



# SD38 APPLICATION

## LinK38 DUAL CREDIT COURSE (KPU)

### FALL 2024

*A Partnership with SD38 Career Programs and  
Kwantlen Polytechnic University (Richmond)*



## **APPLICATION DUE DATE (\*NO EXCEPTIONS\*)**

Priority given to early applicants meeting criteria.

**Must arrive at the SD38 Career Programs Office by**

**Tuesday, May 21<sup>st</sup>, 2024 @ 3:30 pm (new date)**

Email completed application package to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca)

OR

**Drop off at Cambie Secondary – Career Programs (Learning Services)**

### APPLICANT CRITERIA

- Only open to students entering Grade 12 in September 2024 (current Gr. 11's apply)
- **Not available to International students. Must be Canadian Citizen or Permanent Resident**
- Applicant must not have achieved Ministry of Education graduation at the time of program start
- Course selected MUST directly correspond with applicant's post-secondary career transition pathway (i.e. be a course or equivalent course that student will take in their first-year post-secondary program)
- Demonstrated excellent attendance, punctuality, (written/oral) communication and organizational skills
- Keen interest in the pursuing post-secondary education upon graduation
- Demonstrates initiative, commitment and maturity for success in this post-secondary course
- Excellent organizational and interpersonal skills with ability to effectively work in a team
- Recommended "C+" or higher in a Math 11 and a Language Arts 11

### COURSE INFORMATION

- Applicant selects one KPU course from list found in this application (only)
- Delivery model dependent on course selected: may be in-person, on-line or hybrid delivery. In-person course runs 4:00-7:00pm one night/week September –December (day of week varies based on course)
- In-person delivery will be at Kwantlen Polytechnic University – Richmond Campus
- **Student must be available for the entire course**
- Course tuition is covered by Richmond SD38; student is responsible for course textbook(s)
- If successful, student earns one Gr. 12 elective course (4 credits) + KPU post-secondary credits (3)
- Students wishing to take a course not found on this year's LinK38 course list may do so on their own (at own cost) via "Concurrent Students" at KPU)



## CHECKLISTS for Student, Parent/Guardian, Counsellor

**(Check each item when complete. Please do not submit partially completed applications)**

STEP 1 – APPLICATION CHECKLIST for STUDENT	Page	Completed and Enclosed
1. Applicant Information Page	3	<input type="checkbox"/>
2. Dual Credit Application Contract <i>(Prior to listing them, be sure to ask permission for each teacher to be reference)</i>	4	<input type="checkbox"/>
3. Statement of Intent (Transition from Secondary to Post-Secondary)	5	<input type="checkbox"/>
4. Statement of Interest <i>(Thoughtfully complete; do rough draft prior to completing the form)</i>	6	<input type="checkbox"/>
5. Proficiency Self-Assessment Form	7	<input type="checkbox"/>
6. KPU Application for Admission – High School Dual Credit	9	<input type="checkbox"/>
7. Fall 2024 Course Selection Form – LinK38	10	<input type="checkbox"/>

STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT	Page	Completed
1. See #2 above – read and sign Dual Credit Application Contract	4	<input type="checkbox"/>

STEP 3 – CHECKLIST for COUNSELLOR	Page	Completed and Enclosed
1. <b>ATTACH</b> Most recent Learning Update/Report Card	---	<input type="checkbox"/>
2. <b>ATTACH</b> BC Diploma Verification Report	---	<input type="checkbox"/>
3. <b>ATTACH</b> Up-to-date Attendance Profile	---	<input type="checkbox"/>
4. <b>SIGN</b> Dual Credit Application Contract (pg 4) AND Statement of Intent (pg 5)	4-5	<input type="checkbox"/>
5. Indicate Ministry of Ed Special Education Category if Applicable: MoE Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable	---	<input type="checkbox"/>
6. <b>IEP MUST be ATTACHED if applicable:</b> <input type="checkbox"/> Not Applicable <i>(if applicable, check box in right column)</i>	---	<input type="checkbox"/>

**STUDENT: Submit completed application (with all attachments) to the Career Programs Office (c/o Cambie Secondary – Learning Services)**

### Timeline after application is submitted...

- ❖ Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- ❖ **There are no interviews for course admission.** CPO reviews application for meeting criteria. If criteria are met, student will be notified of acceptance by first week of June.
- ❖ Last week of May, SD38 Career Programs will forward applicant’s KPU application and waiver to the KPU registrar on the student’s behalf. **Be sure to check email for updates.**

**As course seats are limited, completion of application does NOT guarantee acceptance.**

**\*\* ONLY COMPLETE APPLICATIONS WILL BE PROCESSED. \*\***

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS**



# SD38 APPLICATION – KPU LinK38 COURSE

(Dual Credit – FALL 2024)

**Instructions:**

1. Complete this Application (tear off top page prior to submission).
2. **PLEASE PRINT CLEARLY (Applicant MUST be applying in Grade 11 or be a non-graduating Grade 12.)**
3. Email to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca) or deliver to Career Programs – Cambie Secondary by due date found on first page.

