodation of examinations
- Student-aiding-student program
- General guidance and support

Adaptive equipment or materials take time to arrange. Therefore, students are advised to register a minimum of ten weeks before their intended course start date.

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 on the Course Registration form or Program Admission form (provided at the end of this calendar) or contact DSO.

# Admission

## Admission, Transfer Credit, PLAR

.....  
Student Services  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300

1-800-663-9711 (toll-free in Canada)

### Admission Policy

All persons are eligible for general admission to the Open Learning Agency and can apply for registration in courses and admission to programs.

Differential fees and services normally 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 the Open Learning Agency and to register in courses.

#### Permanent Residents of British Columbia

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

#### International Students

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

Note: Canadian citizens residing outside Canada are classified as international students.

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. OLA coursework cannot be used to establish or extend a student authorization (student visa).

### Requirements

- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. Students who have English as a second language may be required to provide evidence of proficiency in English.
- Applicants applying to specific programs are required to fulfill program admission requirements.
- Applicants registering in courses must demonstrate that they have the required course prerequisites.

### Admission to a Program

- Students who plan to complete a credential with the Open Learning Agency must complete and submit the OLA Program Admission form (provided at the end of this calendar) and on the Post-Secondary Application Service BC (PASBC) Website: [www.pas.bc.ca](http://www.pas.bc.ca)
- Students who have only taken courses with the Open Learning Agency and now want to complete a program must inform Admissions in writing.
- Students who are not intending to complete an OLA post-secondary credential may register directly for most courses, provided they have the prerequisites, by completing and submitting the Course Registration form (provided at the end of this calendar and on the OLA Website).
- Visiting students planning to take courses through OLA for transfer to another institution can register in courses without submitting transcripts. Although a Letter of Permission is not required by OLA, 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.
- Where OLA offers degree programs in association with institutions outside BC, fees may vary according to OLA'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 Open College (OC) or BC Open University (BCOU) program to be completed. Students who need help choosing a program should contact Student Services.
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.

- Documents from outside Canada may need to be evaluated by the International Credential Evaluation Service (ICES).
- Complete the Program Admission form (provided at the end of this calendar) and on the PASBC Website ([www.pas.bc.ca](http://www.pas.bc.ca)) and submit it, with the required fees for transfer credit assessment, to OLA Admissions.
- Arrange to have official transcripts from all post-secondary institutions attended sent to OLA Admissions. Transcripts are to be sent from the registrar's office of the post-secondary institution(s) where the program or courses were completed.
- 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.

OLA begins the assessment of formal education on receipt of all three of the following: (1) completed Program Admission form; (2) full fee payment for the assessment of transfer credit; and (3) transcripts of all post-secondary work.

Results of the assessment and, in some cases, a program plan are sent to students. The plan explains how the courses for which credit has been given apply to the OC or BCOU credential, and identifies the remaining amount of credit and any specific courses needed to meet the program requirements. Students are advised that not all courses awarded transfer credit may apply toward meeting the requirements of the credential selected (refer to pages 20–22).

#### **International Credential Evaluation Service (ICES)**

ICES, a service of OLA, provides educational evaluation services for individuals who have completed studies outside Canada. ICES reports, issued to individuals, employers, associations, and regulatory bodies, provide a comparison of international and Canadian educational credentials. ICES reports are required for admission to over fifty educational institutions, professional associations, and other organizations. Access the ICES application form on the Website: [www.ola.bc.ca/ices](http://www.ola.bc.ca/ices) or phone: 604-431-3402 or email: [icesinfo@ola.bc.ca](mailto:icesinfo@ola.bc.ca)

#### **Credit Review Service (CRS)**

CRS is a unique national program designed to award academic credits to workplace-based training programs that are comparable to those offered at colleges or universities. Learners who successfully complete quality training through their organizations may use the earned credit toward certificate, diploma, or degree programs through OLA or other Canadian post-secondary institutions. Refer to the Website: [www.ola.bc.ca/credit](http://www.ola.bc.ca/credit) or phone: 604-431-3433 or email: [credit@ola.bc.ca](mailto:credit@ola.bc.ca)

#### **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 OLA's college or university courses and planning to complete a program offered by another institution are advised to obtain that institution's calendar to determine initial program requirements. Transfer information is available in the *BC Transfer Guide* ([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 OLA university-level courses for which students receive OLA 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 OLA and then transfer the credit to another institution should consult the *BC Transfer Guide* ([www.bccat.bc.ca](http://www.bccat.bc.ca)).

Students should note that registration in a course delivered by SFU, UBC, or UVic does not mean a student is admitted to that institution.

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

Students who believe that they have significant learning appropriate to their educational goal may be eligible for credit based on an assessment of their non-formal or prior learning—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, only residents of British Columbia are eligible for PLAR, and eligibility for PLAR credit varies from program to program. Contact Student Services to consult with an OLA program advisor for details. Refer to prior learning assessment and recognition (PLAR) policies on pages 22–23 and to the PLAR Website: [www.ola.bc.ca/pla](http://www.ola.bc.ca/pla).



# Registration

## General Course Information

.....  
Student Services  
www.ola.bc.ca  
student@ola.bc.ca  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

### Course Availability

Some courses listed in this calendar may not be available at all times. Also, new courses may not be listed. To obtain up-to-date information, refer to the OLA Website or contact Student Services.

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

### Course Prerequisites

Course prerequisites are specified in the course descriptions. Students are not required to submit transcripts in order to register in a course that has prerequisites. However, on the Course Registration form, students are required to specify how they have met formal or equivalent prerequisites. Students who provide false information may be subject to penalties under the student conduct policy (pages 19–20).

### Course Registration Options

#### Credit

Credit courses require that students complete all 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

Some courses offer a credit-free option. Students complete coursework, including assignments, with full tutorial support but are not required to write the final examination. Refer to the policy on page 23. This option is identified with **(M)** on the course title line in the course descriptions.

### Audit

Those wanting to pursue private study without formal course instruction may choose to audit a course. Students pay for the OLA course package (includes texts and other supplies) and the course administration fee. Students do not pay for or receive the assistance of a tutor, do not submit assignments or projects, and do not write examinations. Audited courses are not included on the transcript (student's Permanent Record).

Some courses, such as lab and Web courses, courses offered at the Skills Centres, or those which contain rental equipment, are not available for audit.

Those wanting to audit a course delivered by Simon Fraser University (SFU), the University of British Columbia (UBC), or the University of Victoria (UVic) should contact the institution directly.

### SFU, UBC, UVic Distance Courses

Distance courses delivered by Simon Fraser University (SFU) and the University of British Columbia (UBC) are not available to international students residing outside Canada. Contact these institutions directly for more details.

Some courses delivered by the University of Victoria (UVic) include face-to-face lab, classroom, or field-trip components. These components may require travel to UVic or a designated site. Contact the specific program area at UVic for more details.

Refer to pages 176–178 for contact information.

## Registration Timelines

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 For registration deadlines, refer to individual course descriptions on the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca) or contact Student Services.

### Open Learning Agency Distance Courses

As most OLA-delivered distance courses are offered on a continuous basis, students may register throughout the year. Exceptions are lab courses, clinicals, and other selected courses.

Students are sent their course package and/or software by courier approximately two weeks after registering. OLA course packages include all the required texts and course materials unless otherwise noted. Students also receive information about the course tutor. The tutor contacts students registered in a credit or credit-free (M grade) course, or the student may choose to contact the tutor first.

### Simon Fraser University Distance Courses

Courses are offered three times a year—September, January, May. The registration deadline is fifteen working days prior to the course start date. However, space is limited and early registration is advised. Not all courses are offered every semester.

Students are sent a letter by OLA confirming course registration. SFU provides course packages which include all the required texts, course materials, and instructions on how to proceed.

### University of British Columbia Distance Courses

Some courses are offered six times a year—September, November, January, March, May, July. Others are offered three times a year, and some are available only once or twice a year. The registration deadline is five working days prior to the course start date.

Students are sent a letter by OLA confirming course registration. UBC provides course packages. Registered students receive instructions by mail about purchasing texts and course materials from the UBC Bookstore.

### University of Victoria 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 program area at UVic.

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

## Course Completion Timelines

.....  
 Refer to pages 23–26 for registration cancellation, withdrawal, extension, and repeat registration policies.

### Open Learning Agency Distance Courses

Most 3-credit OLA-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. Students may usually choose from three examination sessions over the thirty-week period (starting on the date of registration). By choosing an early examination session, a student may complete a course in less than thirty weeks. 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.)

### Simon Fraser University Distance Courses

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.

### University of British Columbia Distance Courses

Courses are of variable lengths. A schedule for course completion is included in the course package or posted on the UBC Website, together with timelines for submitting assignments. Course completion times are given in the course descriptions.

### University of Victoria Distance Courses

Course completion times are given in the course descriptions. If none is listed, contact the specific program area at UVic (refer to page 178 for contact information).



## Tuition and Other Course Costs

### Open Learning Agency Distance Courses

#### Permanent Residents of BC

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

\$0 tuition + \$45 course administration fee + texts + course materials

##### College Business Courses

\$48 tuition per credit + \$45 course administration fee + texts + course materials

##### College Health and Human Services Courses

\$47 tuition per credit + \$45 course administration fee + texts + course materials

##### University Courses Numbered 100 and 200

\$48 tuition per credit + \$45 course administration fee + texts + course materials

##### University Courses Numbered 300 and 400

\$60 tuition per credit + \$45 course administration fee + texts + course materials

##### Seniors (65 years +)

1/4 tuition + \$45 course administration fee + texts + course materials

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

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

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

\$100 tuition + \$45 course administration fee + texts + course materials

##### College and University Courses

Two (2) times the standard tuition per credit + \$45 course administration fee + texts + course materials

#### International Students

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

\$150 tuition + \$45 course administration fee + texts + course materials

##### College and University Courses

Three (3) times the standard tuition per credit + \$45 course administration fee + texts + course materials

##### Audit Courses

\$0 tuition + \$45 course administration fee + texts + course materials

##### Credit-free Courses (M)

\$ tuition per credit + \$45 course administration fee + texts + course materials

##### Course Extensions—All Students

\$60 per course (all courses not eligible for extension)

##### Repeat Registrations

Refer to policy on page 26.

- All fees are payable with course registrations and other requested services and are required to be paid in Canadian funds to the Open Learning Agency in the manner and by the dates prescribed. Cheques are to be drawn on Canadian financial institutions.
- The board of the Open Learning Agency 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 the Open Learning Agency, any fees paid are applied in the first place to the removal of the indebtedness.
- No official transcripts, certificates, diplomas, or degrees are issued to a student in debt to the Open Learning Agency 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.

**Simon Fraser University Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC****3-Credit Courses**

\$219.45 tuition + \$45 course administration fee + texts  
+ course materials

**4-Credit Courses**

\$292.60 tuition + \$45 course administration fee + texts  
+ course materials

**Seniors (60 years +)**

\$0 tuition

**International Students**

3-credit courses: \$693 tuition / 4-credit courses: \$924 tuition  
+ \$45 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 176 for contact information.

**University of British Columbia Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC****3-Credit Courses**

\$218.10 tuition + \$45 course administration fee + texts  
+ course materials

**6-Credit Courses**

\$436.20 tuition + \$45 course administration fee + texts  
+ course materials

**Seniors (60 years +)**

\$0 tuition

**International Students**

3-credit courses: \$690 tuition / 6-credit courses: \$1380 tuition  
+ \$45 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 177 for contact information.

**University of Victoria Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC****3-Credit Courses (3 BCOU credits = 1.5 UVic units)**

\$215.18 tuition + \$10–20 course administration fee  
(varies by course) + texts + course materials

**6-Credit Courses (3 BCOU credits = 1.5 UVic units)**

\$430.36 tuition + \$10–20 course administration fee  
(varies by course) + texts + course materials

**Seniors**

No reduced fees

**International Students**

3-credit courses: \$681 tuition  
+ \$10–20 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 178 for contact information.
- Fees listed do not apply to courses in Technology, Engineering, and Computing programs, Cultural Resource Management program, CACE program, and some CYC elective courses. Contact UVic.

## Non-Tuition Course Costs

### Texts and Supplies

#### OLA Distance Courses

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

#### SFU Distance Courses

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

#### UBC Distance Courses

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

#### UVic Distance Courses

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.

### Course Materials

#### OLA Distance Courses

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

#### OLA Course Materials Shipping Costs

- Within BC: No charge
- Outside BC, within Canada: Cost to be determined
- To the United States: \$25 CDN
- Outside Canada (excluding US): \$90 CDN

### Postage

#### All Distance Courses

All students are responsible for the cost of mailing assignments to their tutors.

#### PLAR Candidates

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

## Long-distance Telephone Charges

### OLA Distance Courses

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 audio-conferences in courses.

### SFU Distance Courses

Students receive information in the course package. Students requiring more information should contact SFU's Centre for Distance Education (refer to page 176).

### UBC Distance Courses

Students requiring information about telephone expenses should contact UBC's Distance Education and Technology Office (refer to page 177).

### UVic Distance Courses

Students requiring information about telephone expenses should contact the specific program area at UVic (refer to page 178).

## Deposits and Refunds on Materials

### OLA Distance Courses

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 OLA. Students who fail to return rented materials do not receive the deposit refund, are not issued official transcripts, are not permitted to register in further courses, and do not graduate. Refer to refund policies on page 24.

### SFU Distance Courses

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.

### UBC and UVic Distance Courses

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

## How to Register

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The Course Registration form is provided at the end of this calendar and on the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca)

To register, students should:

1. Select course(s) and confirm course availability by referring to the OLA Website or by contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar) are met and indicate on the Course Registration form how the necessary prerequisites have been met.
3. Confirm access to equipment required (such as to the Internet for an online course). Required equipment is specified in the course descriptions in this calendar.
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 on the Course Registration form 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.

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For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

### Register Online

[www.ola.bc.ca](http://www.ola.bc.ca)

With Visa or MasterCard, or print the form and fax or mail with full fee payment

Complete the secure Course Registration form on the OLA Website. Include credit card information. This information is transferred directly to OLA in an encrypted format. The OLA Website also includes a printable version of the form which may be sent by mail or fax with full fee payment to Student Services.

### 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 4:00 p.m. (Pacific Standard Time) with the exception of statutory holidays, when Student Services is closed.

### 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

**Open Learning Agency**

**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 Open Learning Agency.

With student loan or grant

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

## Examinations—OLA Distance Courses

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Refer to examination policies on pages 26–28.

The final examination for an OLA self-paced (distance), independent-study course is either a supervised written examination held in an OLA examination centre in BC or a project examination completed at the student's workplace or home. Students are required to complete all assignments and pass the final examination to receive credit for a course. Students who fail the final examination or project, fail the course. There is an option for one repeat registration.

Instructions for applying to write examinations are included in a student's confirmation of registration package and *OLA Student Handbook*. Examination applications must reach Student Services on or before the application deadline for each examination session.

Students are informed by mail of the date, time, and location of the examination approximately two weeks prior to the requested examination session. If students have not received the information by that time, they should phone Student Services.

Students living outside BC should contact Student Services at least six weeks before the examination session they want, in order to make arrangements for taking the examination and to pay any expenses related to writing their examinations.

Students in courses that have a project examination are not required to submit an examination application. These students follow the directions included in their course package.

Refer to page 28 for information about writing examinations for courses delivered by SFU, UBC, and UVic.

### 2001–2002 OLA Examination Sessions

October 13–16, 2001	April 13–16, 2002
December 8–11, 2001	June 8–11, 2002
February 9–12, 2002	August 10–13, 2002

## After Course Completion

### Unofficial Transcripts

After completing a course, students automatically receive one unofficial transcript with their grade. (Refer to page 15 for the additional transcripts fee.)

### Income Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level.

OLA mails official receipts (T2202A: Tuition and Education Credit Certificate) for income tax purposes in February of each year for the previous calendar year. Students who move are responsible for providing their new address to OLA Student Records, by January 15, to receive the previous year's receipt by the end of February.

- 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.
- OLA mails tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

.....  
For complete information about income tax regulations, contact Canada Customs and Revenue Agency. Interpretation bulletins IT515: Education Tax Credit and IT516: Tuition Tax Credit are provided on their Website: [www.ccra-adrc.gc.ca/menu-e.html](http://www.ccra-adrc.gc.ca/menu-e.html)

## Other OLA Fees for Services

<b>Unless otherwise noted, fees listed apply to students who are permanent residents of BC.</b>	
<b>* Fee to be determined for other students</b>	
Fees are subject to change without notice.	
Duplicate income tax receipt (T2202A)	\$20 *
Duplicate parchment (replacement of original)	\$50 (all students)
Examination writing (Permanent residents of Canada, residing outside BC)	No charge \$50 per course)
(International students writing outside BC)	\$50 per course)
Examination centre change or session change	\$50 per course *
Examination special arrangements (refer to page 27)	\$50 per course *
Rush marking of examination	\$15 per course *
Formal grade appeal	\$50 per course (all students)
Letter of Permission	\$10 * No charge on CVU-UVC; refer to page 180.
OLA student ID card (voluntary) Card is available only to students meeting criteria; refer to page 4.	\$25 per year
Re-assessment (program plan change)	\$50 per course *
Transfer credit assessment (BC documents only)	\$40 *
Transfer credit assessment (non-BC documents or combined)	\$75 *
Transcript (official or unofficial)	\$6 per copy *
Faxing a transcript	\$10 *

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For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Financial Aid and Awards

### Student Services

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

### How to Apply for Financial Assistance

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

- Submit part-time application forms (originals only) to the OLA Financial Aid and Awards Office.
- Submit full-time application forms to the Ministry of Advanced Education, Training and Technology.
- 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

The Open Learning Agency currently provides financial assistance, through institutional and government assistance, only for students who are either Canadian citizens or landed immigrants (permanent residents).

### 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 OLA. 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.

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

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

The programs listed below pay for all OLA direct course costs normally charged to the student, including tuition, course administration fee, and required textbooks, and in many cases, supplies, a miscellaneous living allowance, and childcare.

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 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 (CSG)

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

### Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment Fund

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

### Barbara Guttman-Gee Bursary Endowment Fund

Established by BCOU 1991 graduate Barbara Guttman-Gee, this endowment provides funding to women students. Preference is given to women over sixty-five years of age in financial need.



**OLA Bursary Endowment Fund**

This endowment gives preference to candidates who do not have access to other sources of financial aid and those pursuing an OC or 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 OLA. Awards are made once a year. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

**Provincial Women's Programs Bursary**

One bursary of \$500 is awarded annually to a woman student enrolled in an OC or BCOU post-secondary program. Applicants are required to successfully complete at least 9 credits toward a declared OC or BCOU program and possess a minimum grade point average of 2.0. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

**Full-time Student Loans**

Submit completed applications for the BC Student Assistance Program (BCSAP) to the Ministry of Advanced Education, Training and Technology at least four weeks before funds are required (an addressed envelope is included in each application).

**British Columbia Student Assistance Program (BCSAP)**

This program provides loans and, for some high-need students, grants to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs.

In order to be considered a full-time student under the BCSAP, it is necessary to register in and complete a minimum course load of at least 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 OLA imposes. This can be a challenge for students unfamiliar with studying at home, and it is recommended that new OLA 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, that begin in January, March, May, July, September, and November. 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). Students should consult the current OLA financial aid information package for registration deadlines for their required loan period. 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-education courses is maintained by submitting assignments on schedule and submitting all coursework during the loan period in at least 9 credits (the minimum required for full-time status). *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 "overaward" and becoming immediately repayable ("overaward" 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.

There are several components of BCSAP (details are available in the BCSAP application package or in brochures available from Student Services):

**Student Loans**

A combination of Canada Student Loans and BC Student Loans is available to cover course fees, books, supplies, transportation, and living expenses for eligible students.

**BC Grant and Canada Millennium Scholarship**

Grants (non-repayable) are available to supplement student loans for high-need students in their first eight semesters (136 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 at least 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 service provider (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).

Students may check their loan application status on the Web at <https://finaid.est.gov.bc.ca>

**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 OLA.

**OLA 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 released 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 OLA. Information on the LLP is available on the Canada Customs and Revenue Agency Website:  
[www.c CRA-adrc.gc.ca/E/pub/tg/rc4112eq/rc4112eq-01.html](http://www.c CRA-adrc.gc.ca/E/pub/tg/rc4112eq/rc4112eq-01.html)

**Other Sources of Assistance**

There are other private bursaries and scholarships available to students attending BC's post-secondary institutions; most of these are available to students registered in OLA courses. Application procedures for these awards vary, and most have restrictions and conditions imposed on them. Information about private awards is also available on the Internet (e.g., [www.studentawards.com](http://www.studentawards.com)).

**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 OLA.

**Governor General's Silver Medal**

This medal is awarded annually in recognition of academic excellence and is open to graduates of BCOU bachelor's degrees. To be considered for the award, students must have completed 24 of their 120 credits through OLA 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 OC diploma. To be considered for the award, students must have completed 15 of their 60 credits through OLA and have a grade point average above 3.60. No application is required.

**Lieutenant-Governor's Silver Medal**

This medal is awarded annually to a student graduating from a one-year OC certificate program who not only has excelled academically but also has contributed significantly to the community or to the college. No application is required.

**The 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 OLA 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.

**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 graduate. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC.

**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 graduate.

**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 degree graduate.

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For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

# Academic and Administrative Policies

**Students will be subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by the Open Learning Agency (OLA). In the absence of other regulations, those of OLA apply.**

## 1. Student Conduct

**A student is defined as anyone who requests and receives educational services from OLA.**

### 1.1 Unacceptable Student Conduct

**1.1.1** 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 which does not exist
- 4.** Submitting, without first obtaining approval of the person to whom it is submitted, all or part of any academic work which 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 OLA, 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 which disrupts normal course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

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

**F.** Causing or threatening harm to any person.

**G.** Assisting another person to engage in unacceptable conduct.

### 1.2 Interim Measures

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

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

**1.2.2** 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.

**1.2.3** Any measures taken under 1.2.1 are interim in nature, may be varied by the registrar, and do not preclude further consequences under this policy.

**1.2.4** The registrar may also take such interim measures herself or himself if she or he considers it appropriate. The provisions of 1.2.5 to 1.2.8 apply to any interim measures taken by the registrar, with the necessary changes.

**1.2.5** Failure by a student to comply fully with measures taken under 1.2.1 is unacceptable conduct, independent of any other conduct of the student, and such failure may itself be subject to consequences under this policy.

**1.2.6** Where measures are taken under 1.2.1, the tutor, instructor, Skills Centre manager, program coordinator, supervisor, administrator, or executive will inform the registrar of the measures and the relevant circumstances. The registrar will inform the student of the measures and the reason they were taken, and that the student may request a review under 1.2.7.

**1.2.7** Where measures are taken under 1.2.1, the student may request a review by a Student Conduct Review Committee. The review will proceed under 1.4 as if a complaint regarding the student's conduct had been submitted to the registrar under 1.3.1, and the registrar had proceeded under 1.3.2. The committee will decide if the student engaged in unacceptable conduct, and, if so, may take any action it considers appropriate. The committee's decision will replace any interim measures taken under 1.2.1.

**1.2.8** A request for review under 1.2.7 should be made to the registrar, in writing, within thirty (30) calendar days of the registrar's communication to the student under 1.2.6.

The registrar will 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 or 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 she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for review.

### 1.3 Complaints

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

**1.3.2** Upon receiving a complaint under 1.3.1, the registrar will review 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 will:

- A.** Inform the student, in writing, of the complaint;
- B.** Establish a Student Conduct Review Committee; and
- C.** Provide copies of the complaint and any supporting information to the student and to the chair of the committee.

**1.3.3** The registrar will appoint a chair and two other members to serve on the Student Conduct Review Committee.

**1.3.4** A complaint under 1.3.1 should be made within thirty (30) calendar days of the occurrence of the alleged unacceptable conduct. The registrar will not proceed under 1.3.2 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 or he was unable to make a complaint within the time limit. The registrar may, in her or his discretion, extend the time limit to make a complaint on any terms she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the complaint.

### 1.4 Review of Complaints

**1.4.1** 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.

**1.4.2** The committee will review the complaint, together with the student's response and any other information provided.

**1.4.3** 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 or his choosing.

**1.4.4** After its review of the complaint (and any meeting held under 1.4.3), the committee will decide if the student has engaged in unacceptable conduct, and, if so, the committee may take any action it considers appropriate.

**1.4.5** The committee will provide a statement to the student, setting out the committee's decision under 1.4.4 and the reasons for its decision.

### 1.5 Consequences of Unacceptable Conduct

**1.5.1** Action which 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:

- A.** Warning
- B.** Probation for a specified period of time, or indefinitely, together with any conditions the committee considers appropriate
- C.** Restriction or revocation of computing or other privileges
- D.** Failing grade or mark of zero in the course, examination, or academic work in respect of which the unacceptable conduct occurred
- E.** Exclusion from a class, course, or program
- F.** Rejection of an application for admission or registration
- G.** Suspension for a specified period of time (which may include deferral of the granting of a credential during the period of the suspension)
- H.** Cancellation of registration
- I.** Expulsion from OLA

## 2. Formal Transfer Credit

### 2.1 Open Learning Agency

#### 2.1.1 Certificate, Diploma, and Degree Programs

- A.** Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution.
- B.** Transfer credit will be awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by BC Open University (BCOU) or Open College (OC).

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.

- 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, and arrange for official transcripts from all previously attended



post-secondary institutions and professional associations in support of the application to be sent to OLA. If all formal studies are not declared at the time of initial application, a further documentation fee will be levied. Further penalties may be imposed, such as: (a) invalidation of the previously issued university program plan (b) requirement to withdraw from a course or program; or (c) refusal of admission into OLA programs.

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

**E.** Authenticated translation will be 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 will be applied to Adult Basic Education certificates and diplomas, OC certificates and diplomas, and BCOU post-diploma certificates and degrees on the basis of its applicability to a specific program.

Students changing programs or requiring information about how credits earned and transferred apply to another OLA credential must apply in writing for a re-evaluation of their transfer credit. An additional reassessment fee will be levied (refer to fees on page 15).

**I.** 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 will not automatically be awarded transfer credit.

The currency of the subject matter will be taken into account.

**J.** Past courses from another post-secondary institution will be given credit provided they were transferable in the year taken.

**K.** In cases where there is an equivalent course offered by OLA, the current course number will be assigned.

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

**L.** OLA will assess requests by individuals for transfer credit for college or university courses completed at high schools in the same manner as any other requests. There will be no penalty for dual credit, that is, credit which is used toward completion of both a high-school and a college or university program.

**M.** Grades for courses that have received transfer credit will be transcribed on the student’s OLA transcript.

For block transfer awarded, no grades will be transcribed.

### **2.1.2 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.

### **2.1.3 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 2.1.1 (I) does not apply.

### **2.1.4 Multiple Undergraduate Degrees**

A minimum of 120 credits is required for the first undergraduate degree, and a minimum of 60 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.

### **2.1.5 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.

### **2.1.6 Transfer Credit for Master’s Degrees**

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.

## **2.2 Procedures: Application for Transfer Credit**

**2.2.1** Students applying for transfer credit are required to complete and submit the Program Admission form and arrange to submit supporting documents (official transcripts).

**2.2.2** Completed application forms may be submitted to OLA electronically, by mail, or by fax. Forms are available on the OLA Website and the PASBC Website.

**2.2.3** 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 syllabus or calendars in a language other than English must be provided in English at the student’s expense.

**2.2.4** Students submitting documents from institutions outside Canada may be required to have their documents evaluated by the International Credential Evaluation Service. Refer to page 7 for more information.

**2.2.5** 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* will be 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 Adult Basic Education credential are exempt from this fee.)

**2.2.6** Assessment of transfer credit will not commence until all required fees have been received along with all transcripts declared on the Program Admission form.

**2.2.7** Fees are non-refundable and cannot be applied toward any other assessment fee charged by OLA.

**2.2.8** No further transfer credit assessment fees will be 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.

### **2.3 Transfer Credit Appeals**

**2.3.1** In the event a student believes that transfer credit has been awarded inappropriately, the student may submit a formal appeal. To initiate the formal appeal, a written request along with the appropriate fee is to be submitted to the Office of the Registrar. The request must be postmarked or be received by fax (emails are not acceptable), within twenty-one (21) days of the date of mailing the results of their transfer credit assessment. The request shall include:

- 1.** A complete chronological history of the academic background of the student;
- 2.** A list of academic transcripts and certificates that were submitted with the original Program Admission form;

**3.** A statement of what the applicant believes would be appropriate credit and the rationale for this statement;

**4.** Any additional relevant documentation.

**2.3.2** The student will be informed by the Office of the Registrar of the results of their formal appeal.

## **3. Prior Learning Assessment and Recognition (PLAR)**

### **3.1 General Information**

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

**3.1.2** 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 Definitions**

#### **3.2.1 Course Challenge**

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.

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.

Courses listed in this calendar delivered by SFU, UBC, and UVic are normally not available for challenge.

#### **3.2.2 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 will depend on the subject area and the program requirements.

## **3.3 Policy**

### **3.3.1 Eligibility**

Normally, only residents of British Columbia are eligible for PLAR.

### **3.3.2 Residency Requirement**

If an Open Learning Agency program has a residency requirement, this requirement may be met with credits earned by prior learning assessment and recognition.

### **3.3.3 Scope**

OLA program areas determine which programs are eligible for prior learning assessment and recognition, and which prior learning assessment and recognition methods will be used. Eligibility for PLAR credit varies from program to program.

OLA program areas determine the amount of credit earned through prior learning assessment and recognition which may be used to meet the requirements of a credential.

### **3.3.4 Credit Transfer**

OLA accepts credits earned through prior learning assessment and recognition from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of OLA program requirements.

OLA reserves the right to reassess credit awarded by other institutions through prior learning assessment and recognition on an individual basis.

### **3.3.5 Transcription**

OLA transcripts identify college and university credits earned through course challenge and other prior learning assessment and recognition methods.

### 3.3.6 Grading

OLA program areas determine what is a passing grade for a challenge examination.

Regular OLA grading policies apply to credits earned through course challenge.

A “S” (Satisfactory) grade will be recorded on the student’s Permanent Record for students who satisfactorily complete the portfolio-assisted assessment process and are awarded credit.

### 3.3.7 Challenge Restrictions

Students who are registered in a course and wish 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 to write the challenge examination along with the required fees.

Students who are registered in a course and have submitted one or more assignments or have written the final examination will not be permitted to write a challenge examination for the course.

Students whose language is other than English and who have received their secondary education in a language other than English will not be permitted to have their language knowledge and skills assessed at a university level lower than third-year university. This restriction does not apply to lower-level literature courses.

Assessment candidates may not register for course challenge for any course that they have previously challenged unsuccessfully through OLA.

### 3.3.8 PLAR Appeals

Assessment candidates have the right to formally appeal the results of their prior learning assessment and recognition.

To formally appeal, assessment candidates must:

**a)** Submit their appeal in writing along with the required appeal fee to the Office of the Registrar to arrive

within twenty-one (21) days of the dates of the results being mailed, and

**b)** Include with their submission the full particulars of the grounds of the appeal.

The Office of the Registrar will notify the assessment candidate of the result of their appeal.

Assessment candidates will be refunded the appeal fee if their appeal is successful.

### 3.3.9 Fees and Expenses

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.

All expenses associated with prior learning assessment and recognition 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.

### 3.3.10 Cancellation and Withdrawal

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

Note: It is the responsibility of assessment candidates planning to transfer prior learning assessment and recognition credits to check with the receiving institution to ensure that PLAR credits are acceptable.

## 4. Registration

### 4.1 Credit-free Option

**4.1.1** Students who plan to pursue the credit-free option must declare their intention at the time of course registration.

