



Unlock the possibilities

Online and Distance Programs and Courses Calendar 2010|2011

www.truopen.ca

THOMPSON RIVERS  UNIVERSITY



2010–2011 TRU, Open Learning Calendar

Calendar Notice

The 2010–11 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of December 1, 2010, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to the official website at www.truopen.ca for up-to-date information about new courses and programs as well as changes to courses, programs and/or regulations and policies which may occur after publication of the print calendar.

The official TRU-OL website contains the most up-to-date information and as such takes precedence over information published in the print calendar.

Student Notice

Every student accepted for registration with TRU-OL will be deemed to have agreed to be bound by the regulations and policies of the university and of the program, if applicable, in which that student is enrolled.

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 (1996)* for admission, registration and other purposes consistent with Thompson Rivers University's educational mandate.

A completed TRU-OL Course Registration or Program Admission/Transfer Credit form submitted to TRU-OL electronically or by mail, by an applicant gives Thompson Rivers University (TRU) permission to use the submitted personal information within the form for the above-stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure.

Contact TRU's Office of the Associate Vice-President, Legal Affairs (phone 250.828.5002) for more information about Freedom of Information and Protection of Privacy at TRU-OL.

Notification of Disclosure of Personal Information to Statistics Canada

The federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

For more information, refer to the Statistics Canada website at www.statcan.gc.ca or write to the Institutions Section, Centre for Education Statistics, Statistics Canada, Main Building 2100 K, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

Disclaimer

The goal of the participating institutions is to serve students efficiently and effectively in their educational plans. In particular, the institutions seek to ensure that students are always treated justly, courteously and sympathetically.

However, eventualities may arise from time to time that require changes or amendments to some of the statements made in this calendar.

While every effort has been made to ensure accuracy in this publication, the contents of this calendar are subject to alteration or amendment without prior notice. The institutions expressly reserve the right to deviate from what appears in this calendar, in whole or part.

Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, regulations and policies 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 wilful act or negligence of the institutions, their partner institutions and their employees, or otherwise, and whether or not they are beyond the reasonable control of the institutions
- Changes in financial resources
- Natural catastrophes or disasters, labour disagreements or disputes

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

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Course Acronym Number Designation Orientation

NOTICE:

Course Acronym Number Designation Orientation (CANDO)

TRU-OL is introducing new course codes, i.e. acronyms and numbers, for all online and distance courses during the 2010-2011 academic year. All course codes will use four digits, instead of the previous three digits, to describe each course. For example, ADMN 137, *Management and Information Systems 1*, is now BBUS 1371, *Management and Information Systems 1*.

These changes do not affect the content of any course.

In order to help facilitate this change and make it easier for students to find their courses of interest during this transition period, TRU-OL has developed a cross-referencing tool.

This tool will help users understand how the old, three-digit course codes translate into the new, four-digit codes.

If you are interested in enrolling in a TRU-OL course through one of our consortium partners, including the University of Victoria (UVic) and Simon Fraser University (SFU), please note the UVic or SFU course codes on the chart, as they have also changed.

Transitioning all of our courses to the new four-digit course code system in all of our materials and various references will take time. We appreciated your patience and welcome your feedback.

Please contact student@tru.ca for more information or to supply feedback.

Visit www.tru.ca/distance/programs/coursecodes/ccform.html to access the cross-referencing tool.

Distance Programs and Courses Offered by TRU Distance Education

www.tru.ca/new_students/distance.html

TRU offers several complete distance career programs and courses in science, business, nursing and tourism, outside of its Open Learning Division. This calendar provides some information about these additional distance programs and courses. Complete program details, with admission requirements and course descriptions, are provided on the above website.

See [pages 103–106](#) for more information.



Programs and Courses Overview

Programs and Courses Overview

Through its Open Learning Division, Thompson Rivers University offers over 53 independent-study programs and 500 courses to more than 10,000 students studying at a distance allowing them to earn recognized credits and credentials from anywhere across Canada and the world.

Students completing certificate, diploma or degree programs by distance through TRU-OL are awarded Thompson Rivers University credentials.

Credentials awarded include: adult secondary school completion; certificates and diplomas (including advanced and post-baccalaureate); associate degrees; bachelor's degrees; and graduate certificates. Cooperative arrangements with other educational institutions, community organizations as well as industry, business and professional associations, provide students the option to earn recognized credentials through TRU-OL.

TRU-OL delivers over 290 distance courses of its own while over 250 courses are delivered on behalf of TRU-OL by its partnering consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic).

Course Registration and Scheduling Choices

Self-Paced Courses

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

Courses with continuous registration delivered by TRU-OL are designed for students to complete within a specified time at a place and pace that suit their needs.

Paced Courses

Some TRU-OL courses are offered as paced, meaning a group of students work through the course together.

Paced courses have specific start and end dates; therefore all enrolled students must begin the course, submit assignments and complete final exams on, or by, a predetermined date. Labs, clinicals and specific classroom offerings have fixed start and end dates.

Extensions to paced courses are limited and granted only in exceptional circumstances. Labs are not eligible for extensions.

Note: Courses delivered by consortium partners through TRU-OL are paced courses.

Independent Study with Open Learning Faculty Member Support

TRU-OL distance courses are offered as independent study courses in self-paced or paced formats. Students complete courses by studying on their own and receive instructional support from highly qualified Open Learning Faculty Members.

Students can communicate with their Open Learning Faculty Member by email, phone or regular mail for print courses and also by electronic conference for most web courses.

Varied Course Delivery Formats

Courses delivered by TRU-OL are offered in the following formats:

- **Print-based**—Course is print-based. Some print-based courses have optional web content and/or web interaction. Internet access is not required to complete the course. Students registered in print-based courses can communicate with their Open Learning Faculty Member by email, phone or regular mail.
- **Web-based**—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content and most have web student-to-student interaction. Internet access with email is required to complete the course. Students registered in web-based courses can communicate with their Open Learning Faculty Member by email, phone, electronic conference or regular mail.
- **Online**—Course is fully online in a paced, cohort, Open Learning Faculty Member-led model. Online courses use a variety of online communication technologies and involve a high level of interaction among students and with the Open Learning Faculty Member. Some online courses may have textbooks or other resources such as DVDs or CDs when online resources are not available. Internet access is required to complete an online course (high speed is recommended). Students in online courses will communicate with their Open Learning Faculty Member through the online course mechanisms but may also use email, phone or regular mail.
- **In Person**—Course is delivered in a classroom setting or as a lab, clinical, workshop or fieldwork.

Not all delivery formats are offered for each course. Course materials may include CDs and/or DVDs.





Educational Advising and Planning

General educational advising services are available for prospective students considering registering for TRU-OL courses or applying for TRU-OL programs.

Program advising is provided when students are admitted to programs offered by TRU-OL.

General Educational Advising Services

Student Services advisors can answer questions concerning: prerequisites and entrance requirements for specific programs; transfer credit; assessment of informal credit; preliminary program planning; course sequencing and selection; and referrals to course and program specialists. Information is provided for students who need help with career exploration, study skills or other education related concerns. Refer to the TRU-OL website or contact Student Services.

Students considering completing a program through TRU-OL should identify their program of interest when contacting Student Services in order to:

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

Program Advising

After a student has received confirmation of program admission (including evaluation details), a program advisor will be available to assist with required course selection and will provide additional assistance from program commencement to graduation.

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

Another option is prior learning assessment and recognition (PLAR) which includes: course challenge; portfolio assessment credit; and credit bank awards for pre-assessed training offered by employers or other organizations. Refer to PLAR information on [page 11](#). Program Advisors can help you explore these options.

TRU-OL does not offer all courses which are required for program completion. In some cases, students with a Letter of Permission can take courses at other post-secondary institutions to complete program requirements. Refer to program plans information on [page 10](#).

English and Mathematics Assessments

Students interested in upgrading their English or mathematics skills have access to voluntary assessments which will help determine skill levels.

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

Assessment forms are available on the TRU-OL website and from Student Services.

Financial Aid and Awards

The Financial Aid and Awards service at TRU helps students access institutional and government financial assistance for part-time and full-time students. Refer to [pages 23-24](#) and plan ahead to ensure optimal timing for your educational plans.

First Nations Learning Centres

TRU-OL is assisting community-based First Nations Learning Centres across the province. At these Centres, First Nations students study University Preparation upgrading courses, business and other college-level courses and some university-level courses.



About Distance Education

Information is provided on the TRU-OL website at www.tru.ca/distance/services/resources/distance.html to help students successfully commence and continue, as distance learners. Prospective students can take a self-test in order to help determine if distance learning fits their lifestyle. Contact Student Services for more information about studying through an open and distance university.



TRU-OL Services Provided in English

The language of business at TRU-OL is English and therefore all student services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to [pages 13-14](#) regarding Proficiency in English requirements.



Services for Students

Disability Services

Disability Services is committed to facilitating and providing services and reasonable accommodations for students with documented disabilities in a manner that is consistent with TRU's educational mandate and academic principles. These objectives will enable students with disabilities to participate on the sole basis of their academic skills and abilities.

Services:

Disability Services provides a variety of services and accommodations for students with disabilities. Services may include but are not limited to the following:

- Alternate-format text
- Accommodated examinations
- Referrals for technical aids, adaptive technology and equipment
- Assistance with applications for disability-related funding

Who is Eligible for Services?

Persons who have professionally documented disabilities such as:

- Chronic/Systemic Health Impairments
- Blind or Low Vision
- Mobility/Physical Impairments
- Neurological Disabilities
- Mental Health Disabilities
- Deaf, Deafened or Hard of Hearing
- Learning Disabilities

Documentation:

If you require services and/or accommodations, you are required to provide Disability Services with current documentation of your medical condition and/or disability. Acceptable documentation should not be older than five years and must be obtained from a certified health care professional who has specific training and expertise in the diagnosis of the condition(s) for which the accommodation(s) is being requested.

Accessing Services:

New and returning students who require accommodations or support are asked to contact Disability Services at least three months prior to the intended course start date as many supports and accommodations require substantial lead time to arrange.

Policy:

To view the "Academic Accommodation and Services for Students with Disabilities" policy, go to: www.tru.ca/_shared/assets/Services_for_Students_with_Disabilities5619.pdf

Contact:

Disability Services Department

Phone: 250.828.5023 (Kamloops and International)
1.888.828.6644 (toll-free in Canada)

Fax: 250.371.5772

Email: dso@tru.ca

Web: www.tru.ca/distance/services/disabilities.html

TRU Library Services

With locations at both the Kamloops and Williams Lake campuses, TRU's libraries support all current TRU students, staff and faculty. Students taking TRU-OL courses are served through the university's Distance, Regional and Open Learning Library Services Department.

The main library collection is housed at the Kamloops campus while a smaller collection exists in Williams Lake. TRU's library collection is an important educational resource which offers over: 250,000 books; 41,000 e-books; 11,000 videos; 29,000 periodicals; 95 article databases; and an extensive collection of government documents, pamphlets, microforms and audiovisual materials. Resources and services are accessible through the Web as well as by email, phone, fax, mail or in person.

Library services for students include:

- Access to the TRU Library's online Research at a Distance, How Do I ...? and subject-specific research guides. They provide research advice, citation style guides and recommended article databases, reference books and websites.
- Research and reference assistance to find information on a particular topic and to learn how to use library tools (such as article databases) more effectively.
- Online chat reference via the AskAway service (www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, journals, government documents, pamphlets and videos.
- Loan of any circulating items (e.g. books and videos) in the TRU Library collection.*





Library services for students continued:

- Access to TRU Library's online resources (e.g. e-books and article databases). A current TRU Library account (student number and six-digit birth date: YYMMDD) is required for access.
- Delivery of library materials (e.g. books, videos, and photocopied articles) to the student's home or workplace.*
- Interlibrary loan service for articles, books and videos not in the TRU Library's collection.*
- In person borrowing from other Canadian university libraries via the Canadian University Reciprocal Borrowing Agreement.
- Toll-free phone access to the library for students residing in Canada.

Note:

- * The TRU Library cannot send books/videos to students residing outside Canada or the US.
- * The TRU Library does not provide required textbooks.
- * Students are responsible for charges on overdue, damaged or lost library materials. Official transcripts are withheld until charges are cleared.
- * Students registered in TRU-OL courses delivered by SFU or UVic receive library services from the institution delivering the course.

For more information about Library services, please visit www.tru.ca/library/distance.html.

Open Admission

All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia.

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

Permanent Residents of British Columbia

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

International Students

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

Normally, TRU-OL coursework cannot be used to establish or extend a student authorization (visa).

Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Upon reading suggested course requisites, applicants registering in courses must determine if their level of education or experience is suitable to meet course prerequisites. Once registered, students are affirming they either meet course prerequisites or are taking responsibility for their enrolment in courses, as applicable. In doing so, students are acknowledging personal responsibility for their educational proficiency and performance in the courses they have enrolled in.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to [pages 13-14](#)).



Admission

Admission to a Program

Students who wish to complete a credential through TRU-OL must fill-in and submit the TRU-OL Program Admission/Transfer Credit form online at the TRU-OL website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca.

Applicants should familiarize themselves with TRU-OL program choices as well as specific TRU-OL regulations, fees and procedures, which differ from TRU campus-delivered program admission processes. Contact Student Services with any questions. Individuals interested in completing a TRU campus-based program can refer to www.tru.ca.

Program status is considered active if a student engages in program-based courses, PLAR or transfer of credits, within a two year time span. Inactive students must reapply for program admission and are subject to current program requirements.

Students are not required to be enrolled in a particular program category to take courses with TRU-OL. These non-credential track students are categorized as being in an 'undeclared' program at TRU-OL. Refer to [page 18](#) for course registration information.

Students who have gained credit for individual courses at TRU-OL (e.g. students who were not enrolled in a program) and now want to complete a program must apply for program admission as aforementioned.



Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic choices at TRU-OL meet the regulations of their specific program and institution in all respects.

Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs as per personal choice.

Transferring Credit to a TRU-OL Program from Other Institutions

As part of the admission process, students will need to arrange for official transcripts from all post-secondary institutions to be sent by that institution, directly to TRU-OL Admissions. Documents from international institutions may require assessment by an accredited international credential evaluation service. Students may also need to provide additional supporting documentation with the application, particularly if courses were granted more than seven years ago or completed outside BC. Once fully admitted to a program, students wishing to take courses elsewhere to meet some TRU-OL program requirements, will need to discuss choices with a Program Advisor and request a Letter of Permission.

TRU-OL commences formal education assessment upon receipt of all of the following: (1) completed Program Admission/Transfer Credit form; (2) full payment of the program plan fee and assessment of transfer credit fee; (3) official transcripts of all post-secondary studies and; (4) any additional program admission requirements, such as criminal records search documents. Results of the assessment and a program plan are sent to applicants.

Program Plans

A program plan is a personalized record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL Program Advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (see [page 20](#)).

A personalized program plan shows the following: (1) requirements for the program; (2) student's transfer credit; and (3) remaining credits required for program completion.

