SD38 APPLICATION

LinK38 DUAL CREDIT COURSE (KPU)

FALL 2025

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

LinK38
SD38 Learning in Kwantlen

APPLICATION DUE DATE (*NO EXCEPTIONS*)

Priority given to early applicants meeting criteria.

Must arrive at the SD38 Career Programs Office by Tuesday, May 27th, 2025 @ 3:30 pm (new due date)

Email completed application package to 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 2025 (current Gr. 11's apply)
- **Not available to International students. Must be Canadian Citizen or hold Permanent Resident card**
- 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 only selects one KPU course from list found in this application (not from KPU website)
- 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 courses 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	❑
2. Dual Credit Application Contract *(Prior to listing them, be sure to ask permission for each teacher to be reference)*	4	❑
3. Statement of Intent (Transition from Secondary to Post-Secondary)	5	❑
4. Statement of Interest *(Thoughtfully complete; **do rough draft prior to completing** the form)*	6	❑
5. Proficiency Self-Assessment Form	7	❑
6. KPU Application for Admission – High School Dual Credit	9	❑
7. Schedule D Privacy Consent form	10	❑
8. Fall 2025 Course Selection Form – LinK38	11	❑

STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT	Page	Completed
1. See #2 above – read and sign Dual Credit Application Contract	4	❑
2. If student is a permanent resident, please attach COPY of PR card (both sides)	---	❑ / ❑ NA

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

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**. Career Programs Office (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 your email for updates.**

As <u>course seats are limited</u>, 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 2025)

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 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 Card: ❑ YES ❑ NO   Aboriginal: ❑ YES ❑ NO

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

Parent Email (**print clearly**): _____ Parent Cell: _____

APPLICANT STATEMENTS and SIGNATURE

CHECK ALL ONCE READ AND UNDERSTOOD:

❑ The applicant understands the course runs from September – December (one evening per week) 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 Accounting, as it is not a required course for an engineering degree. Or, to take Japanese, your major need to be Japanese, or Languages.)

Please respond to the following thoroughly and clearly:

1. **State your current intended occupation or career pathway upon graduation from high school. (Read above first)**

_____

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 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 ?

   _____

   _____

   _____

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.

   _____

   _____

   _____

   _____

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

   _____

   _____

   _____

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.

   _____

   _____

   _____

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?

   _____

   _____

   _____

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 **INITIAL** understanding of the concepts and competencies.	I demonstrate a **PARTIAL** understanding of the concepts and competencies.	I demonstrate a **COMPLETE** understanding of the concepts and competencies.	I demonstrate a **SOPHISTICATED** understanding of the concepts and competencies.
Communication • I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative) • I work with others to achieve a common goal • I can represent my learning, and tell how it connects to my experiences and values		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Creative Thinking • 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 • 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		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Critical Thinking • I actively listen to others and analyze evidence from different perspectives • I can ask questions and gather information • I can consider more than one way to proceed in an investigation or scenario		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Personal Awareness and Social Responsibility • I can use strategies that help me manage my feelings and emotions • I can persevere with challenging tasks • I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Positive Personal and Cultural Identity • I can explain what my values are and how they affect the choices I make • I can understand I will continue to develop new abilities and strengths to help me meet new challenges • I can reflect on my strengths and identify my potential as a leader in my community		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*

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: _____

This page intentionally left blank

School District Partner	Term/Start Year

PERSONAL INFORMATION

Surname (Legal Last/Family name)	Former Surname (if applicable)

Legal Given **First** Name	Legal Given **Middle** Name	Preferred First Name

Gender Identity: ☐ Woman ☐ Man ☐ Non-Binary Gender ☐ Prefer not to answer

Date of Birth: DD-MMM-YYYY

CONTACT INFORMATION

Mailing Street Address	City/Municipality

Province	Postal Code	Country	Primary Phone Number

Email address

EMERGENCY CONTACT

Surname (Legal Last/Family Name)	Legal Given First Name	Phone Number

CITIZENSHIP STATUS

Country of Citizenship: _____

If not a Canadian citizen, please indicate your status in Canada
- ☐ Permanent Resident (landed immigrant)
- ☐ Convention Refugee
  Diplomat or Dependent
  Student Authorization/ Student Visa
  Non-Canadian, Status Unknown (refugee claimants)
- ☐ Visitor Visa
- ☐ Temporary Resident (incl work permit)
- ☐ Other _____

ABORIGINAL IDENTITY

KPU is dedicated to Aboriginal student success. An Aboriginal person is identified as "a First Nations, Métis or Inuit person of Canada" [Constitution Act of 1982, Part II, Section 35 (2)].