## STUDENT APPLICANT INFORMATION

Name: \_\_\_\_\_ Home School: \_\_\_\_\_ Grade: \_\_\_\_\_  
First. Last

PEN #: \_\_\_\_\_ Birthdate (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_

Student Email (**print clearly**): \_\_\_\_\_ Student Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Canadian Citizen:  YES  NO Permanent Resident:  YES  NO Aboriginal:  YES  NO

Name of referring Counsellor: \_\_\_\_\_ Grad Date (MM/YYYY): \_\_\_\_ / \_\_\_\_

## APPLICANT STATEMENTS and SIGNATURE

**CHECK ALL ONCE READ AND UNDERSTOOD:**

- The applicant understands the course runs from September – December, 2024 and is committed to the course schedule. (Excellent attendance expected.)
- Delivery format is dependent on course selected (may be on-line, in-person or hybrid)
- The applicant gives permission for the KPU instructor and the SD38 Career Programs Office (CPO) to share information regarding course progress, attendance, and behaviour.
- The applicant understands that the CPO will report their final KPU course mark to their high school to be added to their high school transcript.
- The program tuition will be covered by Richmond SD38 and student pays for the program textbook(s).
- Upon successful completion, students will earn credit for one high school course (4 credits) + KPU post-secondary credits (3)

**Applicant’s Signature:** I certify that all statements in this application package are true and complete.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_



## DUAL CREDIT APPLICATION CONTRACT – KPU LinK38 Dual Credit Course

- I understand that the Richmond School District will pay student tuition costs for this course.
- I understand that students in LinK38 are responsible for the course textbook(s) cost.
- I understand that students are responsible for arranging transportation to and from campus.
- I understand that a vacation may not be taken during the scheduled course and that excellent attendance is required.
- I understand that the grades (incl. withdrawals) earned in this course will be placed on the student’s high school record and be part of both their secondary and post-secondary academic history.

### APPLICANT DECLARATION

- I agree to the above statements and conditions of the program.
- I certify that all statements in this application package are true.

Student Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

### PARENT/GUARDIAN DECLARATION

- I agree to the above statements and conditions for my child to take this post-secondary course.
- I support my child’s participation in this dual credit course.

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_

### HIGH SCHOOL COUNSELLOR DECLARATION

- I have verified this student meets the requirements for this program.
- I have reviewed the commitments of this program with the student and support their application.

Counsellor Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Counsellor’s Signature: \_\_\_\_\_

### TEACHER REFERENCE

- If selected, the Career Programs Office may contact your references to confirm support of your application.

Teacher #1 Full Name: \_\_\_\_\_ email: \_\_\_\_\_

Teacher #2 Full Name: \_\_\_\_\_ email: \_\_\_\_\_

### PRINCIPAL/VICE-PRINCIPAL APPROVAL

- If selected, the Career Programs Office may contact your school’s administrator to confirm approval.



**STATEMENT OF INTENT – Transition from Secondary to Post-Secondary**

**LinK38 Dual Credit Course – Kwantlen Polytechnic University (Richmond)**

Student Full Name: \_\_\_\_\_ Home School: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ PEN: \_\_\_\_\_  
DD      MM      YYYY

KPU course applying for (name and code): \_\_\_\_\_

**NOTE – The KPU LinK38 course for which you are applying MUST be a required course for a post-secondary program you intend to pursue after Grade 12. The program must lead toward a specific future career/occupation pathway.** (e.g. If Engineering is your intended future career pathway, you would not be eligible to take Psychology 1100, as it is not a required course for an engineering degree.)