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

In order to ensure that a course satisfies program requirements, students should consult their program plan or their Program Advisor, when appropriate, prior to registering in a course. Students registering in courses without prior approval bear the responsibility for taking courses that may not be applicable to program requirements. Students self-registering in external courses are also responsible for transfer credit fees.





Students admitted to a program offered through TRU-OL who want to request permission to take a course from an institution other than TRU-OL must first apply for a Letter of Permission, using the Letter of Permission Request form (available on the TRU-OL website and from Student Services). One Letter of Permission per semester, per institution is required for such courses.

A student's record and program plan are updated when TRU-OL receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts, directed to TRU-OL Admissions.

Students wanting to change to a different program must consult with their Program Advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. Transfer credit and program planning fees may apply (see [page 20](#)).

Program Completion

All program students must fulfill all requirements, including residency, in order to graduate from programs offered through TRU-OL. Residency requirements are the minimum number of TRU courses or credits that must be completed, as specified in program descriptions. Program Advisors are available to assist you with program completion details. Once all requirements have been met, students are required to apply to graduate. Refer to the TRU-OL website and the policy section on [pages 39-40](#) for more information regarding graduation application processes.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable in meeting the residency requirements for programs offered through TRU-OL.

Prior Learning Assessment and Recognition (PLAR)

Students may be eligible for credit based on an assessment of their non-formal or prior learning. Prior learning assessment and recognition (PLAR) credit may be used to complete their TRU-OL credential or for other external purposes. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study and work experience (program students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed). Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. PLAR credit can also be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs.

Refer to PLAR policies on [pages 27-29](#).

Challenge Examination

Students in programs offered through TRU-OL may write one or more challenge examinations to demonstrate knowledge of the content of a particular TRU-OL course or of a first language ([page 217](#)). The amount of credit awarded is the same as completing the course as a registered student. Contact the PLAR Department for more information on fees and application procedures.

The availability of a challenge exam for any specific course is at the discretion of the PLAR Department. In addition, these restrictions apply to challenge exam requests:

- Students who are registered in a course and want to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines. The student must then submit a separate application, with the required fees, in order to be permitted to write the challenge examination.
- Students who are registered in a course and have submitted one or more assignments or have written the final examination are not permitted to write a challenge examination for the course.
- Students who want to challenge a language course may do so only at the third- or fourth-year university level if the language course coincides with their first language and they have received their secondary education in that language. This restriction does not apply to lower-level literature courses.



Admission

Portfolio-Assisted Assessment

Students may be eligible to demonstrate that their prior learning has provided them with a series of “competencies” (such as communication abilities or problem-solving abilities), which are critical for success in completion of program requirements. Students may also use a portfolio to demonstrate that their learning is equivalent to the learning outcomes of specific TRU-OL courses.

Students are required to prepare and submit a learning portfolio with written documents and other materials and may be required to have an oral interview. The non-refundable PLAR fee is required in advance. Contact the PLAR Department for more information.

Note

- PLAR credit awarded by TRU-OL toward a TRU credential may not be transferrable to other post-secondary institutions.
- PLAR credit may not be accepted as admission criteria to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution before applying for PLAR. Transfer credit and program planning fees may apply.
- TRU-OL accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of requirements of programs offered through TRU-OL.



TRU *story:*
Morgan completed his bachelor's degree and got into medical school.

More about Morgan and other stories at
www.truopen.ca/truestory

An Open Learning degree is credible, respected and full of potential. Over 500 courses and 53 programs. Online or distance.





Course Delivery

TRU-OL

Most distance courses delivered by TRU-OL are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings and some web-based/online, paced courses have fixed start and end dates. Refer to the TRU-OL website or contact Student Services for information about course availability.

TRU-OL courses that have rental materials (equipment and audiovisual components) are not always available to students residing outside Canada.

Refer to detailed course information on the TRU-OL website or contact Student Services.

SFU

Courses are offered in September, January and May. Not all courses are offered every semester. Course registration deadlines apply. Deadlines are specified on the TRU-OL website “Register Now” system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

UVIC

Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the UVic program area ([page 219](#)).

Course registration deadlines apply. Deadlines are specified on the TRU-OL website “Register Now” system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

Course Prerequisites

TRU-OL

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. It is assumed that students have Grade 12 English or equivalent, for post-secondary courses requiring no formal prerequisites.

For more information, or to discuss the recommended or required prerequisites, contact Student Services.

SFU

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website.

Detailed course descriptions are provided on the SFU website at <http://code.sfu.ca>. Students are expected to meet the course prerequisites but are not required to submit transcripts to register however, students may be required to provide proof at a later date.

UVIC

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website.

Students are not required to submit transcripts to register in a course with prerequisites.

Proficiency in English Requirements

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

Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills.

Students registering for courses that do not specify prerequisites beyond Grade English 12 should have sufficient English proficiency.

Some post-secondary courses, such as the HEAL courses, have unique proficiency requirements. See detailed course information online or contact Student Services for details.

Students studying on campus with TRU will take an English Placement Test (EPT) and will be placed in the appropriate level of English language study as indicated. Students studying by distance in Open Learning courses need to self-assess their proficiency in English according to the following requirements (provided in the table on [page 14](#), as a guideline) unless asked for further proof of proficiency.

If an on-campus student has a Test of English as a Foreign Language (TOEFL) or other test score, they do not have to take the TRU English Placement Test and may instead elect to enrol in English as a Second Language (ESL) or select on-campus courses based on the scores listed in the table on [page 14](#).

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



Registration

Test of English as a Foreign Language (TOEFL)			International English Language Testing System (IELTS)	Language Proficiency Index (LPI)*	Michigan English Language Assessment Library Battery (MELAB)	Canadian Test of English for Scholars and Trainees (CanTEST)	Canadian Academic English Language (CAEL)	TRU Placement**
Internal Based Test (iBT)	Paper Based Test	Computer Based Test (CBT)						
88+ with no section below 20	570+ Test of Written English (TWE) 4.5+	230+ Essay 4.5+	6.5+ with no bands below 6.0	Level 6 Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	81+	4.5+ with no component score below 4.0	Overall 70+ No subtest below 60	Direct entry to all TRU academic programs and courses.
80+	550-569 TWE 4.0+	213-229 Essay 4.0+	6.0+ with no band below 5.5	Level 5 (minimum 30/40 essay) Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	77+	4.0+ with no component score below 4.0	Overall 60+ No subtest below 50	Direct entry into Level 5 Campus-based ESL (2 ESL courses and 3 Academic courses)
71+	530-549	197-212	5.5+ with no band below 5.0	Level 4 Enroll in ENGL H106H or (ABE) ENGL H028H	74+	4.0+ with no component score below 3.5	Overall 50+ No subtest below 40	Direct entry into Level 4 Campus-based ESL (4 ESL courses and 1 Academic courses)
61+	500-529	173-196	5.0+	Level 3 and Below Remedial English is required - discuss with Student Services or Program Advisor	69+	3.5+	Overall 40+	Direct entry into Campus-based Level 3 ESL

*LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC)'s Applied Research and Evaluation Services. For more information click here or visit www.lpitest.ca.

**A student must meet or exceed the required level on all aspects to be at any specific level (e.g. Direct entry students must have 88+ and all sections at least 20). When sub-scores are used, a good mark in one area will not compensate for a poor mark in another. If a student does not meet the requirements for direct entry, it is recommended that they write the TRU placement test to determine the appropriate placement for them in ESAL. If all of their scores, subtests and overall standing, place them at, for example Level 4, it is recommended that they do the TRU placement test to determine their courses; however they will not be placed below Level 4 (or whichever level their initial scores place them).





University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL.

SFU

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements and to specific course details for more information regarding English proficiency requirements.

UVIC

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements and to specific course details for more information regarding English proficiency requirements.

Course Resources

TRU-OL

TRU-OL course resources normally include all the compulsory texts and course materials required to complete the course unless otherwise noted. These resources are normally in print format for print-based courses and electronic format for web-based and online courses. Refer to the detailed course information available online or contact Student Services for more detailed information.

Students normally receive their course package by courier within two weeks of registering in TRU-OL courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date. Electronic course platforms are available within two weeks of registration for web-based and online courses with continuous entry, and by the course start date for paced courses.

Students also receive information about the Open Learning Faculty Member overseeing their course. Open Learning Faculty Members will contact students who are registered in courses however students may choose to contact their Open Learning Faculty Member first.

Refer to myTRU or contact Student Services for additional resources, deadlines, procedures and policies.

SFU

Students receive a letter from TRU-OL confirming course registration. Students receive an email from SFU regarding course packages and access to online materials approximately three weeks prior to the course start date. Students are responsible for ensuring their email address is updated with TRU-OL. Additional research materials are available through SFU's Library.

UVIC

Students receive a letter from TRU-OL confirming course registration. Registered students receive instructions by mail from UVic program areas about purchasing texts and course materials from the UVic Bookstore and accessing library resources.



Registration

Completion of Courses with Continuous Registration

TRU-OL

The following applies to courses with continuous registration (e.g. do not have fixed start dates and are called 'not paced') delivered by TRU-OL:

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner. Three courses taken consecutively are considered a full-load and 18 credits (or six courses) taken over a year are considered full-time study.
- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their Open Learning Faculty Member (at least several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.
- The schedule of eligible examination session dates, within the maximum course completion time, is listed in the student's confirmation of registration package. Contact Student Services at student@tru.ca for clarification.

Note

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

SFU

Students are required to complete the course in 13 weeks from the course start date (normally the first Monday in September, January or May) and submit assignments according to established timelines. Course completion times are given in the course descriptions.

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

Students residing outside Canada who are interested in registering in TRU-OL courses delivered by SFU are considered on an individual basis. Contact SFU's Centre for Online and Distance Education for more details ([page 218](#))

UVIC

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area ([page 219](#)).

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

Some TRU-OL courses delivered by UVic are available to students residing outside Canada.

Students should contact the UVic program area for more details.

Some TRU-OL courses delivered by UVic include face-to-face lab, classroom or field-trip components, which may require travel to UVic or a designated site. The UVic program area provides details.

Grading

TRU-OL, SFU and UVIC

Course assessment and marking information is included in the course material or in the online course environment, while final letter grading information can be found in the policy section on [pages 35-36](#). TRU-OL does not receive or record assignment grades for courses delivered by SFU or UVIC, only final grades.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on [pages 29-32](#).



SFU-designated W, Q, B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative) or B (breadth) should feel comfortable that they can meet SFU's admission requirements that pertain to literacy, quantitative and breadth to ensure successful completion. Refer to the requirements listed on the SFU website at: <http://students.sfu.ca/admission/requirements/wq/wqrequirements.html>





Examinations

TRU-OL

The final examination for a TRU-OL self-paced, independent-study course may be a supervised written examination or a project examination.

Supervised written examinations are held in TRU-OL examination centres in BC, Canadian Invigilator Network centres in Canada or other supervised locations arranged by the student and approved by TRU-OL. Normally, a project examination is completed at the student's residence. Examination information is provided in the course package and in the course descriptions on the TRU-OL website.

Instructions for applying to write examinations are in a student's confirmation of registration package and on the TRU-OL website. Refer to TRU-OL examination policies on [pages 32-34](#).

SFU

Many courses have supervised mid-term examinations. All examinations must be written on specific dates, as scheduled by SFU. Refer to SFU examination policies on [pages 34](#).

UVIC

UVic arranges examinations. Refer to UVic examination policies on [page 34](#).

Transcripts

TRU-OL

After completing a course, students' grades are noted in myTRU. TRU-OL students may order official transcripts via the web on myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

SFU and UVIC

After completing a course, students' grades are noted in myTRU. Students may order official transcripts via the web on myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. TRU-OL reserves the right to deny access to examinations if access compromises the system.

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



TRU-OL Supervised Examinations

Examination Session	Application Deadline
November 6-9, 2010	October 6, 2010
December 4-7, 2010	November 4, 2010
January 12-17, 2011	December 13, 2010
February 9-14, 2011	January 17, 2011
March 9-14, 2011	February 14, 2011
April 6-11, 2011	March 14, 2011
May 11-16, 2011	April 18, 2011
June 8-13, 2011	May 16, 2011
July 6-11, 2011	June 13, 2011
August 10-15, 2011	July 18, 2011
September 7-12, 2011	August 15, 2011
October 1-4, 2011	September 6, 2011
November 2-7, 2011	October 11, 2011
December 1-5, 2011	November 7, 2011



Registration

How to Register for a Course:

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are reviewed and met and declare when registering that the necessary required or recommended prerequisites have been met or acknowledged. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.
3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar (pages 29-32) or on the TRU-OL website.
4. Confirm access to equipment required (such as to the Internet for a web-based course). Required equipment is specified in the course descriptions in this calendar and on the TRU-OL website.
5. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
6. Select one of the registration and payment methods listed.

Note

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 8) 12 weeks prior to their intended course start date.



Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic programs meet the regulations of a particular institution in all respects. Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs, as per their choice.

Register Online www.truopen.ca

With American Express, MasterCard, VISA or approved student loan

Use the "Register Now" system on the TRU-OL website to register quickly and conveniently.

Register by Phone

1.866.581.3694 (toll-free in Canada)
250.852.7000 (Kamloops and International)

With American Express, MasterCard or VISA
Phone Student Services, with course details and credit card information, on weekdays from 8:30 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).

Register by Fax 250.852.6405

With American Express, MasterCard or VISA

Register by Mail

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th floor

900 McGill Road, Box 3010
Kamloops, BC
V2C 5N3 Canada

With American Express, MasterCard, VISA, cheque or money order

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

With student loan or grant

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

Contact Student Services for information on sponsorship and scholarship procedures.

Registrations are not processed until all course fees have been received.

Payment is deposited on receipt.

- The course registration form is available online at www.truopen.ca. For further information on course details and registration contact Student Services.





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 various institutions.

Students planning to register in TRU-OL courses and planning to complete a program offered by another institution are advised to refer to that institution's admission information to determine initial program requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca.

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

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

Courses listed in this calendar and on the TRU-OL website delivered by SFU or UVic are TRU-OL university-level courses for which students receive TRU-OL credit on TRU-OL transcripts. Students are responsible to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

SFU, UVic Transfer Credit

Students are advised that registration in TRU-OL courses delivered by SFU or UVic may not automatically be accepted for transfer credit to a specific program of study by the institution delivering the course.

Students who take SFU-delivered courses that are designated W, Q or B and apply to SFU and receive an offer of admission will receive credit under the W, Q, B curriculum requirements, subject to transfer credit regulations. Students considering transferring to SFU should refer to admission requirements information on the SFU website at www.sfu.ca/ugcr/For_Students/WQB_Requirements/

Note: SFU's admission and curriculum requirements changed in 2006.

Students planning to take courses through TRU-OL and then transfer the credit to another institution should refer to admissions and transfer information on the web at www.bccat.bc.ca.

Students should note that registration in TRU-OL courses delivered by SFU or UVic does not mean they are admitted to the institution delivering the course. Students are advised to refer to the individual institution's admission policies.