☐ 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:
- ☐ First Nations (include Status, non-status, Treaty and non-Treaty)
- ☐ Métis
- ☐ Inuit

SECONDARY SCHOOL INFORMATION

When will you graduate from secondary/high school? MMM-YYYY	PEN (Personal Education Number)
School Name	School Location/City

Accessibility Information

I am requesting information on student services related to accessibility (www.kpu.ca/access) including for applicants with a permanent, persistent, or prolonged disability (this includes any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation). Applicants who indicate "Yes" will be contacted by Accessibility Services who will offer more information about services ensuring access to our academic and campus environments:

Yes   No

DECLARATION AND PRIVACY

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.

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

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.

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 registrar@kpu.ca.

Signature:_____ Date: _____

For Internal Use

Entered by	Date	Cohort

Revised May 2024

SCHEDULE D: PRIVACY CONSENT

Dear Parent/Guardian,

Kwantlen Polytechnic University ("**KPU**") and the Board of Education of School District No. **(SD #38)** (the "**School District**") are pleased to have your child/ward (the "**Student**") apply for dual credit course(s) offered by KPU and the School District (the "**Dual Credit Course(s)**"). In order for the Student's application for the Dual Credit Course(s) be considered and, if accepted, to receive credits for the Dual Credit Course(s) at both KPU and the School District, KPU and the School District will need to share between them certain personal information about the Student. Section 26 of the *Freedom of Information and Protection of Privacy Act* and the privacy consents below permit KPU and the School District to collect information from you and share it between them for this purpose. Please read and review this form carefully with the Student, sign it, have the Student sign it, and return it with the Student's application for the Dual Credit Course(s).

Thank you for your cooperation. Questions can be directed to **SD38 Career Programs Office (4151 Jacombs Road, Richmond).** Phone: **604-668-6000 ext. 3766** email: **careerprograms@sd38.bc.ca**

Sincerely,

Richmond SD38 Career Programs Office Team

PRIVACY CONSENT - *Parent/Guardian*

I, _____, the Parent/Guardian of the Student, consent to the School District providing the Student's application for the Dual Credit Course(s) to KPU, and KPU providing the School District with grades and copies of correspondence from KPU to the Student regarding the Dual Credit Course(s) ("**Student Information**") to consider the Student's application to the Dual Credit Course(s) and, if accepted to the Dual Credit Course(s), to receive academic credit for completing the Dual Credit Course(s) at both the School District and KPU.

_____   _____
Name of Parent/Guardian (Print)   Signature of Parent/Guardian

_____
Date

PRIVACY CONSENT - *Student*

I, _____, the Student in the Dual Credit Course(s), consent to the School District and KPU sharing my Student Information so that my application for the Dual Credit Course(s) may be considered and, if I am accepted, to allow me to receive academic credit for completing the Dual Credit Course(s) at both the School District and KPU. I understand and consent to the School District disclosing my Student Information to KPU, and KPU disclosing my Student Information to the School District for this purpose.

_____   _____
Name of Student   Signature of Student

_____
Date

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Fall 2025 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 FREN 1100 state your preferred method of delivery (in-person or on-line):

_____

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 2025. **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 2025 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 | KWANTLEN POLYTECHNIC UNIVERSITY

KPU Dual Credit Course Options

Fall 2025 Course List- Richmond School District

Faculty of Arts

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
ENGL 1100	In-Person	Richmond	Sept - Dec	Tuesday	4:00 to 6:50 pm

FREN 1100 – French for Beginners I

Students will use the communicative approach to develop basic oral, listening, reading, and writing skills in French while exploring Francophone cultures. Note: Any student with Grade 12 French or with previous language skills meeting or exceeding the learning outcomes of FREN 1100 is not permitted to register in this introductory course. Students with strong capabilities speaking, reading and writing in French may be asked to withdraw from the course.