*Please respond to the following thoroughly and clearly:*

1. State your current intended occupation or career pathway upon graduation from high school.

2. List the specific post-secondary program(s) and school(s) you plan to apply for in your grade 12 year.

Post -Secondary School Name	Program/diploma/certificate NAME	Career this program leads to:

3.  **Attach the printed list of required first year college/university courses for the program you intend to take after high school. The KPU LinK38 course you are applying for MUST be in that program’s required course list (or be equivalent). (DO NOT JUST PROVIDE THE WEB LINK TO THE COURSES – MUST ATTACH THE FULL COURSE LIST; HIGHLIGHT CORRESPONDING COURSE TO KPU’S.)**

Repeat, the above step if you have listed a second program in #2 (chart above).

4. **NOTE: Our office will send you a “Student Transition Plan”, that outlines all completed and future high school courses. Check your email as we will need this to be signed and returned to our office.**

**FOR COUNSELLOR:** I confirm that the post-secondary course identified above supports and aligns with this student’s future post-secondary career/occupation pathway.

\_\_\_\_\_  
Counsellor Name (print)

\_\_\_\_\_  
Counsellor Signature

\_\_\_\_\_  
Date

**For CAREER PROGRAMS OFFICE Use Only:**

Post-secondary course selection aligns with student’s specific post-secondary career pathway  No  Yes

CPO Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_



## STATEMENT OF INTENT – Transition from Secondary to Post-Secondary

LinK38 Dual Credit Course – Kwantlen Polytechnic University (Richmond)

Student Full Name: \_\_\_\_\_ Home School: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ PEN: \_\_\_\_\_  
DD                      MM                      YYYY

KPU course applying for (name and code): \_\_\_\_\_

**NOTE – The KPU LinK38 course for which you are applying MUST be a required course for a post-secondary program you intend to pursue after Grade 12. The program must lead toward a specific future career/occupation pathway.** (e.g. If Engineering is your intended future career pathway, you would not be eligible to take Psychology 1100, as it is not a required course for an engineering degree.)

*Please respond to the following thoroughly and clearly:*

1. State your current intended occupation or career pathway upon graduation from high school.

2. List the specific post-secondary program(s) and school(s) you plan to apply for in your grade 12 year.

Post -Secondary School Name	Program/diploma/certificate NAME	Career this program leads to:

3.  **Attach the printed list of required first year college/university courses for the program you intend to take after high school. The KPU LinK38 course you are applying for MUST be in that program’s required course list (or be equivalent). (DO NOT JUST PROVIDE THE WEB LINK TO THE COURSES – MUST ATTACH THE FULL COURSE LIST; HIGHLIGHT CORRESPONDING COURSE TO KPU’S.)**
- Repeat, the above step if you have listed a second program in #2 (chart above).
- Complete the “LinK38 Student Transition Plan” found in this application, that outlines all completed and future high school courses.

**FOR COUNSELLOR:** I confirm that the post-secondary course identified above supports and aligns with this student’s future post-secondary career/occupation pathway.

\_\_\_\_\_  
Counsellor Name (print)

\_\_\_\_\_  
Counsellor Signature

\_\_\_\_\_  
Date

**For CAREER PROGRAMS OFFICE Use Only:**

Post-secondary course selection aligns with student’s specific post-secondary career pathway  No  Yes

CPO Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_



**STATEMENT OF INTEREST**

**LinK38 Dual Credit Course – Kwantlen Polytechnic University (Richmond)**

**\*\* To only be COMPLETED by hand by the STUDENT APPLICANT. Attach additional pages if needed.\*\***

**Applicant FULL Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

1. What has motivated / interested you to start university course work while still in high school ?

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2. a) At this point in time, what is your intended career pathway and/or post-secondary program of interest after high school? b) Explain how taking this course will support your transition plan after high school.

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3. Describe your knowledge, skills and attributes that will support your achievement as you complete your selected Kwantlen Polytechnic University course work.

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4. Success in this course requires you to be very organized. Describe organizational strategies that you find to be helpful for your success in school.

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5. What aspects of attending university do you believe will be the most challenging for you and how do you plan to address those challenges?

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## APPLICANT PROFICIENCY SELF-ASSESSMENT FORM SD38 DUAL CREDIT KPU COURSE – LinK38

I understand the expected commitment for the duration of this post-secondary course (schedule) and that it may require my attendance at the KPU Richmond Campus. This self-assessment will assist in determining my suitability and readiness for this post-secondary dual credit course.