**4.1.2** 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.

**4.1.3** Students who do not complete course requirements receive an “I” (Incomplete) grade on their transcript.

**4.1.4** 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. Refer to 4.2 and 4.4.

## 4.2 Cancellations—OLA

**4.2.1** Students may cancel their registration in most OLA-delivered self-paced, independent-study courses by notifying OLA Student Records in writing within five (5) weeks from their registration date. The course will not appear on their transcript.

**A.** Students may cancel their registration in a biology, chemistry, or physics lab course by the first day of the month in which the lab begins.

**B.** A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

**C.** For specific cancellation deadlines for clinical courses, courses in the Home Support Attendant Certificate program, and Information Technology courses and programs offered through the OLA Skills Centres, contact the program coordinator or supervisor.

### 4.2.2 Procedures

Students may request to cancel their course registration 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 OLA Student Records.

### 4.2.3 Tuition Refunds

**A.** Students who submit their request to cancel their registration within five (5) weeks (for most courses) from their registration date will receive a 75 per cent refund of tuition fees.

**B.** Students who cancel their registration in a lab course as described above will receive a 75 per cent refund of their tuition fee and a 75 per cent refund of their lab fees.



**C.** Tuition refunds will not be processed until the written request to cancel a course registration is received by OLA Student Records.

**D.** The course administration fee is non-refundable.

#### **4.3 Cancellations— SFU, UBC, UVic**

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

#### **4.4 Withdrawals—OLA**

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

**A.** Students who do not formally withdraw within thirteen (13) weeks of their course start date will receive an “I” (Incomplete) grade if they fail to complete the course requirements by the course completion date.

**B.** 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 will receive an “I” (Incomplete) grade if they do not complete the course requirements by the course completion date.

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

**D.** For specific withdrawal deadlines for clinical courses, courses in the Home Support Attendant Certificate program, and Information Technology courses and programs offered through the OLA Skills Centres, contact the program coordinator or supervisor.

#### **4.4.2 Procedures**

**A.** 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 OLA Student Records.

**B.** Students applying for a late withdrawal are required to submit their request in writing (emails are not acceptable) to OLA Student Records, and include with it appropriate documentation. Students will be 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.

#### **4.4.3 Tuition Refunds**

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

**B.** The course administration fee is non-refundable.

#### **4.5 Withdrawals— SFU, UBC, UVic**

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

#### **4.6 Returning Course Materials—OLA**

**4.6.1** Students will be entitled to receive a full refund for course materials purchased from OLA if the materials are returned no later than five (5) weeks after the course registration date and they meet the conditions stated below.

Course materials must:

- a)** Be in resale condition (like new),
- b)** Be completely unmarked (no markings, including highlighting, names, erasures, grime, bent pages, covers, and spines),
- c)** Have all shrink wrap intact (e.g., software and printed course materials),

**d)** Be complete. All materials including textbooks, printed course materials, rental/loan items must be returned (adjunct materials such as letters, change of address cards, and promotional materials may be retained by the student), and be postmarked prepaid within five (5) weeks of the course registration date for return to the Open Learning Agency, PO Box 82080, Burnaby, BC, V5C 6J8. Materials are accepted in person only at the Open Learning Agency, 4355 Mathissi Place, Burnaby, BC, and not at other OLA locations.

#### **4.6.2 Course Materials Refunds**

**A.** If course materials meet the above conditions, a 100 per cent course materials refund will be processed within four to six (4–6) weeks of receipt, to the same payment method as the original purchase (e.g., refunds will be processed to the credit card on which the original payment was made).

**B.** If course materials do not meet the above conditions, OLA will notify the student by mail, to the address on record, within four to six (4–6) weeks of receipt. Students *should not* return materials to OLA unless materials meet all the above conditions. Any materials received which are not eligible for a refund will not be returned to the student; a refund will not be processed. Partial refunds are not processed.

**C.** Returned course materials become the property of OLA, regardless of whether the student receives a refund.

**D.** It is not necessary to return course materials in order to receive a tuition refund for a course. Students may keep any materials they have purchased but they are required to return rental/loan items (e.g., videos and equipment).

**E.** 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.

## 4.7 Extensions—OLA

**4.7.1** Students are entitled to the normal course completion time and, 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, and a six (6)-month course has a maximum completion time of forty-seven (47) weeks.

**A.** 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.

**B.** Students will not be 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.

**C.** Extensions are not normally permitted for courses that are delivered in a paced mode. 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.

**D.** Students who have received a Canada Student Loan or BC Student Loan are eligible for a course extension as per (A) but may jeopardize their awards status.

### 4.7.2 Procedures for Paid Extensions

**A.** For a paid course extension, students submit their request to OLA Student Records, along with the required fee. The request and payment must be received before the course completion date. Students will 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.

**B.** Students who receive an extension and have not already written the final examination for the course will be required to submit an examination application form to schedule their examination.

**C.** 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.

**D.** Students who receive an extension will have the grade of “XT” (grade deferred, extension) recorded on their transcript. The final letter grade for the course will be entered when the course requirements have been met.

If course requirements are not met before the expiration of the extension, an “I” (Incomplete) grade will be recorded on the student’s Permanent Record.

**E.** Students who do not request an extension before their course completion date will be required to register again and pay the full course tuition fee and course administration fee if they wish to complete the course. An “I” (Incomplete) grade will be recorded on the student’s Permanent Record. Refer to 4.9.

### 4.7.3 Procedures for Fee-Waived Extensions

**A.** Students with a disability or medical condition or with exceptional extenuating circumstances (such as a long illness) which 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.

**B.** 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.

**C.** In all cases where an extension has been requested and approved, students will be required to establish an action plan outlining a time schedule and support services required in order to enhance their chances of successful completion.

**D.** Extensions will be based on the following criteria:

1. The nature of the student’s disability or medical condition
  2. The length of time the student has had or will have the disability
  3. The circumstances of the student
  4. The medical diagnosis and prognosis
  5. Progress in the course(s)
  6. Other relevant information
- E.** The student will be informed by the Disability Services Office in writing that the extension has been approved and that a letter will be sent under separate cover indicating the new completion time for the course(s) and available examination sessions.

## 4.8 Extensions—SFU, UBC, UVic

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

**4.8.2** 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 will be charged. More information is provided in the UBC handbook sent to students on registration.

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

#### 4.9 Repeat Registrations— OLA

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

**A.** Students will be required to pay the full fees, including the course administration fee.

**B.** Assignment marks may be brought forward to the new registration. Final examination marks will not be brought forward to the new registration.

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

**D.** If the course has been revised, students will be required to register in the new version of the course and purchase any additional course material required.

**4.9.2** Normally, a student may repeat a course only once. Applications for a third registration will be referred to the program area for approval. All attempts at a course are included on the student's Permanent Record, but credit will be granted only once.

#### 4.10 Repeat Registrations— SFU, UBC, UVic

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

**4.10.2** Students who wish to repeat a course delivered by UBC in order to improve their grades must have permission from the tutor to repeat the course. Students are to contact UBC for details on procedures.

### 5. Examinations

#### 5.1 General Information

**5.1.1** 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.

#### 5.2 Open Learning Agency

##### 5.2.1 Eligibility

A student will be eligible to sit for an OLA 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.

##### 5.2.2 Examination Centres

Examination centres will be established at the discretion of OLA, and, wherever possible, students will be assigned to centres that are convenient to them.

##### 5.2.3 Changing Examination Centres

**A.** Provided sufficient notice is given to OLA, students may be permitted to change their examination centre.

**B.** Students will be charged an examination centre change fee if they request to change the centre after the examination application deadline has passed. (Refer to fees on page 15 or contact Student Services, Examinations, for more information.)

**C.** No charge will be levied if students request to change examination centres before their examination application deadline.

##### 5.2.4 Changing Examination Sessions

**A.** Students may reschedule their examination to another examination session date if they are eligible.

**B.** Students will be charged an examination session change fee if they request to change to a later examination date after the examination application deadline has passed. (Refer to fees on page 15, or contact Student Services, Examinations, for more information.)

**C.** No charge will be levied if students request to change to another examination session date before the examination application deadline of the session in which they are currently scheduled.

##### 5.2.5 Supervision

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

##### 5.2.6 Date and Time

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

**B.** The time allowed for an examination will be that specified on the question paper. Candidates who arrive late for an examination will not be allowed additional time.

##### 5.2.7 Admission to the Examination

**A.** Candidates 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). Candidates who do not produce photo identification will not be permitted to write the examination.

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

**C.** A candidate who arrives late will be admitted without question during the first half-hour of the examination session.

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

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

### **5.2.8 Special Examination Arrangements**

**A.** In extenuating circumstances, if a student residing in BC is unable to attend a regular examination centre, she or he may request approval from the examinations supervisor to write the examination at another location with an approved invigilator present [refer to 5.2.10 (B)].

**B.** If approval is granted for these special arrangements, students will be required to pay a special arrangement fee to cover the costs. (Refer to fees on page 15, or contact Student Services, Examinations.) This fee must be paid at least one (1) month before the scheduled date of examination. Students with a disability may request exemption from this fee (refer to 5.2.9).

### **5.2.9 Examination Accommodations**

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

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

**B.** The Disability Services Office will inform the applicant of the results of their request within two (2) weeks of receiving the application.

### **5.2.10 Students Outside BC or Outside Canada**

**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 and paying the special arrangement fee to Student Services, Examinations, by the examination application deadline date.

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

### **5.2.11 Other Misconduct Related to Evaluation**

In instances where OLA 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, OLA 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.

### **5.2.12 Absence from the Examination**

**A.** A student who, with acceptable cause, misses a mandatory examination may, for a rescheduling or extension fee (except as in B and C):

1. Be permitted to take a regular examination at the next examination period; or
2. Under special circumstances (e.g., graduation or discontinuance of the course), be awarded an aegrotat credit. Such credit will be awarded only if the term work of the student indicates a clear grasp of the content of the course, and all assignments have been completed satisfactorily.

**B.** In the case of absence from an examination through ill health, the candidate (or the candidate's agent) must submit to Student Services, Examinations, a relevant medical certificate and a written explanation of the absence, prior to the deadline date for the next permitted examination session in order to be rescheduled to write the examination. If documentation is not available, there will be a fee for rescheduling the examination.

**C.** In the case of absence from an examination due to a serious cause other than ill health of the candidate, the candidate (or the candidate's agent) must submit:

1. Evidence of the cause (wherever possible), and
2. A written explanation of the absence, to be received by Student Services, Examinations, prior to the deadline date for the next permitted examination session in order to be rescheduled to write the examination. If documentation is not available, there will be a fee for rescheduling the examination. If no other permitted session is available, the student must apply for either an extension or a repeat registration.

### **5.2.13 Illness During an Examination**

If a candidate becomes ill while sitting for an examination, the invigilator should be notified immediately. Full particulars of the circumstances will be taken by the invigilator and a report, along with the partially completed script, will be sent to the examination supervisor. The candidate must submit, within seven (7) days, to Student Services, Examinations, the documentation supporting the illness.

### **5.2.14 Rush Marking of Examinations**

Students wanting a rush letter grade must apply to have rush marking of their examination by the Friday prior to writing their examination. All assignments for the course must have been submitted to the tutor at the time of application. A rush mark takes from two to four (2–4) weeks after an examination has been written. Students must send their request to OLA Student Records. (Refer to fees on page 15.) Applications for rush marks will not be processed until all assignment marks have been received by OLA Student Records.



### 5.3 SFU, UBC, UVic

#### 5.3.1 Simon Fraser University

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.

Out-of-town students 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 more information.

All students are required to write examinations at specific dates and times. Rescheduling examinations is subject to approval and a fee will be levied. (SFU does not normally recognize work or vacation as legitimate reasons for rescheduling an examination.)

The course package provides complete information regarding examination policies and procedures.

#### 5.3.2 University of British Columbia

All assignments must be completed before students registered in courses that originate with UBC are eligible to write the examination.

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

A fee is payable when students submit their examination application to the UBC Distance Education and Technology Office. An additional fee is levied if arrangements at a special centre are requested. The course package provides information on policies applying to additional fees.

Examinations are usually scheduled on Saturdays. Students will be notified of the date, time, and place of their

examination by the UBC Distance Education and Technology Office at least two weeks before the examination period.

#### 5.3.3 University of Victoria

Some courses that originate with 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 Release of Final Grades

#### 6.1.1 General Information

**A.** Only OLA Student Records is empowered to release final grades.

**B.** Once a final grade is entered on a student's Permanent Record and the grade appeal period has expired, no changes will be made to the grade.

**C.** Definitions which follow in 6.2 show the grades and numerical equivalents that will be used and included when calculating the grade point average (GPA). Refer to 6.2.2.

#### 6.1.2 Courses Delivered by SFU, UBC, UVic

For courses students have completed which are delivered by SFU, UBC, and UVic, the final grade assigned by the delivering institution will appear on the OLA transcript. An "I" (Incomplete) grade will be assigned for courses that have not been completed.

#### 6.1.3 Procedures

**A.** A final grade is awarded after all mandatory components of the course have been 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 OLA's Web registration system.

**C.** All final course grades will be entered into, and remain part of, a student's Permanent Record.

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

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

Note: Students who write their final examination or project but fail to complete and submit all assignments will be assigned an "I" (Incomplete) grade. (Refer to 6.4.)

### 6.2 Definitions

#### 6.2.1 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—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 met the requirements of the course, either because the final examination was failed or because the average on the components of the course completed is below the passing level.



### 6.2.2 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 will be chosen for purposes of the GPA calculation.

### 6.2.3 Other Grades

The following are used but are not included in the calculation of the GPA for college and university courses delivered by OLA:

AG Aegrotat grade

Awarded to a student who is passing, but for a good reason is unable to complete an essential portion of a course. Credit is granted.

I Incomplete grade

Awarded on expiry of the time allowed for the course to any student who has not written the final examination, who has not completed a mandatory component of the course, or who has been granted an extension but has not completed the course by the expiry date of the extension.

M All required coursework completed

Course completed successfully on a credit-free basis, no examination required. (The "M" symbol is used only in designated courses.)

S Satisfactory performance  
All course requirements completed.

U Unsatisfactory performance  
Course requirements are not met.

W Withdrew from course  
according to accepted policy

XT Grade deferred (extension)

### 6.2.4 Non-credit Courses

The following are used for non-credit courses but are not included in the calculation of the grade point average:

J All required coursework completed

K Course not completed

### 6.3 Transcripts (Official and Unofficial)

**6.3.1** 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 OLA. Normally, official transcripts are released only to other educational institutions. Unofficial transcripts will be released to the student. A form to request a transcript(s) is available from Student Services and on the OLA Website, or students may submit a written request for a transcript to OLA Student Records, with the appropriate fee. Official transcripts will not be issued for any student who is in debt to OLA.

### 6.4 Appeal of Grades

#### 6.4.1 Review of Assignment Marks

Assignments are an integral part of the instruction process; therefore, assignment marks are a matter of discussion between the tutor/instructor and the student. Student disagreement with an assignment mark should be discussed with the tutor upon receipt of the marked assignment. An assignment review may or may not result in a higher grade but will never result in a lower grade.

#### 6.4.2 Examination Review

Students wishing academic feedback on an examination may ask the tutor/instructor for an informal examination review. In such a case, the general strengths and weaknesses of the examination will be reviewed with the student, usually by the student's tutor/instructor.

### 6.4.3 Appeal of Final Grade

Although both examination and final grades are reviewed carefully before release, students have the right to appeal. The grade appeal will consider only the mark awarded the final examination. Appeals are to be submitted in writing (emails are not acceptable), accompanied by the grade appeal fee, to the Office of the Registrar. The request must be postmarked or be received by fax within twenty-one (21) days of the date of mailing grades. The appeal fee will be refunded if the appeal is successful. The appeal should contain full particulars of the grounds of the appeal.

## 7. Program Completion and Graduation

### 7.1 Graduation Requirements

#### 7.1.1 Certificate and Diploma Programs

**A.** There are no minimum 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 Open College or BC Open University certificates or diplomas, students must have a GPA of 2.0 or higher, calculated on college or university courses taken through OLA or other post-secondary institutions. The GPA calculation includes the grades received in required courses of the certificate or the diploma, including those for which transfer credit was awarded.

#### 7.1.2 Degree Programs

**A.** To qualify for a BC Open University degree, students must have a GPA of 2.0 or higher, calculated on the credits required for the degree.

For students who apply for graduation with a block transfer for a program completed at another institution (with a GPA minimum of 2.0), the GPA may be calculated on credit outside of the block.

## 7.2 Graduation Procedures

### 7.2.1 Certificate, Diploma, and Degree Programs

Upon completion of the requirements of a certificate, diploma, or degree program, students must submit a completed Application for Graduation form to the Office of the Registrar. Students may request a form by contacting Student Services. The form is also on the OLA Website.

Note: All official transcripts for courses taken at other institutions, with an OLA Letter of Permission, must be received by the Office of the Registrar before an application for graduation will be taken forward.

### 7.2.2 Graduation Deadlines

**A.** Upon completion of the requirements of a degree, students must submit a completed Application for Graduation form to the Office of the Registrar by March 1 for the spring Academic Council meeting, May 1 for the summer Academic Council meeting, August 1 for the fall Academic Council meeting, and December 1 for the winter Academic Council meeting. The form is available on the OLA Website and from Student Services.

**B.** Students who wish to receive their degree parchment prior to the graduation ceremony (Celebration of Learning) are to send their request in writing to the Office of the Registrar.

**C.** There are no application deadlines for certificates or diplomas.

### 7.2.3 Graduation Ceremony

A Celebration of Learning is held annually to recognize all learners who have completed or graduated from OLA programs. This celebration takes place in May. All students who have had their certificates, diplomas, or degrees approved and who have completed an OLA program by March 15 will be invited to attend.

### 7.2.4 Duplicate Parchments

**A.** OLA will issue one duplicate parchment on request.

**B.** Duplicate parchments will be issued in the style of the parchment currently in use. The names of officers who signed the original parchment will be typeset. Only the registrar will sign the duplicate parchment. Duplicate parchments will 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 and fee. (Refer to fees on page 15.)

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

## 8. Release of Student Information

### 8.1 Disclosure to Students of Their Own Records

**8.1.1** 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 OLA Student Records. Access will be determined on an individual basis.

**8.1.2** Students will, on payment of the appropriate fee, have the right to receive unofficial transcripts of their own academic record. OLA will not send official transcripts if students are in debt to the agency, but such students will still have the right to inspect and review their records.

**8.1.3** No partial transcripts of a record will be issued.

**8.1.4** 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, OLA reserves the right to deny access.

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

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

### 8.2 Disclosure to Tutors and Administrative Officers of the Agency

Information about students may only be disclosed without consent of the student to designated agency officials for purposes consistent with OLA activities.

### 8.3 Disclosure to Third Parties

**8.3.1** Personal information will be 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.

**8.3.2** 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. Such requests should normally be directed to the associate registrar.

**8.3.3** Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This will only be done 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.

**8.3.4** Other than in the above situations, information on students will be released to third parties only with the written permission of the student.

# CAREER AND COLLEGE PREPARATION

- ▶ **English as a Second Language Courses**
- ▶ **Literacy Courses**
- ▶ **Adult Basic Education**

The Open Learning Agency (OLA) helps over 1,600 students a year with career and college preparation, including English as a second language (ESL), literacy, and Adult Basic Education (ABE). A range of distance courses is offered in career and education planning, French, English, science, mathematics, and ESL. Students find OLA's courses a flexible way to take a prerequisite needed for entry to a college or career program.

OLA offers four levels of ESL courses by distance. Beginning literacy courses are also available through co-operative arrangements with various learning centres in British Columbia.

OLA's ABE courses and programs follow the guidelines and requirements established by the provincial government in conjunction with BC's community college system. The 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, OLA 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.

## Courses and Programs

### English as a Second Language (ESL) Courses

OLA offers four levels of English courses—ESL 002, 003, 004, and ELTR 005—to help students improve their speaking, listening, reading, and writing skills.

Each course has many reading, writing, and grammar exercises as well as telephone assignments that students do with their tutor. The tutor tapes some of the telephone conversations, analyzes them, and sends the tape as well as the analysis to the student for review. This helps students to improve their pronunciation, intonation, and listening comprehension.

ENGL 013 is an intermediate (Grade 10) level English course designed as an ESL course.

### Literacy Courses

Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs.

Beginning literacy courses are available through learning centres with which OLA has co-operative arrangements. ABLI 001 and ABLI 002 (Adult Basic Literacy) are designed for adults who are beginning to learn to read. ENGL 002 and ENGL 003, two courses in basic English, are offered in learning centres.

For more information and to request an English language assessment, contact Student Services.

### Adult Basic Education

OLA's Adult Basic Education program (ABE), designed for adults by the Ministry of Advanced Education, Training and Technology, is similar to ABE programs offered by other colleges in BC. OLA provides:

- A partial program at the fundamental level and a wide range of courses at the intermediate, advanced, and diploma levels
- The flexibility to transfer courses from other colleges and schools or to demonstrate knowledge acquired through less formal learning
- The opportunity to take prerequisites needed for entry to other post-secondary institutions
- A wide range of related services, including free English and mathematics assessments

### 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 4.
- 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 at least three courses they have taken as an adult (be at least 19 years of age, or be 18 years of age and have been out of the public school system for at least twelve months).
- 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 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 at least 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.

.....  
 ABE courses and programs follow the guidelines and requirements established by the BC Ministry of Advanced Education, Skills and Training in conjunction with BC's community college system.

## 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 012, *Intermediate English*  
ENGL 013, *Studying English*
- Mathematics  
MATH 014, *Intermediate Mathematics*
- Science  
SCIE 010, *General Science*
- Elective  
EDCP 010, *Intermediate Education and Career Planning*

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For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

## Advanced Certificate (Grade 11 Equivalency)

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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\**  
BUSM 131, *Accounting I*  
CHEM 024, *Principles of Chemistry\**  
EASC 024, *Earth Science\**  
FREN 020, *French I* and FREN 021, *French II*  
MATH 024, *Advanced Mathematics\**  
PHYS 024, *Introductory Physics\**  
SOST 024, *Exploring Canadian Issues\**  
SOST 028, *Canada and the Contemporary World*  
\* Provided not already used to fulfill the science or mathematics requirement

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For more information, refer to the OLA Website or contact Student Services:  
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[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)



## Adult Graduation Diploma

(Grade 12)

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

### Diploma Requirements

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

Five courses, at least three of which are normally completed as an adult (be at least 19 years of age, or be 18 years of age and have been out of the public school system for at least twelve 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*  
 BUSM 132, *Accounting II*  
 EDCP 030, *Provincial Education and Career Planning*  
 (provided not used to fulfill the requirements for the ABE Intermediate or Advanced Certificate)  
 ENGL 034, *Survey of British Literature* (assumes not used for English requirement)  
 ENGL 106, *Written Communication*  
 FNST 030, *First Nations Studies I*  
 FNST 040, *First Nations Studies II*  
 GEOG 030, *Physical and Human Geography*  
 HIST 030, *Twentieth-Century History*  
 MATH 034, *Pre-Calculus*  
 PHYS 034, *Senior Physics*  
 SOST 024, *Exploring Canadian Issues*  
 or SOST 028, *Canada and the Contemporary World*  
 (or Socials 11)
- Approved Grade 12, college, or university courses may be eligible (consult an OLA program advisor). Prior completion of all ABE Advanced Certificate requirements (refer to 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, Training and Technology as meeting the requirements for graduation may be used toward the BC Adult Graduation Diploma.
- Courses taken through OLA 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 form (provided at the end of this calendar and on the OLA Website), official transcripts from all schools and institutions attended, and the appropriate fee are required for an assessment. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs, or OLA.
- 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 who wish to enter a university directly need to 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 Open College program qualification.

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

# OPEN COLLEGE AND BC OPEN UNIVERSITY PROGRAMS

- ▶ **Arts and Science**
- ▶ **Business and Management Studies**
- ▶ **General Studies**
- ▶ **Health and Human Services**
- ▶ **Information Technology**
- ▶ **Professional Development**

The Open Learning Agency (OLA) offers certificate and diploma programs through Open College (OC) and degree programs through BC Open University (BCOU) in the areas of arts and science, business and management studies, health and human services, general studies, and information technology. Professional development in career counselling and prior learning assessment is also offered through BCOU. Co-operative arrangements with other educational institutions, community organizations, industry, business, and professional associations provide students with choice in earning recognized credentials.

Open College's speciality is quality career training, credit-laddering options, and continuing skill development. In addition to serving individual learners, OLA works with employers throughout British Columbia, Canada, and beyond to provide solutions for workplace education and professional needs.

Through BC Open University, students may earn associate and bachelor degrees by completing courses available through OLA or in conjunction with campus-based studies at other institutions. Some BCOU degrees are offered in association with colleges in British Columbia and elsewhere in Canada.

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

## Arts and Science

### 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 for the Associate of Arts may be met through OLA'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*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Courses used to complete the BCOU Associate of Arts 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 6.

#### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar.

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 It is the student's responsibility to consult with their OLA 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) 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- 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., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 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- or second-year university-level courses

#### Note

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

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## 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 further university study. The degree requirements for the Associate of Science may be met through OLA'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*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Courses used to complete the BCOU Associate of Science 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 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 6.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar.

.....  
 It is the student's responsibility to consult with their OLA 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) 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- 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., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 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, of which 3 credits must be in calculus (e.g., OLA's MATH 120 or 121; OLA'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- 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. Additional credits (if any) earned in first-year laboratory courses do not count toward the 60-credit requirements.

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

.....  
 For more information, refer to the OLA Website or contact Student Services:  
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 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## 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 (other than English), mathematics and/or science, and social science.

### Note

Courses in certain discipline areas may not be used to meet general education requirements of specific programs; program descriptions identify these exclusions.

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

Humanities	Mathematics and/ or Science	Social Science	Other Disciplines
Art History	Astronomy	Anthropology	Administrative Studies
Classical Languages and Literature	Biochemistry	Archaeology	Asian Studies
Classical Studies	Biology	Criminology	Canadian Studies
Comparative Literature	Botany	Economics	Education
Communications	Chemistry	International Relations	Environmental Studies
Creative Writing	Computer Science	Political Science	Gender Studies
Cultural Studies	Earth Science	Psychology	Indigenous (First Nations) Studies
History	Ecology	Regional/Human/Cultural Geography	Kinesiology
Humanities	Environmental Science	Sociology	Latin American Studies
Journalism	Geology		Legal Studies
Linguistics	Geophysics		Urban Studies
Media Studies	Mathematics		Women's Studies
Modern Languages and Literature	Microbiology		Students are advised to consult with their OLA program advisor before registering in courses to meet general education requirements for arts and science degree programs.
Music History	Ocean Science		
Philosophy	Physical Anthropology		
Religious Studies	Physical Geography		
Theatre Studies	Physics		
	Physiology		
	Statistics		
	Zoology		



## Bachelor of Arts, General Program

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 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 sciences (English, economics, fine art, geography, history, psychology, or sociology), or in a combination of a business administration and an arts and science concentration. OLA offers many courses that fulfill the degree requirements. Students choosing this option should note that they may be required to complete make-up courses before being eligible for graduate programs in their subjects of specialization.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

.....  
 It is the student's responsibility to consult with their OLA 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) 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

#### 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—51 credits

- May be lower- or upper-level credit

#### Note

30 credits of the degree requirements may be applied credit in areas such as fine and performing arts studio courses, and engineering or applied science and technology courses.

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## 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. OLA offers many courses that fulfill the degree requirements. Students choosing this option should note that they may be required to complete make-up courses before being eligible for graduate programs.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

.....  
 It is the student's responsibility to consult with their OLA 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) 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 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 38; most disciplines listed on the page are considered "arts." Education, business, and administrative studies courses are reviewed on a case-by-case basis.)
- 15 upper-level elective credits

#### Elective Requirements—51 credits

- May be lower- or upper-level credit

#### Note

30 credits of the degree requirements may be applied credit in areas such as fine and performing arts studio courses, and engineering or applied science and technology courses.

.....  
 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## 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, or sociology. The program requirements and any specific courses needed to complete the program are defined. OLA 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

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

### 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

#### Lower-Level Major Requirements—Number of credits and specific courses varies by the major

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

C average is required in lower-level courses in the discipline of the major.

#### Upper-Level Requirements—45 credits

- 30 credits in area of major (English, history, psychology, or sociology), including 3 credits of *Directed Studies*.\*

A 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.

- 15 upper-level elective credits.

#### Elective Requirements—Number of credits varies by the major

- May be lower- or upper-level credit

#### Note

30 credits of the degree requirements may be applied credit in areas such as fine and performing arts studio courses, and engineering or applied science and technology courses.

\* *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 at least 15 credits of upper-level courses in the subject of their major. Students who are ready to register in the *Directed Studies* course are required to consult with their OLA program advisor about registration procedures.

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 It is the student's responsibility to consult with their OLA 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) 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 Arts, Major Program and Specific Course Requirements

Each major program—English, history, psychology, sociology—has specific discipline requirements as detailed below. OLA courses that meet requirements are identified. These courses may also be used to meet the general education requirements.

### English Major

#### Lower-Level Requirements—12 credits

- The following OLA 3-credit courses or equivalents: ENGL 100 or 102; ENGL 101 or 103; ENGL 220, 221

#### Upper-Level Requirements—45 credits

- 27 credits of upper-level English courses, which must include:

3 credits of Canadian literature course (may be OLA's ENGL 432)

3 credits of twentieth-century poetry and/or drama course (may be OLA's ENGL 435)

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

3 credits of Renaissance/medieval literature course (includes Chaucer or Shakespeare; may be OLA's ENGL 425)

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

- 3 credits *Directed Studies* (ENGL 499)
- 15 credits of upper-level elective courses

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

### History Major

#### Lower-Level Requirements—12 credits

- The following OLA 3-credit courses or equivalents: HIST 120, 121
- 6 credits of other lower-level history courses (may include OLA's HIST 225, 241, HUMN 200)

#### Upper-Level Requirements—45 credits

- 27 credits upper-level history courses (may include OLA's HIST 406, 410, HUMN 300)
- 3 credits *Directed Studies* (HIST 499)
- 15 credits of upper-level elective courses

### Psychology Major

#### Lower-Level Requirements—15 credits

- The following OLA 3-credit courses or equivalents: PSYC 101, 102, 210; PSYC 220 or MATH 102
- 3 credits of a second-year psychology course (may be OLA's PSYC 245 or 255)

#### Upper-Level Requirements—45 credits

- 27 credits of upper-level psychology courses (may include OLA's PSYC 344, 345, 346, 361, 362)
- 3 credits *Directed Studies* (PSYC 499)
- 15 credits of upper-level elective courses

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

### Sociology Major

#### Lower-Level Requirements—18 credits

- The following OLA 3-credit courses or equivalents: SOCI 101, 102; PSYC 220 or MATH 102
- 6 credits of lower-level sociology courses
- 3 credits of a second-year sociology course (may be OLA's SOCI 222 or HUMN 200)

#### Upper-Level Requirements—45 credits

- 27 credits of upper-level sociology courses (may include OLA's SOCI 422, 430, 431; or CNST, CRIM, HIST, WOST courses with approval of the program advisor)
- 3 credits *Directed Studies* (SOCI 499)
- 15 credits of upper-level elective courses

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## 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.

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 Ontario College of Art & Design  
[www.ocad.on.ca](http://www.ocad.on.ca)  
 416-977-6000

### 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 diploma program and the BCOU degree program.

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

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar. Students residing outside BC complete 6 credits of BCOU coursework.

.....  
 It is the student's responsibility to consult with their OLA 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) 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes English and art history)
- 6 credits in mathematics and/or science
- 6 credits in social science
- 3 elective credits in any approved academic discipline (may include art history)

#### History and Theory of Art—18 credits

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

#### Studio Requirements—75 credits

- 75 credits in studio work, 36 at upper level

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)



## 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 three institutions—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.