CVU-UVC

www.cvu-uvc.ca

TRU-OL is a member of Canadian Virtual University/ Université Virtuelle Canadienne (CVU-UVC), a collaboration of 10 Canadian universities that offers distance and online programs. When students enrol in a distance program listed on the CVU-UVC website, they may take courses at any member university without paying additional admission fees and are not required to pay the Letter of Permission fee. Students can select from among 2,500 courses in English or French to meet their schedule, interests and learning style. The credit earned at a member university can be transferred to the CVU-UVC distance program a student is enrolled in, provided the course meets the program requirements.

\$10,000 Anniversary Offer

TRU-OL is celebrating its 10th year as a member of CVU and to mark this anniversary, CVU is offering \$10,000 to students who start and complete a distance course between January 1 and December 31, 2010.

For more information visit CVU at www.cvu-uvc.ca.

Advanced Placement

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

International Baccalaureate

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

For more information refer to admissions and transfer information on the web at www.bccat.bc.ca.

Career Planning

The TRU-OL website provides links to various websites in the following categories to assist with career planning:

- Self-assessment
- Career Development
- Career/Occupational Profiles
- Job Searching Resources
- Resource for Community Programs/Services
- Resources for International Students

Contact TRU-OL Student Services for more information about career resources.



Tuition and Fees

Tuition and Fees

Courses Delivered by TRU-OL

Canadian Residents and Landed Immigrants

Course tuition varies with an average cost per credit of \$99.77 (please see individual courses for specific fees)

Seniors (65 years +)

Course tuition varies with payment equivalent to 25% of Canadian Landed Immigrant tuition. Average cost per credit is \$24.93 (please see individual courses for specific fees)

International Students

\$311.30 per credit

Credit-free Courses

Applicable tuition per credit + \$81.18 course administration fee + \$5.40 technology fee + texts + course materials

Course Extensions—All Students

\$86.50 per course eligible for extension

Formal Grade Appeals—All Students

\$108 per course. Refer to policy on [pages 37-39](#).

Transfer Credit Assessments

\$43 BC documents only

\$81 Non-BC or combined documents

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

NOTE

Some courses and programs delivered through TRU-OL are subject to alternate fee schedules. In addition, lab fees have increased by 2% over the 2009/2010 academic year.

Program Plans

\$54 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan

\$135 per bachelor's degree program plan.

Contact TRU-OL Admissions for re-assessments fees.

Course Materials Shipping Costs

Within Canada: No charge

United States: \$40

International: \$120

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- HST is added as applicable.
- The course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course.
- Refer to individual course descriptions on the TRU-OL website to determine course prices or contact Student Services.

Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level. TRU-OL provides official receipts (T2202A) for income tax purposes in February of each year for the previous calendar year. TRU-OL provides tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded 50% on the tax receipt for the year when the course started and 50% on the receipt for the following year.

Refer to the Canada Revenue Agency website at www.cra-arc.gc.ca/menu-e.html for information about income tax regulations.





TRU-OL Courses Delivered by SFU

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

\$160.50 tuition per credit + \$75.76 course administration fee + texts + course materials

Seniors (60 years +)

No reduced fees

International Students

\$527.20 tuition per credit + \$75.76 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to [page 218](#) for contact information.

TRU-OL Courses Delivered by UVic

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

\$158.87 per credit (\$317.74 tuition per UVic fee unit) + \$37.87 course administration fee (varies by course) + texts + course materials

Note: UVic courses are typically 1.5 units or 3.0 unit courses which are displayed as 3 credit and 6 credit courses when registering via TRU, Open Learning.

Seniors

No reduced fees

International Students

\$514.06 per credit (\$1,028.12 tuition per UVic fee unit) + \$37.87 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to [page 219](#) for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.

Fees Payment

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

Canadian Citizens Residing outside Canada Registering Online

All students residing outside Canada pay the international tuition rate when they register online for TRU-OL courses.

Canadian citizens and permanent residents of Canada (landed immigrants) will be reimbursed a portion of their tuition on submission of proof of Canadian citizenship.

With the reimbursement, tuition paid is equal to tuition for permanent residents of Canada residing outside BC (non-BC Canadian).

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

Mail: TRU-OL Office of the Registrar
900 McGill Rd, Box 3010
Kamloops, BC
Canada V2C 5N3

Fax: 250.852.6405

Note: As an alternative, Canadian citizens and permanent residents of Canada (landed immigrants) residing outside Canada, may phone Student Services (250.852.7000) to register for courses and pay the fees applicable to Canadian citizens residing outside BC (verification of citizenship is required).



Tuition and Fees

Non-Tuition Course Costs

Texts and Course Materials

TRU-OL

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

SFU

Students receive required texts as part of the course fee. Other texts are available at the SFU Bookstore.

UVIC

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.

Shipping Costs for Courses Delivered by TRU-OL

- Within Canada: No charge
- United States: \$40
- International: \$120

* Fees are subject to change; refer to website or call Student Services

Rented Materials

TRU-OL

TRU-OL delivered courses that have specified returnable materials (e.g. equipment and audiovisual components) 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 TRU-OL. Students who fail to return rented materials do not receive the deposit refund.

SFU

A damage deposit is charged for materials (CDs and/or copyrighted material) required to be returned at the end of the semester. The deposit is refunded, provided materials are returned in good (unmarked) condition by the deadline provided by SFU.

UVIC

Contact information available in the UVic program area ([page 219](#)).

Long-distance Phone Charges

TRU-OL

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

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

UVIC

Contact information available in the UVic program area ([page 219](#)).

Assignment Submissions

All students in all distance courses are responsible for the costs of submitting assignments for grading.

- All students in all distance courses are responsible for the costs of submitting assignments for grading.
- Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated on [pages 30-31](#).
- A refund is processed within four to six weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.
- It is not necessary to return course materials to receive a tuition refund for a course.
- Students may keep any course materials they have purchased.





Applying for Financial Assistance

Students should contact Financial Aid and Awards for part-time or full-time application forms and information.

- Applicants may submit original part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed, photocopied and scanned copies are not accepted.
- Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution's or TRU division's financial aid office before registering.
- Financial Aid and Awards

www.tru.ca/distance/services/resources/financial.html
OLfinaid@tru.ca
1.800.663.9711 (toll-free in Canada)
250.852.6802 (Kamloops and International)

Residency Requirements for Financial Assistance

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

Detailed information about residency requirements for part-time and full-time financial assistance is provided on the web at www.studentaidbc.ca.

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

The Part-time Student Assistance Application form and complete application details are provided on the TRU-OL website and by the Financial Aid and Awards office. Allow up to four weeks for processing the application.

The programs listed in this section pay for all direct educational costs, including tuition and fees, required textbooks, miscellaneous allowance and some childcare when applicable.

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 Student Grant for Part-time Students

This federal grant program provides funding to students in financial need and who are registered in qualifying post-secondary courses who are pursuing a certificate, diploma or degree. The maximum funding per student per program year (August 1 to July 31) is \$1,200.

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

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

Barbara Guttmann-Gee Bursary Endowment

Established by BC Open University 1991 graduate Barbara Guttmann-Gee, this endowment provides funding to female students in distance courses.

Preference is given to older females in financial need.

Open Learning Bursary Endowment Fund

This endowment gives preference to applicants in distance courses who do not have access to other sources of financial aid and those pursuing a TRU credential.



Financial Aids and Awards

Full-time Student Loans and Grants

Students may apply through StudentAid BC on the web at www.studentaidbc.ca or may use a paper application, which should be submitted a minimum of six weeks before the funding is required.

Students may also check their loan application status on the web at www.studentaidbc.ca.

StudentAid BC

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

The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$510 per week for eligible students with dependents.

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

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the TRU-OL website to help students start and continue successfully as distance learners (refer to [page 7](#)).

Much of the flexibility of open learning is lost when applying for full-time government student loans.

There are 12 distance education loan periods, each four months long, which start the first of each month. Students are required to register in a full-time course load within the month prior to the start date of each period (e.g. register in August for the September term). Late phone and web registrations are permitted up to the tenth day of each month after the term start date. Detailed information (Six Key Steps to Getting a Student Loan through TRU-OL) and registration deadlines are provided on the TRU-OL website.

Any continuous-entry registrations received after the final deadline on the tenth of the month can only be applied to the following term (e.g. a January 11 registration can be applied only to the February loan term). All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework for at least nine credits (the minimum required for full-time status) within the four month loan period.

Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

Final examinations may be written in the month following the loan period (e.g. examinations may be written in May for a January to April loan).

Failure to submit assignments on a regular schedule throughout the loan period or failure to submit all coursework by the end of the loan period may be regarded as a “technical” withdrawal from full-time study even though a student does not formally withdraw.

This may result in a portion of the loan being placed in “over award” and becoming immediately repayable. Eligibility for further funds, interest-free status and other privileges associated with full-time status may be affected.

Interest-Free Status

Students enrolled in full-time studies who are not negotiating a new Canada Student Loan or BC Student Loan, should contact Financial Aid and Awards for information about keeping their existing loans in interest-free status.

Full-time Single Parents Bursary Endowment

Established by the CKNW Orphans’ Fund, this endowment provides funding to students in distance courses who are single parents, have received the maximum student loan amount and still have “unmet need.” Applicants must be returning students and have successfully completed their last full-time term through TRU-OL. Applications forms are available on the TRU-OL website.

TRU-OL Emergency Bridging Loan

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 \$800, interest-free, are provided for a period of up to 60 days, provided the pending financing is guaranteed and assignable (e.g. an approved student loan).

These loans cannot be issued prior to the first day of a student’s study period. Applications forms are available on the TRU-OL website.

Other Sources of Assistance

Information about other sources of assistance is provided on the TRU-OL website.





Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Thompson Rivers University, Open Learning (TRU-OL). In the absence of other regulations, those of TRU may apply. Refer to the TRU-OL website for the most current information.

A student is defined as anyone who requests and receives educational services from TRU-OL.

1. Student Conduct

This policy and related procedures are under review. Refer to the TRU-OL website or contact Student Services for updates on the policy. Information about particular course expectations, and topics such as plagiarism, are available in course materials and we recommend that students discuss these topics with their Open Learning Faculty Members if questions arise.

2. Formal Transfer Credit

2.1 Certificate, Diploma and Degree Programs

A. Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution. In BC, accredited institutions include those that are listed in the Online Transfer Guide; members of the Association of Universities and Colleges of Canada; or publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin are considered on an individual basis.

B. Transfer credit is awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by TRU-OL.

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

If all formal studies are not declared at the time of initial application, a further documentation fee is charged. Further penalties may be imposed such as: (a) invalidation of the previously issued university program plan; (b) refusal of admission into programs offered through TRU-OL; or (c) requirement to withdraw from a program.

D. Transfer credit is awarded only on the basis of official transcripts that have either been sent directly to TRU-OL by the institution, or represent appropriately authenticated copies. All documents submitted, unless considered irreplaceable, become the property of TRU-OL.

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

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

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

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

I. Students changing programs or requiring information about how credits earned and transferred apply to another TRU-OL credential must apply in writing for a re-evaluation of their transfer credit. Transfer credit and program planning fees may apply.

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

K. Programs often change and students, who have declared a program and have had a program plan prepared but have not registered in courses appropriate to their program in any two-year period, may be required to fulfill the program's new requirements, including preparation of a new program plan. In cases where students have had an initial assessment of transfer credit and where the program has changed, current program planning fees will be charged, and the seven-year rule on age of credit may apply.

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

M. In cases where TRU-OL offers an equivalent course, the current course number is assigned. In cases where TRU-OL no longer offers the course, unassigned credit is given, as appropriate.

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



O. Grades for courses that have received transfer credit are transcribed on the student's Thompson Rivers University (TRU) transcript. For block transfer awarded, no grades are transcribed.

Note: Informal credit and credit from non-accredited institutions may be assessed through TRU-OL's prior learning assessment and recognition (PLAR) process and applied to TRU-OL programs, per individual program requirements or used for other purposes. See section 3 for more details.

2.2 Multiple Certificates and Diplomas

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

2.3 Second Credentials

Credits used to meet the requirements of an undergraduate credential, through TRU-OL or elsewhere, may be used to meet a maximum of 50% of the total requirements of a second undergraduate qualification at the same or lower level provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met. Regulation 2.1.J does not apply.

2.4 Multiple Undergraduate Degrees

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

2.5 Letters of Permission

Students applying to take courses at other institutions for credit toward a credential offered through TRU-OL must obtain prior written permission with a Letter of Permission. The form is available on the TRU-OL website and from Student Services.

2.6 Transfer Credit from Master's Degree Programs

There is no limit on the amount of credit that can be used from an uncompleted and expired master's degree program toward the completion of a credential offered through TRU-OL.

2.7 Procedures: Application for Transfer Credit

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

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

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

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

E. The appropriate transfer credit assessment fee must accompany all requests for assessment of transfer credit involving documents originating both within and outside BC. Documents from Yukon institutions listed in the Online Transfer Guide are treated as being from BC.

Note: Permanent residents of BC who have completed secondary/high-school courses in BC and are applying for transfer credit toward an ABE credential are exempt from this fee.

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

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

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





3. Prior Learning Assessment and Recognition (PLAR)

3.1 General Information

A. Thompson Rivers University (TRU) recognizes that adult learners acquire knowledge and skills through life and work experience. Through Prior Learning Assessment and Recognition (PLAR), TRU will assess the knowledge and skills and grant credit/recognition for the learning that has taken place.

B. PLAR is the assessment by some valid and reliable means, of what has been learned through formal and non-formal education as well as a training or experience that is worthy of credit in a course or program offered by TRU. PLAR is used to evaluate knowledge, skills and competencies which may have been acquired through, but not limited to, work experience, independent reading, hobbies, volunteer work, non-formal learning, travel and artistic pursuits. The assessment and evaluation of prior learning, in addition to the determination of competency and credit awarded, will be implemented by instructional or faculty staff with the appropriate subject matter expertise in addition to other staff in an institution that may provide a support role in the process. The work required for PLAR includes, but is not limited to: classroom-based and individual advising; classroom-based and individual assessment, training and upgrading; development of assessment tools; and, training in the use of flexible assessment.

C. TRU accepts credit earned through PLAR (as transfer credit) from all Canadian accredited post-secondary institutions that have formally adopted the assessment standards of the Council for Adult and Experiential Learning and or the BC Council on Admissions and Transfer (BCCAT) prior learning standards and guidelines. Such transfer credit is applied in the context of TRU course and program requirements.

3.2 Regulations

A. TRU offers candidates several methods of documenting and demonstrating that they have achieved an appropriate level of prior learning. No single PLAR method is best for all situations. With the help of a PLAR Facilitator, methods should be selected to suit the unique needs of the particular situation. TRU will award credit or equivalent recognition only for prior learning which is appropriately documented or demonstrated and which is at an appropriate level. PLAR is a process which challenges learners to claim and articulate their knowledge, skills, abilities and values based on documentation that describes learning or provides evidence of learning.