Please indicate **by highlighting or circling** your proficiency for this post-secondary dual-credit program:

CORE COMPETENCIES	Proficiency Scale				
		Emerging	Developing	Proficient	Extending
		I demonstrate an <b>INITIAL</b> understanding of the concepts and competencies.	I demonstrate a <b>PARTIAL</b> understanding of the concepts and competencies.	I demonstrate a <b>COMPLETE</b> understanding of the concepts and competencies.	I demonstrate a <b>SOPHISTICATED</b> understanding of the concepts and competencies.
<b>Communication</b> <ul style="list-style-type: none"> <li>I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative)</li> <li>I work with others to achieve a common goal</li> <li>I can represent my learning, and tell how it connects to my experiences and values</li> </ul>		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
<b>Creative Thinking</b> <ul style="list-style-type: none"> <li>I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials</li> <li>I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems</li> </ul>		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
<b>Critical Thinking</b> <ul style="list-style-type: none"> <li>I actively listen to others and analyze evidence from different perspectives</li> <li>I can ask questions and gather information</li> <li>I can consider more than one way to proceed in an investigation or scenario</li> </ul>		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
<b>Personal Awareness and Social Responsibility</b> <ul style="list-style-type: none"> <li>I can use strategies that help me manage my feelings and emotions</li> <li>I can persevere with challenging tasks</li> <li>I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions</li> </ul>		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
<b>Positive Personal and Cultural Identity</b> <ul style="list-style-type: none"> <li>I can explain what my values are and how they affect the choices I make</li> <li>I can understand I will continue to develop new abilities and strengths to help me meet new challenges</li> <li>I can reflect on my strengths and identify my potential as a leader in my community</li> </ul>		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>

**Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):**

- Fully Ready                     
  Somewhat Ready                     
  Could be Ready (with some support)

Additional Comments: \_\_\_\_\_

Student FULL Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_



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# High School Dual Credit Application for Admission

School District Partner		Term/Start Year	
<b>PERSONAL INFORMATION</b>			
Surname (Legal Last/Family name)		Former Surname (if applicable)	
Legal Given <b>First</b> Name	Legal Given <b>Middle</b> Name	Preferred First Name	
Gender Identity: <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-Binary Gender <input type="checkbox"/> Prefer not to answer		Date of Birth: DD-MMM-YYYY	
<b>CONTACT INFORMATION</b>			
Mailing Street Address		City/Municipality	
Province	Postal Code	Country	Primary Phone Number
Email address			
<b>EMERGENCY CONTACT</b>			
Surname (Legal Last/Family Name)		Legal Given First Name	Phone Number
<b>CITIZENSHIP STATUS</b>		<b>ABORIGINAL IDENTITY</b>	
Citizenship: <i>Please check one of the following:</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (landed immigrant) <input type="checkbox"/> Approved Conventional Refugee <input type="checkbox"/> Minister's Permit <input type="checkbox"/> Diplomat or Dependent <input type="checkbox"/> International Student Visa (Not a Citizen of Canada) <input type="checkbox"/> Other _____		KPU is dedicated to Aboriginal student success. An Aboriginal person is identified as "an Indian, Métis or Inuit person of Canada" [Constitution Act of 1982, Part II, Section 35 (2)]. <input type="checkbox"/> I wish to be identified as an Aboriginal person.  If you have chosen to be identified as an Aboriginal person, for statistical purposes we invite you to select one or more of the three options that best describes your Aboriginal identity: <input type="checkbox"/> First Nations (include Status, non-status, Treaty and non-Treaty) <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	
<b>SECONDARY SCHOOL INFORMATION</b>			
When will you graduate from secondary/high school? MMM-YYYY		PEN (Personal Education Number)	
School Name		School Location/City	
<b>DECLARATION AND PRIVACY</b>			
<p>I certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my admission or registration status and that falsifying documents or information on the application may result in immediate permanent dismissal from Kwantlen Polytechnic University.</p> <p>If I am accepted into KPU's Dual Credit Program, I agree to familiarize myself with and comply with all relevant policies of the University during my tenure as a student at KPU and I understand that I may be subject to consequences should breaches occur</p> <p>KPU collects Personal Information about me under the authority of the University Act and s.26(c) of the Freedom of Information and Protection of Privacy Act of BC ("FIPPA") for the purposes of determining my eligibility for and managing my participation in KPU's Dual Credit Program and meeting federal and provincial government reporting requirements. I authorize KPU to collect Personal Information about me from my School District and/or my parent/guardian for purposes related to and necessary for the Dual Credit Program.</p> <p>With my signature below, I consent to the disclosure of my Personal Information by KPU in accordance with FIPPA to the School District for purposes related to and necessary for the Dual Credit Program and to other post-secondary institutions if I have been found to have falsified documents or other information on my application for admission to KPU. I understand that if I wish to consent to the disclosure of my Personal Information to any other third parties or to authorize third parties to act on my behalf (such as my parent or guardian) I will complete, sign, and submit KPU's Third Party Waiver/Release of Information Form to KPU. If I have any questions about how KPU collects or manages my Personal Information, I may contact <a href="mailto:registrar@kpu.ca">registrar@kpu.ca</a>.</p>			
Signature: _____		Date: _____	
<b>For Internal Use</b>			
Entered by	Date	Cohort	