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 Ontario College of Art & Design  
[www.ocad.on.ca](http://www.ocad.on.ca)  
 416-977-6000

Georgian College of Applied Arts and Technology  
[www.georgianc.on.ca](http://www.georgianc.on.ca)  
 705-722-1560

University College of the Cariboo  
[www.cariboo.bc.ca](http://www.cariboo.bc.ca)  
 (250) 828-5000

### 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 OLA admission policies. Contact an OLA program advisor to determine eligibility.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar. Students residing outside BC complete 6 credits of BCOU coursework.

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 It is the student's responsibility to consult with their OLA 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) 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- or upper-level university courses; refer to page 38 for discipline areas)

##### Georgian College, UCC Students/Graduates

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes English and art history)
- 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)

##### OCAD (OCA) Students/Graduates, Other Applicants

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes English and art history)
- 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

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

[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## Bachelor of Music (Jazz Studies)

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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 two institutions—Capilano College (BC) and Humber College of Applied Arts and Technology (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.

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For more information on the Jazz Studies Diploma program, contact Capilano College:  
[www.capcollege.bc.ca](http://www.capcollege.bc.ca)  
 604-984-4951

For more information on the Humber College Music program, contact Humber College:  
[www.humberc.on.ca](http://www.humberc.on.ca)  
 416-675-6622, ext. 3532

For more information on the BCOU degree program, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

### 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (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 an OLA program advisor or Capilano College or program staff at Humber College.

#### Jazz Studies Performance Requirements—Number of credits varies

- For specific requirements, contact an OLA program advisor or Capilano College or program staff at Humber College.

.....

It is the student's responsibility to consult with their OLA 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) 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 to graduates and students at two institutions—The Vancouver Academy of Music (BC) and The Glenn Gould Professional School at 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.

.....  
 It is the student's responsibility to consult with their OLA 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) 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 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 at The Royal Conservatory of Music:  
[www.rcmusic.ca](http://www.rcmusic.ca)  
 416-408-2824

For more information on the BCOU degree program, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

### 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 Royal Conservatory of Music.

Specific categories of degree requirements are as follows:

#### General Education Requirements—21 credits

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 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 an OLA program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould Professional School at The Royal Conservatory of Music.

#### Music Performance Requirements—Number of credits varies

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

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

## 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.

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 For more information on the Music Therapy program, contact Capilano College:  
[www.capcollege.bc.ca](http://www.capcollege.bc.ca)  
 604-984-4951

For more information on the BCOU degree program, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

### Degree Requirements

120 credits, with a grade point average (GPA) of 3.0 or higher, are required as follows:

#### General Education Requirements—24 credits

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or science
- 6 credits in humanities (excludes English; may be music history and/or music performance credit)
- 6 credits in social science (must be psychology, e.g., OLA's PSYC 101 and 102 or equivalent)
- 3 credits of electives (may be music history and 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., OLA's PYSC 245)
- 3 credits in developmental psychology (e.g., OLA's PYSC 344)
- 3 credits psychology elective (e.g., OLA's PYSC 255, 345, 346, 361, 362)

#### Music History and Theory Requirements—18 credits

- 3 credits at upper level

#### Music Therapy Requirements—69 credits

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

.....  
 It is the student's responsibility to consult with their OLA 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) 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 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. OLA offers many courses that fulfill the specific lower-level requirements of the degree. Because OLA'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 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

### 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science (these meet lower-level science requirements)
- 6 credits in social science

.....  
 It is the student's responsibility to consult with their OLA 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) 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

- 6 credits in first-year calculus (e.g., OLA's MATH 120, 121; OLA's MATH 101 and 104 do not meet this requirement)
- 18 credits in first- or second-year science to be met with a minimum of 6 credits (without the laboratory component) or a maximum of 8 credits (with the laboratory component) in any of the following subject areas:
  - Life science (biology, genetics, zoology, microbiology, biological oceanography, plant and animal physiology)
  - Chemical science (chemistry, biochemistry)
  - Physical science (astronomy, physics)
  - Earth science (atmospheric science, geophysics, geology, physical geography)
  - Mathematics (including statistics)
  - Engineering science (including bioresource, chemical, civil, computing, electrical, geological, mechanical, mineral)

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 may choose any three of the six subject areas identified above.
- 15 upper-level elective credits (may be science or non-science courses).

#### Elective Requirements—27 credits

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

#### Note

30 credits of the degree requirements may be applied credit in areas such as fine and performing arts studio courses, and engineering or applied science and technology courses.

.....  
 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)



## 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. OLA 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 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

### 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- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 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

- 6 credits in first-year calculus (e.g., OLA's MATH 120, 121; OLA's MATH 101 and 104 do not meet this requirement)
- 3 credits of statistics (e.g., OLA's MATH 102)
- 18 credits in first- or second-year science, to be met with a minimum of 6 credits (without the laboratory component) or a maximum of 8 credits (with the laboratory component) in any of the following subject areas:

- Life science (biology, genetics, zoology, microbiology, biological oceanography, plant and animal physiology)—mandatory subject area for biology/life science major students
- Chemical science (chemistry, biochemistry)
- Physical science (astronomy, physics)
- Earth science (atmospheric science, geophysics, geology, physical geography)
- Mathematics (including statistics)
- Engineering science (including bioresource, chemical, civil, computing, electrical, geological, mechanical, mineral)

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*.\*

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

#### Note

30 credits of the degree requirements may be applied credit in areas such as fine and performing arts studio courses, and engineering or applied science and technology courses.

\* *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 at least 15 credits of upper-level courses in the subject of their major (biology/life science). Students who are ready to register in the *Directed Studies* course are required to consult with their OLA program advisor about registration procedures.

## Business and Management Studies

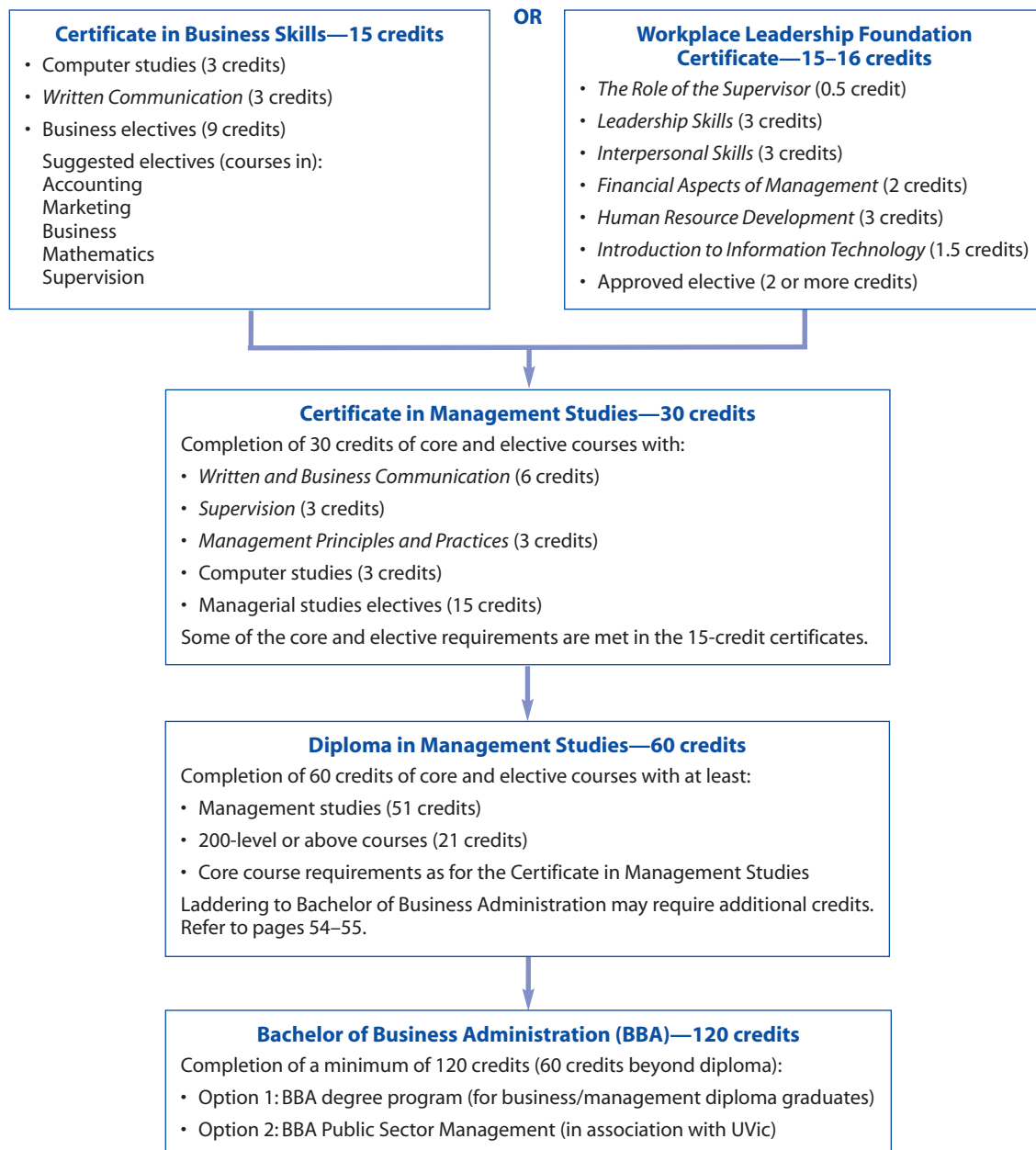
### Business Programs Chart

OLA 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 following pages for more detailed information on each program's requirements.

For more information, 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.



## 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 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

15 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

#### Specific Course Requirements—6 credits

- The following courses:  
CMPT 108, *Introduction to Information Technology* (1.5)  
CMPT 109, *Computer Applications in Business* (1.5)  
ENGL 106, *Written Communication* (3)

The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, including CMPT 150, *Computer Concepts*.

#### Elective Requirements—9 credits

- 9 credits of first-year courses to suit career goals, normally selected from accounting, business management, business mathematics, business communications, marketing, and sales.

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

For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Certificate in Management Studies

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

This certificate program is intended for students who have considerable work experience or a qualification in a technical field and would like to study management and supervisory skills. The certificate may be earned either by completing 30 credits of coursework as specified in the Business Programs Chart on page 50, or by building on one of the 15-credit certificate programs. This program normally requires the same core courses as listed for the Diploma in Management Studies on page 53.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

30 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

#### Required Core Courses—15 credits

- The following courses:  
BUSM 111, *Supervision* (3)  
BUSM 121, *Management Principles and Practices* (3)  
CMPT 108, *Introduction to Information Technology* (1.5)  
CMPT 109, *Computer Applications in Business* (1.5)  
ENGL 106, *Written Communication* (3)  
ENGL 107, *Business Communication* (3)

Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, including CMPT 150.

Students completing the Workplace Leadership Foundation Certificate first are exempt from BUSM 111, CMPT 108, ENGL 106, and some of the elective credits.

#### Elective Requirements (to bring total to 30 credits)

- Courses generally in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH).
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval.
- Up to 3 credits may be in approved social sciences.

## Certificate in Office Skills

.....  
 This program is available only for classroom delivery to groups of students at an employer site or in collaboration with a partner organization.

This certificate program can be ladderred into the Certificate in Management Studies.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

15 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

#### Specific Course Requirements—9 credits

- The following courses:  
 BOTR 106, *Office Systems* (3)  
 CMPT 108, *Introduction to Information Technology* (1.5)  
 CMPT 109, *Computer Applications in Business* (1.5)  
 ENGL 106, *Written Communication* (3)

“BOTR” courses are not currently offered by distance delivery through OLA. Students may apply credits earned in a similar program elsewhere to the certificate. Contact an OLA program advisor and request a program plan that specifies requirements.

The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, such as CMPT 150, *Computer Concepts*.

#### Elective Requirements—6 credits

- 6 credits of first-year courses to suit career goals, normally selected from office administration, accounting, mathematics, and communications (e.g., ENGL 107)

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

For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Workplace Leadership Foundation Certificate

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

This certificate program provides basic instruction in a wide range of supervisory skills to assist individuals who are new to supervisory responsibilities or are preparing for promotion to a supervisor level.

The program design allows students to tailor it to their needs. The credits earned in this program may be applied to the Certificate and Diploma in Management Studies and to the Bachelor of Business Administration (Option 2). Students continuing in the management studies programs do not take ENGL 106 or BUSM 111.

This program is available via the World Wide Web. Some courses may also be available in print format with only minimal access to the Internet required. Refer to page 83 for information about taking an OLA course online via the Web.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

15–16 credits, with a graduating GPA of at least 2.0 (C average), are required as follows:

#### Specific Course Requirements—15–16 credits

- The following courses:  
 CMPT 108, *Introduction to Information Technology* (1.5)  
 WKPL 109, *The Role of the Supervisor* (0.5)  
 WKPL 110, *Leadership Skills* (3)  
 WKPL 130, *Interpersonal Skills* (3)  
 WKPL 140, *Financial Aspects of Management* (2)  
 WKPL 150, *Human Resources Development* (3)  
 Approved elective (BUSM 121 or 213 suggested)

CMPT 109, *Computer Applications in Business*, may be substituted for CMPT 108.

Note that WKPL 109 is a suggested prerequisite course for all the courses in the certificate except for CMPT 108. After completing WKPL 109, students may choose their next course from the list of WKPL courses. It is suggested that students select the one of most interest to them. It is not necessary to take the courses sequentially.

## 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 or the Workplace Leadership Foundation Certificate, then adding additional credentials. Many students complete the Certificate in Management Studies or an equivalent one-year program from another institution or college and then complete 30 credits primarily at the second-year level with OLA to earn the diploma.

The Diploma in Management Studies ladders to the BCOU Bachelor of Business Administration degree.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Normally, minimum 6 credits of OLA coursework.

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

For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Diploma Requirements

60 credits, with a minimum graduating GPA of 2.0 over the diploma requirements, are required as follows:

### Core Course Requirements—15 credits

Students should have a grounding in quantitative courses including Mathematics 11 (Principles), MATH 024, or equivalent.

- The following courses:  
 BUSM 111, *Supervision* (3)  
 BUSM 121, *Management Principles and Practices* (3)  
 CMPT 108, *Introduction to Information Technology* (1.5)  
 CMPT 109, *Computer Applications in Business* (1.5)  
 ENGL 106, *Written Communication* (3)  
 ENGL 107, *Business Communication* (3)

Substitution of similar courses meeting the intent of these core requirements can be considered on an individual basis.

The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, such as CMPT 150, *Computer Concepts*.

Students completing the Workplace Leadership Foundation Certificate first are exempt from BUSM 111, CMPT 108, and ENGL 106, and are advised to contact an OLA program advisor to request an individualized program plan

### Elective Requirements—45 credits

- Courses generally in managerial studies (ADMN, BUSM, ECON, WKPL, and some CMPT and MATH).
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval. However, technical credit cannot be carried over to the Bachelor of Business Administration program.
- Up to 6 credits may be in social science (such as PSYC 101 or SOCI 101) or other approved arts and science courses.
- At least 21 credits are required in managerial studies courses at the 200 (second-year) level or higher.



### Continuing to the Bachelor of Business Administration: Option 1

Students planning to continue to the BCOU Bachelor of Business Administration: Option 1 degree program should consider the courses listed below to maximize credit toward the degree. Students whose diplomas include WKPL, technical, or specialized skill courses may not be eligible for the full 60-credit transfer toward the Bachelor of Business Administration.

- To apply all 60 credits from the diploma program toward the degree, at least ten of the following courses or equivalents in the Diploma in Management Studies program elective are required:
  - BUSM 131, *Accounting I* (3)
  - BUSM 132, *Accounting II* (3)
  - BUSM 151, *Introduction to Marketing* (3)
  - BUSM 213, *Motivation and Productivity* (3)
  - BUSM 236, *Financial Management* (3)
  - BUSM 241, *Business Law* (3)
  - UVIC CMPT 214, *Decision Support Applications* (3) or alternative 3-credit 200-level CMPT course
  - ECON 200, *Principles of Microeconomics* (3)
  - ECON 201, *Principles of Macroeconomics* (3)
  - MATH 102, *Introduction to Probability and Statistics* (3)
  - MATH 107, *Business Mathematics* (3)

Students should achieve a diploma graduating GPA of 2.67 (B-) with no grade less than C- for ECON 200, 201, and MATH 102.

Students with a diploma GPA less than 2.67 (B-) may apply for a plan to complete the degree program, although the block transfer for the diploma may be reduced.

#### **Bachelor of Arts, Concentration in Business Administration**

Students seeking a degree often desire some expertise in business and administrative studies, but may want to pursue a wider range of subjects than would be possible in the Bachelor of Business Administration degree. By combining this concentration (similar to a minor) with another specialization in an approved arts discipline, students can complete the Bachelor of Arts, General Program (page 39) or Bachelor of General Studies (page 40). Contact an OLA program advisor for specific details.

### Bachelor of Business Administration: Option 1

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

The BCOU Bachelor of Business Administration: Option 1 degree program is designed to provide students with the business and management skills necessary to become effective managers in today's competitive economy. The degree offers both a practical business education and a broad academic education and prepares students for the business world. It also prepares students for further study in business. Students who want to pursue graduate or teaching degrees following degree completion are advised to be knowledgeable of the admission requirements of the institution to which they plan to apply next.

#### **Admission Requirements**

Students must have completed a college or institute business diploma program or the Open College's Diploma in Management Studies, the Certified General Accountants' (CGA) program, the Certified Management Accountants' (CMA) program, or 60 credits of applicable university transfer courses.

- To be considered for the full block transfer, students must have completed a diploma with a grade point average (GPA) of 2.67 or more, with no grade less than C for introductory courses in economics and statistics, and must have met specific subject requirements. Students who have completed a business diploma with a GPA of less than 2.67 may have the block transfer reduced.
- Those with a BC community college business administration diploma receive a block of up to 60 credits toward the degree.
- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block of up to 72 credits toward the degree.
- Those with the CGA designation (Program 90) receive a block of up to 54 credits; those with the CGA designation (Program 80) receive a block of up to 51 credits.
- Those with the CMA designation (pre-1992) or those who have successfully completed the (Canadian) National Entrance Examination receive a block of up to 54 credits.



**Note**

For all diplomas completed prior to 1994, the block transfer may be reduced, and students may be required to take additional coursework. Applicants are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.

Students who have completed credentials outside Canada and the United States are required to have their credentials evaluated by the International Credential Evaluation Service. Refer to page 7.

**Residency Requirements**

Normally, 6 credits of OLA coursework.

**Degree Requirements**

120 credits, with a grade point average (GPA) of 2.0 over all courses taken outside the block transfer (diploma program), are required as follows (many of these requirements may be met by the student's block transfer):

**General Education Requirements—24 credits**

(may be met with lower- or upper-level university courses; refer to page 62 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in natural science
- 3 credits in social science (other than economics)
- 3 credits in humanities (other than English)
- 9 credits in liberal arts [social science (excluding economics), natural science (excluding mathematics and computer science/studies), and/or humanities (including English); pre-calculus math may be included if taken prior to calculus]

.....

It is the student's responsibility to consult with their OLA 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.

**Lower-Level Requirements—39 credits**

- The following courses:
  - ADMN 231, *Introduction to Financial Accounting* (3)
  - ADMN 232, *Introduction to Managerial Accounting* (3)
  - BUSM 121, *Management Principles and Practices* (3)
  - BUSM 236, *Financial Management* (3)
  - BUSM 241, *Business Law* (3)
  - UVIC CMPT 214, *Decision Support Applications* (3)
  - ECON 200, *Principles of Microeconomics* (3)
  - ECON 201, *Principles of Macroeconomics* (3)
  - ENGL 107, *Business Communication* (3)
  - MATH 102, *Introduction to Probability and Statistics* (3)
  - MATH 104, *Calculus for Business and Management Sciences* (3)
- 3 credits of lower-level mathematics
- 6 credits in lower-level electives (generally includes CMPT 150, *Computer Concepts*, or equivalent)

**Upper-Level Requirements—57 credits**

- The following courses:
  - ADMN 315, *Production and Operations Management* (3)
  - ADMN 320, *Organizational Behaviour I: The Individual and Work Groups* (3)
  - ADMN 325, *Industrial Relations* (3) or approved course in human resource management
  - ADMN 350, *Marketing: Principles and Practices* (3)
  - ADMN 460, *Business and Society* (3)
  - ADMN 465, *Management Decision Making* (3)
  - ADMN 466, *Managing Change* (3)
  - ADMN 470, *Business Policy and Strategy* (3)
  - ECON 310, *Economic and Business Statistics* (3)
  - ECON 350, *Managerial Economics* (3)
- 21 credits of upper-level administrative studies electives
- 3 credits of upper-level administrative studies or approved upper-level economics electives

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For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Bachelor of Business Administration: Option 2—Public Sector Management

Offered in collaboration with the University  
of Victoria (BC)

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This program is available to applicants residing in  
Canada or outside Canada, subject to the approval of  
the University of Victoria.

The BCOU Public Sector Management Option of the Bachelor of Business Administration degree program 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. The program provides students with the skills and knowledge necessary for effective management and broadens the students' understanding of administrative processes, especially as they relate to the public sector.

There are three "phases" that generally apply to students completing the requirements for this degree. Variations to the sequence of studies outlined are possible, provided that all degree requirements are satisfied.

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It is the student's responsibility to consult with their  
OLA 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 more information, refer to the OLA Website or  
contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

### 1. Qualifying

Initial study toward this option of the Bachelor of Business Administration degree 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. Specific degree requirements are listed.

### 2. Diploma in Public Sector or Local Government Management (UVic)

At the core of this BCOU degree option is the University of Victoria (UVic) Diploma in Public Sector Management, which is typically begun at the third-year level. Normally, two years of post-secondary or professional education (as above) and three years' work experience in the public or non-profit sector are required for admission to the UVic Diploma in Public Sector Management. The diploma program offers professional education to managers and administrators at all levels of government (federal, provincial, and municipal), plus agencies, crown corporations, and other non-profit organizations. This 36-credit (18 UVic units) diploma consists of twelve courses, most offered by distance education. Some workshop courses are available in the Vancouver and Victoria areas.

Upon completion of this diploma, students can normally transfer all 36 credits to the Bachelor of Business Administration (Public Sector Management Option) degree program.

Students may also take the option of completing courses in the UVic Diploma in Local Government Management, a 36-credit program that provides professional education to managers and administrators employed in the local government sector in BC. Several of the courses in this diploma and the Diploma in Public Sector Management are the same, and all are potentially transferable to the BCOU Bachelor of Business Administration.

### 3. Degree Completion

After completion of the UVic Diploma in Public Sector Management, students generally take at least 24 additional credits of coursework, 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 OLA Program Admission form at the beginning of “third year,” once admitted to the UVic diploma program. OLA also requires confirmation of admission to the UVic diploma program and details of any advanced standing that has been granted toward the diploma.

### Residency Requirements

Normally, minimum of 6 credits in approved BCOU coursework.

### Degree Requirements

120 credits, including at least 48 credits at the upper (300 or 400) level, with a grade point average (GPA) of 2.0 over all courses taken outside a block transfer, are required as follows:

#### General Education Requirements—21 credits

(may be met with lower- or upper-level university courses; refer to page 62 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA’s ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in calculus or statistics (MATH 102 or 104, or equivalent)
- 3 credits in natural science
- 3 credits in political science other than a course in Canadian government and politics
- 6 credits in social science and humanities (other than economics or English)

#### Other Specific Course Requirements—9 credits

- The following courses:  
 ADMN 231, *Introduction to Financial Accounting* (3)  
 CMPT 150, *Computer Concepts* (3)  
 ENGL 107, *Business Communication* (3)  
 or ENGL 301, *Technical and Business Writing* (3)

Some substitutions or exemptions can be considered on an individual basis.

### Upper-Level Course Requirements—48 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

Up to 6 credits may be in relevant and complementary disciplines other than administrative studies, subject to the approval of BCOU.

### Elective Requirements (to bring total to 120 credits)

- Balance required are electives, subject to acceptance by BCOU; 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.

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For more information on the diploma programs, contact UVic:  
[www.hsd.uvic.ca/padm](http://www.hsd.uvic.ca/padm)  
 (250) 721-8067

## Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of British Columbia and the University of British Columbia

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

The Real Estate Institute of British Columbia (REIBC), the University of British Columbia (UBC), and BC Open University (BCOU) worked together to develop the first undergraduate distance degree designed to standardize the education for the real estate industry and related professions. 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 48 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (ULE). The other 72 credits include a combination of general academic requirements and courses in general business and administrative studies offered in a distance format through BCOU or UBC. In the degree program, students have the option of four areas of specialty: real estate appraisal, property management, real estate development, and property assessment. The degree may be completed on a flexible part-time basis with an anticipated completion time of approximately six years.

### Admission Requirements

UBC Diploma in ULE, or equivalent (provisional admission may be awarded to students who have not yet received their ULE diploma but have completed at least six courses in the ULE diploma program) with a grade point average (GPA) of 2.0 or greater and demonstrated proficiency in English. Students with a GPA of less than 2.0 are eligible for admission to the degree program, but may receive less transfer credit for the ULE diploma.

### BCOU Degree Requirements

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

#### General Education Requirements—33 credits

(may be met with lower- or upper-level university courses; refer to page 62 for discipline areas)

- The following courses:  
ECON 200, *Principles of Microeconomics\** (3)  
or UBC BUSI 100, *Micro Foundations of Real Estate Economics\** (3)  
ECON 201, *Principles of Macroeconomics\** (3)  
or UBC BUSI 101, *Capital Markets and Real Estate\** (3)  
MATH 102, *Introduction to Probability and Statistics* (3)  
MATH 104, *Calculus for Business and Management Sciences* (3)  
MATH 150, *Finite Mathematics* (3)  
Note: 6 credits in calculus (e.g., OLA's MATH 120 and 121) may replace MATH 104 and 150
- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 12 credits of electives (at least 3 credits each in humanities, social science, and natural science)

#### General Business Courses—39 credits

- The following courses:  
ADMN 231, *Introduction to Financial Accounting* (3)  
ADMN 232, *Introduction to Managerial Accounting* (3)  
ADMN 320, *Organizational Behaviour I* (3)  
ADMN 325, *Industrial Relations* (3)  
BUSM 236, *Financial Management* (3)  
ADMN 350, *Marketing: Principles and Practices* (3)  
or BUSM 151, *Introduction to Marketing* (3)  
BUSM 241, *Business Law* (3)  
UVIC CMPT 214, *Decision Support Systems* (3)  
ECON 310, *Economic and Business Statistics* (3)  
ECON 350, *Managerial Economics* (3)  
or UBC BUSI 295, *Managerial Economics* (3)  
ENGL 107, *Business Communication* (3)  
or UBC ENGL 301, *Technical and Business Writing* (3)
- 6 credits of business electives (may include CMPT 150, *Computer Concepts*)

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For information on the BCOU degree program, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

### Real Estate Courses—48 credits

- The following courses offered by UBC:  
 BUSI 111, *Real Property Law*\* (3)  
 BUSI 121, *Foundation of Real Estate Mathematics*\* (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)  
 BUSI 460, *Business Ethics with Applications to Real Estate* (3)  
 or OLA's ADMN 460, *Business and Society*  
 BUSI 480, *Business Policy and Strategy with Applications to Real Estate* (3)  
 or OLA's ADMN 470, *Business Policy and Strategy* (3)  
 URST 400, *Seminar in Urban Studies* (3)  
 or OLA's GEOG 400, *Seminar in Urban Studies* (3)
- Plus 12 credits from the following courses offered by UBC:  
 BUSI 411, *Real Estate Management* (6)  
 BUSI 442, *Case Studies in Appraisal Administration* (6)  
 BUSI 443, *Assessment Administration* (3)  
 BUSI 444, *Computer Aided Mass Property Assessment* (3)  
 BUSI 445, *Real Estate Development* (6)  
 BUSI 499, *Directed Studies in Real Estate* (6)

\* Required courses of the UBC Diploma in ULE

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 It is the student's responsibility to consult with their OLA 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 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)

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*:  
[www.bccat.bc.ca](http://www.bccat.bc.ca)

## 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.

Some of the courses offered by the University of Victoria in the Certificate in Computer Based Information Systems program are recognized as meeting some of the advanced technology or management requirements of the degree.

### 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.

### Degree Requirements (under review)

Completion of a two-year diploma in technology, or its equivalent, plus 60 credits of approved coursework as indicated on an individualized program plan are required.

### Aircraft Maintenance Engineering Option

Through a special arrangement between OLA, BCIT, and Northern Lights College (NLC), licensed aircraft maintenance engineers may complete a BCOU Bachelor of Technology (Technology Management) degree with an Aircraft Maintenance Engineering Option. Contact OLA Student Services for a detailed brochure.

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)



## 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 intent of the degree program is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry, and to provide more professional training for diploma holders in the workforce. The degree forms an integral part of the BC Tourism Learning System.

The degree requirements include core business and tourism or hospitality foundation courses, general education requirements, specified and elective tourism courses at the upper level, and a number of defined elective credits. 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 OLA and are not necessarily offered entirely by distance education. Advanced tourism courses are offered by Capilano College and are being developed for distance delivery by various institutions.

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 For more information on advanced tourism classes, contact Capilano College:  
[www.capcollege.bc.ca](http://www.capcollege.bc.ca)  
 604-984-4960

### Admission Requirements

Graduation from a recognized two-year diploma in tourism or hospitality. To be eligible for the maximum block transfer for a diploma toward this degree, students are required to be graduates of a recognized two-year tourism/hospitality program with a grade point average (GPA) of 2.67 or higher.

Students who have not completed a tourism or hospitality diploma but have considerable industry experience may apply for admission upon completing at least 60 credits of directly applicable coursework, preferably including core business and tourism or hospitality foundation courses.

### Degree Requirements

120 credits, 45 at the upper level, with a GPA of at least 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- or upper-level university courses; refer to page 62 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in statistics (e.g., MATH 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 of:
    - Accounting \*
    - Computer Applications \*
    - Marketing
    - Entrepreneurship I
    - Business Communication
    - Human Resource Management
    - Organizational Behaviour
  - Minimum four of:
    - 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 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 of:
  - 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 an OLA program advisor.

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It is the student's responsibility to consult with their OLA 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 more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## General Education Requirements

### Business Degree Programs

Some BCOU business degrees require 6 credits of university-level English and completion of requirements in humanities, natural science, and social science. Liberal arts electives include humanities, social science (other than economics), and natural science (other than computing and most mathematics courses).

### Note

Students are advised to consult with their OLA program advisor before registering in courses to meet general education requirements for business degree programs.

**Courses in the discipline areas listed below meet general education requirements for business degrees.**

<b>Humanities</b>	<b>Natural Science</b>	<b>Social Science</b>	<b>Other Disciplines</b>
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)	Astronomy Biochemistry Biology Botany Chemistry Earth Science Ecology Environmental Science Geology Geophysics Microbiology Ocean Science Physical Anthropology Physical Geography Physics Physiology Zoology	Anthropology Archaeology International Relations Political Science Psychology (not statistics/data analysis courses) Regional/Human/ Cultural Geography Sociology	Courses in interdisciplinary studies and other arts and science fields can be considered on an individual basis. Students are required to obtain written permission from the program advisor.

## Business Courses Chart

The chart on the following pages shows:

- By subject, 100- and 200-level business and management studies delivered by OLA.
- By subject, 300- and 400-level administrative studies courses delivered by OLA.
- Courses delivered by other educational institutions and applicable to business credentials.
- Courses marked “M” carry a credit-free option.
- Checked (✓) boxes indicate the professional associations that grant exemptions for courses delivered by OLA.

For more details about individual courses and the credit-free option, 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 OLA courses as meeting part or all of their educational requirements.

Many OLA 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.

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 For more information, contact the relevant professional association.