B. PLAR Facilitator

For students enrolled in TRU Campus programs, the PLAR Facilitator acts as the contact person at TRU for PLAR inquiries, offers orientation seminars, portfolio preparation courses and other PLAR related courses, and acts as liaison between the assessor(s) and the learner. For students enrolled in TRU-OL programs the Director, PLAR acts as the contact person for PLAR inquiries, offers orientation seminars, portfolio preparation courses and other PLAR related courses, and acts as liaison between the assessor(s) and the learner.

C. PLAR Assessor

Prior learning will be assessed by qualified specialists, as approved by the relevant department/program or TRU-OL Academic Director/Program coordinator, who have expertise in the area to be assessed and training in appropriate assessment methods for PLAR. Assessors will be responsible for ensuring that the documentation provided by the learner supports the claim for credit/recognition. If the assessor believes that the knowledge the learner has demonstrated is sufficient and appropriate, credit/recognition will be granted. The PLAR Facilitator or the Director, PLAR will work with assessors with content expertise, to develop appropriate assessment methods and/or provide training to content experts in how to conduct PLAR assessments.



3.3 Documentation and Demonstration of Achievement

A. Evidence

All PLAR requires evidence. The learner has the primary responsibility of preparing the evidence that learning has taken place and that it contributes to an appropriate balance of theory and practical application.

Tangible proof of competence can be provided through documentation of accomplishments or demonstration of skill and knowledge.

Depending on the subject area, certain types of documentation or demonstration are more useful than others.

B. Examinations

The purpose of exams is to measure knowledge of the content of, or the achievement of, the learning outcomes that are equivalent to those of a specific course.

1. Challenge exams are created for students who have not attended the course but who wish to demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or Open Learning Faculty Member.
2. Standardized exams are prepared by national organizations, such as the College Level Examination Program (CLEP), are applicable to a large population and measure a specific level of achievement in a specific subject.

C. Equivalencies

Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses or professional certificates, outside of the college or university system. These non-formal programs and credentials are evaluated by TRU and credit may be granted if the program or credential meets the assessment criteria.

D. Portfolios

Portfolios summarize the learning gained from non-formal learning experiences. It is a collection of information that demonstrates the depth and breadth of what the learner knows and/or can do.

A portfolio can be used as a “stand alone” or in combination with other methods of assessment. It provides evidence of learning. A portfolio is generally compiled and organized in a binder for assessment.

3.4 Eligibility

A. A learner requesting PLAR must normally be admitted to a TRU or TRU-OL program before the PLAR process will be commenced.

B. PLAR can be used to accumulate credit in programs or to satisfy admission requirements to certain programs upon approval by the appropriate department chair or TRU-OL Program Director.

C. PLAR can be used to satisfy residency requirements for TRU-OL.

3.5 Conditions

A. Credits granted for prior learning towards a specific program at TRU can be transferred to other programs at TRU where specific transfer credit exists.

B. Credits granted for prior learning at TRU may not always be transferable to other institutions. It is the responsibility of the learner to determine transferability.

C. For programs offered on the TRU campus, a maximum of 25% of the credits required in a program will be awarded for prior learning. For programs offered through TRU-OL, Planning Council for Open Learning will establish the proportion of each credential that can be gained through PLAR.

D. Not all courses are eligible for PLAR; eligibility will be determined by the appropriate department or Open Learning Academic Director.

E. Credit awarded through PLAR will be monitored to avoid awarding credit more than once for the same learning in a course/program.

F. A successful PLAR will apply only to the designated course and will not constitute a successful PLAR of any prerequisites to that course.

G. PLAR will not normally be granted for a course previously transcribed without the special permission of the department and without reasonable evidence of the acquisition of new knowledge.

H. Transcripts reflect the course being granted credit with a grade of S, which will count as credits attempted and taken, but not for GPA calculations.

I. If a request for PLAR is unsuccessful, there will be no listing on the transcript.

J. Learners who receive an unfavourable decision from the Assessor will have access to TRU's appeal process.





K. Students are advised to consult with the Financial Aid office regarding any impacts enrolment in PLAR courses may have on eligibility for student aid.

3.6. Fees

PLAR assessments are done on a cost-recovery basis. The cost of PLAR will be based on the services performed in the assessment process and the number of credits requested. For assessment of PLAR for an individual course, this cost will not be more than the course fee charged as defined by the tuition fee schedule. Students are responsible for all associated costs involved with PLAR which may include long-distance phone calls to an assessor, travel to an assessment site and/or mailing a portfolio to an assessor. All fees are non-refundable.

4. Registration

Students not intending to complete a program through TRU-OL may register directly for most courses. Registration policy and related procedures are under review and subject to alteration or amendment without prior notice.

Refer to the TRU-OL website or contact Student Services for updates.

4.1 Credit-free Option

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

4.2 Cancellations—TRU-OL

- A. Students may cancel their registration in most TRU-OL-delivered self-paced, independent-study courses by notifying TRU-OL Student Records in writing within five weeks from their registration date, subject to clauses C and D below. The course does not appear on their transcript.
- B. Students may normally cancel their registration for paced, shorter-duration courses up to the end of the first week of the course, subject to clauses C and D below. The course does not appear on their transcript.
- C. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.
- D. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.
- E. Registration cancellation deadlines for clinical courses are available in the course information. Contact Student Services for more information.

Procedures

F. Students may request to cancel their course registration by accessing the form online and via myTRU, by regular mail, email or fax. Students may also request to cancel their course registration by phone and confirm their request in writing within 10 calendar days by sending a letter or fax to TRU-OL Student Records.

Tuition Refunds

- G. Students who submit their request within eligible deadlines receive a 100% refund of tuition fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refunds eligibility.
- H. Students who cancel their registration in a lab course as per 4.2.B. receive a 100% refund of their tuition fee and a 75% refund of their lab fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refunds eligibility.
- I. Tuition refunds are not processed until the web form or print form to cancel a course registration is received by Student Records.



Regulations and Policies

4.3 Cancellations—SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing the form online and via myTRU, by regular mail, email or fax. Students may cancel their registration in a course delivered by SFU or UVic and receive 75% of their tuition fees as a refund by notifying TRU-OL Student Services by the end of the first week in which the course begins. The course administration and technology fees are non-refundable.

4.4 Withdrawals—TRU-OL

A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week 13 of the course and by the end of week 7 for paced courses and receive a “W” (Withdrawal) grade.

B. Students who do not formally withdraw within 13 weeks of their self-paced, independent study course start date, and within 7 weeks of their paced course start date and who do not complete all mandatory coursework by the course completion date receive a final grade of “DNC” (Did Not Complete) as per 6.2.B.

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

D. Students may apply to the TRU-OL Office of the Registrar for a withdrawal on medical or exceptional grounds provided they do so before their course completion date and include supporting documentation.

Procedures

E. Students may request to a withdrawal by accessing the form online via myTRU, by regular mail, email or fax. Students may also request a withdrawal by phone and confirm their request in writing within 10 calendar days by sending a letter or fax to TRU-OL Student Records.

Tuition Refunds

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

G. The course administration, technology and course materials fees are non-refundable.

4.5 Withdrawals—SFU, UVic

Course withdrawals for TRU-OL courses delivered by SFU and UVic are not available, except under extenuating circumstances. Extenuating circumstances are defined as unusual circumstances

beyond student control that make it impossible for students to complete a course, up to the end of week five of the course. Approved withdrawals are noted on the TRU student record as a “W” (Withdrawal) grade.

Procedures

Students registered in TRU-OL courses delivered by SFU or UVic should complete the TRU-OL Cancellation/Withdrawal form to request consideration of an exceptional withdrawal. Additional, supporting documentation will be required and reviewed to assist with the decision.

4.6 Returning Course Materials—TRU-OL

Students may return course materials purchased from TRU-OL. Returned course materials may be eligible for refund or replacement based upon the following conditions:

REFUND:

A. Course Cancellations:

- a. Students cancelling their course(s) under TRU-OL Policy 4.2 may return their course materials for a full refund.
 - i. In resale condition (like new);
 - ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).
 - iii. Package must be postmarked within one week of the course cancellation period

B. Course Withdrawals:

- a. Students withdrawing from their course(s) and receiving a grade of “W” may return their course materials for refund consideration, providing the course materials are:
 - i. Still being used in current TRU-OL course offerings;
 - ii. In resale condition (like new);
 - iii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).

C. General Return of Items:

- a. Students may return course materials for refund consideration within 5-weeks of their course(s) start date, providing the course materials are:
 - i. In resale condition (like new);
 - ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).





REPLACEMENT:

D. Defective or Incorrectly Shipped Items:

- a. Students that identify defective or incorrectly shipped items may return items for replacement by contacting Student Services at 1.800.663.9711 or by email at *student@tru.ca*.

MATERIALS RETURN METHOD

A. Course materials must be returned using the following method:

a. Prepaid to:

TRU, Open Learning
Materials Distribution Centre
PO Box 3010, Kamloops, BC, V2C 5N3

b. Other return methods are not accepted for course materials refunds.

B. The materials refund is calculated as the amount paid for each eligible item in the return.

C. A refund is processed normally within four weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.

D. No refund is given for items that do not meet all conditions noted above. Students should not return course materials to TRU-OL unless items meet all conditions. Items that are not eligible for refund will not be returned to students.

E. Returned course materials become the property of TRU-OL and will not be returned to a student, regardless of whether or not a refund is issued.

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

G. Students are required to return rental and loan items (e.g. DVDs and equipment).

H. The shipping and handling fee charged for the shipping and handling of course packages will not be refunded.

4.7 Returning Course Materials—SFU, UVic

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

4.8 Extensions—TRU-OL

Policy

In order to ensure maximum student success and responsible use of resources, the Thompson Rivers University, Open Learning (TRU-OL) Division may allow students to extend the duration of their course.

Regulations

A. Students registered in a self-paced, independent-study course may be permitted one course extension for a fee. Full Open Learning Faculty Member support is provided throughout the extension.

B. Normally, extensions are not permitted for paced courses. Paced courses include those courses that start and end on a specific date and bring students together in a variety of ways. The courses may, for example, include audio conferences, classroom instruction, clinicals, labs and/or computer facilitated discussions.

D. In order for an extension to be approved students must submit their request and the required fee to TRU-OL Student Records by accessing the form online, by regular mail, email or fax. TRU-OL must receive the request and payment before the course completion date. Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

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

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

G. Students who receive an extension have the grade of “XT” (Extension) recorded on their transcript.

H. Students who received a Canada student loan or BC student loan are eligible for a course extension but should be aware that an extension may jeopardize their awards status.



I. Students with exceptional extenuating circumstances (such as a long illness) that prevent them from working on the course for longer than eight (8) weeks may apply to TRU-OL for a course extension with a fee waiver. Postal or other delays will not be considered as justification for a fee waived extension.

- a. All applicants for a fee-waived extension must complete, and send, a 'Fee Waiver/Medical Withdrawal Request' form to the TRU-OL Office of the Registrar.
- b. For a fee-waived extension request to be considered, the extension must be received by TRU-OL no later than the course completion date stated in the student's welcome letter.
- c. In all cases where a fee-waived extension has been requested, students are required to establish an action plan, outlining a time schedule and support services to enhance their chances of successful completion, prior to approval.

J. Second extensions will not be granted for any reason.

K. Open Learning courses offered by SFU and/or UVic.

- a. Normally, extensions are not granted to students registered in TRU-OL courses delivered by Simon Fraser University. Request for extensions based on exceptional circumstances will be considered directly by Simon Fraser University.
- b. Extension policies for TRU-OL courses delivered by the University of Victoria vary by programs. Students must contact the specific program area for policy details.

4.10 Course Repeaters—TRU-OL

A. Subject to the policies and/or criteria of each program, any student may repeat a given course one time. A student wishing to enrol in the same course for a third or subsequent time must apply to TRU, Open Learning for approval.

B. Students may request that their Open Learning Faculty Member recommend to the Director, Program Delivery, to have assignment marks brought forward to the new registration.

C. Final examination marks cannot be brought forward to the new registration.

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

4.11 Course Repeaters—SFU, UVic

A. Subject to the policies and/or criteria of each program, any student may repeat a given course one time. A student wishing to enrol in the same course for a third or subsequent time must apply to Open Learning for approval.

B. Students who repeat TRU-OL courses delivered by SFU or UVic must complete all required coursework.

5. Examinations

In order to ensure the credibility of degrees issued by TRU-OL, it is critical that all TRU-OL exam assessments occur within a structured and secure environment.

For details on examination policies for Open Learning courses delivered by an institution other than TRU consult the information in the course package and/or consult directly with the institution delivering the course. Contact TRU-OL Student Services for additional assistance.

Regulations

5.1. Eligibility—TRU-OL

A. While it is strongly recommended that students complete all assignments prior to writing a final exam, students are eligible to write their course exam during any exam session that falls between their registration date and their course completion date.

B. If students choose to write the final examination before completing assignments and receiving Open Learning Faculty Member feedback, and then fail the examination, the course is terminated. Remaining assignments will not be graded and Open Learning Faculty Member support will not be available.

5.2. Examination Schedule—TRU-OL

A. Examination sessions dates are determined by the TRU-OL Examinations Department and students must apply for a specific examination session date by the application deadline.

B. Each examination is conducted on the date and time assigned to the student by TRU-OL Examinations. Every effort will be made to ensure the date and time assigned to the student falls within the examination session date requested by the student. No departure can be made from this scheduled examination date and time except under extenuating circumstances, which must be approved in advance by the examinations administrator.





C. Students may be permitted to reschedule their examination to another examination session date if there is a session available before their course completion date and if the request is made a minimum of 14 days prior to the scheduled start date of the examination session.

D. Students who miss a scheduled exam will be charged a fee for rebooking their subsequent exam session for this course, should another exam session be available before their course completion date.

5.3. Examination Centres

A. Students residing within BC:

1. Examination centres are established, or approved, at the discretion of TRU-OL and wherever possible students are assigned to centres they have requested.
2. Students may be permitted to change their examination centre provided they make the request to TRU-OL a minimum of 14 days prior to the scheduled start date of the examination session.

B. Students Outside BC or Outside Canada:

1. Students who registered with TRU-OL using a Canadian address must write their examinations in Canada, with the exception of Canadians serving in the Canadian Armed Forces or working abroad in diplomatic services. Other exceptions are granted only under extenuating circumstances.
2. Students residing in Canada but outside BC and within 100 km of one of the centres on TRU-OL's Canadian Invigilator Network (CIN) are required to contact a centre to arrange an examination date and time and then submit the completed CIN Exam Application form to TRU-OL Examinations by the examination application deadline.
3. Students residing outside Canada or students residing in Canada but outside BC and more than 100 km from one of the centres on TRU-OL's Canadian Invigilator Network are required to arrange for an examination supervisor (invigilator) to preside over their final examination. These students submit the Statement of Presiding Supervisor form to TRU-OL Examinations by the examination application deadline date. Only examination invigilators who meet the invigilator criteria established by TRU-OL and who are approved by TRU-OL are permitted to invigilate a student's examination.