# Fall 2024 Course Selection Form – LinK38

## KPU Dual Credit Application

**\*\*PRIOR TO SELECTING, refer to the course description list on the following pages.\*\***

**In addition, read the information below.**

Legal Full Name: \_\_\_\_\_ PEN: \_\_\_\_\_

Preferred Full Name: \_\_\_\_\_ Grade/Age: \_\_\_\_\_ / \_\_\_\_\_

### LinK38 Dual Credit Course Choice:

Course Name: \_\_\_\_\_

\*If selecting ENGL 1100 or MRKT 1199 state your preferred day of week for your course on the line here: \_\_\_\_\_ (see options in course list that follow)s

### **READ FIRST:**

This form is to indicate to KPU which course you wish to take as part of the Richmond SD LinK38 Dual Credit program in Fall 2024. **Select one course** from the "KPU Dual Credit Course Options" on the following pages. Once you have made your choice, complete the indicated information on the lines above.

(NOTE: These are the only courses options available for students applying to the Fall 2024 LinK38 cohort. Students wishing to take a course not found on this year’s course list may do so on their own via “Concurrent Studies” at KPU.)

These courses run one night per week from September to December, and some courses are held in person, online, or blended as indicated. Courses with no time are asynchronous, meaning you must continuously check the course deadlines and work at your own pace and there is no scheduled lecture meeting time.

If you have chosen a course that has pre-requisites, you will be notified to submit a “Permission to Register” form to allow you to register for the course.

For all courses, scheduling is subject to change.

# KPU Dual Credit Course Options

## *Fall 2024 Course List- Richmond School District*

### *Faculty of Arts*

#### **EDUC 1100 – Introduction to Higher Education**

Students will develop an understanding of the purpose of post-secondary education and the ways in which becoming educated can enhance the quality of their lives and communities. They will explore their place in the university through examining the history and functions of education (e.g., the exclusion of certain groups, the relation of education to living in a democratic society). Students will also begin to develop abilities necessary to maximize their education including the ability to participate in scholarly discourse, recognize connections between disciplines, understand the world, and act within it in new and creative ways through discussions, group work, special events, and service learning projects.

Course	Instructional Method	Campus	Session Dates
<b>EDUC 1100</b>	Asynchronous	Online	Sept - Dec

#### **ENGL 1100 - Introduction to University Writing**

In this introductory university writing course, students will develop their abilities in critical reading, analysis, critical thinking, and clear written expression. Through selected readings and a variety of media, students will explore, assess, and respond to arguments and issues from across disciplines and relevant to contemporary cultures. This course will also introduce students to research methods, including finding, evaluating, integrating, and documenting sources.

Course	Instructional Method	Campus	Session Dates	Days	Time
<b>ENGL 1100</b>	In-Person	Richmond	Sept - Dec	Monday	4:00 to 6:50 pm
<b>ENGL 1100</b>	In-Person	Richmond	Sept - Dec	Thursday	4:00 to 6:50 pm

## **FINA 1100 – Introduction to Drawing**

Students will learn the fundamentals of drawing in the field of visual art. They will study and practice various technical approaches to drawing. Students will focus primarily on observational drawing including still life, perspective, and the human figure.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>
<b>FINA 1100</b>	Asynchronous	Online	Sept - Dec

## **FINA 1135 – Introduction to Digital Media I**

Students will learn to use digital software such as Photoshop™ and video editing software in a lab setting. They will create artwork that emphasizes the historical and conceptual elements of digital technologies in contemporary art.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>
<b>FINA 1135</b>	Asynchronous	Online	Sept - Dec

## **POLI 1125 – Introduction to Political Science**

Students will examine the fundamental concepts and phenomena of political life. They will: explore such core concepts as power, authority, legitimacy, states, ideology, and political culture; analyze different approaches to organizing political systems (e.g., authoritarian and democratic); and investigate various institutions of government, such as constitutions, legislatures, executives, and judiciaries. Students will examine mechanisms for mobilizing civic participation, including political parties, elections, interest groups, and social movements, and survey the international context within which states operate.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>	<b>Days</b>	<b>Time</b>
<b>POLI 1125</b>	Online Sync	Online	Sept - Dec	Tuesday	4:00 to 6:50 pm