**AI** Appraisal Institute of Canada (BC)  
**www.appraisal.bc.ca**  
 604-266-8287

**CA** Institute of Chartered Accountants  
**www.ica.bc.ca**  
 604-681-3264 or 1-800-663-2677

**CGA** Certified General Accountants' Association  
**www.cga-bc.org**  
 604-732-1211 or 1-800-565-1211

**CHA** Canadian Healthcare Association  
**www.canadian-healthcare.org**  
 (613) 241-8005

**CIM** Canadian Institute of Management  
**www.cim.ca**  
 1-800-387-5774

**CMA** Certified Management Accountants Society of BC  
**www.cmabc.com**  
 604-687-5891 or 1-800-663-9646

**CPA** Canadian Payroll Association  
**www.payroll.ca**  
 416-487-3380 or 1-800-387-4693, ext. 131

**CUIC** Credit Union Institute of Canada  
**www.cuic.com**  
 1-800-267-2842

**ICB** Institute of Canadian Bankers  
**www.icb.org**  
 (514) 282-9480 or 1-800-361-7339

**Ii** Insurance Institute of Canada  
**iic.lasso.net**  
 416-362-8586  
 (BCOU courses only, upon approval)

**MOA** Municipal Officers' Association of BC  
**www.vvv.com/~moabc**  
 (250) 383-7032

**PMAC** Purchasing Management Association of Canada  
**www.pmac.ca**  
 BC Institute of PMAC 604-408-4411  
 National Office 416-977-7111, ext. 146

**QAA** Association of Administrative Assistants  
**www.aaa.ca**  
 BC Chapter 604-688-9861  
 Alberta Chapter (780) 423-2929  
 info@aaa.ca

**REIC** Real Estate Institute of Canada  
**www.reic.ca**  
 416-695-9000

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	MOA	PMAC	OAA	REIC
<b>First-Year Courses</b>																
<b>Accounting</b>																
BUSM 131	Accounting I	3		✓	*	*	✓	*	✓	*	*		*	✓		
BUSM 132	Accounting II	3			*	*	✓	*	✓	*	*	✓	*	✓	✓	✓
<b>Communications</b>																
ENGL 107	Business Communication	3		✓		*	✓		✓	✓		✓		✓		
<b>Information Technology</b>																
CMPT 108	Introduction to Information Technology	1.5	M											✓	✓	
CMPT 109	Computer Applications in Business	1.5	M		✓				✓			✓	✓	✓		
CMPT 150 (UVic)	Computer Concepts	3			✓	**			✓		✓		✓	✓		
<b>Marketing and Sales</b>																
BUSM 151	Introduction to Marketing	3	M				✓					✓	✓	✓		
BUSM 155	Selling Professionally	3	M													
<b>Mathematics</b>																
MATH 102	Introduction to Probability and Statistics	3	M	*	✓	*		✓								
MATH 104	Calculus for Business and Management ...	3	M		✓											
MATH 107	Business Mathematics	3		*†	✓											
<b>Supervisory Skills</b>																
BUSM 111	Supervision	3							✓					✓		
<b>Management Studies</b>																
BUSM 101	Introduction to Canadian Business	3					✓							✓	✓	
BUSM 104	Something Ventured: Starting ... Business	3	M													
BUSM 121	Management Principles and Practices	3							✓	✓	✓	✓	✓			
WKPL 109	The Role of the Supervisor	0.5														
WKPL 110	Leadership Skills	3	M						✓							
WKPL 130	Interpersonal Skills	3	M						✓	✓						
WKPL 140	Financial Aspects of Management	2	M													
WKPL 150	Human Resource Development	3	M						✓							
<b>Second-Year Courses</b>																
<b>Accounting and Finance</b>																
ADMN 231	Introduction to Financial Accounting	3	M		✓	✓		✓	✓	✓				✓	✓	
ADMN 232	Introduction to Managerial Accounting	3	M		✓	*		✓	✓	✓	✓			✓		
BUSM 236	Financial Management	3			✓	✓	✓	✓		✓						
<b>Management Studies</b>																
BUSM 213	Motivation and Productivity	3			✓		✓	✓	✓					✓		
BUSM 241	Business Law	3		*	✓	✓	✓	✓	✓			✓	✓	✓	✓	
<b>Information Technology</b>																
CMPT 212 (UVic)	Database Concepts	3										✓				
CMPT 214 (UVic)	Decision Support Applications or equivalent	3										✓				
CMPT 215 (UVic)	Systems Analysis and Design	3			✓	✓		✓								
<b>Economics</b>																
ECON 200	Principles of Microeconomics	3	M	✓	*	*	✓	✓	*		✓	*	✓	✓	✓	✓
ECON 201	Principles of Macroeconomics	3	M	✓	*	*	✓	*		✓	*	✓	✓	✓	✓	✓

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	MOA	PMAC	OAA	REIC
<b>First-Year Courses</b>																
<b>Accounting</b>																
BUSM 131	Accounting I	3		✓	*	*	✓	*	✓	*	*	*	*	✓		
BUSM 132	Accounting II	3			*	*	✓	*	✓	*	*	✓	*	✓	✓	✓
<b>Communications</b>																
ENGL 107	Business Communication	3		✓		*	✓		✓	✓		✓			✓	
<b>Information Technology</b>																
CMPT 108	Introduction to Information Technology	1.5	M											✓	✓	
CMPT 109	Computer Applications in Business	1.5	M		✓				✓			✓	✓	✓	✓	
CMPT 150 (UVic)	Computer Concepts	3			✓	**			✓		✓		✓	✓	✓	
<b>Marketing and Sales</b>																
BUSM 151	Introduction to Marketing	3	M				✓					✓	✓	✓		
BUSM 155	Selling Professionally	3	M													
<b>Mathematics</b>																
MATH 102	Introduction to Probability and Statistics	3	M	*	✓	*		✓								
MATH 104	Calculus for Business and Management ...	3	M		✓											
MATH 107	Business Mathematics	3		*†	✓											
<b>Supervisory Skills</b>																
BUSM 111	Supervision	3							✓					✓		
<b>Management Studies</b>																
BUSM 101	Introduction to Canadian Business	3					✓							✓	✓	
BUSM 104	Something Ventured: Starting ... Business	3	M													
BUSM 121	Management Principles and Practices	3							✓	✓	✓	✓	✓	✓		
WKPL 109	The Role of the Supervisor	0.5														
WKPL 110	Leadership Skills	3	M						✓							
WKPL 130	Interpersonal Skills	3	M						✓	✓						
WKPL 140	Financial Aspects of Management	2	M													
WKPL 150	Human Resource Development	3	M						✓							
<b>Second-Year Courses</b>																
<b>Accounting and Finance</b>																
ADMN 231	Introduction to Financial Accounting	3	M		✓	✓		✓	✓	✓				✓	✓	
ADMN 232	Introduction to Managerial Accounting	3	M		✓	*		✓	✓	✓	✓			✓		
BUSM 236	Financial Management	3			✓	✓	✓	✓		✓						
<b>Management Studies</b>																
BUSM 213	Motivation and Productivity	3			✓		✓	✓	✓					✓		
BUSM 241	Business Law	3		*	✓	✓	✓	✓	✓				✓	✓	✓	
<b>Information Technology</b>																
CMPT 212 (UVic)	Database Concepts	3										✓				

✓ 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.

## General Studies

A general studies program allows students to select virtually any combination of courses at the college and university level, although some general requirements must be met. Students are free to select credit courses at the 100 level or higher in any number of different disciplines or subject areas. Students may select all their courses from OLA offerings or college and university transfer courses from recognized post-secondary institutions (refer to the *BC Transfer Guide*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Individuals with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult an OLA program advisor regarding the possibility of receiving credit for these programs or recognition for prior learning (refer to page 7).

Courses used toward a certificate or a diploma in general studies may count toward or ladder into a BCOU degree or to other OC credentials. Students should consult an OLA program advisor regarding the requirements for an additional or higher-level credential they may be seeking.

### Certificate in General Studies

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

#### Admission Requirements

Open admission. Refer to admission policy on page 6.

#### Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 100 or above are required.

### Diploma in General Studies

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

#### Admission Requirements

Open admission. Refer to admission policy on page 6.

#### Diploma Requirements

60 credits of college or university courses or a combination of college and university courses, including at least 21 credits at the second-year level or higher (numbered 200 and above) are required.

## 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. OLA 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 6.

#### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar.

#### 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., OLA's ENGL 100 or 102, and ENGL 101 or 103)

##### Upper-Level Requirements—45 credits

- 15 of these upper-level credits may be applied credit in fine and performing arts studio courses, and in engineering or applied science and technology courses.

##### Elective Requirements—69 credits

- May be lower- or upper-level credit.
- 60 credits may be in applied subject areas.

.....  
 It is the student's responsibility to consult with their OLA 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) 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.



## Health and Human Services

### Home Support Attendant Certificate

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

This certificate program is primarily designed for people who are working at least part-time in home support or volunteering at related community service organizations and who wish to upgrade their knowledge and skills and obtain a certificate. Individuals who are not yet working in the field are required to confirm the willingness of a local home support agency to support a 100-hour practicum (supervised work placement) and the willingness of a long-term care/residential facility to support a 75-hour practicum. Upon submission of the agency/facility contact information, OLA 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.

OLA reserves the right to alter the schedule of availability of courses in the program. When feasible, labs and scheduled practice activities (practicum and clinical experiences) take place in the student's region. However, when this is not the case, any travel and accommodation expenses required to attend are at the student's expense.

\* Individuals 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.

Courses in the program which require practicum/clinical/workshop 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 is required. Students are responsible for all expenses associated with attendance at practicum/clinical/workshop/lab activities. Practicum/clinical/workshop/lab activities may be limited by location, time of year, and space. Enrolment may be limited.

Theory courses are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage and audio-conferencing. Audio-conferences may not be scheduled at times convenient for students residing outside BC.

### 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 OLA Course Registration form for the first course in the program; negative tuberculosis skin test or a clear chest X-ray; up-to-date immunization record including hepatitis B; current, valid First Aid Certificate (covering infants and adults); current, valid CPR Level C Certificate (covering infants and adults); satisfactory criminal records search (refer to the policy on this page); phone interview with the program supervisor.

### Certificate Requirements

#### Specific Course Requirements—15 credits

- The following courses:
  - HOME 143, *Nutrition for Home Support* (.5) and HOME 144, *Work Role and Home Safety, Management* (1) or HOME 140, *Work Role* (1.5)
  - 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)

#### Criminal Records Search

Prospective students applying for admission to a Health and Human Services program which has a clinical or practicum component may be required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Applicants to Health and Human Services programs who require a criminal records search will be informed of the policies and procedures.

## Nurse Refresher Certificate

.....

Generally, this program is available only to applicants residing in BC and the Yukon.\*

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- 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.

- \* Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program and course admission and completion requirements.

Courses in the program which 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 expenses associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

The theory course (NURS 340) is available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of 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); updated immunizations and TB testing; satisfactory criminal records search (refer to the policy on page 69); interview with program staff. Upon submission of admission forms with all required documents, program personnel contact applicants for an interview. A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Certificate Requirements

### Specific Course Requirements—15 credits

- The following courses:  
NURS 340, *Health Review* (3)  
or NURS 330, *Health Review—ESL* (3)  
NURS 350, *Nursing Update* (12)
- Admission to NURS 350 is dependent on successful completion of NURS 340 or 330 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.

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For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Practical Nurse Refresher Certificate

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

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- or full-time basis; however, OLA 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.

- \* Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program and course admission and completion requirements.

Courses in the program which 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 expenses associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

Theory courses are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage and audio-conferencing. The schedule of audio-conferences may not be convenient for students residing outside BC.

## 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); updated immunizations and TB testing; satisfactory criminal records search (refer to the policy on this page); interview with program staff. Upon submission of admission forms with all required documents, program personnel contact applicants for an interview. A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Certificate Requirements

### Specific Course Requirements—12 credits

- The following courses:  
 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 which has a clinical or practicum component may be required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Applicants to Health and Human Services programs who require a criminal records search will be informed of the policies and procedures.

## Practical Nurse Qualifying Courses

.....  
 Generally, these courses are available only to applicants residing in BC.\*

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- or full-time basis; however, OLA 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.

- \* Attendance at clinical experiences in BC is required. Students are responsible for all expenses 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 which has a clinical or practicum component may be required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Applicants to Health and Human Services programs who require a criminal records search will be informed of the policies and procedures.

## 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); updated immunizations and TB testing; satisfactory criminal records search (refer to the policy on this page); interview with program staff. Upon submission of admission forms with all required documents, program personnel contact applicants for an interview. 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 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)
- 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.

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

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

## Social Service Worker Certificate

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

This certificate program is designed for individuals who seek the knowledge and skills to enter the field of social services at a beginning level or to upgrade a current position. Although employment opportunities may vary from year to year, they exist in both the public and private sectors. Check local community agencies for employment trends and opportunities.

- \* Individuals 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.

Applicants residing outside BC who want to complete the program may participate at workshop and practicum sites in BC if appropriate arrangements can be made.

Individuals who do not intend to complete this program may be allowed to take all SSWP courses except the two practicum courses.

Courses in the program which require practicum/workshop 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 is required. Students are responsible for all expenses associated with attendance at practicum/workshop activities. Practicum/workshop activities may be limited by location and time of year. Enrolment may be limited.

Theory courses are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage and audio-conferencing. Audio-conferences may not be scheduled at times convenient for students residing outside BC.

## 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 4).

Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years; satisfactory criminal records search (refer to the policy on page 70); personal statement.

Completion of a Grade 12 program or the Adult Graduation Diploma is recommended.

## Certificate Requirements

### Specific Course Requirements—29 credits

- The following courses:
  - 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 for Social Service Workers* (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 the program supervisor

It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program requirements. OLA may accept transfer credit for similar practicum experiences at other recognized Canadian post-secondary educational institutions.

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 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)



## 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.

The degree programs information provided on the following pages is a general guide. Each student's degree program plan reflects their previous education as it applies to the degree.

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 7.

Practising health professionals and physiotherapists who meet the requirements of the Canadian Alliance of Physiotherapy Regulators and who are not working toward a degree may register in health-related or health-issues courses, providing other prerequisites and admission requirements have been met. Refer to page 84 for a list of professional development courses.

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It is the student's responsibility to consult with their OLA 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) 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 more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)



## Bachelor of Health Science (Physiotherapy)

Offered in association with the College of Physical Therapists of British Columbia and the Canadian Alliance of Physiotherapy Regulators

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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 OLA and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution. In addition, the following admission requirements apply:

#### Group 1

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

#### Group 2

Candidates who are 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 of English as a Foreign Language) test, are to be completed prior to admission to the program.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, specifically completion of two of OLA'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., OLA'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 OLA)

- 3 credits of introductory statistics
- 3 credits of social and behavioural research methods (upper level)
- 3 credits of humanities (other than English)
- 15 credits of academic electives selected in consultation with an OLA program advisor (at least 6 credits at the upper level)
- 6 credits of health issues (upper level, taken through OLA)

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

## Bachelor of Health Science (Psychiatric Nursing)

Offered in collaboration with Douglas College (BC),  
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 enrolled in 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.

Individuals applying for admission to the degree program are required to provide documentation of admission to 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 are to be completed, specifically completion of two of OLA'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 OLA)

- 6 credits in first-year English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits of mathematics or computing science (an introductory statistics course is recommended)
- 3 credits of research methods (upper level)
- 6 credits of social science
- 3 credits of humanities (other than English)
- 6 credits of health issues (upper level, taken through OLA)
- 3 credits of administrative studies

.....  
For information on the Douglas College Advanced  
Diploma program in Psychiatric Nursing, contact  
Douglas College:  
[www.douglas.bc.ca](http://www.douglas.bc.ca)  
604-527-5420

For more information on the BCOU degree program,  
refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)

## Bachelor of Health Science (Respiratory Therapy)

Offered in collaboration with University College of the Cariboo (UCC) (BC)

.....

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

A diploma in respiratory therapy from a recognized institution; proof of possession of a CSRT registration number; a minimum of one year of work experience as a respiratory therapist; and proof of at least one year of employment as a respiratory therapist in the last five years are required.

Applications from candidates who have not practised in the field for at least 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 are to be completed, specifically completion of two of OLA's health issues (HEAL) courses.

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For information on a diploma in respiratory therapy and advanced certification programs, contact UCC:  
[www.cariboo.bc.ca](http://www.cariboo.bc.ca)  
 Kamloops: (250) 828-5000  
 Williams Lake: (250) 392-8000

For more information on the BCOU degree program, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

### 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 is required.

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., OLA's ENGL 100 or 102, and ENGL 101 or 103) are required.

#### Upper-Level Requirements—15 credits

- 3 credits of social and behavioural research methods (upper level)
- 6 credits of health issues courses, taken through OLA
- 6 credits in administrative studies or 6 additional credits in health issues courses, or 3 credits in each

#### General Education and Elective Requirements

(at least 9 credits at the upper level)

- 3 credits of humanities (other than English)
- 6 credits of social science
- 3 credits of statistics
- 3 credits of 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 English, statistics, and computer applications courses taken within the diploma program. 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 (IT)

### Onsite Training at OLA Skills Centres

.....  
All programs are not available at all OLA Skills Centres.

OLA offers Information Technology (IT) industry and vendor training programs and IT certificate programs at OLA Skills Centres to prepare students for a high-tech career. Most of the IT industry and vendor training includes courses which students may use for credit toward an OLA college certificate or diploma. OLA's IT certificate programs allow students to complete a college credential as a continuation of their technical training.

- Many courses are delivered face-to-face in a classroom setting (onsite at OLA Skills Centres) and are subject to alternate fee schedules.
- Due to the nature of the IT industry, programs are subject to frequent changes.
- OLA is planning to offer more IT training programs in addition to those described here.

.....  
For current fees, up-to-date program information, start dates, and locations, refer to the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca)  
[infotech@ola.bc.ca](mailto:infotech@ola.bc.ca)  
or contact the nearest OLA Skills Centre (listed below)

#### OLA Skills Centres

Burnaby Skills Centre  
115-4400 Dominion Street, Burnaby, BC V5G 4G3  
604-660-8450

Kamloops Career and Technology Centre  
101-286 St. Paul Street, Kamloops, BC V2C 6G4  
(250) 314-6100

Kelowna Skills Centre  
100-2045 Enterprise Way, Kelowna, BC V1Y 9T5  
(250) 868-2446

Pitt Meadows Skills Centre  
Unit 230-19150 Lougheed Highway  
Pitt Meadows, BC V3Y 2H6  
604-460-2900

Prince George Skills Centre  
1445-10th Avenue, Prince George, BC V2L 2L2  
(250) 565-4428

IT programs soon to be offered at:  
Victoria Skills Centre  
1117 Wharf Street, Victoria, BC V8W 1T7  
(250) 953-7400

### Industry and Vendor Training

#### Admission Requirements

Admission to IT courses and programs offered at OLA Skills Centres occurs throughout the year. An intake assessment and interview are required. While completion of grade 12 is preferred, it is not required. All prospective students are required to complete the entrance testing and participate in the interview process. Qualified applicants are given the opportunity of pursuing their studies with OLA. In cases where there are more eligible candidates than the program can support, overflow students are directed to alternate training programs.

#### Cisco (CCNA)

Under Cisco's Canadian Networking Academy Agreement, OLA offers a series of courses to support students interested in obtaining Cisco Certified Networking Associate (CCNA) recognition from Cisco Systems Inc.

#### CompTIA (A+, Network+, iNet+)

As a member of the Computing Technology Industry Association (CompTIA), OLA offers a number of courses which support students interested in obtaining recognition from CompTIA in hardware, networking, and Internet technologies including A+, Network+, and iNet+ training programs.

#### Microsoft (MOUS, MCP, MCSE)

As a Microsoft Authorized Academic Training Provider (AATP), OLA offers an intensive program for students interested in obtaining recognition from Microsoft as a Microsoft Certified Professional (MCP) and Microsoft Certified Systems Engineer (MCSE). Courses designed to support students interested in achieving the Microsoft Office User Specialist (MOUS) designation are also available.

#### Oracle (OCP-DBA)

In partnership with Oracle Canada's Workforce Development Program, OLA offers a thorough program for students interested in obtaining the Oracle Certified Professional (OCP) designation as a Database Administrator.

## Database Administrator Certificate

.....  
This program is offered onsite at OLA Skills Centres.

This program trains students to achieve industry and vendor certification in A+, MOUS, and OCP, and provides credit for three OLA college-level business courses. The majority of coursework is completed onsite at an OLA Skills Centre. Several course requirements are completed as distance courses.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Certificate Requirements

45 credits, with a graduating GPA of at least 2.0 (C average), and successful completion of industry and vendor certification examinations are required as follows:

#### Web-based Distance Course Requirements—9 credits

- Required courses:  
ACMP 198, *Applied Technology Capstone—OCP* (3)  
BUSM 101, *Introduction to Canadian Business* (3)  
ENGL 106, *Written Communication* (3)

#### Industry/Vendor Program Requirements—Up to 36 credits

- Required programs:  
CompTIA A+; Microsoft MOUS; Oracle OCP

## Help Desk Program

.....  
This program is offered onsite at OLA Skills Centres.

A blend of courses supporting industry and vendor training outcomes, this OLA program prepares students to support staff and client productivity in today's computer-dependent work environments. Students are provided training to achieve industry and vendor certification in A+, Network+, MOUS, and as a Microsoft Certified Professional (MCP). Customer service skills, including effective communication and problem solving, are emphasized.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Program Requirements

Students complete industry and vendor certification examinations within the program.

## Network Specialist Certificate

.....  
This program is offered onsite at OLA Skills Centres.

This program trains students to achieve industry and vendor certification in A+, MOUS, and MCSE, and provides credit for three OLA college-level business courses. The majority of coursework is completed onsite at an OLA Skills Centre. Several course requirements are completed as distance courses.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Certificate Requirements

45 credits, with a graduating GPA of at least 2.0 (C average), and successful completion of industry and vendor certification examinations are required as follows:

#### Web-based Distance Course Requirements—9 credits

- Required courses:  
ACMP 196, *Applied Technology Capstone—MCSE* (3)  
BUSM 101, *Introduction to Canadian Business* (3)  
ENGL 106, *Written Communication* (3)

#### Industry/Vendor Certification Requirements—Up to 36 credits

- Required programs:  
CompTIA A+; Microsoft MOUS; Microsoft MCSE

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

For current fees, up-to-date program information, start dates, and locations for Database Administrator Certificate, Help Desk Program, and Network Specialist Certificate, refer to the OLA Website:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[infotech@ola.bc.ca](mailto:infotech@ola.bc.ca)  
or contact the nearest OLA Skills Centre (listed on page 76)

## Certificate in Computer Programming (Access Ability)

.....  
This program is offered onsite only at the Burnaby Skills Centre.

This certificate is offered to persons with a disability, to provide entry-level employment training in computer technology. The full-time program starts in September and runs over thirteen months. The program is divided into four phases. Phases 1, 2, and 3 are classroom-based at the Burnaby Skills Centre (BSC), with access to networked computer workstations onsite. Phase 4 is a four-month professional work experience term.

### Admission Requirements

Grade 12 preferred and successful completion of a written aptitude test at the BSC

### Certificate Requirements

45 credits, with a graduating GPA of at least 2.0, are required in courses in business communication, computer applications, and directed work experience in computer information systems.

### Note

Course selection is subject to the approval of a BSC instructor.

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

For start dates, completion times, tuition, fees, and other program details, refer to the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca) or contact the Burnaby Skills Centre, 604-660-8450.

## 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 complete any OLA Information Technology certificate. Courses for the diploma are generally completed on a part-time basis through distance education while a student is employed in the industry.

### Admission Requirements

Completion of the Certificate in Computer Programming (Access Ability), Database Administrator Certificate, Network Specialist Certificate (or Solution Developer Certificate, formerly offered through OLA)

### Diploma Requirements

Additional 21 credits of study are required as follows:

- Required courses:
  - BUSM 111, *Supervision* (3)
  - or BUSM 121, *Management Principles and Practices* (3)
  - BUSM 213, *Motivation and Productivity* (3)
  - BUSM 241, *Business Law* (3)
  - ENGL 107, *Business Communication* (3)
  - MATH 102, *Introduction to Probability and Statistics* (3)
  - or MATH 107, *Business Mathematics* (3)
- 6 credits of OLA course electives (at least 3 credits at the 200 level or higher)

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

For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
604-431-3300  
1-800-663-9711 (toll-free in Canada)



## Bachelor of Technology (Computing)

Offered with partner institutions

.....

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 includes 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 do not satisfy requirements in this program. The computing requirements must be satisfied at other universities, colleges, or institutes.

### Admission Requirements

Completion of a recognized diploma in computing science (not available through OLA) or equivalent background in computing science, and permission of OLA. Mathematics and English 12 are normally prerequisites.

Limited credit may be applicable for OLA IT programs. Students are required to contact an OLA program advisor to develop an approved program plan for completing the degree.

.....

For more information, refer to the OLA Website or contact Student Services:

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

### 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—33 credits (minimum)

(may be met with lower- or upper-level university course at OLA or elsewhere; refer to page 62 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in applied communication (normally ENGL 107)
- 9 credits in mathematics (normally MATH 102, 120, 150)
- 3 credits in social science
- 6 credits in liberal arts
- Minimum 3 credits in laboratory science (may be 4 credits in some institutions)
- 3 credits in humanities

#### Lower-Level Course Requirements—30 credits

- First- and second-year computing courses, including required courses in programming and program design, operating systems, databases, and data structures

#### Upper-Level Course 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
- At least 15 elective credits at the third- 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 an OLA program advisor.

#### Note

The computing requirements must be satisfied at other universities, colleges, or institutes as most of the courses are not available through OLA at this time.

## Professional Development

### Career Practitioner Certificate

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

This program equips career practitioners with the theoretical knowledge and counselling skills required to provide quality enhanced services to clients. It is designed for individuals who are currently employed as career counsellors, whether they are working in schools, non-profit organizations, government agencies, or in the private sector. Courses are offered by OLA, Vancouver Community College (VCC), and Douglas College. OLA Career Practitioner (CNPS) courses are coordinated by OLA Skills Centres. Courses earn credit toward BCOU Arts and Science degrees.

#### Admission Requirements

One year of counselling experience

#### Residency Requirements

Normally, 6 credits of upper-level OLA coursework. OLA Career Practitioner courses meet this requirement.

#### Certificate Requirements

34 credits (31 credits at the upper level) are required as follows (students may currently complete eight of the required courses):

#### Required Courses—34 credits

- The following courses, currently available:  
CNPS 300, *Career and Employment Counselling* (6)  
CNPS 301, *Individual Employment Counselling* (3)  
CNPS 302, *Building an Active Engagement Counselling Culture* (1)  
CNPS 303, *Making Career Sense of Labour Market Information* (3)  
753A, *Group Employment Counselling* (3 lower-level) (Douglas College)  
102A, *Elements of Instruction* (3) (VCC)
- 3 credits in psychology (e.g., OLA's PSYC 344, 345, 346, 361, or 362)
- 3 credits in sociology (e.g., OLA's SOCI 430 or 431)
- The following required courses are to be developed:  
*Job Development* (3)  
*Special Needs and Multi-barriered Clients* (3)  
*Testing/Assessment* (3)

.....  
For information on start dates, completion times, tuition, and other details, contact the nearest OLA Skills Centre, listed on page 76.

### Prior Learning Assessment 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.

#### 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 the BC Open University.

#### Certificate Requirements

- The following course is required:  
ACER 301, *Prior Learning Assessment and Recognition (PLAR)* (6)

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

[www.ola.bc.ca](http://www.ola.bc.ca)

[student@ola.bc.ca](mailto:student@ola.bc.ca)

604-431-3300

1-800-663-9711 (toll-free in Canada)

# COURSES

- ▶ **Course Description Information**
- ▶ **Course Descriptions**

The following pages contain descriptions of the courses offered through the Open Learning Agency (OLA). Courses are listed alphabetically by course letter code and number. The various information given in a course description is explained, and indexes to courses are provided.

# Course Description Information

## Reading a Course Description

Courses are listed alphabetically and numerically by 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 OLA

Courses delivered by OLA are indicated by the blue course letter code and number.

### Courses Marked (M)

OLA-delivered courses marked **(M)** may be completed on a credit-free basis. Students receive the letter grade “M” on their transcript if they complete the assignments. Refer to pages 8, 23, and 29 for more information.

### Courses Marked (A)

Applicants residing outside Canada who meet course prerequisite requirements are eligible to register in OLA-delivered courses marked **(A)**. Refer to the admission policy on page 6.

### Courses Marked (PD)

OLA-delivered courses marked **(PD)** are available as professional development opportunities. Refer to page 84 for more information.

### Instructional Support Formats: Icons

Refer to page 83 for the explanation of the icons.

### Professional Associations

Professional associations that grant exemptions for business courses are indicated by their initials. Refer to pages 63–65 for more information.

### Courses Delivered by SFU, UBC, UVic

The delivering institution’s course letter code and number is on the right of OLA’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.

### Course Level/Type Designations

Course level/type designations are defined as follows:

- **PREP**—High school credit (Career and College Preparation, ABE courses)
- **COL**—College credit
- **UNIV**—University credit
- **NC**—Non-credit as defined by OLA

**CODE 123 (M) (A) (PD)**



### Course Name

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

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

**Note/Equipment Note/Special Arrangements:** 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, confirm requirements with Student Services.

**Start Date:** Information is given for each course. Refer to page 9 for detailed information on course registration deadlines.

**Maximum Completion:** The maximum time permitted to complete a course is given. Refer to page 9 for more information.

**SFU/UBC/UVIC CODE 123**

3—PREP/COL/UNIV/NC

## Instructional Support Formats

**Unless otherwise specified in the course description, all courses are available in print format—that is, there are no broadcast or online elements to the course. Courses available in print format may also include audiocassettes, videos, or computer disks.**

### Icons



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 scheduled times, or if there are no broadcasts at the time they are taking their course.



Access to a computer is required. In some cases, as stated in the course description, access to a printer and to the Internet is also required. For courses delivered by OLA, the required hardware, software, and computer skills are specified on this page, unless stated otherwise.



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



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



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. Note: For some courses videos are included in the course package; for other courses videos are loaned to students by the OLA 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 24.

### Online Courses via the Web

Taking an OLA course online via the World Wide Web is a new way of learning, sharing information, and participating in the world of ideas. These courses offer all the advantages of learning when convenient, with the added benefit of discussions with fellow students and interaction with course materials, supported by a tutor. The course tutor is available in the course discussions and privately via email, and receives students' assignments in electronic form.

#### Hardware Requirements \*

Window users must have:

- A Pentium or higher microprocessor
- At least 32 MB of RAM (memory)
- Windows 95 through 2000, NT, or ME
- A dial-up PPP, cable modem, or ADSL connection to the Internet

Macintosh users must have:

- A 68040 or PowerPC processor
- At least 32 MB of RAM (memory)
- Mac System 7.5.5, 7.6.1, or MacOS 8.0 through 10 (X)
- A dial-up PPP, cable modem, or ADSL connection to the Internet

\* Minimum technical requirements subject to change

For more information, refer to the OLA Website: [www.ola.bc.ca](http://www.ola.bc.ca) or contact the Help Desk: [help\\_desk@openet.ola.bc.ca](mailto:help_desk@openet.ola.bc.ca)

### Software Requirements

- A word-processing program—compatibility with Word 6, Word for Windows 95, or RTF is recommended unless otherwise specified in the course description.
- An email account that supports file attachments.
- A Java-enabled Web browser, e.g., Netscape 4.0 or better, or Internet Explorer 4.0 or better.
- Adobe Acrobat Reader 4.0 or better.

Some courses may have other software requirements. Refer to individual course descriptions for details.

### Computer Skill Requirements

To successfully work through OLA courses offered online via the Web, students should be able to:

- Navigate the directory/folder structure of their computer's hard drive.
- Create new directories/folders on their computer's hard drive.
- Use a word-processing program.
- Save word-processing documents in different file formats.
- Use an email program.
- Upload and download files as email message attachments.
- Use a graphical Web browser.
- Search for files on their hard drive.
- Use Adobe Acrobat Reader 4.0 or better.