5.4. Examination Time

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

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

5.5. Admission into the Examination

A. Students are required to identify themselves in the examination room by producing their Examination Confirmation letter and the following: photographic identification acceptable to the invigilator (e.g. driver's license, passport) or three pieces of identification with their name and signature. Students who do not produce acceptable identification are not permitted to write the examination.

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

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

D. A student who arrives after the first half-hour is permitted to write the examination provided no student has yet left the exam session.

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

5.6. Examination Special Arrangements

A. In extenuating circumstances, if a student is unable to attend an examination centre during the date assigned, she/he may request approval from the examinations administrator to write the examination at another location with an approved invigilator present. TRU-OL does not normally recognize employment commitments or vacation as acceptable reasons for examination special arrangements.

B. Students may be required to arrange for their own examination supervisor and to submit the Statement of Presiding Supervisor form to TRU-OL. Only examination invigilators who meet the invigilator criteria established by TRU-OL and who are approved by TRU-OL, are permitted to invigilate a student's examination.



5.7 Examination Accommodations

Students with a documented disability requesting examination accommodations are required to contact the Disability Services Department 12 weeks prior to their intended examination session.

5.8 Illness During an Examination

If a student becomes ill while writing an examination, the student should inform the invigilator immediately. Full particulars of the circumstances are taken by the invigilator and a report, the partially completed exam and all other examination materials, are sent to the examination administrator. Requests for a rewrite and medical documentation supporting the illness must be submitted to TRU-OL Examinations within seven days of the exam.

5.9 Misconduct Related to Evaluation

In instances where TRU-OL has reason to believe the integrity of an 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, TRU-OL has the discretion to declare the evaluation results void for the student or 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.

5.10 Simon Fraser University

A. Midterm examinations are scheduled based on the course design and therefore some are scheduled as early as week five, while others are scheduled as late as week nine. The course material provides complete information regarding examination policies and procedures. Final examinations are scheduled in week 14 and 15.

B. All students are required to write examinations at specific dates and times. Rescheduling examinations is limited to medical or compassionate reasons (i.e. death or serious illness of a close friend or family member) subject to approval of supporting documentation. The examination schedule is available on the SFU website at <http://code.sfu.ca>. Students are responsible for ensuring their availability to write scheduled examinations prior to registrations. Note: SFU does not recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.

C. Students residing on the BC Mainland south of Squamish, in Chilliwack or West of Chilliwack, are required to write their examinations at SFU's Burnaby campus.

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

Contact TRU-OL Student Services for additional assistance.

5.11 University of Victoria

Some TRU-OL courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information about examination policies and procedures. Contact TRU-OL Student Services for additional assistance.





6. Final Grades

Grading Systems and Procedures

6.1 General Information

TRU grading systems are established for the purpose of reporting official course outcomes and are not intended to limit ways in which an instructor or Open Learning Faculty Member may choose to provide feedback to students during a course or program.

To assist with the determination of the appropriate final letter grade, Policy ED 3-5 provides a numerical percentage range for each letter grade. Each letter grade has a numeric grade point value assigned.

Letter grades do not become official until they appear on the student's transcript. Instructors may notify students of unofficial course grades, but Divisions and Departments reserve the right to correct or adjust unofficial grades in order to maintain equity among sections and ensure conformity with Divisional, Departmental and TRU-wide norms.

6.2 Grading Scale

Academic/Career/Developmental Programs

Letter Grade	Numerical Grade	Grade Points	Letter Grade Definitions
A+	90—100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	85—89	4.00	
A-	80—84	3.67	
B+	77—79	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	73—76	3.00	
B-	70—72	2.67	
C+	65—69	2.33	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C	60—64	2.00	
C-	55—59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
D	50—54	1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0—49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC		0.00	Did not complete the course, less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal.

Note: Thompson Rivers University (TRU) Vocational Trades/Non-Trades Programs are subject to a separate grading system, unique from the Academic/Career/Development Program Grading System listed above. Currently, the Open Learning Division of TRU only utilizes the Academic/Career/Development Grading System. For more information about grading systems please refer to OL Policies or contact Student Services.



Regulations and Policies

6.3 Other Grades

AUD (Audit) No credits granted.

CIP (Course in Progress) Indicates regularly scheduled one semester course is still being completed with final grade to follow.

COM (Complete) Assigned when competency based work component, practica/work placements or pass/fail courses are completed.

CTN (Continuing) Multiple semester course continues into the next semester(s).

DEF (Deferred) Regularly scheduled coursework has not been completed but instructor and student agree on completion at a later date. Becomes DNC after six weeks.

NCG (No Credit Granted) Used in competency based courses to indicate course or program standard has not been met.

S (Satisfactory) Credit awarded for assessment of learning acquired outside an accredited post-secondary institution setting (i.e. prior learning assessment).

W (Withdrawal) Withdrawn from course according to established policy. No credit granted.

XT (Extension) Course completion date extended.

AEG (Aegrotat) A pass standing based on satisfactory term marks but student has been unable to complete all course requirements due to disabling illness or other circumstances. This standing is awarded only if the course instructor and the Dean agree that the student has demonstrated the capacity to deal with coursework.

6.4 Procedures

Courses Delivered by TRU-OL

A. Students who have formally withdrawn from a course are assigned a **“W” (Withdrawal)** grade.

B. Students who complete some coursework but do not complete all mandatory coursework by the course completion date are assigned a **“DNC” (Did Not Complete)** grade.

C. Students who do not complete any coursework (assignments and final examination) by the course completion date and who do not submit a course withdrawal request within 13 weeks of the start of the course for self-paced courses, and within seven weeks of a paced course are considered to have not started the course. These students are assigned a **“W” (Institutional Withdrawal)** grade 30 days after the course completion date.

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

E. A final grade is awarded after all components of the course are completed, or a student fails a mandatory component, or the course completion time has expired, or the Dean (or designate) assigns a final grade.

F. After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address (students should update their address by accessing the myTRU or contacting Student Services). Students may also view their grades on myTRU.

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

H. Any errors or omissions are to be reported to the TRU-OL Office of the Registrar upon notice of the grades. TRU-OL releases final grades four to six weeks after final examinations.

I. Students should contact the TRU-OL Office of the Register if they do not see or receive notice of their grade within 10 weeks after submitting all assignments and writing the final examination.

TRU-OL Courses Delivered by SFU, UVic

A. Final grades for TRU-OL courses delivered by SFU or UVic are assigned by the delivering institution and appear on the TRU transcript. A **“DNC” (Did Not Complete)** grade is assigned for courses that have not been completed.

6.5 Grade Point Average (GPA)

A. The grade point average (GPA) is a means of expressing the student's performance. For programs offered by TRU-OL, 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.

PLAR credit is not used in the GPA calculation.

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





6.6 Transcripts

A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or designates) signature on security paper. After completing a course, students' grades are available via myTRU. Students may order official transcripts by accessing myTRU or by completing and submitting the Transcript Request form.

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

7. Academic Appeals

7.1 Policy

Thompson Rivers University recognizes that although most students experience no concerns regarding their education, some students occasionally experience problems with the interpretations of TRU policy or procedures by TRU staff. TRU encourages students and staff to resolve academic issues through discussion. When resolution is not reached, students may bring forward for formal review, matters that have not been resolved to their satisfaction. The formal review process concludes with a decision that is final and binding upon all parties. TRU recognizes the right of students to appeal:

- i. Decisions on final grades (an appeal on a decision on a grade other than a final grade require consent of the relevant Dean);
- ii. Decisions on the application of Senate policies, procedures and regulations as they relate to student academic performance; and
- iii. Perceived unethical conduct by TRU staff or other students.

7.2 Regulations

A. Overview of the Appeal Process

1. In general, a student (the appellant) must complete the following steps to resolve an issue before they may initiate an appeal:
 - i. Attempt to resolve the issue with the person with whom the issue originated (the respondent);
 - ii. If the issue is not resolved, attempt to resolve the issue with the person at the next highest level of responsibility (normally a Department Chair or Manager);
 - iii. If still unresolved, attempt to resolve the issue with the Dean or Divisional Director;

- iv. If still unresolved, attempt to resolve the issue by soliciting the assistance of the Chief Student Affairs Officer;
- v. If the issue remains unresolved, then the student may commence an appeal in accordance with the formal appeal procedures set out in this policy.

2. A Hearing Panel is convened to hear the appeal. A decision is provided in writing by the Hearing Panel with the reason(s) for its decision which is binding on both parties.
3. Within 14 days of receiving a Hearing Panel decision, either the appellant or respondent may make a final appeal of the process followed to the President. Grounds for such appeals shall be limited to failure to follow the process set out in this Policy and Regulations. Should the President find that the Hearing Panel did not follow the process set out in this Policy and Regulations, a new Hearing Panel with new membership will be convened to hear the student's appeal.
4. The process of appeal is student-initiated and can be terminated at any time by the student.

B. Membership and Organization

1. The Appeal Committee shall be composed of the following representatives:
 - i. One faculty member from each faculty or school, appointed by the Dean;
 - ii. One Open Learning Faculty Member from each area (where 'areas' are aligned with campus faculties or schools) of Open Learning, appointed by the Director, Program Delivery; and
 - iii. One student from each faculty or school as well as one student from each academic area of Open Learning, appointed by the Office of Student Affairs.

The principle of gender equity shall be observed as far as possible. Membership on the Appeal Committee normally shall be for a period of two years.

2. The Hearing Panel shall consist of:
 - i. The Registrar or the Registrar's designate, who shall serve as non-voting Chair (except as outlined in section II(7) below);
 - ii. Two students, drawn at random by the Chair from the student membership of the Appeal Committee;
 - iii. Two faculty members/teaching staff, drawn at random by the Chair from the faculty/teaching staff membership of the Appeal Committee;



Regulations and Policies

3. No Appeal Committee member shall serve on a Hearing Panel if he or she is currently:
 - i. A student or faculty/teaching staff member in the Department/area with which the appeal is concerned; or
 - ii. An instructor/Open Learning Faculty Member of the student whose appeal is to be heard; or
 - iii. May otherwise be perceived to be in conflict of interest, as determined by the Chair of the Hearing Panel in accordance with TRU policy.
4. For appeals involving Open Learning courses, at least one of the two faculty/teaching staff positions and one of the two students on the Hearing Panel will be from the Open Learning Division. For appeals other than those involving Open Learning courses, at least one of the two faculty/teaching staff positions and one of the two students on the Hearing Panel will not be from the Open Learning Division.
5. In the event that an insufficient number of Appeal Committee members are eligible to serve on a Hearing Panel, the Chair shall request that the Office of Student Affairs appoint additional faculty/teaching staff members from the instructional divisions or students; appointments to the Appeal Committee made by the Office of Student Affairs will last only until the appeal in question has been decided.
6. A Hearing Panel quorum shall consist of all five panel members.
7. Each panel member of the Hearing Panel, with the exception of the Chair, shall have one vote in rendering a decision. Decisions shall be by majority vote. Only in the event of a tie between the four voting members, may the Chair vote.

C. Appeal Committee Guidelines

1. The Hearing Panel shall decide impartially and fairly whether an appeal shall be upheld or denied.
2. Each appeal shall be considered independently and on only the evidence provided by the appellant and respondent.
3. At no time should the Hearing Panel deal with any matter outside the specific concerns set out in the request for appeal and the evidence provided at the Appeal Hearing.
4. In addressing the appellant's specific concern(s), the Hearing Panel may direct the parties to provide and produce additional material or witnesses directly related to the appeal.

5. Save in exceptional circumstances, the Hearing Panel will render its decision within fourteen working days of the written request for appeal.

D. Operational Guidelines

1. Appeals must be submitted to the Office of Student Affairs in writing, together with the approved fee, within 30 days of the decision or action that is being appealed. The submissions must take the form of a letter or e-mail which shall state the nature of the appeal and a suggested resolution. The appeal fee will be refunded if the appeal is upheld and will be forfeited if the appeal is denied.
2. Once the Office of Student Affairs has determined that the required steps set out above in section I(1) of the Regulations above have been followed, it will request that a Hearing Panel be convened, provided the following documentation has been received from the student:
 - i. Signed Appeal form;
 - ii. Letter or e-mail outlining the nature of the appeal and suggested resolution; and
 - iii. Receipt for payment of the appeal fee.
3. The Hearing Panel Chair will schedule an Appeal Hearing, taking into account the availability of all people required to attend. The Appeal Hearing normally will be arranged within four weeks of the Office of Student Affairs receiving all documents. The Chair will assume responsibility for convening all meetings until the appeal has been concluded.
4. The appellant and respondent may bring witnesses to the Appeal Hearing. Participation of witnesses shall be limited to providing their evidence and responding to questions from the Hearing Panel. Witnesses may be present at the Hearing only when providing evidence or responding to questions from the Hearing Panel.
5. Each appellant or respondent may bring one support person to the Appeal Hearing. Support persons shall not participate in the appeal unless called on by the Chair to do so.
6. An Interpreter may be present at the request of the student, or the Office of the Student Affairs.
7. The five Hearing Panel members, the appellant and respondent must be present at the Appeal Hearing (presence at the hearing may be in the form of teleconference or other technology by which the person at a distance can hear every other person at the hearing and every other person at the hearing can hear the person at a distance).





8. The Appeal Hearing shall proceed as follows:
 - i. The Chair will introduce everyone present to each other and will then provide a brief summary of the purpose of the hearing and the process to be followed at the hearing;
 - ii. Presentation of the case by the appellant; the respondent may ask the appellant and/or any witnesses who provide evidence at the hearing questions with regard to the evidence they have provided at the completion of their evidence;
 - iii. Presentation of information by the respondent; the appellant may ask the respondent and/or any witnesses who provide evidence at the hearing questions with regard to the evidence they have provided at the completion of their evidence;
 - iv. The Chair in her/his discretion may upon request by either party allow additional evidence to be provided or additional questions by either party of the other party or witnesses with regard to the evidence they provided; and
 - v. Deliberations by the Hearing Panel and final decision; the Hearing Panel may reserve its decision.
9. Neither the appellant nor the respondent shall have the right to representation by legal counsel during Appeal Hearings. Provided that, in exceptional cases where there is a clear need for legal representation, the Chair in his/her sole discretion may allow legal representation at the hearing.
10. The Hearing Panel Chair shall be responsible for keeping official records of Appeal proceedings. Only the Chair, in her/his sole discretion, shall be permitted to make audio or video recordings of Appeal proceedings.
11. Following a decision by the Hearing Panel, the Chair shall notify the appellant and respondent in writing of the decision, including a rationale.
12. The Registrar will retain a permanent appeal file, containing the official record of proceedings all referenced documents and a copy of the letter notifying the appellant and respondent of the Hearing Panel decision. Original documents will be returned to their respective owners.

8. Program Completion and Graduation

8.1 Graduation Requirements — Certificate and Diploma Programs

A. There are no minimum grade point average (GPA) requirements for the following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; BC Adult Graduation Diploma.