## **PSYC 1100 Introduction to Psychology: Basic Processes**

Students are introduced to topics related to basic psychological processes, such as the biological basis of behaviour, sensation and perception, states of consciousness, learning, memory and intelligence. Students will also examine the historical and philosophical contexts behind the development of psychology and the research methods used by psychologists. Students learn through lecture, peer interactions, multimedia, and other learning activities.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>
<b>PSYC 1100</b>	Asynchronous	Online	Sept - Dec

## Melville School of Business

### ACCT 1110 – Introductory Financial Accounting I

Students will learn to prepare financial statements using Canadian Generally Accepted Accounting Principles (GAAP). Students will be introduced to the accounting cycle, accrual accounting concepts, and the asset side of the balance sheet, specifically cash, receivables, inventory, and long-lived assets for service and merchandising companies operating as a sole proprietorship. This course is designed to be followed by [ACCT 1210](#), which covers the liabilities and equity side of the balance sheet as well as partnerships and corporations.

Course	Instructional Method	Campus	Session Dates	Days	Time
ACCT 1110	In-Person	Richmond	Sept - Dec	Tuesday	4:00 to 6:50 pm

### CBSY 1105 – Computer Business Applications

Proficiency in the use of computer business applications is an essential requirement in the business environment. Students will learn to use computer application software efficiently and proficiently. The course provides detailed instruction in the use of spreadsheet, word processing, and presentation software. Students will develop and apply computer skills and concepts that are critical for academic and career through business-oriented examples taught in a hands-on environment (i.e. computer lab).

Course	Instructional Method	Campus	Session Dates	Days	Time
CBSY 1105	In-Person	Richmond	Sept - Dec	Tuesday	4:00 to 6:50 pm

### ENTR 1100 – Entrepreneurial Inquiry

Entrepreneurial leaders are problem solvers, passionate about what they do. They inspire others to unite in this passion and create ways to collectively realize meaningful change. Becoming such a leader starts with understanding your entrepreneurial passion. In this course, students will explore their skills, motivators and interests as they relate to entrepreneurial thinking, in order to define their entrepreneurial identity. They will establish their entrepreneurial context through identification and investigation of their entrepreneurial areas of interest and world view.

Course	Instructional Method	Campus	Session Dates	Days	Time
ENTR 1100	Online Sync	Online	Sept - Dec	Thursday	4:00 to 6:50 pm

## **ENTR 1200 - Introduction to Entrepreneurship**

This course introduces students to entrepreneurship as an approach to life and to create their own careers. Through foundational concepts and frameworks, this course examines entrepreneurship as a process including: entrepreneurial identity, opportunity creation and evaluation, mobilizing resources, and growth. The course is designed around the major stages in this process, and an overview of factors that are key to entrepreneurial success is provided.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>	<b>Days</b>	<b>Time</b>
<b>ENTR 1200</b>	Online Sync	Online	Sept - Dec	Wednesday	4:00 to 6:50 pm

## **MRKT 1199 – Introduction to Marketing**

Students will learn the fundamentals of marketing and explore the relationships between companies, their customers and their competition. They will examine concepts that are integral to the field of marketing including marketing environment, customer behaviour, marketing research, product analysis, distribution, pricing strategies and promotion. They apply these concepts in solving marketing problems.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>	<b>Days</b>	<b>Time</b>
<b>MRKT 1199</b>	In-Person	Richmond	Sept - Dec	Wednesday	4:00 to 6:50 pm
<b>MRKT 1199</b>	In-Person	Richmond	Sept - Dec	Thursday	4:00 to 6:50 pm

## **PRLN 1150 – Introduction to Public Relations**

Public relations (PR) is the strategic management of relationships between businesses, organizations and their diverse publics, including customers, suppliers, media and government. Students will learn how to formulate communication plans, strategies and tactics using research, analysis, communication and evaluation. They will learn to use PR to help organizations achieve mutual understanding with their publics, realize organizational goals and serve the public interest.

<b>Course</b>	<b>Instructional Method</b>	<b>Campus</b>	<b>Session Dates</b>	<b>Days</b>	<b>Time</b>
<b>PRLN 1150</b>	Online Sync	Online	Sept - Dec	Thursday	7:00 to 9:50 pm