## Professional Development Courses

OLA currently offers the courses listed on this page as professional development (PD) 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 PD purposes. Refer to course descriptions marked **(PD)** for course details.

.....  
 For more information, refer to the OLA Website or contact Student Services:  
[www.ola.bc.ca](http://www.ola.bc.ca)  
[student@ola.bc.ca](mailto:student@ola.bc.ca)  
 604-431-3300  
 1-800-663-9711 (toll-free in Canada)

## Admission Requirements

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.

Admission to courses with clinical, lab, workshop, or practicum components is available only to applicants residing in BC and pending course availability. Individuals registering in courses with clinical/practicum requirements must meet all program admission and prerequisite requirements.

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ACER 301, <i>Prior Learning Assessment and Recognition (PLAR)</i>	HOME 160, <i>Interpersonal Communications</i>
ADMN 361, <i>Strategic and Creative Thinking</i>	HOME 170, <i>Health and Healing</i>
ADMN 362, <i>Analytical Decision Making</i>	HOME 181, <i>Personal Care Skills</i>
ADMN 363, <i>Manager as an Effective Communicator</i>	HOME 190, <i>Special Needs</i>
ADMN 364, <i>Interpersonal Skills</i>	NURS 340, <i>Health Review</i>
ADMN 365, <i>Strategic Marketing</i>	PNRP 101, <i>Practical Nursing in a Changing Health Care System</i>
ADMN 366, <i>Strategic Human Resource Management</i>	PNRP 102, <i>Adapting Practice to the Institutional Setting</i>
ADMN 367, <i>Organizational Leadership and Development</i>	PNRP 103, <i>Health Promotion, Prevention, and Healing</i>
ADMN 477, <i>E-Business in a Competitive Environment</i>	PNRP 104, <i>Adapting Practice to the Community Setting</i>
APST 450, <i>Understanding Research in Nursing</i>	PNRP 105, <i>A Caring Approach to Mother, Newborn, Infant, and Child</i>
APST 451, <i>Understanding Research in Nursing and Psychiatric Nursing</i>	PNRP 106, <i>A Caring Approach to Mother and Newborn</i>
CNPS 300, <i>Career and Employment Counselling</i>	PNRP 107, <i>A Caring Approach to Infant and Child</i>
CNPS 301, <i>Individual Employment Counselling</i>	PNRP 114, <i>Adapting Practice to the Community Setting: Theory</i>
CNPS 302, <i>Building an Active Engagement Counselling Culture</i>	PNRP 116, <i>A Caring Approach to Mother and Newborn: Theory</i>
CNPS 303, <i>Making Career Sense of Labour Market Information</i>	PNRP 117, <i>A Caring Approach to Infant and Child: Theory</i>
HEAL 310, <i>Client-Centred Care Management I</i>	PNRP 260, <i>Basic Head-to-Toe Assessment Skills for Nurses</i>
HEAL 320, <i>Community Development I</i>	PNRP 280, <i>Pharmacology for Practical Nurses</i>
HEAL 401, <i>Health Policy</i>	SSWP 109, <i>Introductory Counselling Skills for Social Service Workers</i>
HEAL 402, <i>Issues in Health Care</i>	SSWP 110, <i>Weekend Workshop for Introductory Counselling Skills</i>
HEAL 403, <i>Cultural Diversity in Health Care</i>	SSWP 200, <i>An Introduction to Social Work Practice</i>
HOME 143, <i>Nutrition for Home Support</i>	SSWP 212, <i>Social Welfare</i>
HOME 144, <i>Work Role and Home Safety, Management</i>	SSWP 355, <i>Human Development</i>
HOME 150, <i>Health: Lifestyle and Choices</i>	

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## Index to Courses

Courses are listed alphabetically by OLA letter code and number. Index 1 lists subject area followed by the corresponding letter code(s). Index 2 lists letter codes followed by the corresponding subject area(s). Locate courses in a subject area by referring to the letter code.

### Index 1

Accounting / **ADMN, BUSM**  
 Administrative Studies / **ADMN, BUSM**  
 Agricultural Studies / **AGSC**  
 Animal Science / **ANSC, BISC**  
 Anthropology / **ANTH**  
 Apiculture / **APSC**  
 Applied Science / **APSC**  
 Archaeology / **ARCH**  
 Asian Studies / **ASIA**  
 Astronomy / **EASC, EOSC**  
 Biological Sciences / **BISC**  
 Business Communication / **ENGL**  
 Business/Management / **ADMN, BUSM, WKPL**  
 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, ELTR, ENGL, WKPL**  
 Community Economic Development / **CEDE**  
 Computer Applications / **ACMP, CMPT**  
 Computer Science / **CPSC**  
 Computer Studies / **ACMP, CMPT**  
 Counselling / **CNPS, EDUC, SSWP**  
 Criminology / **CRIM, SOCI**  
 Earth and Ocean Studies / **EASC, EOSC**  
 Economics / **ADMN, CEDE, ECON**  
 Education / **EDST, EDUC**  
   Adult / **ADED, EDUC**  
   Counselling / **CNPS**  
   Curriculum Development / **EDCI**  
   Early Childhood / **ECED, EDUC**  
   Educational Psychology / **EDUC, EPSE**  
   Information Technology / **LSYS**  
   Language and Literacy / **LLED**  
   Teacher Librarianship / **LIBE**  
 Engineering / **CIVL**  
 English / **ENGL**  
 English as a Second Language / **ELTR, ESL**  
 Environmental Studies / **CIVL, EASC, ENVS, EOSC, SOIL**  
 Family Studies / **CNPS, CYCA, HIST, HSDA, SOCI**  
 Finance / **BUSM, WKPL**  
 Fine Art / **FINA**  
 First Nations Studies / **FNST**  
 Food Science / **FNHE, KINE**  
 Forestry / **FRST, WOOD**  
 French Language / **FREN**  
 Geography / **EOSC, GEOG**  
 Geology / **GEOL**  
 German Language / **GERM**  
 Gerontology / **GERO**  
 Health / **APST, HEAL, HSDA, KINE**  
 History / **HIST**  
 Home Care Nursing / **NURS**  
 Home Support Attendant / **HOME**  
 Humanities / **HUMN**  
 Information Technology / **ACMP, CMPT**  
 Japanese Language / **JAPN**  
 Kinesiology / **KINE**  
 Landscape Architecture / **LARC**  
 Law / **BUSM, CRIM**  
 Linguistics / **ENGL, LING**  
 Literature / **ENGL**  
 Mathematics / **MACM, MATH**  
 Museum Studies / **GEST**  
 Music / **MUSC**  
 Nursing / **APST, NURS, PNRP**  
 Nutrition / **FNHE, HOME, KINE**  
 Oceanography / **EASC, EOSC**  
 Philosophy / **PHIL**  
 Physical Education/Recreation / **PHED**  
 Physics / **PHYS**  
 Plant Science / **AGRO, PLNT**  
 Political Science / **POLI**  
 Practical Nursing / **PNRP**  
 Prior Learning Assessment / **ACER**  
 Psychology / **PSYC**  
 Research Methodologies / **ADMN, APST, CRIM, EDUC**  
 Science / **AGRO, ANSC, BISC, CHEM, EASC, ENVS, EOSC, FNHE, GEOG, GEOL, MATH, PHYS, PLNT, SCIE, SOIL**  
 Social Science / **ANTH, ASIA, ECON, POLI, SOCI, SOST**  
 Social Service / **SSWP**  
 Sociology / **SOCI**  
 Soil Science / **SOIL**  
 Spanish Language / **SPAN**  
 Statistics / **ADMN, ECON, FRST, MATH, PSYC, STAT**  
 Urban Studies / **GEOG**  
 Women's Studies / **WOST**  
 Workplace Leadership / **WKPL**

**Index 2****ACER** / Prior Learning Assessment**ACMP** / Computer Applications/Studies, Information Technology**ADED** / Adult Education**ADMN** / Accounting, Administrative Studies, Business/Management, Commerce, Economics, Research Methodologies, Statistics**AGRO** / Plant Science, Science**AGSC** / Agricultural Studies**ANSC** / Animal Science, Science**ANTH** / Anthropology, Social Science**APSC** / Apiculture, Applied Science**APST** / Health, Nursing, Research Methodologies**ARCH** / Archaeology**ASIA** / Asian Studies, Social Science**BISC** / Animal Science, Biological Science, Science**BUSM** / Accounting, Administrative Studies, Business/Management, Commerce, Finance, Law**CEDE** / Community Economic Development, Economics**CHEM** / Chemistry, Science**CIVL** / Engineering, Environmental Studies**CMNS** / Communication**CMPT** / Computer Applications, Computer Studies, Information Technology**CNPS** / Counselling, Counselling Education, Family Studies**CNST** / Canadian Studies**CPSC** / Computer Science**CRIM** / Criminology, Law, Research Methodologies**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, Early Childhood, Educational Psychology), Research Methodologies**ELTR** / Communication, English as a Second Language**ENGL** / Business Communication, Communication, English, Linguistics, Literature**ENVS** / Environmental Studies, Science**EOSC** / Astronomy, Earth and Ocean Studies, Environmental Studies, Geography, Oceanography, Science**EPSE** / Educational Psychology**ESL** / English as a Second Language**FINA** / Fine Art**FNHE** / Food Science, Nutrition, Science**FNST** / First Nations Studies**FREN** / French Language**FRST** / Forestry, Statistics**GEOG** / Geography, Science, Urban Studies**GEOL** / Geology, Science**GERM** / German Language**GERO** / Gerontology**GEST** / Museum Studies**HEAL** / Health**HIST** / Family Studies, History**HOME** / Home Support Attendant, Nutrition**HSDA** / Family Studies, Health**HUMN** / Humanities**JAPN** / Japanese Language**KINE** / Food Science, Health, Kinesiology, Nutrition**LARC** / Landscape Architecture**LIBE** / 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** / Home Care Nursing, Nursing**PHED** / Physical Education/Recreation**PHIL** / Philosophy**PHYS** / Physics, Science**PLNT** / Plant Science, Science**PNRP** / Nursing, Practical Nursing**POLI** / Political Science, Social Science**PREP** / Career Planning**PSYC** / Psychology, Statistics**SCIE** / Science**SOCI** / Criminology, Family Studies, Social Science, Sociology**SOIL** / Environmental Studies, Science, Soil Science**SOST** / Social Science**SPAN** / Spanish Language**SSWP** / Counselling, Social Service**STAT** / Statistics**WKPL** / Business/Management, Workplace Leadership**WOOD** / Forestry**WOST** / Women's Studies

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Courses delivered by OLA are indicated by the blue course code.

## Course Descriptions

### ACER 301 (A) (PD)



6—UNIV

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

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This 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 assessment.

**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  
**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**Distance courses ACMP 196 and ACMP 198 are part of OLA's Information Technology certificate programs (refer to page 77). Other courses in these programs are offered onsite at OLA Skills Centres, listed on page 76.**

### ACMP 196



3—COL

#### Applied Technology Capstone—MCSE

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This 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.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### ACMP 198



3—COL

#### Applied Technology Capstone—OCP

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This 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.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

### ADED 327

### UBC ADED 327



3—UNIV

#### Teaching Adults

This course explores planning, conducting, and evaluating instruction for adults. Consideration is given to different beliefs and ways of thinking about teaching and learning.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ADED 328

### UBC ADED 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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ADED 329

### UBC ADED 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 9.

**Maximum Completion:** 13 weeks

**ADED 412****UBC ADED 412**

6—UNIV

**Introduction to Adult Education**

This is a survey of present programs for adult education, including a study of methods, institutions, and conditions under which they are developed in modern society.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**ADMN 231 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Financial Accounting**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This course is designed to foster financial literacy and introduce students to the basic principles, concepts, and applications of financial accounting. The course emphasizes the practical application of accounting and includes the following topics: balance sheet, income statement, statement of changes in owner's equity, accounting cycle, internal controls and accounting for cash, special journals, subsidiary ledgers, accounting for receivables, inventories, capital assets, amortization, current liabilities, payroll, partnerships, corporations, and accounting principles and concepts. It provides an accelerated alternative to BUSM 131 and 132. (CA, 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.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 232 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Managerial Accounting**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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. (CA, CGA, CMA, CPA, CUIC, ICB, PMAC)

**Prerequisites:** ADMN 231, or BUSM 131 and 132, or an approved business diploma, or equivalent skills and knowledge

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 310****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:** None. Third-year 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 OLA ECON 200.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 311 UVIC ADMN 311/HSD 404**

3—UNIV

**The Political and Governmental Environment**

This course is an exploration of the political and governmental institutions and processes within which public administrators and health and social service professionals work. Topics include political parties, pressure groups, public participation, the media, courts, the charter of rights, legislative bodies, the political executive, central agencies, ministries, departments, Crown corporations, regulatory agencies, quasi-governmental service delivery agencies, and intergovernmental relations. The course is designed for public servants, health and social service professionals at all levels of government, and administrators in quasi-governmental agencies.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 311, UVIC HSD 404, and UVIC ADMN 504 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 312** **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)

**Prerequisites:** None. Third-year 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 9.

**Maximum Completion:** 4 months

**ADMN 314** **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; relational and organizational issues; the research proposal and report.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 315 (M) (A)**

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. (CGA, PMAC)

**Prerequisites:** Completion of the first year of a business diploma program and MATH 102. The business mathematics course MATH 107 is helpful though not required.

Students are required to be comfortable with basic algebra.

Calculus is not required, though a previous calculus course is useful.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 320 (M) (A)**

(OPTION)

3—UNIV

**Organizational Behaviour I: The Individual and Work Groups**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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, MOA, PMAC, QAA)

**Prerequisites:** BUSM 121, ADMN 122, or ADMN 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 9.

**Maximum Completion:** 30 weeks

**ADMN 323 (M) (A)**

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)

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 325 (M)**

3—UNIV

**Industrial Relations**

This course provides an introduction to union-management relationships in Canada. It should interest trade unionists and managers wanting to understand and to participate in the labour relations of their own workplace. 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. The last part of the course looks at contemporary issues in labour relations (e.g., union-management co-operative programs). (CPA)

**Prerequisites:** BUSM 121, ECON 200 and 201 are recommended.

**Note:** Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks



**ADMN 331 (M) (A)**

3—UNIV

**Intermediate Financial Accounting I**

In this intermediate course, students build on the foundations established in any introductory accounting course. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course are understanding treatment of items for the balance sheet, with particular attention to cash; temporary investments; receivables; inventories and long-lived assets; interim reporting; revenues and expenditures; cost of goods sold; and gains and losses. Also discussed are treatment for accounting changes, correction of errors, and preparation of financial statements from incomplete information.

**Prerequisites:** ADMN 231 or BUSM 131 and 132

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 332 (M) (A)**

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.

**Prerequisites:** MATH 102, ADMN 232

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**ADMN 341 (M) (A)**

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, statements of change in financial position, and financial statement analysis.

**Prerequisites:** ADMN 331

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 350 (M)**

3—UNIV

**Marketing: Principles and Practices**

This third-year university course provides an introduction to the business function of marketing. It looks at marketing strategy and the four "Ps" of marketing: product development, pricing, promotion, and place. Additional topics include planning and forecasting, wholesaling, retailing, international marketing, and non-profit marketing. The development of a market plan is a major focus of this course. (CIM, CUIC, ICB, MOA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for BUSM 151 or 343 or ADMN 450 may not take this course for further credit.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 361 (A) (PD)**

3—UNIV

**Strategic and Creative Thinking**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course focuses on the development and implementation of strategic decision making and explores creative thinking and development of skills to look at things from unique perspectives. Students develop their thinking skills to broaden their context and approaches to issues.

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

**Start Date:** Every two months, starting September 1, 2001

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 362 (A) (PD)**

3—UNIV

**Analytical Decision Making**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course develops skills in formalizing the decision-making process under conditions that involve uncertainty, multiple objectives, multiple decision makers or interest groups, large impacts, and long timelines. Students apply the decision models to projects on the job.

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

**Start Date:** Approximately every two months, starting January 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)



**ADMN 363 (A) (PD)**

3—UNIV

**Manager as an Effective Communicator**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course addresses the importance of communication for effective management. Communication needs to be managed to build trust, support, and action in the workplace. Focus is on key communication competencies of listening, speaking, writing, presenting, and facilitating meetings.

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

**Start Date:** Every two months, starting November 1, 2001

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 364 (A) (PD)**

3—UNIV

**Interpersonal Skills**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course provides students with essential knowledge, skills, and competencies to work with people in the workplace. Students develop skills in building and maintaining trust, building interpersonal relationships in the workplace, handling conflict, and resolving difficult issues.

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

**Start Date:** Every two months, starting January 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 365 (A) (PD)**

3—UNIV

**Strategic Marketing**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course develops the marketing skills required to build a strategic marketing plan for a product or service. Analytical frameworks designed to approach marketing problems from multiple perspectives are examined. Upon completion of this course, students can develop a strategic marketing plan for a product to enhance the strategic placement or value of an organization.

**Prerequisites:** Permission of the business programs advisor, college-level marketing course or PLA marketing experience, experience in a supervisory or management position

**Start Date:** Every two months, starting July 1, 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 366 (A) (PD)**

3—UNIV

**Strategic Human Resource Management**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course develops advanced skills and professional attitudes in organizing a workforce in accordance with an organization's strategic plan. Students demonstrate skills including preparing a human resources plan for their department—the people and the skills required over the next two years, writing job descriptions, interviewing for positions, performance feedback, and training-needs identification. Upon completion of the course, students have a solid foundation in managing human resources within a department and have developed a human resource plan for a department or small company including planning, managing, and training.

**Prerequisites:** Permission of the business programs advisor, experience in a supervisory or management position

**Start Date:** Every two months, starting May 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 367 (A) (PD)**

3—UNIV

**Organizational Leadership and Development**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course provides the student with management roles and strategies for fostering effective leadership and teamwork; managing a diverse workforce; and motivating and empowering employees at all levels of an organization. Attention is also given to understanding organizational culture and assessing training and development needs.

**Prerequisites:** Permission of the business programs advisor, experience in a supervisory or management position

**Start Date:** Every two months, starting September 4, 2001

**Maximum Completion:** 14 weeks (7 weeks online participation)

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 Courses delivered by OLA are indicated by the blue course code.

**ADMN 380 (M) (A)**

3—UNIV

**International Business**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

In this course students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how 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 contains new kinds of information on business not available elsewhere.

**Prerequisites:** ADMN 350 or BUSM 151 and ADMN 122 or BUSM 121

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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**Courses delivered by OLA are indicated by the blue course code.**

**ADMN 406****UVIC ADMN 406**

3—UNIV

**Management and Organizational Behaviour**

The focus of this course is 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:** None. Third-year standing is recommended.

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

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 407****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:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 408****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:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 409****UVIC ADMN 409**

3—UNIV

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

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences between the non-profit, public, and private sectors. Topics include leadership; board governance; strategic analysis; volunteer management and partnering. Students analyze how management concepts, models, principles, and techniques have validity as applied in the context of non-profit and voluntary-sector organizations.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 413 (M) (A)**

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 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 or 412 may not take this course for further credit. **Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 414                      UVIC ADMN 411**

3—UNIV

**Project Management**

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:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required. **Start Date:** TBA. Refer to page 9. **Maximum Completion:** 4 months

**ADMN 421                      UVIC ADMN 421**

3—UNIV

**Budgeting and Management Systems**

The focus of this course is 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. **Prerequisites:** None. Third-year standing is recommended. **Start Date:** TBA. Refer to page 9. **Maximum Completion:** 4 months

**ADMN 422                      UVIC ADMN 422**

3—UNIV

**The Responsible Public Servant**

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? This course provides a practical examination of the arguments that are made on both—or many—sides of these and other difficult value questions currently confronting public servants and considers institutional means and techniques which can be used to strengthen and encourage responsible public service. **Prerequisites:** None. Third-year standing is recommended. **Note:** Only one of ADMN 422 and UVIC ADMN 519 may be taken for credit. **Start Date:** TBA. Refer to page 9. **Maximum Completion:** 4 months

**ADMN 423                      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:** None. Third-year standing is recommended. **Note:** Only one of ADMN 423 and UVIC ADMN 545 may be taken for credit. **Start Date:** TBA. Refer to page 9. **Maximum Completion:** 4 months

**ADMN 431                      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:** None. Third-year standing is recommended. **Note:** Only one of ADMN 431 and UVIC ADMN 447 or 531 or OLA BUSM 222 may be taken for credit. Students with a previous course in human resources (personnel management) should consult an advisor before registering. **Start Date:** TBA. Refer to page 9. **Maximum Completion:** 4 months

**ADMN 437** **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:** None. Third-year standing is recommended.

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

**Equipment Note:** Access to the Internet is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 445** **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:** ADMN 310 or UVIC ECON 103 or equivalent

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 446** **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:** None. Third-year standing is recommended.

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

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 447** **UVIC ADMN 447**

3—UNIV

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

This course focuses on labour relations and human resource management issues which 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:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 447 and ADMN 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.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 452** **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:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 452 and UVIC ADMN 551 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 460 (M) (A)**

(OPTION)

3—UNIV

**Business and Society**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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. (ICB)

**Prerequisites:** Minimum 36 upper-level credits in administrative studies and economics

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**ADMN 465 (M) (A)**

(OPTION)

3—UNIV

**Management Decision Making**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 time lines. (CPA)

**Prerequisites:** 36 upper-level credits in administrative studies and economics, including ADMN 315, 335, 350, ECON 310, 350

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 466 (M) (A)**

3—UNIV

**Managing 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. The aim of this course is 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. (CGA, CPA)

**Prerequisites:** 36 units of upper-level credit in administrative studies and economics, including organizational behaviour and industrial relations, and/or human resources management

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 470 (M) (A)**

(OPTION)

3—UNIV

**Business Policy and Strategy**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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. (CGA, CIM, CUIC, ICB)

**Prerequisites:** ADMN 460, 465, 466 (ADMN 465 may be taken concurrently)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ADMN 476 UVIC ADMN 466**

3—UNIV

**Provincial Government Policy and Administration**

This course exams 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:** None. Third-year standing is recommended.

**Equipment Note:** Access to a modem is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 477 (A) (PD)**

6—UNIV

**E-Business in a Competitive Environment**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course investigates all aspects of electronic commerce with a focus on its implementation through the Internet and the World Wide Web. Particular attention is paid to the use of the Internet to transform inter- and intra-organizational transactions and processes. In addition, such topics as impacts on retail trade, traditional marketing strategies, the economics of the Internet, payment systems, and the protection of intellectual property are considered. In the course, the student develops a plan to launch an e-commerce product.

**Prerequisites:** Third- or fourth-year standing is recommended. Familiarity with information technology concepts and experience using the Web is strongly recommended.

**Start Date:** Every two months, starting September 4, 2001

**Maximum Completion:** 21 weeks (14 weeks online participation)

**AGRO 260****UBC AGRO 260**

6—UNIV

**Agroecology I**

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

**Prerequisites:** AGSC 250

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 6 months

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Courses delivered by OLA are indicated by the blue course code.



**AGRO 421** **UBC AGRO 421**

3—UNIV

**Integrated Pest Management**

This course covers the development and implementation of multidisciplinary pest management programs in agricultural crops.

**Prerequisites:** PLNT 259 or equivalent. Familiarity with entomology, plant pathology, and weed science is recommended.

**Note:** This course was formerly numbered PLNT 421. Students with credit for PLNT 421 may not repeat this course for further credit.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**AGSC 250** **UBC AGSC 250**

6—UNIV

**Land, Food, and Community**

This course is an introduction to managed systems and concepts of sustainability; economic, ecological, and social components; managed landscapes, agri-food systems, and communities; urban and rural systems; the land, food, nutrition, and human health continuum.

**Prerequisites:** Second-year standing

**Equipment Note:** Access to the Internet is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 6 months

**AGSC 350** **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

**Start Date:** January. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 6 months

**AGSC 490** **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:** 60 credits

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANSC 480** **UBC ANSC 480**

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:** May, September.

Registration deadline date applies.

Refer to page 9.

**Maximum Completion:** 13 weeks

**ANSC 581** **UBC ANSC 581**

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, 604-822-6565 or 1-800-754-1811 (toll-free in BC).

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANTH 101** **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 modern communities and complex modern industrial societies.

**Prerequisites:** None

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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANTH 201** **SFU SA 201**

4—UNIV

**Anthropology of Contemporary Life**

This is an introduction to 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.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**APSC 104** **SFU BISC 004**

3—UNIV

**Apiculture: An Introduction to Bees and Beekeeping**

The course stresses the biology of bees, as well as management for honey production, and provides the necessary information required to begin beekeeping. Topics include basic honeybee biology, beekeeping equipment, seasonal management, and bee disease prevention.

**Prerequisites:** None



**Note:** This course was formerly numbered BISC 004 by OLA. Students with credit for BISC 004 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

#### APSC 278

#### 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:** Access to the Internet is required.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

#### APST 450 (M) (A) (PD)

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. An 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 9.

**Maximum Completion:** 30 weeks

#### APST 451 (M) (PD)

3—UNIV

#### Understanding Research in Nursing and Psychiatric Nursing

Designed for nursing students and psychiatric nurses, 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, preferably psychiatric nursing. An 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 9.

**Maximum Completion:** 30 weeks

#### ARCH 100

#### 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, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

#### ARCH 226

#### 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 least 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, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

#### ASIA 150 (M)



3—UNIV

#### The Pacific Century

This course describes the emergence of modern nations from the rich and varied cultures of Pacific Asia. It explains the historical development and contemporary dynamics of a region undergoing an accelerated pace of change. Pacific Asia now rivals any other area of the world in economic output and growth. A central theme is how the persistence of tradition in the face of modernization has led to new and unforeseen forms of political and economic organization. The impact of European countries and the United States is also analyzed. The ten-part video series is an integral part of the course, using visual material and interviews to enable students to see and hear recent history and current events. The course serves first as an introduction to the study of Pacific Asia and, second, as an important supplement to studies in comparative economics, history, geography, politics, and international relations.

**Prerequisites:** None

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**BISC 023 (M)**

PREP

**General Biology**

This advanced-level PREP 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 Grade 10 science is recommended.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**BISC 030 (M)**

PREP

**Provincial Biology**

This PREP 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**BISC 100 (M) (A)**
 3—UNIV
**Understanding Biology**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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:** Students with credit for BISC 120 or 121 (formerly BISC 110 and 111) may not receive credit for this course.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 120 (M) (A)**
 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 120 and 121 were formerly numbered BISC 110 and 111, respectively. Students with credit for BISC 110 or 111 may not take BISC 120 or 121 for further credit. Students may not receive credit for BISC 100 in addition to BISC 120 and 121.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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**Courses delivered by OLA are indicated by the blue course code.**

**BISC 121 (M) (A)**

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 120 and 121 were formerly numbered BISC 110 and 111, respectively. Students with credit for BISC 110 or 111 may not take BISC 120 or 121 for further credit. Students may not receive credit for BISC 100 in addition to BISC 120 and 121.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 125**

1—UNIV

**Biology Laboratory I**

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

- 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.

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

**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**

1—UNIV

**Biology Laboratory II**

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

- 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.

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

**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 (M) (A)**

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 100 or 034, or equivalents

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 220 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**BISC 230 (M)**

3—UNIV

**Humans in the Ecosystem**

The goal of this course is to develop an understanding of ecosystems, how they work, and how humans fit into them. The course begins with a review of ecological systems, including the central principles of “niche” and “interrelatedness.” The course then examines the relationship between humans and the environment, and how humans are affecting environmental systems through population levels, resource use, waste production, and economic practices. The course should help students to critically evaluate environmental issues, giving an awareness of the problems and some idea of what needs to be done to address them. Note that the approach of the course is “scientific” rather than sociological.

**Prerequisites:** BISC 120 or equivalent

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 260 (M) (A)**

3—UNIV

**Discovering Biodiversity through Taxonomy**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build up 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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**BISC 350 (M) (A)**

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 and serves as a framework for a subsequent course, BISC 451.

**Prerequisites:** BISC 120 or equivalent

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 360 (M) (A)**

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. A university-level introductory ecology course, such as BISC 350, is also strongly recommended.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**BISC 451 (M)**

3—UNIV

**Population Ecology**

This course builds on the fundamental concepts developed in BISC 350, emphasizing the study of plant and animal populations and the interaction of the physical and biological environments. Topics include natural selection, population dynamics, competition, and predation.

**Prerequisites:** BISC 350, MATH 101 or 120, or equivalent. Mathematical skills are essential to succeed in this course.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**BUSM 101 (A)**

(OPTION)

3—COL/UNIV

**Introduction to Canadian Business**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This course is designed to introduce students to the fundamentals of the Canadian business system and the basic principles and practices of business. Students become familiar with common business vocabulary, the various forms of business ownership, the nature of business management, managing information systems, entrepreneurship, and the four major business functions (production, marketing, finance, and personnel). The materials in this course can be applied to many entrepreneurial and small-business situations. It provides a solid foundation for business activities and future courses in business management. (CIM, PMAC, QAA)

**Prerequisites:** None

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**BUSM 104 (M)**

3—COL/UNIV

**Something Ventured: Starting Your Own Business**

This telecourse is an overview of small-business essentials in which students learn what it takes to succeed in a business. The course reviews the nature of small business and shows how to investigate and evaluate business opportunities, how to acquire the skills and knowledge needed to establish a new firm, how to market products or services, how to manage the human and fiscal demands of a business, and how to meet the organization's social and legal responsibilities. As part of the course work, students create a plan for starting their own new venture.

Students should be prepared to gather information for their plan in their community. The final examination is a course project.

**Prerequisites:** No formal prerequisites. Students should have the equivalent of Grade 12 English and mathematics.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**BUSM 111 (A)**

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 which include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counselling, and appraising employee performance. The course also compares and contrasts supervisory roles and responsibilities in a variety of organizations: large corporations, mid-sized companies, small businesses, non-profit and volunteer organizations, etc. 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, PMAC)

**Prerequisites:** None

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### BUSM 121 (A)

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, MOA, PMAC)

**Prerequisites:** None. BUSM 101, 111, 113, 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 9.

**Maximum Completion:** 30 weeks

### BUSM 131 (A)



(OPTION)

3—COL

#### Accounting I

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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, QAA; BUSM 131 and 132 together: CA, CGA, CMA, CUIC, ICB, PMAC)

**Prerequisites:** None

**Note:** Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### BUSM 132 (A)

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. (CIM, CPA, MOA, QAA, REIC; BUSM 131 and 132 together: CA, 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### BUSM 151 (M)



(OPTION)

3—COL/UNIV

#### Introduction to Marketing

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

In this course students learn that marketing is a vital part of every organization, large or small. Marketing is not just advertising; it encompasses concepts, techniques, and activities directed toward the distribution of goods and services to satisfy customer needs. Course topics include consumer markets, planning and forecasting, product adoption, wholesaling, retailing, pricing strategy, international marketing, and non-profit marketing. (CIM, MOA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for ADMN 350 or BUSM 343 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.



**BUSM 155 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**BUSM 213 (A)**

3—COL/UNIV

**Motivation and Productivity**

This applied course focuses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a “real world” perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CA, CIM, CMA, CPA, PMAC)

**Prerequisites:** No formal prerequisites. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations,

analyses, case studies, and practical applications are recommended.

**Note:** Students with credit for ADMN 411, 412, or 413 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**BUSM 236 (A)**

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)

**Prerequisites:** A background in business fundamentals, accounting, and mathematics is recommended.

Appropriate prerequisite courses are BUSM 101; 131 and 132 (or ADMN 231); and MATH 107.

**Note:** Students with credit for ADMN 335 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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**Courses delivered by OLA are indicated by the blue course code.**

**BUSM 241 (A)**

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, MOA, PMAC, QAA)

**Prerequisites:** None

**Note:** This course was formerly numbered BUSM 141. Students with credit for BUSM 141 may not repeat this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**CEDE 201****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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**CEDE 301****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 which are essential for the subsequent 400-level courses in the program.