B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through TRU-OL or other postsecondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded. PLAR credit is not used in the GPA calculation.

8.2 Graduation Requirements — Degree Programs

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

B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.00), the GPA is calculated on credit outside the block. PLAR credit is not used in the GPA calculation.

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

8.3 Graduation Procedures

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

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

C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six weeks after all graduation requirements, including submission of the Application for Graduation form, have been met and approved. Transcripts with credential notation are available on graduation application approval.



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8.4 Graduation Ceremony

Graduation ceremonies are held bi-annually to recognize all students who have completed or graduated from TRU programs. Normally, these ceremonies occur in June and October at TRU in Kamloops. All students who have completed and had their TRU-OL certificates, diplomas or degrees officially approved by April 15 for the June ceremony and August 31 for the October ceremony, will be invited to attend.

8.5 Parchments

- A. The notation "With Distinction" is not used on the parchment, only on the transcript.
- B. Individuals requesting a duplicate parchment must submit a request in writing to the TRU-OL Office of the Registrar. TRU issues one duplicate parchment on request.
- C. Duplicate parchments are issued in the style of the parchment currently in use. Duplicate parchments indicate the original date of completion of the credential, the replacement date and that it is a duplicate parchment.
- D. Individuals requesting a change of name on the duplicate parchment must submit acceptable documentation to support a legal change of name. Contact Student Services for more details.

9. Release of Student Information

9.1 Disclosure to Students of Their Records

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

- A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to the TRU-OL Office of the Registrar. Access is determined on an individual basis.
- B. Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.
- C. No partial transcripts of a record are issued.
- D. Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, TRU-OL reserves the right to deny access.

TRU-OL examination scripts are normally retained for a one-year period after the examination has been written. Examination scripts are then destroyed.

All other student information is retained and destroyed as per the provincial (BC) records retention practices.

9.2 Disclosure to Open Learning Faculty Members and Administrative Officers of TRU

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

9.3 Disclosure to Third Parties

- A. Personal information is disclosed without student consent for the purpose of complying with a subpoena, warrant or order issued, or made by a court, person or body with jurisdiction to compel the production of information.
- B. Necessary personal information may be released without student consent in an emergency if the knowledge of that information is required to protect the health or safety of the student or other persons.
- C. Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This is done only under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon Freedom of Information and Protection of Privacy Act standards.
- D. Information may be shared with those educational institutions that offer programs in association, in partnership or in collaboration with TRU-OL.
- E. TRU-OL provides the TRU Alumni Association with graduates' names, programs and contact information, unless students request otherwise.
- F. Other than in the above situations, information on students is released to third parties only with the written permission of the student.



Adult Basic Education (ABE)



TRU-OL assists students with career and college preparation through Adult Basic Education (ABE) courses and programs. ABE programs offered through TRU-OL are designed for adults by the Ministry of Advanced Education and are similar to ABE programs offered by colleges in BC.

TRU-OL offers the following:

- ABE Intermediate Certificate program (Grade 10 equivalency) and ABE Advanced Certificate program (Grade 11 equivalency) for adult learners interested in entering the workforce, vocational programs or Grade 12 studies.
- BC Adult Graduation Diploma program (Grade 12 equivalency) (replaces the former ABE Provincial Diploma option and the “Adult Dogwood”) for adult learners interested in completing their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.
- The flexibility to transfer courses from other colleges and schools.
- The opportunity to take the prerequisites required for entry into other post-secondary institutions; in consultation with the selected institution.
- A range of related services, including English and mathematic assessments and financial assistance.



Prior to Applying

Prior to applying for an ABE program, refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who want to register in courses for the BC 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 7](#).
- 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 BC Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult [either be at least 19 years of age or 18 years of age and have been out of the public school system a minimum of 12 months]. A minimum of two of the required courses must be completed through TRU to obtain the diploma.
- The choice of courses depends on the student’s educational goals. Students who plan to go to a college and transfer to a university later on, or who plan to take certain vocational programs, have to complete, at minimum, an advanced-level mathematics course and four provincial-level courses, including English 12.

Normally, students who plan to go directly to a university or an institute are required to complete a minimum of eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language.

Students are strongly advised to consult the college or university they plan to attend with regard to entrance requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca.

- 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.



Adult Basic Education (ABE)

ABE Intermediate Certificate

- Program is available to applicants in Canada or outside Canada.

Certificate Requirements

Four courses are required as follows:

English

ENGL 0401, *Reading and Writing English*
(previously ENGL 010)

Mathematics

MATH 0401, *Intermediate Mathematics*
(previously MATH 014)

Science

Consult a TRU-OL Program Advisor for a list of suitable science courses

Elective (one required)

Consult a TRU-OL Program Advisor for a list of suitable electives

Residency Requirement

Minimum of two of the required courses must be completed through TRU

ABE Advanced Certificate

(Grade 11 equivalency)

- Program is available to applicants in Canada or outside Canada.

Certificate Requirements

Four courses are required as follows:

English

ENGL 0501, *Advanced English Skills*
(previously ENGL 028)

Mathematics

MATH 0523, *Advanced Mathematics*
(previously MATH 024)

Science (one required)

BIOL 0501, *General Biology*
(previously BISC 023)

CHEM 0501, *Principles of Chemistry*
(previously CHEM 024)

PHYS 0501, *Introductory Physics*
(previously PHYS 024)

Elective (one required)

BIOL 0501, *General Biology* *
(previously BISC 023)

CHEM 0501, *Principles of Chemistry* *
(previously CHEM 024)

MATH 0523, *Advanced Mathematics* *
(previously MATH 024)

PHYS 0501, *Introductory Physics* *
(previously PHYS 024)

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

Residency Requirement

Minimum of two of the required courses must be completed through TRU

Mathematics

MATH 0523, *Advanced Mathematics*
(previously MATH 024)

Science (one required)

BIOL 0501, *General Biology*
(previously BISC 023)

CHEM 0501, *Principles of Chemistry*
(previously CHEM 024)

PHYS 0501, *Introductory Physics*
(previously PHYS 024)

Elective (one required)

BIOL 0501, *General Biology* *
(previously BISC 023)

CHEM 0501, *Principles of Chemistry*
* (previously CHEM 024)

MATH 0523, *Advanced Mathematics* *
(previously MATH 024)

PHYS 0501, *Introductory Physics* *
(previously PHYS 024)

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





BC Adult Graduation Diploma

(Grade 12 equivalency)

- Program is available to applicants residing in Canada or outside Canada.

Diploma Requirements

The BC Ministry of Advanced Education credential parallels the requirements of the Ministry of Education's BC Adult Graduation Diploma. Five courses, a minimum three of which are normally completed as an adult [either be at least 19 years of age or be 18 years of age and have been out of the public school system a minimum of 12 months], are required as follows:

English (one required)

ENGL 0601, *Introduction to Literature* (previously ENGL 030)

ENGL 0641, *Survey of British Literature* (previously ENGL 034) or an approved Grade 12 Language Arts course

Mathematics (one required)

MATH 0523, *Advanced Mathematics* (previously MATH 024)

ACCT 1211, *Accounting I* (previously BUSM 131) or an approved mathematics or accounting course at the Grade 11 level or higher

Electives (three required)

BIOL 0601, *Provincial Biology* (previously BISC 030)

ENGL 0641, *Survey of British Literature* (previously ENGL 034) (Applicable as elective if not used towards English requirement)

MATH 0633, *Provincial Mathematics* (previously MATH 034)

Consult a TRU-OL Program Advisor for a list of other suitable electives

- * Not recommended for students wanting to pursue studies at other post-secondary institutions. Consult with other institutions about admission requirements and recommended courses if applicable.

Residency Requirement

Minimum of two of the required courses must be completed through TRU

Note

Approved Grade 12, college or university courses may be eligible (consult a TRU-OL Program Advisor).

Prior completion of all ABE Advanced Certificate requirements ([page 42](#)) is not mandatory, although certain courses do have prerequisites.

Courses authorized by the Ministry of Education (four secondary-school credits) or the Ministry of Advanced Education may be used toward the BC Adult Graduation Diploma provided the ministry authorized courses meet diploma requirements.

Courses taken through TRU-OL or at other recognized schools or colleges in BC or elsewhere, can be assessed for credit toward the Advanced Certificate ([page 42](#)) and/or the BC Adult Graduation Diploma. In order to receive an assessment, students must submit: a completed Program Admission/Transfer Credit form, found online at www.truopen.ca; official transcripts from all schools and institutions attended; and the appropriate fee. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs or TRU-OL. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca.

Some non-formal courses and qualifications may also be assessed to provide transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations ([page 7](#)).

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

Most Open Learning programs do not require an adult graduation diploma although specific grade 11 or 12 courses may be required/recommended.

- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.
- Prior to applying for an ABE program, refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.



Arts

Advanced Certificate in Liberal Arts

- Program is available to applicants residing in Canada or outside Canada.

This advanced certificate program provides students with a foundation for lifelong learning in liberal arts and can often be taken as part of a degree program. The advanced certificate program provides opportunity to study in three designated arts and science areas: the humanities (including English), the social sciences and science. Emphasis is on 300- and 400-level curriculum.

Admission Requirements

Open admission (page 9).

Residency Requirements

Minimum of 6 TRU credits.

Certificate Requirements

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

6 upper-level credits in humanities (including English)

6 upper-level credits in social science

3 upper-level credits in science

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

Note: One course selected from the list below must be included.

BIOL 3431	HUMN 3991
ENVS 3991	POLI 3991
GEOG 3991	PSYC 3991
HIST 3991	SOCI 3991
HUMN 3981	VISA 3991

Associate of Arts

- Program is available to applicants residing in Canada or outside Canada.

This program provides students with a broad academic education to prepare them for the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university courses, qualified as transfer credit to other post-secondary institutions, or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to admissions and transfer information at www.bccat.bc.ca. Courses used to complete this degree must be transferable to one other BC university. Course credit may also be used to complete other degrees offered through TRU-OL.

Admission Requirements

Open admission (page 9).

Residency Requirements

Minimum of 15 TRU credits.

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). Technical and business writing courses do not meet this requirement

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

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

6 credits in natural science (e.g. anthropology, 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

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 lab component [e.g. BIOL 1113 (OL interim BIOL 111)/1115, 1213 (OL interim BIOL 121)/1215; GEOG 1221; GEOL 1111; PHYS 1103/1105, 1203/1205].

Additional credits (if any) earned in first-year lab courses do not count toward the 60 credits required. No course may be used to meet more than one of the specific requirements.



Arts

Bachelor of Arts, General Program

- Program is available to applicants residing in Canada or outside Canada.

This degree program provides students with a broad education in arts with a concentration in two subjects. The concentrations available to students may be in any two of the following areas: arts (English, fine arts, geography, history, psychology or sociology), business administration (including economics) and/or science. Students are required to complete 15 upper-level credits in each of their two areas of concentration. TRU-OL offers many courses that fulfill the degree requirements, although students may have to take courses at other institutions to meet the requirements of some concentrations. Students may be required to complete additional courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 15 TRU credits.

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 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet the requirement.

6 credits in humanities other than English

6 credits in mathematics (including statistics) and/or science

6 credits in social science

Lower-level Requirements

Number of credits and specific course requirements vary depending on the area of specialization.

Upper-level Requirements (45 credits)

15 credits in each of two areas of concentration* for a total of 30 credits

15 upper-level elective credits

Elective Requirements

Number of credits varies depending on the area of specialization

May be lower- or upper-level credit



* Note

- Consult your Program Advisor for areas of concentration.
- 30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.
- Degree requirements may be met with credits earned through prior learning assessment and recognition (PLAR). Refer to [pages 11 and 27-29](#) for more information.



Arts

Bachelor of Arts, General Studies

- Program is available to applicants residing in Canada or outside Canada.

This 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. TRU-OL offers many courses that fulfill the degree requirements. Students may be required to complete additional courses before being eligible for graduate programs.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 15 TRU credits .

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 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in humanities other than English

6 credits in mathematics (including statistics) and/or science

6 credits in social science

Upper-level Requirements (45 credits)

30 credits in humanities, sciences, social sciences or related interdisciplinary fields. Administrative studies courses are reviewed on a case-by-case basis; applied credit may not be used to meet arts requirements.

15 upper-level elective credits

Elective Requirements (51 credits)

May be lower- or upper-level credit

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

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR).

Refer to [pages 11](#) and [27-29](#) for more information.

Bachelor of Arts, Major Program

- Program is available to applicants residing in Canada or outside Canada.

This degree program is designed for students wanting to specialize in one discipline. Students may complete one of the following four major programs: English, history, psychology, sociology. TRU-OL offers many courses that fulfill both lower- and upper-level 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 degree program.

Admission Requirements—All Majors

Open admission ([page 9](#)).

Residency Requirements—All Majors

Minimum of 15 TRU credits.

Directed Studies—All Majors

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

Note: All Majors

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

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR).

Refer to [pages 11](#) and [27-29](#) for more information.





Degree Requirements—English Major

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

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in humanities other than English

6 credits in mathematics (including statistics) and/or science

6 credits in social science

Lower-level English Requirements (6 credits)

ENGL 2111, *English Literature from Chaucer to Milton* (3) (previously ENGL 220) or equivalent

ENGL 2211, *English Literature of the Eighteenth and Nineteenth Centuries* (3) (previously ENGL 221) or equivalent

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

C average is required in lower-level ENGL courses.

Upper-level English Requirements (30 credits)

3 credits in Canadian literature [may be ENGL 4321 (previously ENGL 432)]

3 credits in twentieth-century poetry and/or drama [may be ENGL 4341 (previously ENGL 435)]

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

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

15 credits of other upper-level English courses] may include ENGL 4241, 4351 (previously ENGL 424, 442)]

3 credits of Directed Studies [ENGL 4991 (previously ENGL 499)]

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

Note: Technical and business writing courses cannot be used to meet the upper-level English requirements.