Course	Instructional Method	Campus	Session Dates	Days	Time
FREN 1100	In-Person	Richmond	Sept - Dec	Tuesday	4:00 to 6:50 pm
FREN 1100	Online	Online Sync	Sept - Dec	Tuesday	7:00 – 9:50pm

JAPN 1100 – Basic Japanese I

Students who have little or no previous knowledge of Japanese will learn basic communication skills used in a Japanese cultural context. They will develop their ability to speak, comprehend, read, and write Japanese through various communicative tasks.

Course	Instructional Method	Campus	Session Dates	Days	Time
JAPN 1100	Online	Online Async (Sync Exam)	Sept - Dec	Wednesday	4:00 to 6:50pm

MAND 1100 – Beginner Mandarin I

Students will develop basic skills in listening, speaking, reading and writing in Mandarin Chinese while exploring the Chinese culture. Note: This course is intended for students who cannot write more than 200 Chinese characters. Any student with Grade 12 Mandarin or with previous language skills meeting or exceeding the learning outcomes of MAND 1100 is not permitted to register in this introductory course. Students with a competence in the language beyond the level of the course in which they are registered may be required to withdraw.

Course	Instructional Method	Campus	Session Dates	Days	Time
MAND 1100	Online	Online Async (In-person exam)	Sept - Dec	Tuesday	7:00 to 9:50pm

Wilson School of Design (New!)

FDIT 1130 – User Interface (UI) Foundations

Students will learn the principles of user interface (UI) design to strengthen their understanding of the relationship between UI design and UI (front-end) development. They will apply visual design principles, heuristics evaluations, and systems-based problem-solving to front-end design challenges. Students will further learn how to prototype and document common UI patterns as part of a shared design system.

Course	Instructional Method	Campus	Session Dates	Days	Time
FDIT 1130	In-Person	Richmond	Sept - Dec	Thursday	4:00 to 6:50 pm

FDIT 1140 – User Experience (UX) Foundations

Students will be introduced to the principles of user experience (UX) design, including design research methodologies, user flows, site architecture, prototyping, and user personas and their relationship to product design decisions. They will better understand the end-to-end workflows associated with interactive applications, from concept to launch, as well as the opportunities for front-end developers to collaborate on successful project delivery.

Course	Instructional Method	Campus	Session Dates	Days	Time
FDIT 1140	In-Person	Richmond	Sept - Dec	Wednesday	4:00 to 6:50 pm

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	Wednesday	4:00 to 6:50 pm

BUSI 1115 – Interpersonal and Self-Management Skills

Students will explore the importance of self-awareness and self-regulation skills for success in business. Students will use a self-assessment of their emotional intelligence, evaluate their strengths and identify areas for development. Students will also explore how emotional intelligence can be used in various business scenarios, including leadership, decision making, managing conflict, and working in teams. Additionally, students will be introduced to personal management skills, including lifelong professional learning strategies, effective time and stress management, and how to reflect on self-management skills via e-Portfolio or similar. Students will be active participants, engaging in experiential exercises and practice sessions throughout the course.

Course	Instructional Method	Campus	Session Dates	Days	Time
BUSI 1115	In-Person	Richmond	Sept - Dec	Wednesday	4:00 to 6:50 pm

BUSI 1250 – Human Resource Management I

Effective human resource management practices are a cornerstone for building an employee experience where organizations, teams, and individuals can flourish. In this course, students will learn a strategic approach to human resources management, with an emphasis on current management practices relating to inclusive workplaces and employee rights that provides a foundation for organizational success. Students will study and practice HR approaches and procedures such as HRM planning, recruiting, selection, employee relations, labour relations, performance management, compensation, training and development, and health and safety.

Course	Instructional Method	Campus	Session Dates	Days	Time
BUSI 1250	In-Person	Richmond	Sept - Dec	Wednesday	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

INFO 1113 – Systems Analysis and Design

Students will study current strategies, methodologies and techniques of systems analysis and design with an emphasis on the role of systems analysts in an organization and collaboration within the overall process. Students will learn how to elicit general information system requirements, perform object-oriented system analysis and design, and generate user documentations. Students working in groups will analyze and design small information systems using object-oriented methodology. Students will examine from an ethical perspective issues specific to information technology professionals, such as intellectual property, access, security and protection of private information, and codes of conduct.

Course	Instructional Method	Campus	Session Dates	Days	Time
INFO 1113	In-Person	Richmond	Sept – Dec	Wednesday	4:00 to 6:50 pm