**Prerequisites:** 60 credits or permission of SFU's CDE

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CEDE 401****SFU CED 401**

4—UNIV

**Concepts, Techniques, and Principles for Community Economic Development**

This is the study of concepts and techniques for economic and policy analysis in community economic development.

**Prerequisites:** CEDE 301, or permission of SFU's CED

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CEDE 403****SFU CED 403**

4—UNIV

**Models and Cases in Community Economic Development**

This is a review and integration of 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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CHEM 024 (M)**

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:** SCIE 010 or Science 10, MATH 014 or Math 10 are firm requirements.

**Corequisite:** MATH 024 or Math 11 (Principles or Applications)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**CHEM 110 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**CHEM 111 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**CHEM 115**

1—UNIV

**Chemistry Laboratory I**

In this lab course students perform experiments that illustrate the principles learned in CHEM 110.

- 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.

**Prerequisites:** Prior or concurrent registration in CHEM 110 or equivalent

**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**

1—UNIV

**Chemistry Laboratory I**

In this lab course students perform experiments that illustrate the principles learned in CHEM 111.

- 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.

**Prerequisites:** Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent

**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****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 which support sustainability and tools for engineers are also explored.

**Prerequisites:** None

**Equipment Note:** Access to the Internet is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 110****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 9.

**Maximum Completion:** 13 weeks

**CMNS 130****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 9.

**Maximum Completion:** 13 weeks

**CMNS 210****SFU CMNS 210**

3—UNIV

**History of Communication**

This course is an assessment of the social implications of developments in information technology from prehistory to the beginning of the twentieth century. Topics include the origins of symbolic representation; the nature of language in preliterate society; the significance of different systems of writing and numeration; the consequences of print; and the initial changes brought about by electronic media. The general orientation is toward exploring the relationship between technological and social change, and the cultural and psychological dimensions of literacy.

**Prerequisites:** CMNS 110 or an introductory course in social science theory is strongly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 230****SFU CMNS 230**

3—UNIV

**Introduction to Communication Media**

This course provides an overview of the development of broadcasting and telecommunications systems in Canada and their relationship to contemporary society. Topics covered include the history of the CBC, cable television, the domestic film production industry, Canadian satellite development, and alternative media in Canada.

**Prerequisites:** CMNS 130

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 259**      **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:** Students are required to actively participate in discussions through email and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an email account and any technical support in this regard. Access to a CD player is also required. Access to a CD-ROM is highly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 371**      **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 9.

**Maximum Completion:** 13 weeks

**CMNS 372**      **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 9.

**Maximum Completion:** 13 weeks

**CMPT 108 (M) (A)**

(OPTION)

1.5—COL

**Introduction to Information Technology**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This computer 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. (PMAC, QAA)

**Prerequisites:** None. Students completing work-based projects should be able to use their workplace experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Note:** CMPT 108 and 109 are independent courses; neither is a prerequisite for the other. Students with credit for WKPL 160, CPSC 101, or CMPT 110 or 150 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 21 weeks

**CMPT 109 (M)**

1.5—COL

**Computer Applications in Business**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This 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.

(CA, CPA, MOA, PMAC, QAA)

**Prerequisites:** None

**Note:** CMPT 108 and 109 are independent courses; neither is a prerequisite for the other. Students with credit for TOUR 102, CMPT 110, or CMPT 150 may not take this course for further credit.

**Equipment Note:** For specific computer and software requirements, refer to the course outline at [www.ola.bc.ca/oc/courses/CMPT109.html](http://www.ola.bc.ca/oc/courses/CMPT109.html)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 21 weeks

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Courses delivered by OLA are indicated by the blue course code.

**CMPT 150** **UVIC TECJ 100**

3—UNIV

**Computer Concepts**

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional on an IBM or compatible personal computer for word processing, spreadsheets, databases, and presentations. Students participate in an online conference over the Internet. (CA, CGA, CPA, ICB, PMAC, QAA)

**Prerequisites:** None

**Note:** This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, such as CMPT 108 and 109, may not repeat this course for further credit.

**Equipment Note:** Microsoft Windows 95 or 98 and access to the Internet, Microsoft Office Professional 95, 97, or 2000 software (may be purchased at the academic price through UVic's Computer Store) are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Dates:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 212** **UVIC TECJ 432**

3—UNIV

**Database Concepts**

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and databases; modelling of data; and database implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and

using a database on a microcomputer using Microsoft Access. (ICB)

**Prerequisites:** CMPT 150 or 110, or equivalent

**Equipment Note:** Access to the Internet and Microsoft Access 95 or higher are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 215** **UVIC TECB 401**

3—UNIV

**Systems Analysis and Design I**

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the important functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, process modelling, object-oriented analysis, and rapid application development. Upon completion, 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. (CA, CGA, CMA)

**Prerequisites:** CMPT 110 or 150, or equivalent

**Note:** Students with credit for CMPT 213 or BUSM 362 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. Printer for producing printed copies of assignments is recommended.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly

after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 231** **UVIC TECJ 230**

3—UNIV

**Web Design and Management**

This course covers the core technologies of Websites in depth, while introducing Web design theory and management issues related to running a large Website. Some of the many tools and services at the Web designer's disposal are investigated.

**Prerequisites:** CMPT 150 or equivalent experience

**Equipment Note:** Students are expected to be comfortable downloading and installing software.

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 300** **UVIC TECJ 420**

3—UNIV

**Networks and Network Management**

This course focuses on local area networks (LANs) including LAN technology and architecture, interconnectivity, and LAN management issues in the context of implementation, management, and day-to-day operation.

**Prerequisites:** CMPT 150

**Equipment Note:** Access to the Internet and installed CD-ROM are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 350** **UVIC TECJ 450**

3—UNIV

**Systems Analysis and Design II**

This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.

**Prerequisites:** CMPT 215 or equivalent experience

**Equipment Note:** Students are required to purchase Ascent CASE tool software from [knowledgebase.server101.com](http://knowledgebase.server101.com) (credit card required).

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, April 1

**Start Date:** September, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 407** **UVIC TECJ 410**

3—UNIV

**Project Management**

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Internet access and Microsoft Project 98 (may be purchased at the academic price through UVic's Computer Store) are required; printer for producing printed copies of assignments is recommended.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** December 1

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 412** **UVIC TECB 402**

3—UNIV

**Human Side of Information Systems**

This course addresses the impact of computer-based systems on our culture and looks at the sensitive issues raised by the introduction of information technology and systems in society.

The course includes discussions on privacy, security, confidentiality, human factors, issues in education, and artificial intelligence. (ICB)

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet is required.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 413** **UVIC TECJ 421**

3—UNIV

**Data Communications**

This course provides students with the knowledge required to make educated decisions regarding the selection and implementation of computer networks. The course covers the use of networks, their major components, network implementations, different technologies and topologies, standards, network management, costs, and the convergence of voice, data, and image networks.

**Prerequisites:** CMPT 215 and 300, or equivalent

**Equipment Note:** Access to the Internet is required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** April 1

**Start Date:** May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 480** **UVIC CBIS**

3—UNIV

**Information Technology in the Workplace**

This course examines the office as a traditional centre of business activity and operational logistics, emphasizing the office's information processing and communication activities (such as word processing, electronic mail, and information management). Discussions focus on present and future trends in office automation technology, the person/machine interface, VDTs and health considerations, and behavioural and social issues associated with office automation. (ICB)

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet is required. Printer for producing printed copies of assignments is recommended.

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet is required. Printer for producing printed copies of assignments is recommended.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 12 weeks

**Registration Deadline:** August 1

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 12 weeks



**CNPS 300, 301, 302, 303 are part of OLA's Career Practitioner Certificate program (refer to page 80) and are coordinated by OLA Skills Centres in communities throughout BC. For information on start dates, completion times, tuition, and other details, contact the nearest OLA Skills Centre, listed on page 76.**

### CNPS 300 (PD)



6—UNIV

#### Career and Employment Counselling

This course is designed for career practitioners and employment counsellors who want to improve their career or employment counselling skills as well as their knowledge of career counselling theories. Students learn and apply fundamental counselling theories and the problem-solving process of employment counselling. A general overview of several career development models, counselling theories, and decision-making approaches is offered. The course includes computer conferencing, audio conferencing, independent study, and classroom sessions.

**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 301 (PD)



3—UNIV

#### Individual Employment Counselling

This course follows CNPS 300 and focuses on the key concerns, strategies, tools, and practice required of employment counsellors to effectively assist clients in attaining self-management in the labour market. The course includes computer conferencing, audio conferencing, independent study, and two weekend classroom sessions (Friday evening, Saturday, and Sunday).

**Prerequisites:** CNPS 300 or equivalent in relevant education and experience

### CNPS 302 (PD)

1—UNIV

#### Building an Active Engagement Counselling Culture

This course is designed as an overview of some of the key principles of active engagement. These principles include emphasis on imagination, creativity, and flexibility embedded within a more active communications approach. The active-engagement approach extends client-centred and cognitive behavioural theory and methods. Traditional conventions are challenged along with some of the dynamics underlying the help relationship. The course is presented over two days.

**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 303 (PD)

3—UNIV

#### Making Career Sense of Labour Market Information

This course provides students with an opportunity to consider and address how labour market information can be used effectively to support individuals in their career and employment transition. Topics covered include identifying elements of the labour market and labour market trends; classification systems; the purpose of classifying occupations; how the labour market relates to personal and professional experience; industrial shifts; occupational forecasts; creating a career path; occupational mobility; how to assist clients in developing occupational research skills; generic employability skills needed in the labour market; skill types for non-standard work; the role of the career practitioner/counsellor; sources of labour market information; education and training structures that support the labour market; education and training options; developing client action plans.

**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 363

### UBC CNPS 363



3—UNIV

#### Career Counselling

This is a critical survey of career counselling theory and practice.

**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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks  
September or January start date;  
6 weeks May start date

### CNPS 364

### 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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks  
September or January start date;  
6 weeks May start date

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Courses delivered by OLA are indicated by the blue course code.



**CNPS 365** **UBC CNPS 365**

3—UNIV

**Introduction to Theories of Counselling**

This course is an overview of selected theories of counselling.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered EDUC 429 and EDUC 365. Students with credit for EDUC 429 or EDUC 365 may not repeat this course for further credit.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 426** **UBC CNPS 426**

6—UNIV

**The Role of the Teacher in Guidance**

This course is designed to assist the teacher in understanding and using guidance techniques for day-to-day use in the classroom. The emphasis is on techniques for working with people toward better self-understanding and better perspectives of alternatives.

**Prerequisites:** 60 credits

**Note:** Students with credit for EDUC 425 may not take this course for further credit. This course was formerly numbered EDUC 426. Students with credit for EDUC 426 may not repeat this course for further credit.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**CNPS 427** **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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 433** **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:** Access to email is required for listserv participation.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 210** **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 9.

**Maximum Completion:** 13 weeks

**CNST 280** **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 9.

**Maximum Completion:** 13 weeks

**CNST 390** **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:** At least 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 490** **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:** At least 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 9.

**Maximum Completion:** 13 weeks

**CPSC 110****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 credit except with permission of the department.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CPSC 160****SFU CMPT 150**

3—UNIV

**Introduction to Computer Design**

Digital design concepts are presented in such a way that students learn how logic blocks can be designed and employed to construct a simple computer. An interactive simulation environment is used for assignments. Assembly language programming is introduced.

**Prerequisites:** None. MACM 101 or equivalent is strongly recommended.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CPSC 165****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 it affects society and work in various fields. Students attain some basic skills in the use of computers for multimedia purpose as they learn how to design multimedia applications containing text, images, and sound; learn about HTML, the language of the World Wide Web; and learn a bit of what programming computers is all about.

**Prerequisites:** None

**Note:** Students with credit for or currently registered in a computing science course at the 200 level or higher may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Note:** This course was formerly numbered CPSC 118. Students with credit for CPSC 118 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 101****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:** CRIM 101 is a prerequisite for all upper-level criminology courses unless a waiver is granted with the special permission of the School of Criminology.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 104****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 SOCI 450 or 451 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 131****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 the 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 9.

**Maximum Completion:** 13 weeks

### **CRIM 135** **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

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **CRIM 213** **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. CRIM 103 and 104 are recommended.

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **CRIM 220** **SFU CRIM 220**

3—UNIV

#### **Research Methods in Criminology**

The 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 CRIM 120 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **CRIM 230** **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, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **CRIM 241** **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

**Special Arrangements:** Students may be required to participate in scheduled teletutorials.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **CRIM 251** **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 CRIM 151 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 311****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:** CRIM 101

**Note:** This course was formerly numbered CRIM 411. Students with credit for CRIM 411 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 312****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:** CRIM 101

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 330****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:** CRIM 101 and 230

**Note:** This course was formerly numbered CRIM 430. Students with credit for CRIM 430 may not repeat this course for further credit.

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 331****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:** CRIM 101 and 230

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 332****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:** CRIM 101 and 135

**Note:** Students with credit for CRIM 132 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 343****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:** CRIM 101. CRIM 241 is strongly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 413** **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:** CRIM 101

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 432** **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

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 201** **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

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, texts, a readings package, and videos, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, three individual phone contacts by instructors to students, and one small-group teleconference. Three written assignments are the basis for student evaluation.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 202** **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, psycho dynamic, and systemic. These are grounded in multicultural, feminist, and normative developmental perspectives.

**Prerequisites:** None

**Note:** This course was formerly numbered CYCA 200 (UVIC CYC 200A). Students with credit for CYCA 200 (UVIC CYC 200A) may not repeat this course for further credit.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and a text, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child

and Youth Care. Access to instructors includes email, weekly office hours, and three individual phone contacts by instructors to students. Three written assignments are the basis for student evaluation.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 203** **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

**Note:** This course was formerly numbered CYCA 201 (UVIC CYC 200B). Students with credit for CYCA 201 (UVIC CYC 200B) may not take this course for further credit.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a text, and a video, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, three individual phone contacts by instructors to students, and one small-group teleconference. The basis for student evaluation includes three written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks



**CYCA 252****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 and helping strategies and the development of therapeutic relationships in relation to the development of self and core elements of child and youth care practice.

**Prerequisites:** None

**Equipment Note:** Access to video recording equipment is required (can be rented).

**Special Arrangements:** Course components include a twenty-six-week guided study and coursebook print package, a readings package, videos, and texts, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates in a student's geographical area are provided at the beginning of the course.) Access to instructors includes email, weekly office hours, and seven individual phone contacts by instructors to students. The basis for student evaluation includes two written assignments and three videotaped assignments with written critiques.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 26 weeks

**CYCA 260\*/360\*/460\*****UVIC CYC 260/360/460**

3 or 6—UNIV

**Special Topics in Child and Youth Care**

These courses provide an opportunity to examine selected current issues in child and youth care and are offered at various times throughout the year.

These courses are also available for professional development (non-credit).

**Prerequisites:** CYCA 260\* has no prerequisites. CYCA 360\* requires second-year university standing, or college diploma completion, or permission of the instructor.

CYCA 460\* requires third-year university standing or permission of the instructor.

**Special Arrangements:** Six entire days of seminar at a selected location, either six consecutive days or two three-day weekends, or three two-day weekends. For specific information, contact UVic's School of Child and Youth Care, (250) 721-6278.

**Registration Deadline:** TBA

**Start Date:** Varies. Refer to page 9.

**Maximum Completion:** Varies

**\*OLA assigns a unique course number to each special topics course.**

**CYCA 361****UVIC CYC 361 F50**

3—UNIV

**Supervision in the Human Services**

This course is a desirable elective for students in other human services programs: nursing, criminology, psychology, social work, education. Course content includes the range of supervisory roles and responsibilities, the stages through which each supervisory relationship passes, the obligations and limits related to the supervisory relationship, relevant communication skills, documentation formats, performance appraisal strategies, professional development strategies, personal leadership and supervisory styles, and contemporary issues related to the practice of supervision. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Note:** Students with credit for BUSM 111, 113, or WKPL 110 may not take this course for further credit with OLA. Credit is transferable to UVic upon admission to UVic.

**Equipment Note:** Access to video recording equipment is required (can be rented).

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a text, and a video, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates in a student's geographical area are provided at the beginning of the course.) Access to instructors includes email, weekly office hours, two individual phone contacts by instructors to students, and two small-group teleconferences. The basis for student evaluation includes one written assignment and three videotaped assignments, with written critiques.

**Registration Deadline:** TBA

**Start Date:** Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 365****UVIC CYC 365**

3—UNIV

**Theory and Practice of the UN Convention on the Rights of the Child**

Students in this course increase their knowledge, skills, and self-awareness relating to the theory and application of the UN Convention on the Rights of the Child. Students use a "hands-on" approach to understand and apply the convention. Students learn about the convention and its relation to the Canadian Human Rights Framework; understand the role of international agencies, national, provincial, municipal, and treaty bodies in implementing the convention; and synthesize and apply this understanding through practice with children, families, cultures, and

communities. A case-study approach is used to critically examine the impact of this children's rights document across a diverse range of program settings for children 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

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and a video, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, three individual phone contacts by instructors to students, and two small-group teleconferences. The basis for student evaluation includes a journal and two written assignments.

**Registration Deadline:** TBA

**Start Date:** Refer to page 9.

**Maximum Completion:** 13 weeks

#### **CYCA 366** **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 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 are welcome to register in the course. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Note:** Only one of CYCA 366 and SSWP 355 may be taken for credit.

**Special Arrangements:** Course components include a thirteen-week guided study manual and a text, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, three individual phone contacts by instructors to students, and one teleconference. The basis for student evaluation includes two open-book exams and one written assignment.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

#### **CYCA 371** **UVIC CYC 371**



3—UNIV

##### **Building Caring Partnerships**

This course is designed to provide students with the knowledge and skills necessary to work in partnership with families, particularly families with infants and toddlers 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

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and texts, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, and one small-group teleconference. The basis for student evaluation includes seven written assignments.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

#### **CYCA 373**

#### **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

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, and a readings package, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email and weekly office hours. The basis for student evaluation includes four written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 374****UVIC CYC 374**

3—UNIV

**Promoting Positive Outcomes**

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 built around components

addressing self-awareness, knowledge of environmental contexts, and application of practice skills. The student is put at the centre of the learning process and invited to examine her/his personal and professional experiences and to use that prior knowledge as a frame for the course content. Activities involve students in interactive, reflective, and critical-thinking learning processes. This course is also available for professional development (non-credit). **Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and texts, all of which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to instructors includes email, weekly office hours, and one individual phone contact by instructors to students. The basis for student evaluation includes four written assignments.

**Registration Deadline:** TBA

**Start Date:** Refer to page 9.

**Maximum Completion:** 13 weeks

**EASC 024 (M) (A)**

PREP

**Earth Science**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This online 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:** SCIE 010 or English 11

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**ECED 336****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 9.

**Maximum Completion:** 13 weeks

**ECED 438****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:** Access to email is required for listserv participation.

Video may be loaned by UBC's Extension Library Service.

**Start Date:** September, January, May.

Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ECON 200 (M) (A)**

(OPTION)

3—UNIV

**Principles of Microeconomics**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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, MOA, PMAC, QAA, REIC)

**Prerequisites:** None

**Note:** Only one of ADMN 310 and ECON 200 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ECON 201 (M) (A)**

(OPTION)

3—UNIV

**Principles of Macroeconomics**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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, MOA, PMAC, QAA)

**Prerequisites:** None. ECON 200, or equivalent skills and knowledge, is recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ECON 310 (M) (A)**

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. (CA, CGA, CMA, ICB)

**Prerequisites:** MATH 102 and 104, 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 9.

**Maximum Completion:** 30 weeks

**ECON 350 (M) (A)**

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)

**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 9.

**Maximum Completion:** 30 weeks

**EDCI 396 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, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDCI 398 UBC EDCI 396C**

3—UNIV

**Curriculum Development and Evaluation (Ramp Up to the Information Highway)**

This online course investigates emerging technologies with the support of a tutor. Students explore the use of the World Wide Web, Internet resources, presentation, and graphics applications to enhance their learning.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet and World Wide Web is required.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDCP 010 (M)**

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:** English 9 or 10 or ENGL 010 or 012 (may be taken concurrently)

**Note:** Students should register in only one of EDCP 010, 020, or 030.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**EDCP 030 (M)**

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 024 or 028 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 9.

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**EDST 426****UBC EDST 426**

3—UNIV

**History of Education**

This course examines selected topics in the history of Canadian and British Columbian education and looks at the relationships between historical development and current educational policy.

**Prerequisites:** 60 credits, subject to availability

**Note:** Students with credit for EDST 430 may not take this course for further credit.

**Equipment Note:** Access to email is required for listserv participation. Video may be loaned by UBC's Extension Library Service.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDST 428****UBC EDST 428**

3—UNIV

**The Social Foundations of Education**

This course is an application of the social sciences to the study of education.

**Prerequisites:** 60 credits, subject to availability

**Note:** Students may opt to take both EDST 426 and 428 to fulfill various degree and certificate requirements. Students with credit for EDST 430 may not take this course for further credit.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 220****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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 222****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 9.

**Maximum Completion:** 13 weeks

**EDUC 230****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

**Note:** This course may be applied toward the Certificate in Liberal Arts (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 325****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 9.

**Maximum Completion:** 13 weeks

**EDUC 326****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 a minor in educational psychology.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**EDUC 351**                      **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 9.

**Maximum Completion:** 13 weeks

**EDUC 364**                      **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. Internet access is required as all materials, student discussions, projects, and student-instructor communications are provided on the World Wide Web.

**Prerequisites:** None

**Note:** This course was formerly numbered UVIC ED-B 363.

**Equipment Note:** Access to the Internet, email, and HTML editor (for making Web pages) is required.

Netscape Composer (available with Netscape 4.0 and later) is recommended if student has not previously made Web pages. The ability to run Real Audio is preferred but not required. Netscape 3.0 or higher or Internet Explorer 4.0 or higher is required to access online activities. Students may test their equipment's ability to handle the WebBoard at a test site at <http://online.uvcs.uvic.ca/~eductest>

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 412**                      **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)

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 414**                      **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 her/his social world—as opposed to teacher delivery of a prescribed mass of content. The course addresses developing a coherent learner-focused social studies program, examines strategies for successful teaching, and discusses how to implement a successful social studies program.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 422**                      **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 9.

**Maximum Completion:** 13 weeks

**EDUC 425****SFU EDUC 425**

4—UNIV

**School Counselling for the Classroom Teacher**

This course is intended for senior students or practising teachers who wish to explore the area of school counselling and develop some counselling skills that can be used within a classroom setting. A combination of study notes and course readings is used as a means for exploring such areas as the role of the school counsellor, school counselling systems, vocational decision making, standardized testing, communication skills, and “affective” development.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent); EDUC 220, or PSYC 106 and 107 (SFU PSYC 100 and 102), or PSYC 101 and 102

**Note:** Students with credit for CNPS 426 (formerly EDUC 426) may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 433****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:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 440****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. The course is delivered through a combination of print resources and online discussion using a computer.

**Prerequisites:** Professional year

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 442****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.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 443****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:** Access to the Internet and email is required.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**EDUC 444****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 9.

**Maximum Completion:** 13 weeks

**EDUC 445****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 fulfilment, liability outside school hours, and the AIDS controversy.  
**Prerequisites:** 60 credits  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 446** **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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 447** **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. A computer-based listserv (email) is used to communicate with the instructor and to discuss course themes with other students.

**Prerequisites:** Professional year

**Equipment Note:** Access to email is required.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 448** **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. A computer-based listserv (email) is used to communicate with the instructor and discuss course themes with other students.

**Prerequisites:** Professional year.

UVIC ED-D 466A is recommended.

**Equipment Note:** Access to email is required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 449** **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

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**EDUC 464** **SFU EDUC 464**

4—UNIV

**Early Childhood Education**

This course examines current trends, issues, and research relating to the education of young children.

**Prerequisites:** SFU EDUC 401 and 402 or PSYC 250

**Note:** This course may be applied toward the minor in educational psychology or the minor in early childhood education (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 465** **SFU EDUC 465**



4—UNIV

**Children's Literature**

This course examines historical, sociological, and 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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 467** **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 analyses, 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:** Access to the Internet is required.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 469** **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 9.  
**Maximum Completion:** 13 weeks

**EDUC 472** **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)  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 474** **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)  
**Note:** This course may be applied toward the minor in early childhood education or the minor in environmental education (offered through SFU).  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 475** **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)  
**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 9.  
**Maximum Completion:** 13 weeks

**EDUC 484** **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 9.  
**Maximum Completion:** 13 weeks

**EDUC 490** **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  
**Start Date:** September. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 492** **UBC EDUC 492**

6—UNIV

**Critical Analysis of Teaching**

This course is a combined clinical and research-based examination of teaching that seeks to help teachers determine what kinds of teaching activities are appropriate to the context in which they are involved. Teaching practice in a public elementary or secondary school is an integral part of this course.

**Prerequisites:** 60 credits  
**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 26 weeks

**EDUC 495****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. Course content includes:

- Teacher as Writer—writing skills, audience, purpose, writing process, self-evaluation.
- Teaching Writing—research, skill acquisition, self-disclosure, risk and creativity, thought and discipline, evaluation.
- Teacher as Researcher—reflective observation, analysis of data, program evaluation, peer support systems.
- Teacher as Developer of Curriculum—student writing, drama, literature, use of texts.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ELTR 005 (M)**

PREP

**Daily English**

This course is for ESL students with low to intermediate English. The course uses videos and/or TV to demonstrate English usage in a contemporary context within a range of typical situations of Canadian culture. It includes a large text of grammar exercises and assignments. To make sure this course is suited to their needs, students should contact Student Services.

**Prerequisites:** None. Placement by a tutor is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**ENGL 010 (M)**

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 through Student Services to make sure they start with the course best suited to their needs. (Request a free English Language and Writing Assessment from Student Services.)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 012 (M) (A)**

PREP

**Intermediate English**

This course develops communication skills in reading, writing, speaking, and listening. The emphasis is on writing. (Grade 10 equivalency)

**Prerequisites:** Basic reading and paragraph-writing skills in English. Students should have their English skills assessed through Student Services to make sure they start with the course best suited to their needs. (Request a free English Language and Writing Assessment from Student Services.)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 013 (M)**

PREP

**Studying English**

An alternative to ENGL 012, 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 and placement by a tutor

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 028 (M) (A)**

(OPTION)

PREP

**Advanced English Skills**

**This course is also available online. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 012, Grade 10 English, or equivalent skills

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.



**ENGL 030 (M) (A)**

(OPTION)

PREP

**Introduction to Literature**

**This course is also available online. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. (Grade 12 English equivalency)

**Prerequisites:** ENGL 024 or 028 or English 11 with a C grade or better, or equivalent skills as established by assessment (refer to page 4)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 034 (M)**

(OPTION)

PREP

**Survey of British Literature**

**This course is also available online. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 024 or 028 or English 11 with a C grade or better, or equivalent skills as established by assessment (refer to page 4)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 100 (M) (A)**

(OPTION)

3—UNIV

**Literature and Composition I**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 101 (M) (A)**

(OPTION)

3—UNIV

**Literature and Composition II**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 102 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 103 (M)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 104** **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 OLA. Students with credit for ENGL 100 or 102 or equivalent may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 105** **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 OLA. Students with credit for ENGL 101 or 103 or equivalents may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 106 (A)**  
 (OPTION) 3—COL

**Written Communication**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This fundamental writing course emphasizes the development of practical language skills for people in business, industry, and public service. The course begins with a review of basic grammar and continues with techniques that make written messages clear and appealing. Topics include choice of words, clear and direct sentences, positive tone in memos and letters, and organization of reports. (CIM)

**Prerequisites:** BC English 11 or equivalent

**Note:** Students with credit for ENGL 100, 101, or 199, or equivalent may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**ENGL 107 (A)**  
 (OPTION) 3—COL/UNIV

**Business Communication**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**


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, MOA, QAA)

**Prerequisites:** Completion of ENGL 100, 106, 199, or equivalent skills and knowledge as demonstrated by an assessment (refer to page 4)

**Note:** Only one of ENGL 107 and 301 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 112** **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 of course materials.

**Prerequisites:** None

**Note:** Students should consult an OLA 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 9.

**Maximum Completion:** 13 weeks

**ENGL 199** **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 9.

**Maximum Completion:** 13 weeks

**ENGL 204** **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 9.

**Maximum Completion:** 13 weeks

**ENGL 210** **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:** Two 100-level English courses

**Special Arrangements:** Students are required to participate in group work through email and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an email account and any technical support in this regard.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 220 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 221 (M)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 301** **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:** Only one of ENGL 301 and ENGL 107 may be taken for credit.

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 9.

**Maximum Completion:** 7 months

**ENGL 303** **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.

**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 9.

**Maximum Completion:** 11 months

**ENGL 304** **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

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 305** **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 9.

**Maximum Completion:** 13 weeks

**ENGL 320** **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:** Access to an audiocassette player is recommended.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 321** **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 9.

**Maximum Completion:** 7 months

**ENGL 325** **SFU ENGL 325**

4—UNIV

**Romantic Poetry**

This course is a study of selected works by British Romantic poets.

**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 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 9.

**Maximum Completion:** 13 weeks

**ENGL 329** **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.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 333** **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 9.

**Maximum Completion:** 13 weeks



**ENGL 348**      **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 9.

**Maximum Completion:** 11 months

**ENGL 354**      **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 9.

**Maximum Completion:** 11 months

**ENGL 359**      **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 9.

**Maximum Completion:** 11 months

**ENGL 364**      **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 9.

**Maximum Completion:** 7 months

**ENGL 368**      **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 9.

**Maximum Completion:** 13 weeks

**ENGL 384**      **UBC ENGL 357A**

3—UNIV

**Restoration and Eighteenth-Century Studies: The English Novel in the Eighteenth Century**

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 9.

**Maximum Completion:** 7 months

**ENGL 402**      **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 9.

**Maximum Completion:** 11 months



**ENGL 424 (M)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 425 (M) (A)**

(OPTION)

3—UNIV

**Shakespeare I: Power and Justice**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

The eight plays chosen for this course illustrate Shakespeare's remarkable range and variety. They show the development of his art from the relatively early *Midsummer Night's Dream* to *The Tempest*, a play written at the very end of his career. They also allow students to experience the moods Shakespeare creates in different kinds of plays—students read two histories, two comedies, three tragedies, and a romance. Despite the broad range covered by these plays, students discover how they are linked by common concerns. All, for example, examine the use of power and the responsibility of those who judge others.

**Prerequisites:** ENGL 100, 101, 220, and 221, or equivalents

**Note:** Students with credit for ENGL 365 or UBC ENGL 427 may not take this course for further credit. Students with credit for SFU ENGL 312 may not take this course for further credit without permission from BCOU's program area.

**Texts Note:** The choice of Shakespeare texts for the Web version of this course may vary from the print version.

**Equipment Note:** As many of the plays are on video, a video playback machine (VCR) is helpful but not mandatory.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 432 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

**ENGL 435 (M)**

3—UNIV

**Modern Canadian Theatre**

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

**Prerequisites:** ENGL 100 and 101, or equivalents

**Note:** Required coursework includes the viewing of twelve one-hour television programs.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**ENGL 442 (M)**

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's 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 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**ENGL 462**      **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 9.

**Maximum Completion:** 7 months

**ENGL 470**      **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 9.

**Maximum Completion:** 7 months

**ENVS 313**      **UVIC ER 313 S50**

3—UNIV

**Biodiversity and Conservation Biology**

This course is designed to give students an understanding of biological organisms and ecosystems with particular reference to mechanisms of change and human

impacts on the environment. Topics include the history and subject matter of conservation biology and discussion of the scientific approach to understanding the world; what biodiversity is, where it is found, and how it arises; consideration of diverse perspectives on the complex subject of assigning value to biodiversity and ecosystems; some basic principles of ecology and how these principles are used to design conservation projects and to understand population biology processes and patterns; current threats to biodiversity such as habitat destruction, introduction of exotic species, spread of disease, and over-exploitation; and possibilities for human intervention, such as creating and maintaining protected areas and strategies for ecological restoration.