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

Degree Requirements—History Major

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

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in mathematics (including statistics) and/or science

6 credits in social science

HIST 1121, *Canadian History to 1867* (3) (previously HIST 120) or equivalent

HIST 1221, *Post-Confederation Canadian History* (3) (previously HIST 121) or equivalent

Lower-level History Requirements (6 credits)

6 credits of second-year history courses [(may be HIST 2251, 1161 (previously HIST 225, 241)]

C average is required in lower-level HIST courses [including HIST 1121 and 1221 (previously HIST 120 and 121)]

Upper-level History Requirements (30 credits)

27 credits of upper-level history courses [may include HUMN 3011 (previously HUMN 301)]

3 credits of Directed Studies [HIST 4991 (previously HIST 499)]

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses



Arts

Degree Requirements—Psychology Major

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

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in humanities other than English

3 credits in mathematics (including statistics) and/or science

PSYC 1111, *Introductory Psychology I* (3)
(previously PSYC 101) or equivalent

PSYC 1211, *Introductory Psychology II* (3)
(previously PSYC 102) or equivalent

PSYC 2101, *Statistics in the Social Sciences* (3)
(previously PSYC 220) or STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102) or equivalent

Lower-level Psychology Requirements (6 credits)

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

3 credits of a second-year psychology course [may be PSYC 2161 or 2131 (previously PSYC 245 or 255)]

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

Upper-level Psychology Requirements (30 credits)

27 credits of upper-level psychology courses [may include PSYC 3151, 3451, 3461, 3611, 3621, 3991: (previously PSYC 344, 345, 346, 361, 362, and 399)]

3 credits of Directed Studies [PSYC 4991 (previously PSYC 499)]

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

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

Degree Requirements—Sociology Major

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

General Education Requirements (24 credits)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in humanities other than English

3 credits in mathematics (including statistics) and/or science

SOCI 1111, *Introduction to Sociology I* (3)
(previously SOCI 101) or equivalent

SOCI 1211, *Introduction to Sociology II* (3)
(previously SOCI 102) or equivalent

PSYC 220, *Statistics in the Social Sciences* (3) or STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102) or equivalent

Lower-level Sociology Requirements (9 credits)

6 credits of lower-level sociology courses

3 credits of a second-year sociology course [may be SOCI 2501 (previously SOCI 222)]

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

Upper-level Sociology Requirements (30 credits)

27 credits of upper-level sociology courses [may include POLI 3991 (previously POLI 399), SOCI 3991, 4221, 4301, 4311 (previously SOCI 399, 422, 430, 431); or CRIM, HIST, WOST courses with approval of the program area]

3 credits of Directed Studies [SOCI 4991 (previously SOCI 499)]

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

Elective Requirements (57 credits)

15 credits of upper-level elective courses

42 credits of lower- or upper-level elective courses





Bachelor of Design

- Program is available to applicants residing in Canada or outside Canada.

This degree program balances and integrates the academic and studio requirements specific to design, with general education requirements. TRU-OL offers some courses that fulfill both lower- and upper-level degree requirements. However, students who have not previously taken art or design studio courses or who are not currently working as an artist or designer may need to complete most studio credits through classroom courses from other recognized post-secondary institutions and transfer the credit to the degree program.

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies ([pages 9-10](#)).

Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

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 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in humanities (excludes art history and English)

6 credits in mathematics (including statistics) and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level [may include VISA 1111, 1121, 3991 (previously FINA 104, 105, 399)]

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper-level

Note: Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR).

Refer to [pages 11 and 27-29](#) for more information

Bachelor of Fine Art

- Program is available to applicants residing in Canada or outside Canada.

This degree program balances and integrates the academic and studio requirements specific to fine art, with general education requirements. TRU-OL offers some courses that fulfill both lower- and upper-level degree requirements. However, students who have not previously taken art or design studio courses or who are not currently working as an artist or designer may need to complete most studio credits through classroom courses from other recognized post-secondary institutions and transfer the credit to the degree program.

Admission Requirements

Graduates of Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer.

Other applicants are admitted on a case-by-case basis according to TRU-OL admission policies ([pages 9-10](#)).

Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

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 102](#) for disciplines)

Georgian College Students/Graduates

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

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

3 credits in mathematics (including statistics) and/ or science

6 credits in social science

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

Other Applicants

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.



Arts

6 credits in humanities (excludes art history and English)

6 credits in mathematics (including statistics) and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level [may include VISA 1111, 1121, 3991 (previously FINA 104, 105, 399)]

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper level.

Note: Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR).

Refer to [pages 11 and 27-29](#) for more information.

- For information on Georgian College's Fine Arts Advanced Diploma, contact Georgian College by visiting www.georgianc.on.ca or calling 705.728.1968 (Ontario or International)

Bachelor of Music (Performance)

- Program is available only to specific applicants (see below)

This degree program balances and integrates the academic and performance requirements for music with general education requirements. The program is open only to: graduates or current students of The Vancouver Academy of Music (BC) and graduates of The Glenn Gould School of The Royal Conservatory of Music (Ontario).

Admission Requirements

Admission to, or completion of, The Vancouver Academy of Music program (since 1994) or completion of The Royal Conservatory of Music Performance Diploma program (since 1997).

Residency Requirements

Minimum of 15 TRU credits.

For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music at:

1270 Chestnut Street, Vancouver, BC
V6J 4R9
604.734.2301

For information on The Glenn Gould School of the Royal Conservatory of Music program, contact the registrar of The Glenn Gould School at:

The Royal Conservatory of Music
www.rcmusic.ca
416.408.2824
1.800.462.3815 (toll-free in Canada or the US)

Degree Requirements

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

Specific categories of degree requirements are as follows:

General Education Requirements (21 credits)

(May be met with lower- or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

6 credits in humanities (excludes English and music history)

3 credits in mathematics (including statistics) and/or science

6 credits in social science

Music History and Theory Requirements (number of credits varies)

Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

Music Performance Requirements (number of credits varies)

Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

The requirements only for the Major in Vocal Performance include language coursework. Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

Note: Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR).

Refer to [pages 11 and 27-29](#) for more information.





Post-Baccalaureate Certificate in Liberal Arts

- Program is available to applicants residing in Canada or outside Canada.

This post-baccalaureate program provides students with the opportunity to concentrate their study in one arts and science discipline or to select two or three discipline areas. Chosen disciplines could be the humanities, the sciences, the social sciences and related interdisciplinary fields (see [page 102](#) for specific disciplines). Students may focus on current discipline-specific topics, problems and/or controversies and engage in online seminar-based debate. A Directed Studies course that allows students to pursue a research project in a topic of special interest is included.

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

Directed Studies

Directed Studies consists of concentrated study of a topic selected by the student in consultation with a Open Learning Faculty Member. As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Certificate Requirements

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

9 credits in upper-level humanities and/or social science and or/science, including one TRU-OL 3991 (previously 399) course

3 credits TRU-OL 4991, *Directed Studies* (previously 499)

3 credits of upper-level liberal arts electives

Certificate Requirements

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

9 credits in upper-level humanities and/or social science and or/science, including one course selected from the list below:

BIOL 3431

ENVS 3991

GEOG 3991

HIST 3991

HUMN 3981

HUMN 3991

POLI 3991

PSYC 3991

SOCI 3991

VISA 3991

3 credits TRU-OL 4991, *Directed Studies* (previously 499)

3 credits of upper-level liberal arts electives

- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.
- Refer to the TRU-OL website or contact Student Services for program updates.



Business and Management Studies

Selected Business and Management Studies Programs

The TRU-OL business programs are designed to develop supervision, business and management skills.

This chart illustrates the flexible structure of these business programs.

- The TRU-OL business programs are designed to develop supervision, business and management skills.
- The chart below illustrates the flexible structure of these business programs.
- The credits you gain in one credential count towards the next credential in this chart. Students may receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- The chart is intended only to illustrate selected laddering opportunities. The following pages provide more information on individual program requirements.
- In the case of the Certificate and the Diploma in Management Studies, students may want to follow a program plan that fits their education goal.

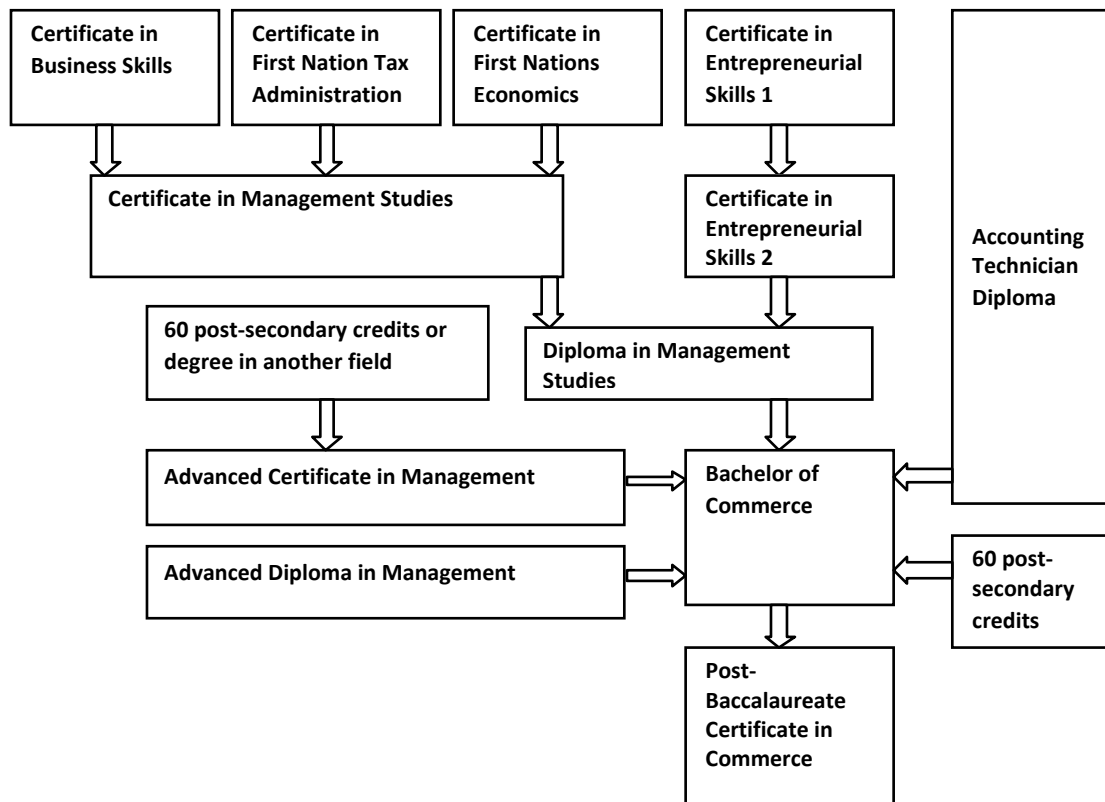
Prior Learning Assessment and Recognition (PLAR)

Students who have applied for or been admitted to a Business and Management Studies program offered through TRU-OL, may be eligible for credit based on an assessment of their non-formal or prior learning.

Students may receive up to 50% of the credit toward a business/management credential through portfolio-based PLAR. Refer to the TRU-OL website for more information on PLAR for business and management studies programs.

Refer to www.truopen.ca or contact Student Services for more information on PLAR.

With TRU-OL, you can choose your own pathway:





Certificate in Business Skills

- Program is available to applicants residing in Canada or outside Canada.

This certificate program is equivalent to a four-month classroom program and enables students to develop the practical skills required to work in a business.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Certificate Requirements

15 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Core Requirements (6 credits)

ENGL 1061, *Written Communication* (3)
(previously ENGL 106)

3 credits in computer studies [TRU-OL's BBUS 1371 (previously ADMN 137), or CMPT 1509 (previously CMPT 150) or equivalent].

Elective Requirements (9 credits)

9 credits of 100- or 200-level courses to suit career goals, normally selected from BBUS (previously ADMN), MNGT (previously BUSM), ACCT (previously BUSM), ECON, ENGL 1071 (previously ENGL 107), MATH 1091 (previously MATH 109), MATH 1101 (previously MATH 150), and/or STAT 1021 (previously STAT 102)

Substitution of similar courses meeting the intent of the core and/or elective requirements is considered on an individual basis.

Supervisory Option

Students completing the following electives receive a Certificate in Business Skills, Supervisory Option:

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)
or equivalent

MNGT 1111, *Supervision* (3) (previously BUSM 111)

MNGT 2131, *Motivation and Productivity* (3)
(previously BUSM 213) or approved alternative

BUSM 213, *Motivation and Productivity* (3) or
approved alternative

Certificate in Entrepreneurial Skills 1

- Program is available to applicants residing in Canada or outside Canada.

This program provides small business owners and operators with the essential skills to help their enterprises thrive. The Certificate in Entrepreneurial Skills 1 is designed for owners/operators with few employees while the Certificate in Entrepreneurial Skills 2 is for both small and medium-size enterprises.

Admission Requirements

Open admission ([page 9](#)).

Students may receive up to 50% of credit required for this credential through Prior Learning Assessment and Recognition (PLAR). Refer to PLAR policies on [pages 27-29](#) for more information.

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Certificate Requirements

15 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Required Courses

ACCT 1211, *Accounting 1* (3) (previously BUSM 131)

BBUS 3431, *Introduction to Marketing* (3)
(previously ADMN 250)

MNGT 1111, *Supervision* (3) (previously BUSM 111)

MNGT 1701, *Doing Business in Canada* (3)
(previously BUSM 100)

Elective Requirements (3 credits)

3 credits of any of the following suggested electives:

BBUS 1371, *Management Information Systems 1* (3)
(previously ADMN 137)

BBUS 3331, *Production and Operations Management* (3)
(previously ADMN 315) [prerequisite MATH 1091 and
STAT 1201 (previously MATH 109 and STAT 102)]

BBUS 3451, *Professional Selling* (3) (previously ADMN 345)

BBUS 3651, *Marketing for Managers* (3)
(previously ADMN 365)

BBUS 3811, *Introduction to Human Resources
Management* (3) (previously ADMN 222)

BBUS 3931, *Business Law* (3) (previously ADMN 390)

BBUS 4431, *Retail Marketing* (3) (previously ADMN 403)

BBUS 4451, *E-Commerce* (3)

BBUS 4751, *New Venture Creation* (3)

MATH 1091, *Business Mathematics* (3)
(previously MATH 109)

MNGT 1211, *Management Principles and Practices* (3)
(previously BUSM 121)



Business and Management Studies

Certificate in Entrepreneurial Skills 2

- Program is available to applicants residing in Canada or outside Canada.

This program provides small business owners and operators with the essential skills to help their enterprises thrive. The Certificate in Entrepreneurial Skills 2 is designed for owners/operators of small and medium-size enterprises.

Admission Requirements

Open Admission ([page 9](#)).

Students should have a grounding in quantitative courses such as *Mathematics 11* (Principles), MATH 0523 (previously MATH 024) or equivalent.

Students may receive up to 50% of credit required for this credential through Prior Learning Assessment and Recognition (PLAR). Refer to PLAR policies on [pages 27-29](#) for more information.

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Certificate Requirements

Completion of requirements of Certificate in Entrepreneurial Skills 1.

30 credits (including 15 from the Certificate in Entrepreneurial Skills 1), with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Required Courses

ACCT 1221, *Accounting II* (3) (previously BUSM 132)

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362)

MNGT 2131, *Motivation and Productivity* (3) (previously BUSM 213)

Elective Requirements (6 credits)

6 credits of any of the following suggested electives:

BBUS 1371, *Management Information Systems 1* (3) (previously ADMN 137)

BBUS 3121, *Financial Management* (3) (previously ADMN 336) [prerequisite ACCT 1211 and MATH 1091 (previously BUSM 131 and MATH 109)]

BBUS 3331, *Production and Operations Management* (3) (previously ADMN 315) [prerequisite MATH 1091 and STAT 1201 (previously MATH 109 and STAT 102)]

BBUS 3451, *Professional Selling* (3) (previously ADMN 345)

BBUS 3651, *Marketing for Managers* (3) (previously ADMN 365)

BBUS 3811, *Introduction to Human Resources Management* (3) (previously ADMN 222)

BBUS 3931, *Business Law* (3) (previously ADMN 390)

BBUS 4431, *Retail Marketing* (3) (previously ADMN 403)

BBUS 4451, *E-Commerce* (3)

BBUS 4751, *New Venture Creation* (3)

MATH 1091, *Business Mathematics* (3) (previously MATH 109)

MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121)



Applied Business Technology

Students seeking to acquire office skills may want to consider online courses offered by various BC post-secondary institutions as part of the BCcampus (www.bccampus.ca) Applied Business Technology program. With TRU-OL approval, some of these courses can be included as electives in a certificate or diploma program offered through TRU-OL.