**Prerequisites:** Open to students in the Restoration of Natural Systems Diploma program. Other students may take the course if space is available.

**Equipment Note:** Access to the Internet and email is required.

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 4 months

**ENVS 325**      **UVIC ER 325 S50**

3—UNIV

**Ecosystems of British Columbia, Canada, and the World**

**Students are required to be on campus at UVic, February 18–22.**

This course surveys the major ecozones of Canada and the world, their characteristics, and their current status. Topics include classification systems in Canada and British Columbia; major types of ecosystems from marine to aquatic forest, grassland, and desert systems, including the significant threats to each and core causes of change (major engineering projects, military impacts, species introductions, resource overuse, personal demand, poverty, decertification); biodiversity, fragmentation, ecological resilience, and succession.

**Prerequisites:** Open to students in the Restoration of Natural Systems Diploma program. Other students may take the course if space is available.

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 4 months

**ENVS 328**      **UVIC ER 328 S50**

3—UNIV

**Forest Restoration and Sustainable Forestry**

**Students are required to be on campus at UVic, October 12–16.**

This course introduces basic concepts of forest ecology and succession following natural and human disturbance. Topics include “old growth” definition and characteristics; forest practices from a restoration viewpoint (the ecoforestry model); planning and restoration strategies for hydros riparian zones; analysis of silviculture prescriptions; and terrain issues (slope stability, road building) from an ecological perspective.

**Prerequisites:** Open to students in the Restoration of Natural Systems Diploma program. Other students may take the course if space is available.

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 4 months

**ENVS 331**      **UVIC ER 331 S50**

3—UNIV

**Urban Restoration and Sustainable Agricultural Systems**

**Students are required to be on campus at UVic, November 12–16.**

This course covers these two related topics starting with urban restoration, then moving to urban agriculture and sustainable agricultural systems. Urban restoration topics include green space and greenways, maintenance and restoration of native species, protection and restoration of urban streams and wetlands, and parks for nature vs. recreation. Urban agriculture topics include permaculture, composting, and organic gardening. Sustainable agriculture topics include nutrient cycling and waste management, soil conservation, integrated pest management, and holistic management; local and international issues in agricultural sustainability are discussed.

**Prerequisites:** Open to students in the Restoration of Natural Systems Diploma program. Other students may take the course if space is available.  
**Start Date:** September. Refer to page 9.  
**Maximum Completion:** 4 months

### ENVS 340 (M)



3—UNIV

#### Managing Aquatic Ecosystems: Canada's Marine Protected Areas

This course provides a basic knowledge of coastal, marine, and large freshwater ecosystems and knowledge of how to apply this to multi-jurisdictional protected area management planning. Students learn about the physical and chemical dynamics of aquatic ecosystems and the relation of these dynamics to their biological and ecological dynamics. Students then study the institutional mechanisms evolving both in Canada and internationally for the protection and management of marine areas. After learning about how to assess and monitor the ecological health of these ecosystems, students are expected to prepare an aquatic ecosystem management plan.

**Prerequisites:** BISC 350 and CHEM 111, or equivalents

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### EOSC 310                      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, November, January, March, May, July. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 7 months

### EOSC 311                      UBC EOSC 311



3—UNIV

#### The Earth and Its Resources

This course is an introduction to the Earth with emphasis on industrial and aesthetic resources—rocks, minerals, gold, diamonds, sediments, fossil, oil and gas, canyons and volcanoes—and the processes that create them. The course is taught in a case-study format and focuses on Vancouver and its environs to show how geology affects many aspects of our lives, especially its importance in land use planning and resource development.

**Prerequisites:** 30 credits. No background in science or mathematics is required. This course is not available for credit in the faculties of science or applied science.

**Equipment Note:** Access to the Internet is required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### EOSC 314                      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 satisfy the science requirement for students in the faculties of arts and commerce at UBC. This course is only open 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 9.  
**Maximum Completion:** 7 months

### EOSC 315                      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 satisfy the science requirement for students in the faculties of arts and commerce at UBC.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

### EOSC 329                      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 9.

**Maximum Completion:** 13 weeks

**EPSE 317****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:** Access to email and the Internet is required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 348****UBC EPSE 348**

3—UNIV

**Working with Parents of Children with Disabilities**

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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 403****UBC EPSE 403**

3—UNIV

**Developmental Disabilities**

This course considers the education of students with developmental disabilities in inclusive settings.

**Prerequisites:** 60 credits, EPSE 312 or EPSE 317, and approval from UBC

**Start Date:** September, January.

Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 406****UBC EPSE 406**

3—UNIV

**Education of Atypical 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; UBC EPSE 312 or 317

**Corequisite:** UBC EPSE 312 or 317

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ESL 002 (M) (A)**

PREP

**English as a Second Language II**

This course builds on ESL 001 and helps students to ask questions, ask for and give directions, use the phone, ask for and understand instructions at work, use the basic verb tenses, and write a short note.

**Prerequisites:** None. Students should contact Student Services to make sure they start with the course best suited to their needs.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 36 weeks

**ESL 003 (M) (A)**

PREP

**English as a Second Language III**

This course builds on ESL 002 and helps students to communicate in practical situations, such as when making appointments and invitations, buying and selling, dealing with traffic and other accidents, travelling, and finding a job.

**Prerequisites:** None. Students should contact Student Services to make sure they start with the course best suited to their needs.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**ESL 004 (M) (A)**

PREP

**English as a Second Language IV**

This course builds on ESL 003 and teaches students more difficult English such as expressing opinions, asking for information, banking, agreeing and disagreeing, dealing with landlords, looking for work, writing a journal, recognizing formal and informal language, reporting what was said, and carrying on a conversation.

On completing this course, students may be able to take a variety of academic courses.

**Prerequisites:** None. Students should contact Student Services to make sure they start with the course best suited to their needs.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**FINA 104 (M) (A)**

(OPTION)

3—UNIV

**A Survey of Western Art I**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

### FINA 105 (M) (A)



(OPTION)

3—UNIV

#### A Survey of Western Art II

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### FINA 110 (M)



3—UNIV

#### Colour: An Introduction

This studio course in art, with nine half-hour 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:** The assignments require studio work with pigments, one written paper, and submission of a notebook.

The course package includes the materials required for assignments.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### FINA 120 (M)



3—UNIV

#### Mark and Image

This studio course in art, with ten one-hour 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 contains illustrated information on each program's content and provides instructions for the assignments.

All the basic materials needed to complete the course work (pens, paper, charcoal, etc.) are included.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

### FINA 130 (M)



3—UNIV

#### Material and Form

This studio course in art 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

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

### FNHE 200

### UBC FNH 200



3—UNIV

#### Exploring Our Food

This course considers the transformation of animal and plant materials into food products; chemical and physical properties of our food; issues of safety, nutritive value, and consumer acceptability of food, government regulations in relation to food quality, safety, and food additives. This course is delivered online.

**Prerequisites:** None

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### FNHE 250

### UBC FNH 250



3—UNIV

#### Nutrition: Controversies and Concepts

This course explores fundamental concepts and principles of nutrition applied to current issues. The focus is on human nutrition, but some cross-species comparisons are made. The course uses a problem-based learning format where students work in groups of five to seven 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 textbook, online course materials, online discussions, Web-based resources, and software for nutrition analysis.

**Prerequisites:** None

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**FNHE 454****UBC FNHE 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 9.

**Maximum Completion:** 13 weeks

**FNST 030 (M)**

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 024 or 028 or English 11 or equivalent skills

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**FNST 040 (M)**

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 024 or 028 or English 11 or equivalent skills

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**FNST 101****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, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**FNST 201****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:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**FREN 020 (M) FREN 021 (M)**

PREP

**French I and French II**

These two French courses emphasize the oral approach to language.

Students learn to understand, speak, read, and write simple French.

**Prerequisites:** None. Students planning to enter a university directly should check with advisors in the university they wish to attend.

**Note:** French programs are also available through OLA's educational broadcasts. For broadcast times, contact Student Services.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**FREN 100 (M)**

(OPTION) 3—UNIV

**Introduction to French I**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

**Note:** Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**FREN 101 (M)**

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 who have taken either the French immersion program or Programme francophone 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 9.

**Maximum Completion:** 30 weeks

**FREN 199** **SFU FREN 199**



3—UNIV

**Writing French I:  
Spelling and Grammar**

This course is an alternative to SFU FREN 201 for francophone students who need practice in elementary grammar, composition, and spelling.  
**Prerequisites:** Fluency in French. Students are accepted only after an interview (which may be by phone) with a faculty member in SFU's Department of French.

**Note:** Only one of SFU FREN 201 and 199 may be taken for credit.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**FREN 299** **SFU FREN 299**

3—UNIV

**Writing French II:  
Intermediate Composition**

This intermediate composition course is designed to help students with the techniques of writing essays in French, at both the grammar and composition levels.

**Prerequisites:** FREN 199 with a minimum C+ grade or SFU FREN 202  
**Note:** Students with credit for or currently registered in FREN 301 may not take this course for further credit.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**FREN 301** **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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**FREN 400** **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, January, May. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 11 months

**FRST 111** **UBC FRST 111**

6—UNIV

**Dendrology**

**Students are required to attend an intensive five-day lab in June.**

This course covers development, anatomy, morphology, function, and autecology of trees.

**Prerequisites:** Biology 12, or BISC 120, 121, 125, and 126 (corequisite); or permission of the instructor

**Note:** Students who successfully complete this course, along with appropriate first-year college courses in science, mathematics, and English, may be eligible for admission to the second year of the UBC four-year degree program leading to the B.S.F. or B.Sc. in forestry.

**Special Arrangements:** A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**FRST 202** **UBC FRST 202**

3—UNIV

**Forest Ecology**

**Students are required to attend an intensive three-day lab in June.**

This course considers the ecosystem concept; energy, biomass, and nutrient cycling; the physical environment; population and community ecology; ecological succession. It is an introduction to the biogeoclimatic classification of BC and some coastal forest ecosystems. The material covered in the course constitutes the ecological foundation for silviculture and forest management.

**Corequisites:** FRST 111, UBC GEOG 204, and SOIL 200 or SOIL 300. GEOG 204 is strongly recommended.

**Special Arrangements:** Students are required to complete eight lessons to be eligible to attend the lab. A lab fee is payable with the lab application.

**Equipment Note:** 10X hand lens is required.

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**FRST 203** **UBC FRST 203**  
3—UNIV

**Silvics of Forest Trees of Western Canada**

**Students are required to attend an intensive two-day field lab in May or June.**

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:** FRST 202, or permission of the instructor

**Special Arrangements:** Herbarium is required. A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in November. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**FRST 231** **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 9.

**Maximum Completion:** 7 months

**FRST 237** **UBC FRST 237**  
3—UNIV

**Introduction to Forest Mensuration and Photogrammetry**

**Students are required to attend an intensive two-day lab (date TBA).**

This course covers measuring and estimating tree volumes, form, and taper; timber scaling and grading; computer applications; basic photogrammetry, mapping for photograph and photo-based inventory systems.

**Prerequisites:** UBC FRST 231 and 232, or equivalents, or permission of the instructor

**Equipment Note:** Required measurement instruments are available for a deposit fee.

**Special Arrangements:** A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 9 months

**FRST 238** **UBC FRST 238**  
3—UNIV

**Forest Mensuration**

**Students are required to attend an intensive two-day lab (date TBA).**

This course considers forest inventory methods; growth and yield prediction; applications of multiple linear regressions and sampling techniques; regeneration and residue surveys; and is an introduction to multiple resource inventories.

**Prerequisites:** UBC FRST 237 and MATH 101 (OLA MATH 121) or MATH 141, or equivalents

**Special Arrangements:** A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 9 months

**FRST 308** **UBC FRST 308**  
2—UNIV



**Forest Entomology**

**Students are required to attend an intensive two-day lab in May or June.**

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.

**Special Arrangements:** A lab fee is payable with the lab application. A summer field assignment is also included in this course.

**Start Date:** This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**FRST 309** **UBC FRST 309**  
2—UNIV

**Forest Pathology**

**Students are required to attend an intensive two-day lab (date TBA).**

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

**Special Arrangements:** A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in November. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**FRST 319****UBC FRST 319**

3—UNIV

**Principles of Forestry Economics**

This course is an introduction to the economics of production, distribution, and consumption of goods and services produced by, and dependent on, the forest resource. The emphasis of this audio-tutorial course is on forest land management. While much of the course is devoted to the economics of timber production, some time is also spent on the economics of the non-timber products of forest land.

**Prerequisites:** UBC ECON 100, or OLA 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.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**FRST 421****UBC FRST 421**

3—UNIV

**Integrated Resources Management I**

**Students are required to attend an on-campus lab session (date and lab fee TBA).**

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 9.

**Maximum Completion:** 9 months

**FRST 447****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 9.

**Maximum Completion:** 3 months

**FRST 448****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 9.

**Maximum Completion:** 5 months

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**Courses delivered by OLA are indicated by the blue course code.**

**GEOG 030 (M)**

PREP

**Physical and Human Geography**

This PREP provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

**Prerequisites:** Social Studies 11 or SOST 024 or 028 or equivalent is recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**GEOG 110 (M) (A)**

3—UNIV

**Introduction to Physical Geography I**

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**GEOG 200 (M) (A)**

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 9.**Maximum Completion:** 30 weeks**GEOG 230 (M) (A)**

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**Start Date:** Continuous registration. Refer to page 9.**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**GEOG 231 (M)**

3—UNIV

**Introduction to Human Geography II: Economic and Urban Geography**

It might seem that human activity and urban settlements are located at random and are organized haphazardly, but there are, in fact, factors that influence and help explain why human beings congregate where and how they do. In this course, students are introduced to some of the basic concepts and theories used by geographers to describe and analyze the patterns and systems that emerge from the distribution and internal structures of economic activities and urban settlements. Students also consider the geographic analysis of economic development and the roles played by firms, governments, and multinational corporations in the evolution of various economic activity patterns. This course is a continuation of GEOG 230.

**Prerequisites:** None; however, GEOG 230 is recommended.**Texts Note:** Students can order required texts from Student Services.**Start Date:** Continuous registration. Refer to page 9.**Maximum Completion:** 30 weeks**GEOG 270 (M)** (OPTION)

3—UNIV

**Geography of British Columbia**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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**Start Date:** Continuous registration. Refer to page 9.**Maximum Completion:** 30 weeks**GEOG 400****UBC URST 400**

3—UNIV

**Seminar in Urban Studies**

This seminar enables senior students to explore some common topics of importance to urban studies from the viewpoints of several disciplines.

**Prerequisites:** 60 credits or permission of the instructor**Start Date:** September. Registration deadline applies. Refer to page 9.**Maximum Completion:** 7 months**GEOG 469****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:** At least 60 credits, including 8 hours of upper-division geography courses**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks**GEOG 489****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 9.  
**Maximum Completion:** 13 weeks

## GEOL 120 (M)



4—UNIV

### Introduction to Earth Science

Geology is the study of the nature of the Earth and its development through time. This course considers the origin and development of the Earth's landscape by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. The origin and composition of the Earth, volcanoes, and earthquakes are discussed in the course.

**Prerequisites:** None

**Note:** The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

## GERM 104

## 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. Students who have completed German 103 or higher may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

## GERM 433

## UBC GERM 433



3—UNIV

### German for Reading Knowledge I

This multimedia course provides an introduction to reading skills in German and leads to a second-year reading knowledge of German in one term. The course deals with topics of general interest and provides a step-by-step introduction on reading strategies, reading grammar, and basic vocabulary. The course material allows students to determine their own pace of learning according to individual learning and reading styles; to gain more flexibility with respect to the time of learning; to progress faster and to attain a considerably higher level of proficiency compared to traditional formats of reading courses. This course is usually complemented by GERM 434.

**Prerequisites:** None

**Note:** This course is not available for credit toward a major or honours program in German at UBC and does not satisfy the language requirement for the UBC Faculty of Arts.

**Equipment Note:** IBM PC or clone capable of running Windows and CD-ROM is required.

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

## GERM 434

## UBC GERM 434



3—UNIV

### German for Reading Knowledge II

This multimedia course focuses on the teaching of reading skills in German for special purposes and on specific topics in the humanities, chemistry, economics/business, and music (students may concentrate on one of these areas), and enhances and advances skills in technical writing. The course material allows students to determine their own pace of learning according to individual learning and reading styles; to gain more flexibility with respect to the time of learning; to acquire highly specialized language skills in their individual areas of interest, discipline, or research field; to progress faster and to attain a considerably higher level of proficiency compared to traditional formats of reading courses.

**Prerequisites:** GERM 433 or UBC GERM 232 or 233

**Note:** This course is not available for credit toward a major or honours program in German at UBC and does not satisfy the language requirement for the UBC Faculty of Arts.

**Equipment Note:** IBM PC or clone capable of running Windows and CD-ROM is required.

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

## GERO 300

## 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:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GERO 301** **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.

**Special Arrangements:** This course may include optional teleconferencing.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GERO 404** **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 9.

**Maximum Completion:** 13 weeks

**GERO 407** **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 which 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 9.

**Maximum Completion:** 13 weeks

**GERO 408** **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.

**Special Arrangements:** This course may include optional teleconferencing.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GEST 486** **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:** Information on the course and permission to participate are to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; phone (250) 721-8462; email: joydavis@uvcs.uvic.ca

**Special Arrangements:** As a number of the assignments in this course are practically based, the student should work in or have access to a local museum, gallery, historic site, or related institution.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**GEST 487** **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:** Information on the course and permission to participate are to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; phone (250) 721-8462; email: joydavis@uvcs.uvic.ca

**Special Arrangements:** As a number of the assignments in this course are practically based, the student should work in or have access to a local historic site, project, or area.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**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 (at least 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (refer to pages 72–75) 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.

**Special Arrangements:** HEAL courses involve student discussions and participation through audio-conferences and/or via the World Wide Web. Audio-conferences are an integral component of most of the courses, and participation in audio-conference sessions is mandatory. Audio-conferences may not be scheduled at times convenient for students residing outside BC.

**Start Date:** HEAL courses are offered on a rotating basis and usually once per year. For dates HEAL courses are available, consult with an OLA program advisor.

**Maximum Completion:** Students have a maximum of 30 weeks to complete these courses. Audio-conferences, readings, and assignments are structured on a fourteen- to sixteen-week schedule. Extensions to course completion dates are not granted.

#### HEAL 310 (PD)



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 (PD)



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.

#### HEAL 401 (PD)



3—UNIV

##### Health Policy

This 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.

#### HEAL 402 (PD)



3—UNIV

##### Issues in Health Care

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This 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.

#### HEAL 403 (PD)



3—UNIV

##### Cultural Diversity in Health Care

This 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.

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 Courses delivered by OLA are indicated by the blue course code.

**HIST 030 (M) (A)**

PREP

**Twentieth-Century History**

This course presents a survey of twentieth-century world history. It helps students to understand political, economic, and social events in the world from 1900 to 1990. (Grade 12 equivalency)

**Prerequisites:** SOST 024 or 028 or equivalent is recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HIST 120 (M) (A)**

(OPTION)

3—UNIV

**Canadian History to 1867**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**HIST 121 (M) (A)**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HIST 150****UBC HIST 150**

6—UNIV

**World History Since 1500**

This course relies on a recently developed scholarship which accepts such a perspective as viable and which is evidenced by the establishment of new journals and a proliferation of texts devoted to global history. The 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. 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 9.

**Maximum Completion:** 11 months

**HIST 225 (M)**

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 9.

**Maximum Completion:** 30 weeks

**HIST 241 (M) (A)**

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 9.  
**Maximum Completion:** 30 weeks

**HIST 303** **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 9.

**Maximum Completion:** 11 months

**HIST 329** **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

**Equipment Note:** Access to the Internet is required.

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**HIST 334** **SFU HIST 338**  
4—UNIV

### World War II

This course is designed as an introduction to 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:** 9 hours of lower-level history credit. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-division history course. SFU HIST 225 is recommended.

**Note:** This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

**Equipment Note:** Access to the Knowledge Network channel is strongly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**HIST 335** **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 9.

**Maximum Completion:** 11 months

**HIST 336** **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:** 9 lower-level history credits. Normally, students should have completed 45 credits (or equivalent) prior to registering in any upper-division history course.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**HIST 339** **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, January, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months



**HIST 351****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 9.

**Maximum Completion:** 7 months

**HIST 406 (M) (A)**

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:** None. 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 9.

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**HIST 410 (M)**

9—UNIV

**Conflict and Stability in the Development of Modern Europe, 1870–1970**

Much of today's global politics, diplomacy, and economics can only be explained with reference to the history of modern Europe during years of rapid change that produced not only catastrophic clashes but also unexpected harmonies. In this course, the century 1870–1970 is studied as three historical periods, the first ending in 1918 and the second in 1939. Within each, the phenomena of stability and conflict are explored through four main topic areas: ideas; international competition and European balance; social conflict and social integration; and technology, communications, and weaponry.

**Prerequisites:** None. Upper-level standing is strongly recommended.

**Note:** Students with credit for HUMN 410 or 416 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 62 weeks

**HIST 432****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 9.

**Maximum Completion:** 11 months

**HIST 480****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

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**HOME 140 (A)**

1.5—COL

**Work Role**

This is an opportunity for experienced home support workers to demonstrate their knowledge about the context for home support and the role and responsibilities of the home support attendant, including skills of home management and food preparation.

**Prerequisites:** Admission to the Home Support Attendant program. Refer to page 67.

**Note:** This course was formerly numbered HOME 111.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 143 (A) (PD)**

0.5—COL

**Nutrition for Home Support**

This course enables students to explain 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:** This course is Module 3 of HOME 140.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 144 (A) (PD)**

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 program. Refer to page 67.

**Note:** This course was formerly Modules 1 and 2 of HOME 140. Students with credit for HOME 140 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 150 (A) (PD)**

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 program, HOME 140 (or 143, 144). Refer to page 67.

**Note:** This course was formerly numbered HOME 114.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 160 (A) (PD)**

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 which contribute to effective, caring interpersonal relationships.

**Prerequisites:** Admission to the Home Support Attendant program, HOME 140 (or 143, 144), 150. Refer to page 67.

**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 9.

**Maximum Completion:** 30 weeks

**HOME 170 (A) (PD)**

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 program, HOME 140 (or 143, 144), 150, 160. Refer to page 67.

**Note:** This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 179**

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.

**Prerequisites:** Admission to the Home Support program, HOME 140 (or 143, 144), 150, 160, 170. Refer to page 67.

**Note:** This course was formerly numbered HOME 120.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 181 (A) (PD)**

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 program, HOME 140 (or 143, 144), 150, 160, 170. Refer to page 67.

**Note:** This course was formerly numbered HOME 115.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**HOME 187**

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 to five days' duration are required.

**Prerequisites:** Students are required to pass all previous courses and the HOME 181 examination or have approval from their tutor and the program supervisor.

**Note:** This course was formerly part of HOME 180.

**Special Arrangements:** Travel and accommodation expenses to attend labs are the responsibility of the student. This course may be offered at limited times and locations, and enrolment may be limited. Students are required to bring personal items to labs. Details are provided by the program area.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 30 weeks

**HOME 190 (A) (PD)**

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:** None

**Note:** This course was formerly numbered HOME 116.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**HOME 199**

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 program through selected, supervised clinical experiences in long-term care and in a home support agency, 75 hours and 40 hours respectively.

**Prerequisites:** Admission to the Home Support Attendant program, HOME 140 (or 143, 144), 150, 160, 170, 179, 181, 187, 190. Refer to page 67.

**Note:** This course was formerly numbered HOME 130.

**Special Arrangements:** 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**HSDA 463****UVIC HSD 460**

3—UNIV

**Approaches to Substance Use: Prevention and Treatment**

This course integrates learning with current approaches to working with people affected by substance use. Various approaches, including abstinence, prevention, harm reduction, and treatment are explored. Differing models of change as well as First Nations approaches to healing and feminist approaches to treatment services are explored. Students also explore the particular needs of youth, including lesbian, gay, and transgendered youth, and parenting and pregnant women.

**Prerequisites:** UVIC HSD 460 or equivalent

**Start Date:** May. Refer to page 9.

**Maximum Completion:** 13 weeks

**HUMN 200 (M)**

6—UNIV

**Knowledge and Power**

This is a multidisciplinary introductory course that explores the relationship between science and society. It helps students to understand the role of scientists and scientific knowledge in our society from a variety of viewpoints. Course materials include a case study of the pesticide controversy; a comparative study of the role of the "man of knowledge" in Micronesian society; a survey of the role of science in China, including both a historical analysis of Chinese science and an analysis of the contemporary doctrine of "red and expert"; a survey of major philosophical definitions of science; and an analysis of the nature of scientific work, particularly as it is revealed in Watson's *The Double Helix*.

**Prerequisites:** None. Previous university-level studies in history, science, or social science are helpful.

**Note:** Students with credit for OLA HIST 200 may not take this course for further credit.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 47 weeks

**HUMN 230****SFU HUMN 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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**HUMN 300 (M) (A)**

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 9.

**Maximum Completion:** 47 weeks

**JAPN 100****SFU JAPN 100**

3—UNIV

**Introduction to Japanese I**

This 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.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**JAPN 101****SFU JAPN 101**

3—UNIV

**Introduction to Japanese II**

This course continues the work of JAPN 100.

**Prerequisites:** JAPN 100 or permission of program advisor. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 105****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 with the structure of the muscle.

**Prerequisites:** Grade 11 biology, chemistry, physics are recommended.

**Note:** Kinesiology majors, honours students, and students with credit for KINE 100 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 110****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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 111****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:** None

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 140** **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 9

**Maximum Completion:** 13 weeks

**KINE 142** **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 9.

**Maximum Completion:** 13 weeks

**KINE 143** **SFU KIN 143**  
3—UNIV

**Exercise Management**

This course introduces the student 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 9.

**Maximum Completion:** 13 weeks

**KINE 310** **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 (formerly KIN 100), 201, and 207 are recommended. Students with credit for KIN 410 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 312** **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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 320** **SFU KIN 320**  
3—UNIV

**Cultural Aspects of Human Movement**

This course examines the cultural aspects of human motor behaviour; the effects of social institutions on the expressed values of selected cultures toward human motor behaviour; and the pertinent aspects of our present culture that may reflect implications for the future of games, sports, dances, and other forms of physical expression.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered KINE 420. Students with credit for KINE 420 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 325** **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 KIN 105 with B 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 9.

**Maximum Completion:** 13 weeks



**KINE 367** **SFU KIN 367**  
3—UNIV

### Psychology of Motor Skill Acquisition


This course examines the phases of skill acquisition, the transfer of training, training principles, the retention of motor skills, and the influence of motivation, personality, and social factors on the acquisition of skill.

**Prerequisites:** SFU KIN 207

**Note:** This course was formerly numbered KINE 467. Students with credit for KINE 467 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 444** **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:** KINE 110, SFU KIN 305, 306, and 310. SFU KIN 343 is recommended.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 461** **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 at least 90 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LARC 421** **UBC LARC 421**  
3—UNIV


### Introduction to Creativity, Design, and Landscape Architecture

This course is an exploration of creativity and design using the discipline of landscape architecture as the medium for experimentation. It taps into and applies the student's creativity and design thinking.

**Prerequisites:** None

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 461** **UBC LIBE 461**  
 3—UNIV

### Administration of the School Library Resource Centre

This WebCT 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:** Access to email is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 465** **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:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 467** **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:** Access to the Internet and an email account are required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LING 220** **SFU LING 220**  
3—UNIV

**Introduction to Linguistics**

This course is an introduction to linguistic analysis.

**Prerequisites:** None

**Note:** Students with credit for SFU LING 240 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LING 360** **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 9.

**Maximum Completion:** 13 weeks

**LLED 391** **UBC LLED 391**  
3—UNIV



**Theory and Practice in Reading Instruction**

This course covers theoretical foundations of reading instruction and methods which 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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 392** **UBC LLED 392**  
3—UNIV



**Trends and Issues in Reading Instruction**

This course examines new trends in reading instruction, curricula, and issues which relate to these theories.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 392.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 441** **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:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 452** **UBC LLED 452**  
3—UNIV



**Literacy in the Content Areas: Intermediate through Secondary**

This course is concerned with reading instruction and implications for teaching intermediate- and secondary-school subjects.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 472.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 462** **UBC LLED 462**  
3—UNIV



**School Library Resource Centre Programs**

This 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:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 469** **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:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 479** **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:** Access to email is required for listserv participation.

**Start Date:** September, January.  
**Registration deadline applies.** Refer to page 9.  
**Maximum Completion:** 13 weeks

**LSYS 210** **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:** Access to the Internet and Microsoft Powerpoint are required. Sound card and speakers are recommended.

**Registration Deadline:** August 1

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 12 weeks

**MACM 101** **SFU MACM 101**

3—UNIV

**Discrete Mathematics**

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 9.

**Maximum Completion:** 13 weeks

**MATH 010 (M) (A)**

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 Assessment.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 014 (M) (A)**



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 Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**MATH 024 (M) (A)**

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 equivalent

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Assessment.

**Equipment Note:** Scientific calculator is required. VHS VCR, TV are recommended.

**Special Arrangements:** The TV series *Math Shop* is an optional supplement to this course. For broadcast times, contact Student Services.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**MATH 026 (M) (A)**

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:** Grade 10 mathematics, or placement

**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). A calculator with the required features can be purchased from Student Services.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

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 Courses delivered by OLA are indicated by the blue course code

**MATH 034 (M) (A)**

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, Principles of Math 11, or equivalent

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**MATH 100 (M) (A)**

3—UNIV

**Pre-Calculus Mathematics**

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

**Prerequisites:** One of Principles of Math 11, or Applications of Math 12, or MATH 024, or equivalent skills as established by assessment, is strongly recommended.

**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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 101 (M) (A)**

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 MATH 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code

**MATH 102 (M) (A)** (OPTION)

3—COL/UNIV

**Introduction to Probability and Statistics**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

This is an introductory statistics course in the collection, description, analysis, and summary of data.

Concepts studied include probability modelling, parameter estimation, and hypothesis testing. Statistical software is used in the presentation and discussion of problems and data sets and in the simulation of experiments.

This course examines some of the most useful statistical procedures and also demonstrates logical strategies that apply to problems in the real world. (AI, CA, CGA, CMA)

**Prerequisites:** While 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. Students working toward a Diploma in Management Studies should complete MATH 107 before registering for this course.

**Note:** Only one of MATH 102, STAT 101, and PSYC 220 may be taken for credit in a BCOU program.

**Equipment Note:** Calculator, computer, and either Minitab (can be leased) or Excel plus DataDesk XL or Excel plus XLStat are required for both the print and Web versions of the course.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 103****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:** Principles of Math 11 or equivalent with at least a C grade, or permission of the department, or SFU's non-credit basic algebra course

**Note:** Only one of MATH 100 and 103 may be taken for credit. This course may not be taken for credit by students who already have credit for any mathematics course for which this course (or BC Math 12) is a prerequisite. This course may not be applied toward mathematics minor, major, or honours degree requirements.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**MATH 104 (M) (A)**

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. (CA)

**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 104 and 101, 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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 107 (A)**

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, CA)

**Prerequisites:** Basic arithmetic and algebra (Grade 11)

**Note:** Students in OLA business programs should take only one of MATH 107 or 150.

**Equipment Note:** Calculator with financial functions is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**MATH 120 (M) (A)**

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:** This course was formerly numbered MATH 110. Students with credit for OLA's former introductory calculus courses (MATH 110 and 111) may not repeat this course for further credit. Only one of MATH 120, 104, and 101 may be taken for credit.

**Equipment Note:** Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 121 (M) (A)**

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

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

**Equipment Note:** Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks



**MATH 150 (M) (A)**

(OPTION)

3—UNIV

**Finite Mathematics**

This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.

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 OLA business programs.

**Equipment Note:** Scientific calculator is required. A graphing calculator is not essential but is strongly recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 210 (M) (A)**

3—UNIV

**Calculus III—Multivariable Calculus**

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions. In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized co-ordinate systems, as well as Cartesian, are used

to calculate volumes and other physical quantities. In the last unit, Green’s Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

**Prerequisites:** Two semesters in differential and integral calculus, such as MATH 120 and MATH 121. Students should have done well in these courses in order to succeed in this difficult course.

**Equipment Note:** Good-quality programmable scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**MATH 230 (M) (A)**

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:** A calculator may be used during the course. Calculators are not allowed in the final examination.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**MUSC 103****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. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 6 months

**MUSC 310****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:** CD player, computer with access to the Internet, email, sound capability are required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**MUSC 326****UBC MUSC 326**

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.

**Prerequisites:** 60 credits

**Note:** This course may not be applied toward UBC's B.Mus. or B.A. in Music degrees.

**Equipment Note:** IBM PC or clone capable of running Windows (Windows 95 to be tested) and CD-ROM are required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

### **NURS 312** **UBC NURS 312**



3—UNIV

#### **Supportive Environments for the Health of Families**

This course considers fostering the health of families in times of health and illness.

**Prerequisites:** 60 credits

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **NURS 320** **UVIC NURS 320**



3—UNIV

#### **Professional Growth Bridge-In**

This course provides an overview of the philosophy of the collaborative nursing curriculum. Students have opportunities to examine concepts and theories related to teaching or learning, ethics, and gender issues from a caring perspective.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **NURS 330 (A)**



3—COL

#### **Health Review—ESL**

This course is designed for internationally educated nurses for whom English is a second language. As a first course in the Nurse Refresher Certificate program, it reviews anatomy and physiology, medical terminology, pharmacology, nursing theory, and the Canadian health care system, and assists to enhance English language capabilities in application to health topics.

**Prerequisites:** Admission to the Nurse Refresher Certificate program. Individuals who have not yet met the English requirements of the RNABC may register in this course. Refer to page 68.

**Special Arrangements:** Course includes teleconferencing with other students and a tutor-moderator.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### **NURS 340 (PD)**



3—COL

#### **Health Review**

This first course in the 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 Nurse Refresher Certificate program. Refer to page 68.

**Note:** This course may be taken to fulfill the RNABC requirements for 100 hours of continuing education.

**Special Arrangements:** This course includes teleconferencing with other students and a tutor-moderator.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### **NURS 341** **UVIC NURS 341**



3—UNIV

#### **Professional Growth: Nursing Inquiry**

This course addresses various modes of nursing inquiry, including scientific, philosophical, and historical. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### **NURS 342** **UVIC NURS 340**



3—UNIV

#### **Professional Growth: Knowledge Development in Nursing**

In this course students explore nursing practice as a source of knowledge. Praxis, or the development of knowledge through a cycle of acquiring experience, reflecting on experience, and enhancing practice is central to understanding what influences nursing. The four foundational concepts of the curriculum—personal meaning, ways of knowing, time/transitions, and context/culture—serve to focus critical reflections in practice.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 350**

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 Nurse Refresher Certificate program 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. Refer to page 68.

**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.

**Special Arrangements:** This course includes teleconferencing with other students and a tutor.

**Start Date:** Dependent on availability of appropriate clinical placement

**Maximum Completion:** 30 weeks

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 Courses delivered by OLA are indicated by the blue course code.

**NURS 352****UVIC NURS 352**

3—UNIV

**Self and Others III: Helping Relationships**

The focus of this course is for students to develop a conceptual and experiential understanding of relational caring practice. Opportunities are provided for students to become aware of the narratives, values, and intents influencing their relationships with clients and colleagues, and to enhance their capacity for relational caring practice.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks**NURS 360****UVIC NURS 360**

3—UNIV

**Professional Growth: Research**

The emphasis of this course is on enhancing nurses' ability to work as scholars. Students experience ways of transforming personal inquisitiveness into a process of posing, exploring, and answering researchable nursing questions. Students experience ways of critically examining a range of research techniques and methods.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks**NURS 409****UBC NURS 409A**

3—UNIV

**Women's Health Issues**

This online course exams historical and current trends and issues in the health and health care of women.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet and email is required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks**NURS 415****UBC NURS 415**

3—UNIV

**Issues in Professional Nursing**

This course is the study of the professional practice of nursing and the values on which to analyze current issues in Canadian society. Strategies for resolving issues in nursing are emphasized.

**Prerequisites:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor

**Note:** Due to curriculum changes, this course is now a combined version of NURS 305 and NURS 405.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks**NURS 419****UBC NURS 409G**

6—UNIV

**Palliative Care Nursing**

**Students are required to attend two one-day seminars at UBC.**

This course examines the theory and practice of palliative care, focusing on the complexities of caring for dying patients and their families in both community and institutional settings. Students are responsible for locating an agency for clinical experience.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet and email is required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 425** **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 qualitative and quantitative 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:** Basic computing and word processing skills

**Prerequisite/Corequisite:** A research course is recommended.

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Equipment Note:** Access to a computer with CD-ROM is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 426** **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:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor. Knowledge of basic probability and biostatistics is helpful but not a prerequisite.

**Equipment Note:** Access to a computer with CD-ROM is required.

**Start Date:** May, September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 3 months

**NURS 450** **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:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 453** **UBC NURS 453**

3—UNIV

**Leadership and Management in Health Care**

This course is a study of the theories, principles, and skills related to leadership and management within contemporary health care.

**Prerequisites:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 3 months

**NURS 481** **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:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 483** **UVIC NURS 483**

3—UNIV

**Advanced Nursing: Teaching and Learning**

This course provides students with opportunities to experience a variety of teaching-learning situations with patients, staff, peers, or others, and examines that experience using reflective analysis, discussion, and the literature. Students engage in an individually contracted practicum as part of the course. The course is presented with a humanistic philosophical framework which guides its process and teaching-learning strategies.

**Prerequisites:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 486** **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:** RN or RPN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 493** **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:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 495** **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:** RN

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHED 143** **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-social foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living. It 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

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHED 243** **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

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHED 252** **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

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**PHIL 100 (M) (A)**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 47 weeks

**PHIL 110****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, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PHIL 120****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 9.

**Maximum Completion:** 7 months

**PHIL 331****UVIC PHIL 331**

3—UNIV

**Issues in Biomedical Ethics**

This course is an investigation into the various ethical problems and concerns that arise in the professional medical context. Issues such as the nature of the physician-patient relationship, informed consent and the right to know, fetal experiments and human experiments in general, euthanasia, insanity treatment, right to treatment, etc., are discussed. The aim of this course is not to give definitive solutions but to inculcate an awareness and understanding of the nature of the problems involved.

**Prerequisites:** A professional qualification (e.g., RN, MD, etc.) in health care, a course in philosophy, or permission of the instructor

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHIL 347****UBC PHIL 349**

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 9.

**Maximum Completion:** 7 months

**PHIL 400****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 9.

**Maximum Completion:** 7 months

**PHIL 401****UBC PHIL 401**

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 9.

**Maximum Completion:** 7 months

**PHIL 433****UBC PHIL 433**

3—UNIV

**Biomedical Ethics**

Moral problems 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 9.

**Maximum Completion:** 7 months

**PHIL 434****UBC PHIL 434**

3—UNIV

**Business and Professional Ethics**

This course examines moral problems in contemporary business and professional practice, general moral theory, the law, and policy formation. Topics include corporate social and environmental responsibility, employee rights, preferential hiring and affirmative action programs, conflicts of interest, advertising, “whistle blowing,” and self-regulation.

**Prerequisites:** 60 credits

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**PHIL 435****UBC PHIL 435**

3—UNIV

**Environmental Ethics**

Moral problems 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

**Equipment Note:** Access to a computer with email and the World Wide Web is strongly recommended.

**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 9.

**Maximum Completion:** 7 months

**PHYS 024 (M)**

PREP

**Introductory Physics**

This advanced-level PREP 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)

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

**PHYS 034 (M)**

PREP

**Senior Physics**

This provincial-level course 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 at least a B grade average on several assignments or recent completion of MATH 024 (or equivalent) with at least a B grade, plus completion of PHYS 024 or Physics 11

**Note:** Course includes nine videos.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PHYS 110 (M) (A)**

3—UNIV

**General Physics I**

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level.

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100. Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

**Note:** The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.

**Equipment Note:** Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PHYS 111 (M) (A)**

3—UNIV

**General Physics II**

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

**Prerequisites:** PHYS 110 and a calculus course (such as MATH 101, 104, or 120)

**Note:** The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.

**Equipment Note:** Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PHYS 115**

1—UNIV

**Physics Laboratory I**

In this lab course students perform experiments illustrating the principles learned in PHYS 110.

- 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.

**Prerequisites:** Prior or concurrent registration in PHYS 110 or equivalent

**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**

1—UNIV

**Physics Laboratory II**

In this lab course students perform experiments illustrating the principles learned in PHYS 111.

- 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.

**Prerequisites:** Prior or concurrent registration in PHYS 111 and completion of PHYS 110 and 115 or equivalents

**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

**PLNT 409****UBC PLNT 409**

3—UNIV

**Turf Management**

This course includes selection, cultivation, and management of specialized grasses and other ground covers for use in residential and commercial landscaping, recreational and sports turf, golf courses, roadsides, and selected applications.

**Prerequisites:** PLNT 259 or equivalent

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PNRP 101 (PD)**

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:** Admission to the Practical Nurse Refresher Certificate program. Refer to page 60.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PNRP 102 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

May be affected by availability of clinical placement. Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 103 (PD)**

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

**Start Date:** Continuous registration.

May be affected by availability of clinical placement. Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 104 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 105 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PNRP 106 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 107 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 114 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 116 (PD)**

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:** PNRP 101 if required for licensure

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 117 (PD)**

1.5—COL

**A Caring Approach to Infant and Child: Theory**

This theory-only course prepares the student to practise in pediatric settings. It has been developed for practical nurses who lack the pediatric component of their training.

**Prerequisites:** PNRP 101 if required for licensure

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 260 (PD)**

1—COL

**Basic Head-to-Toe Assessment Skills for Nurses**

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:** Admission to the Practical Nurse Refresher Certificate program. Refer to page 69.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PNRP 280 (PD)**

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:** Admission to the Practical Nurse Refresher Certificate program. Refer to page 69.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**POLI 151****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 9.

**Maximum Completion:** 13 weeks

**POLI 200 (M)**

(OPTION)

3—UNIV

**Canadian Government and Politics**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

Almost everyone has an opinion about politics, but surprisingly few people really know how government works or what it is supposed to accomplish. This course provides an introduction to the workings of government in Canada. It looks at

why some problems in Canadian politics never seem to go away and examines the reasons for the differences of opinion about the role government should play in relation to the economy and society.

**Prerequisites:** None

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**POLI 232****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:** 30 credits

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**POLI 241****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 instructor

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

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Courses delivered by OLA are indicated by the blue course code.



**PREP 001 (A)**

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:** All course materials are supplied.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PSYC 101 (M) (A)**

(OPTION)

3—UNIV

**Introductory Psychology I**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 106 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PSYC 102 (M) (A)**

(OPTION)

3—UNIV

**Introductory Psychology II**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 107 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 9.

**Maximum Completion:** 30 weeks

**PSYC 106****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 9.

**Maximum Completion:** 13 weeks

**PSYC 107****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 9.

**Maximum Completion:** 13 weeks

**PSYC 201****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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 210 (M)**

3—UNIV

**Introduction to Research in Experimental Psychology**

This course introduces the methods used by researchers in experimental psychology. The two principal aims of the course are to teach how to be a critical consumer of scientific information and how to design, perform, analyze, and report the student's own experiments. The course provides a foundation for more advanced courses in experimental psychology.

**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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PSYC 220 (M) (A)**

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 100 or 034. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

**Note:** Only one of MATH 102, PSYC 220, and SFU STAT 101 may be taken for credit in a BCOU program.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**PSYC 241****SFU PSYC 241**

3—UNIV

**Introduction to Abnormal Psychology**

This course introduces students to the area of abnormal psychology. Topics include the definition and classification of pathological behaviour, factors involved in the development of pathology, and evaluation of therapy outcome.

**Prerequisites:** PSYC 101 and 102, or PSYC 106 and 107

**Note:** Students with credit for PSYC 245, 300, or SFU PSYC 340 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 245 (M)**

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 9.

**Maximum Completion:** 30 weeks

**PSYC 250****SFU PSYC 250**

3—UNIV

**Child Psychology**

This course considers the psychological and physical aspects of human development from conception through middle childhood. Topics include social, emotional, language, cognitive, perceptual, and physical development.

**Prerequisites:** PSYC 101 and 102 or PSYC 106 and 107

**Note:** Students with credit for PSYC 255, 315, 344, UBC PSYC 301, SFU PSYC 350 or 351 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 255 (M)**

(OPTION)

3—UNIV

**Introduction to Childhood and Adolescence**

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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 315 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PSYC 280****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 9.

**Maximum Completion:** 13 weeks

**PSYC 300****UBC PSYC 300**

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 9.

**Maximum Completion:** 11 months

**PSYC 304****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 9.

**Maximum Completion:** 11 months

**PSYC 308****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 9.

**Maximum Completion:** 11 months

**PSYC 309****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 equivalent

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 315** **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 9.

**Maximum Completion:** 7 months

**PSYC 320** **UBC PSYC 320**

6—UNIV

**Psychology of Gender**

This course is an examination of physical, psychological, and cultural influences.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or equivalent; or 6 credits of 200-level psychology courses

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 344 (M) (A)**

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, family, and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development

of cognition and language, socialization (moral and sex-role development), and personality.

**Prerequisites:** PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate the understanding of research methodology.

**Note:** Students with credit for UBC PSYC 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 9.

**Maximum Completion:** 30 weeks

**PSYC 345 (M) (A)**

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 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 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 9.

**Maximum Completion:** 30 weeks

**PSYC 346 (M)**

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 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PSYC 357****SFU PSYC 357**

3—UNIV

**Adulthood and Aging**

This course considers human development from young adulthood to old age. Included are theories of adult development and aging, environmental and biological factors in aging, and the effects of aging on sensation, perception, learning, cognition, personality, psychopathology, and social relations.

**Prerequisites:** PSYC 201 or 210, and 250 or 255 (or SFU PSYC 350 or 351)

**Note:** Students with credit for PSYC 346 or 446 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 361 (M) (A)**

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 9.

**Maximum Completion:** 30 weeks

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Courses delivered by OLA are indicated by the blue course code.

**PSYC 362 (M) (A)**

3—UNIV

**Social Psychology II**

This course is a continuation of PSYC 361. Topics covered include prosocial behaviour, aggression, group dynamics, and applying social psychology to work and other settings.

**Prerequisites:** PSYC 361 or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended.

**Note:** Students with credit for PSYC 260, 308, or SFU PSYC 360 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 9.

**Maximum Completion:** 30 weeks

**PSYC 369****SFU PSYC 369**

3—UNIV

**Law and Psychology**

This course introduces students to the area of law and psychology. The role of psychology in the legal system is discussed. Topics include social psychology and law, developmental psychology and law, juvenile justice, experimental psychology and law, mental disability and law, and the influence of psychology in the legal system.

**Prerequisites:** PSYC 201 or 210

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SCIE 010 (M)**

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 9.

**Maximum Completion:** 30 weeks

**SOCI 101 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Sociology I**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks



**SOCI 102 (M) (A)** (OPTION) 3—UNIV**Introduction to Sociology II**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**SOCI 103 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 9.

**Maximum Completion:** 13 weeks

**SOCI 150 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, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 222 (M) (A)** (OPTION) 3—UNIV**The Sociology of Crime**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

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**Courses delivered by OLA are indicated by the blue course code.**

**SOCI 250 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:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 316 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 9.

**Maximum Completion:** 13 weeks

**SOCI 386 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 9.

**Maximum Completion:** 13 weeks

**SOCI 420****SFU SA 420**

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

**Special Arrangements:** There are two teleconferences which are strongly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 422 (M) (A)**

(OPTION)

3—UNIV

**The Social Construction of Crime and Deviance**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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:** None

**Note:** Students with credit for SOCI 222 may not take this course for further credit.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**SOCI 430 (M) (A)**

(OPTION)

3—UNIV

**Sociology of the Family: Modern Family Life in Global Perspective**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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

**Note:** Students with credit for SOCI 222 may not take this course for further credit.

**Start Date:** Continuous registration.

Refer to page 9.

**Maximum Completion:** 30 weeks

**SOCI 431 (M)**

3—UNIV

**Sociology of the Family: 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

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**SOIL 200****UBC SOIL 200**

3—UNIV

**Introduction to Soil Science**

**Students are required to attend an intensive two-day lab at UBC (date TBA).**

This course examines physical, chemical, and biological properties of soils as well as soil formation, classification, use, and conservation.

**Prerequisites:** First-year university mathematics, chemistry, and physics, or equivalent skills and knowledge

**Special Arrangements:** A lab fee is required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 5 months

**SOST 024 (M) (A)**

(OPTION)

PREP

**Exploring Canadian Issues**

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 36 weeks

### SOST 028 (M)

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 or SOST 010 is recommended.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### SPAN 100 (M)

   (OPTION) 3—UNIV

#### Introduction to Spanish I

**This course is also available on the World Wide Web. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### SPAN 101 (M)

   (OPTION) 3—UNIV

#### Introduction to Spanish II

**This course is also available with an online component. Refer to page 83 for online course requirements. Indicate format preference on the Course Registration form.**

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.

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

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### SSWP 107

 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 program, ENGL 107, SOCI 102, SSWP 200 and 355

**Equipment Note:** VHS tape and access to a video camera to record an interview assignment are required.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

### SSWP 109 (PD)

  4—COL

#### Introductory Counselling Skills for Social Service Workers

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 9.

**Maximum Completion:** 30 weeks

### SSWP 110 (PD)

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 the Open Learning Agency, Burnaby, BC. Travel expenses to get to the weekend workshop are the student's responsibility. Enrolment may be limited.

**Prerequisites/Corequisite:** SSWP 109, completion of four assignments in SSWP 109

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 15 weeks

**SSWP 200 (PD)**

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, ableism, 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 9.

**Maximum Completion:** 30 weeks

**SSWP 207**

3—COL

**Practicum II—Block Placement**

This is a four- to six-week block placement assignment in a social service agency other than the student's current job.

**Prerequisites:** All previous course work is to be successfully completed prior to commencing the block placement: ENGL 107, SOCI 102, SSWP 200, 355, 107, 109, 110, 212, and an elective.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 30 weeks

**SSWP 212 (PD)**

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 9.

**Maximum Completion:** 30 weeks

**SSWP 355 (A) (PD)**

3—COL/UNIV

**Human Development**

This course introduces concepts and models of how human behaviour is acquired, maintained, and modified. Students learn some of the key changes that occur at various stages of the life cycle and how knowledge of human development can contribute to effective intervention in practice.

**Prerequisites:** None

**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 9.

**Maximum Completion:** 30 weeks

**STAT 101****SFU STAT 101**

3—UNIV

**Introduction to Statistics A**

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:** BC Math 11 (or equivalent) or basic algebra (see beginning-level requirements in the SFU calendar)

**Note:** Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), or STAT 270 (formerly MATH 272 and 371), or ECON 310 may not take this course for further credit. Students with credit for SFU STAT 102, 203 (formerly 103), MATH 101 or 102, or OLA MATH 102 or PSYC 220 may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**WKPL 109 (A)**

0.5—COL

**The Role of the Supervisor**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

To develop the skills needed as a supervisor in today's changing workplace, a clear understanding of the role and functions of a supervisor is needed. The purpose of the course is to provide a broad overview of these roles and duties. The topics covered are change trends and transition issues; an exploration of the responsibilities, skills, and general functions of a supervisor; diversity in the workplace; and the characteristics of a successful supervisor. This is the recommended prerequisite course for WKPL 110, 130, 140, and 150. Upon completion of this course, students should register in any of the WKPL courses in the Workplace Leadership Foundation Certificate program (refer to page 52).

**Prerequisites:** Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Note:** Students with credit for WKPL 110 (edition 1), BUSM 111 or 113 (edition 1) may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 8 weeks

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Courses delivered by OLA are indicated by the blue course code.



**WKPL 110 (M) (A)**

3—COL

**Leadership Skills**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

Modern supervision challenges and the functions of the supervisor are the focus of the course. Workplace issues such as ensuring high quality, working with teams, meeting high ethical standards, and using modern technology are examined. The functions of planning, the efficient use of organizational resources, and decision making are presented. Leadership styles and what it takes to be a successful supervisor are explored. The course design enables students to study the topics that suit their interests and workplace needs. Students select six topics out of seven for their course in consultation with their tutor. (CPA)

**Prerequisites:** WKPL 109 (or concurrent registration) is recommended. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Note:** Students with credit for BUSM 111 or 113 (edition 1) or CYCA 361 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

.....  
 Courses delivered by OLA are indicated by the blue course code.

**WKPL 130 (M) (A)**

3—COL

**Interpersonal Skills**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course is designed to help develop an awareness of appropriate methods of communication and how they enhance a student's interpersonal skills. Emphasis is placed on the role that communication skills play in forming the basis for effective interpersonal relations in the workplace. Topics covered in the course include communicating effectively, motivating employees, improving productivity, "problem" employee supervision, managing time and stress, and managing conflict and change. The course design enables students to study the topics that suit their interests and workplace needs. The first topic, "Communications," is mandatory; however, students select their remaining (four out of five) topics in consultation with their tutor. (CPA, CUIC)

**Prerequisites:** WKPL 109 (or concurrent registration) is recommended. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Note:** Students with credit for WKPL 130 (edition 1) or CMNS 115 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 30 weeks

**WKPL 140 (M) (A)**

2—COL

**Financial Aspects of Management**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course introduces the basic financial tools used by managers to gain an understanding about how their organizations are performing and to make decisions. Students study the different kinds of financial statements and how to analyze them, financial forecasting methods, financing and leverage, and the evaluation of investment opportunities.

**Prerequisites:** WKPL 109 (or concurrent registration) is recommended. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Start Date:** Continuous registration. Refer to page 9.

**Maximum Completion:** 26 weeks

**WKPL 150 (M) (A)**

3—COL

**Human Resource Development**

**This course is only available on the World Wide Web. Refer to page 83 for online course requirements.**

This course provides an understanding of the supervisor's role in promoting the effective use of human resources within a work unit. The specific subjects include selecting employees, providing orientation and training, appraising performance, and safety and health issues. The course design enables students to study the topics that suit their interests and workplace needs. Students select their topics in consultation with their tutor. (CPA)

**Prerequisites:** WKPL 109 (or concurrent registration) and employment in a supervisory capacity are recommended.

**Note:** Students with credit for WKPL 150 (edition 1) or BUSM 122 may not take this course for further credit.

**Maximum Completion:** 30 weeks



**WOOD 120**      **UBC WOOD 120**

3—UNIV

**Introduction to Wood Products Industry**

This course is an introduction to forestry, wood products industry, processes, products, markets, and forest policy issues affecting the wood industry.

**Prerequisites:** TBA

**Equipment Note:** Access to email, the Internet, and CD-ROM playback is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** TBA. Refer to page 9.

**WOOD 475**      **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 9.

**Maximum Completion:** 5 months

**WOST 102**      **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:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**WOST 103**      **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, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**WOST 224**      **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 by 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- or college-level English

**Equipment Note:** Access to the Internet is required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**WOST 300**      **UBC WMST 300**

3—UNIV

**Introduction to Gender Studies**

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 9.

**Maximum Completion:** 7 months

# UNIVERSITY CONSORTIUM PROGRAMS

- ▶ **SFU, UBC, UVic Distance Education Programs**
- ▶ **RRU, TechBC, UNBC Programs**
- ▶ **More Web Resources—CVU, DISTANCE-BC.CA**

In 1984, the provincial 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 OLA for distance education courses delivered by these institutions, without having to be admitted to the institution. Currently 320 courses (listed in this calendar) are offered through this partnership, thereby giving students increased access to a university education through distance learning.

New partners Royal Roads University (RRU), the Technical University of British Columbia (TechBC), and the University of Northern British Columbia (UNBC) have joined the University Consortium. Although their courses are not available for registration through OLA, some information about their programs is provided in this section. Interested students should contact the institutions for more information.

BCOU is also a partner in the Canadian Virtual University (CVU) and in DISTANCE-BC.CA. Information about these additional Web resources for students is provided in this section.

## SFU, UBC, UVic Distance Education Programs

### SFU

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

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Register for courses through OLA.

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: 604-291-3397 or email: [undergraduate-admissions@sfu.ca](mailto:undergraduate-admissions@sfu.ca) or refer to the Website: [www.reg.sfu.ca](http://www.reg.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: [www.sfu.ca/cde](http://www.sfu.ca/cde)

#### Certificate in Community Economic Development

#### Certificate in Computing Studies

#### General and Advanced Certificate 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

#### Post Baccalaureate Diploma in Teaching English as a Second Language

#### Bachelor of Arts—Criminology Major

#### Bachelor of Arts—English Major

#### Bachelor of Arts—Joint Criminology and Women's Studies Major

#### Bachelor of Arts—Joint Psychology and Criminology Major

#### Bachelor of Arts—Joint Sociology/Anthropology and Criminology Major

#### Bachelor of General Studies

#### Minor Degree Programs

The following Minor programs are available in part or entirely through distance education. A student's goal must be a bachelor's degree.

Faculty of Arts

Canadian Studies

English

Sociology and Anthropology

Faculty of Applied Science

Communication

Kinesiology

Publishing

Faculty of Education

Curriculum Instruction

Early Childhood Education

Educational Psychology

Elementary School Phys. Ed.

Environmental Education

Learning Disabilities

**UBC**<http://det.cstudies.ubc.ca>

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[Register for courses through OLA.](#)

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, Distance Education and Technology has established partnerships between the internationally renowned faculty that work, teach, and research at UBC and groups such as the Open Learning Agency 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 student 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 in: Agricultural Sciences, Applied Sciences, Arts, Commerce and Business Administration, Dentistry, Education, Forestry, Graduate Studies, Law, Medicine, Pharmaceutical Sciences, Science.

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 according to the courses offered. 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: 604-822-6565 or fax: 604-822-8636 or email: [det@cstudies.ubc.ca](mailto: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**

604-822-3453

**Faculty of Arts**

Arts Academic Advising Office:  
604-822-4028

**Faculty of Commerce and Business Administration**

Executive Programs:  
604-822-8400  
Real Estate Division:  
604-822-8444

**Faculty of Education**

Teacher Education Office:  
604-822-5242  
Office of 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:  
604-822-7497

**Registrar's Office**

Admissions: 604-822-3014

**Post-Graduate Certificate in Technology-Based Distributed Learning**

<http://itesm.cstudies.ubc.ca/info/>  
604-822-6565  
Email: [michelle.mossing@ubc.ca](mailto:michelle.mossing@ubc.ca)  
Fax: 604-822-8636

**UVic****www.distance.uvic.ca**

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Register for courses through OLA.

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/**

(250) 721-7860

Email: cace@uvcs.uvic.ca

**Certificate in Computer Based Information Systems****www.cbis.ca**

(250) 721-8459

Email: tec@uvcs.uvic.ca

**Certificate in Environmental and Occupational Health****www.uvcs.uvic.ca/eoh/**

(250) 721-8558

Email: e&amp;o@uvcs.uvic.ca

**Certificate or Diploma in Business Administration****www.uvcs.uvic.ca/busman/**

(250) 721-8073

Email: bus&amp;mgt@uvcs.uvic.ca

**Certificate or Diploma in Restoration of Natural Systems****www.uvcs.uvic.ca/restore/**

(250) 721-8463

Email: restoration@uvcs.uvic.ca

**Diploma in Cultural Conservation****www.uvcs.uvic.ca/crmp/**

(250) 721-8462

Email: 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/**

(250) 721-8067

Email: hkirkham@uvic.ca

**Diploma in Personal Planning and CAPP (K-12)****www.uvcs.uvic.ca/csie/diploma.htm**

(250) 721-7871

Email: education@uvcs.uvic.ca

**Diploma in Public Sector Management****web.uvic.ca/padm/**

(250) 721-8067

Email: hkirkham@uvic.ca

**Bachelor of Arts in Child and Youth Care****web.uvic.ca/cyc**

(250) 721-6278

Email: cycdistance@hdsd.uvic.ca

**Bachelor of Science in Nursing****web.uvic.ca/nurs/**

(250) 721-7956

Email: mbrown@uvic.ca  
Write: University of Victoria  
School of Nursing  
PO Box 1700  
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# RRU, TechBC, UNBC Programs

## RRU

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

.....  
Contact RRU to register.

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's graduate degrees are delivered through a combination of short (three to five week) residencies alternating with distance offerings.

### Distance Education Programs

Individual courses in the following programs may also be available to learners not seeking degrees. For more information, refer to the above Website or phone: 1-800-788-2505.

#### **B.Comm. in E-Commerce**

#### **M.A. in Conflict Analysis and Management**

#### **M.A. in Environment and 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**

## TechBC

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

.....  
Contact TechBC to register.

The Technical University of British Columbia (TechBC), located in Surrey, is Canada's newest publicly funded university. Undergraduate and graduate programs are offered in three program areas:

- Information Technology
- Management and Technology
- Interactive Arts

All programs focus on education and applied research in emerging technology-based professions. A culture of interdisciplinarity and integration is nurtured through dynamic collaboration between program areas and industry advisors to ensure that TechBC graduates have the knowledge and practical education to enter the jobs of the future.

TechBC's flexible and specialized approach is showcased through the use of innovative educational technology in the delivery of its programs to increase convenience and accessibility for learners. Many courses have a face-to-face component. All make extensive use of multimedia and the Internet to support distributed learning.

To learn more about the infinite possibilities at TechBC, refer to the above Website.

## UNBC

[www.unbc.ca/regops](http://www.unbc.ca/regops)

.....  
Contact UNBC to register.

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.

Web-based courses can be viewed on the Web, where they are organized by discipline and the term in which they are offered. At <https://www.robson.unbc.ca> select "Courses Offered" to search current and scheduled offerings. Online registration procedures can also be found on the same page.

To find a contact to help answer questions about distance education, explore the support page at <http://ctl.unbc.ca/websupport/>

## More Web Resources

### CVU-UVC

[www.cvu-uvc.ca](http://www.cvu-uvc.ca)

.....  
Or email [cvu@ola.bc.ca](mailto:cvu@ola.bc.ca)  
for more information.

BC Open University (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.

By its membership in CVU-UVC, BCOU offers students more choices about what, when, and how to learn. Students can select from among 1,800 courses in English or in 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.

Refer to the above Website for the list of eligible programs and links to partner universities.

### DISTANCE-BC.CA

[www.distance-bc.ca](http://www.distance-bc.ca)

.....  
Register for courses through OLA  
or with SFU, UBC, and UVic.

DISTANCE-BC.CA is a self-service Website that provides information about distance learning, access to distance education course descriptions, and links to registration procedures of the institutions involved in the BC University Education Directory. Currently, these institutions are BC Open University, Simon Fraser University, University of British Columbia, and University of Victoria.

Links are provided to each institution's Website to access complete course listings, institutional policies, online calendars, etc.

The site also links to education-planning resources, including BCCAT, BC WorkInfoNet, WorkFutures, Guide to Post-Secondary Education, and Opening Doors. A self-test to assess suitability as a distance learner and a glossary of terms are also provided on the site.

Refer to the above Website to access information about post-secondary distance education in British Columbia.

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