Certificate in First Nations Applied Economics

- Program is available to applicants residing in Canada or outside Canada.

This program will provide key foundational skills and knowledge to assist in the development of a First Nations economic infrastructure. The knowledge and skills acquired through the program will produce human capital which will support long term benefits in the development of residential and commercial enterprises on First Nation lands. After an introduction to basic microeconomic and macroeconomic principles, students will be exposed to First Nations' issues as they relate to market failure and poverty. Stress will be placed on acquiring the skills and knowledge that are required to enable the reduction of transaction costs related to conducting business on First Nation lands, which will in turn promote and facilitate investment activity. Specific focus will be on residential and commercial development on First Nation lands. The program also provides a basic understanding of impact analysis and skills in writing and presenting reports for investment proposals.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Certificate Requirements

18 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Required Courses

APEC 2641, *Residential and Commercial Development on First Nation Lands* (3) (previously APEC 264)

APEC 2651, *Investment Facilitation on First Nation Lands* (3) (previously APEC 265)

APEC 2701, *Economic Feasibility and Impact Analysis on First Nation Lands* (3) (previously APEC 270)

ECON 1221, *Introduction to Basic Economics* (3) (previously ECON 122)

ECON 263, *Issues in Aboriginal Economics* (3) (previously ECON 263)

One of ENGL 1061, *Written Communication* (3) (previously ENGL 106) or ENGL 1021, *Composition and Native Indian Literature I* (3) (previously ENGL 102)

Certificate in First Nation Taxation Administration

- Program is available to applicants residing in Canada or outside Canada.

The Certificate in First Nation Tax Administration program helps First Nations build legal and administrative systems that will reduce business costs on First Nation lands and support competitive market development. The program also helps First Nations implement the new powers and develop the skill set for First Nation tax administration using the First Nations Fiscal and Statistical Management Act.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Certificate Requirements

20 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Required Courses

APEC 161, *Introduction to First Nation Taxation* (2) (previously APEC 161)

APEC 1621, *Establishing First Nation Tax Rates and Expenditures* (3) (previously APEC 162)

APEC 1631, *Assessment and Assessment Appeal Procedures* (3) (previously APEC 163)

APEC 1641, *Tax Administration, Billing, and Enforcement* (3) (previously APEC 164)

APEC 1651, *Communications, Tax Payer Relations, and Dispute Resolution* (2) (previously APEC 165)

APEC 1661, *Service Contracts and Joint Agreements* (2) (previously APEC 166)

APEC 1671, *Development Cost Charges* (2) (previously APEC 167)

APEC 1681, *Capital Infrastructure and Debenture Financing* (3) (previously APEC 168)



Business and Management Studies

Certificate in Management Studies

- Program is available to applicants residing in Canada or outside Canada.

This certificate program is well-suited for students with considerable work experience or a qualification in a technical field who want to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned by building on the 15-credit Certificate in Business Skills program (15 credits from Business Skills + 15 additional specified credits to equal 30 credits) (page 53) or by completing the 30 credits of coursework specified below.

Admission Requirements

Open admission (page 9).

Students should have grounding in quantitative courses including *Math 11* (Principles), MATH 0523 (previously MATH 024) or equivalent.

A free, voluntary mathematics self-assessment is available to help students select a mathematics course at the appropriate level (page 7). The assessment form is available on the TRU-OL website and from Student Services.

If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, then the student must demonstrate currency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit. This restriction does not apply to computer courses used for unspecified elective credit.

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

Core Requirements (minimum 12 credits)

Minimum one of MNGT 1111, *Supervision* (3) (previously BUSM 111), MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121)

Minimum one of MATH 1091, *Business Mathematics* (3) (previously MATH 109), MATH 1101, *Finite Mathematics* (3) (previously MATH 150)

Minimum one business English course such as ENGL 1061, *Written Communication* (3) (previously ENGL 106), ENGL 1071, *Business Communication* (3) (previously ENGL 107) (ENGL 1061 is not transferable to most non-TRU-OL programs or to TRU-OL's non-business programs)

3 credits in computer studies [TRU-OL's BBUS 1371 (previously ADMN 137)) or CMPT 1509 (previously CMPT 150) or equivalent]

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

Elective Requirements (up to 18 credits)

Courses in managerial studies (BBUS (previously ADMN), MNGT (previously BUSM), ACCT (previously BUSM), ECON, BUEC (previously ECON) and some CMPT and MATH/STAT courses).

Up to 9 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval.

Note: Students who started their studies in this certificate program prior to September 2007 and are active in their program may complete the program under the previous requirements.

Areas of Specialization (Optional)

Several areas of specialization are available. Selection of appropriate electives leads to a Certificate in Management Studies, with an optional specialization in one of the following fields:

Accounting Fundamentals

ACCT 1211, *Accounting I* (3) (previously BUSM 131)

ACCT 1221, *Accounting II* (3) (previously BUSM 132)

BBUS 2541, *Management Accounting* (3) (previously ADMN 233)

Students completing BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231) instead of ACCT 1211/1221 (previously BUSM 131/132) are required to select an additional CGA or CMA transferable course.

Entrepreneurial Essentials

ACCT 1211, *Accounting I* (3) (previously BUSM 131), or BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

MNGT 1701, *Doing Business in Canada* (3) (previously BUSM 100)





Accounting Technician Diploma

- 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 primary goal is to train Accounting Technicians, who generally work as supervisors in accounting departments or as para-professionals in public accounting firms. Students may also continue their education towards a degree and become a professional accountant.

Admission Requirements

Open Admission ([page 9](#)).

B.C. Principles of Math 11 with a C+ or better; or B.C. Applications of Math 12 with a pass (50%) or better; or completion of MATH 0523 (previously MATH 024) with a C+ or better; or completion of campus MATH 0510 (Math 11) and Math 0610 (Math 12) with a C+ or better is recommended.

73% on the combined English 12 and Government Exam (within the last 5 years); or Level 4 on the Composition Section of the LPI (within the last 2 years); or completion of ENGL 0661 (previously ENGL 036); or completion of campus ENGL 0500 (English 11); or completion of campus ESAL 0570 and 0580 with a C+ or better is also recommended.

Residency Requirements

Minimum of 9 TRU credits (distance or on-campus).

Diploma Requirements

60 credits, with a minimum graduating grade point average (GPA) of 2.0 over the diploma requirements, are required as follows:

- ACCT 1211, *Accounting 1* (3)* (previously BUSM 131)
- ACCT 1221, *Accounting 2* (3)* (previously BUSM 132)
- ACCT 1921, *Accounting Systems 1* (3) (previously ADMN 192)
- BBUS 1371, *Management Information Systems 1* (3) (previously ADMN 137)
- BBUS 2541, *Management Accounting* (3) (previously ADMN 233)
- BBUS 3121, *Financial Management* (3) (previously ADMN 336)
- BBUS 3201, *Intermediate Financial Accounting 1* (3) (previously ADMN 331)
- BBUS 3211, *Intermediate Financial Accounting 2* (3) (previously ADMN 341)
- BBUS 3221, *Taxation* (3) (previously ADMN 351)
- BBUS 3231, *Income Taxation 2* (3) (previously ADMN 352)
- BBUS 3251, *Intermediate Management Accounting* (3) (previously ADMN 333)

BBUS 3931, *Business Law* (3) (previously ADMN 390)

BBUS 4231, *Assurance* (3) (previously ADMN 463)

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200)

ECON 1951, *Principles of Macroeconomics* (3) (previously ECON 201)

ENGL 1061, *Written Communication* (3) (previously ENGL 106)

ENGL 1071, *Business Communication* (3) (previously ENGL 107)

MATH 1071, *Fundamentals of Mathematics for Business and Economics* (3) (previously MATH 127) or MATH 1091, *Business Mathematics* (3) (previously MATH 109)

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102)

Electives (3 credits)*

*Note that ACCT 1211 + ACCT 1221 = BBUS 2211. Therefore students may elect take BBUS 2211 (previously ADMN 231) instead and add 3 additional credits of electives

Elective Requirements (3 credits)

Suggested electives

a) CGA

BBUS 4201, *Advanced Financial Accounting* (3) (previously ADMN 402)

BBUS 4251, *Advanced Management Accounting* (3) (previously ADMN 405)

BBUS 4211, *Accounting Theory* (3) (previously ADMN 461)

b) CMA

BBUS 2721, *Organizational Behaviour 1: The Individual and Work Groups* (3) (previously ADMN 320)

BBUS 3331, *Production and Operations Management* (3) (previously ADMN 315)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

BBUS 4701, *Business Policy and Strategy* (3) (previously ADMN 470)

c) CA

BBUS 4201, *Advanced Financial Accounting* (3) (previously ADMN 402)

BBUS 4251, *Advanced Management Accounting* (3) (previously ADMN 405)

BBUS 4211, *Accounting Theory* (3) (previously ADMN 461)

d) Other suggested electives

BBUS 3511, *International Business* (3) (previously ADMN 380)



Business and Management Studies

Diploma in Management Studies

- 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. It is work place centered, which assumes students have opportunities to apply many course concepts in their jobs or businesses. The program allows students to complete their credentials in phases, starting with an introductory 15-credit credential, such as the Certificate in Business Skills (page 53), and then add other credentials. Many students complete the Certificate in Management Studies (page 56) or an equivalent one-year program from another institution and then complete 30 additional credits primarily at the second-year level with TRU to earn the diploma. This diploma ladders into the Bachelor of Commerce (pages 63-68).

Admission Requirements

Open admission (page 9). Students should have a foundation in quantitative courses such as *Mathematics 11* (Principles), MATH 0523 (previously MATH 024) or equivalent. A voluntary, free Mathematics Self Assessment is available to help students select a mathematics course at the appropriate level.

The assessment form is available on the TRU-OL website and from Student Services.

If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, the student must demonstrate currency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit. This restriction does not apply to computer courses used for unspecified elective credit.

Residency Requirements

Minimum of 9 TRU credits (distance or on-campus).

Diploma Requirements

60 credits, with a minimum graduating grade point average (GPA) of 2.0 over the diploma requirements, are required as follows:

Core Requirements (minimum 30 credits)

Minimum one of ACCT 1211, *Accounting I* (3) (previously BUSM 131), BBUS2211, *Introduction to Financial Accounting* (3) (previously ADMN 231) [students selecting MNGT 1211 who plan to specialize in accounting must also take ACCT 1221 (previously BUSM 132)]

Minimum one of BBUS 2541, *Management Accounting* (3) (previously ADMN 233), BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362) (students specializing in accounting must select BBUS 2541)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

3 credits in computer studies [TRU-OL's BBUS 1371 (previously ADMN 137) or CMPT 1509 (previously CMPT 150) or equivalent]

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200)

One of ENGL 1001, *Literature and Composition I* (3) (previously ENGL 100), ENGL 1021, *Composition and Native Indian Literature I* (3) (previously ENGL 102), ENGL 1061, *Written Communication* (3) (previously ENGL 106)

(ENGL 1061 not transferable to most non-TRU-OL programs or to TRU-OL's non-business programs)

Minimum one of ENGL 1071, *Business Communication* (3) (previously ENGL 107), BBUS 3631, *Open Communication* (3) (previously ADMN 363)

Minimum one of MATH 1091, *Business Mathematics* (3) (previously MATH 109) or MATH 1101, *Finite Mathematics* (3) (previously MATH 150)

MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121)

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102)

Substitution of similar courses may be considered.

Elective Requirements (up to 30 credits)

Courses in managerial studies [BBUS (previously ADMN), MNGT (previously BUSM), ACCT (previously BUSM), BUEC (previously ECON), ECON and some CMPT and MATH/STAT courses] with 15 credits at the 200-level or higher in the electives. Up to 15 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval.

Students interested in pursuing a professional accounting designation should select ECON 1951 (previously ECON 201) and ask their advisor about other appropriate electives to maximize transferability.

Note: Students who started their studies in this diploma program prior to September 2007 and are active in their program may complete the program under the previous requirements.





Areas of Specialization (Optional)

Several areas of specialization are available or in development. Selection of appropriate electives and options leads to a Diploma in Management Studies, with an optional specialization in one of the following fields (courses may not be listed in study sequence):

Accounting

- BBUS 3121, *Financial Management* (3) (previously ADMN 336)
- BBUS 3201, *Intermediate Financial Accounting I* (3) (previously ADMN 331)
- BBUS 3211, *Intermediate Financial Accounting II* (3) (previously ADMN 341)
- BBUS 3221, *Taxation* (3) (previously ADMN 351)
- BBUS 3931, *Business Law* (3) (previously ADMN 390)

Human Resources

- BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)
 - BBUS 3841, *Labour Relations* (3) (previously ADMN 325)
 - BBUS 3661, *Strategic Human Resources Management* (previously ADMN 366)
- Two courses from the following:
- MNGT 2131, *Motivation and Productivity* (3) (previously BUSM 213)
 - BBUS 2721, *Organizational Behaviour I* (3) (previously ADMN 320)
 - BBUS 3931, *Business Law* (3) (previously ADMN 390)

Information Technology

- CMPT 2129, *Database Concepts* (3) (previously CMPT 212)
 - CMPT 2159, *Systems Analysis and Design I* (3) (previously CMPT 215)
- Plus minimum 9 credits of other approved CMPT or COMPT (previously CPSC) courses

Marketing

- BBUS 3451, *Professional Selling* (3) (previously ADMN 345)
- BBUS 3471, *Consumer Behaviour* (3) (previously ADMN 347)
- BBUS 3481, *Marketing Research* (3) (previously ADMN 348)
- BBUS 3651, *Marketing for Managers* (3) (previously ADMN 365)
- BBUS 3511, *International Business* (3) (previously ADMN 380)

Laddering the Diploma in Management Studies into the Bachelor of Commerce

Students considering laddering the Diploma in Management Studies into the Bachelor of Commerce (pages 63-68) should consider including the courses listed below in their diploma program.

- ACCT 1211, *Accounting I* (3) (previously BUSM 131) and ACCT1221, *Accounting II* (3) (previously BUSM 132) or BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231)
- BBUS 3121, *Financial Management* (3) (previously ADMN 336)
- BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)
- BBUS 3621, *Analytical Decision Making* (3) (previously ADMN362)
- BBUS 3931, *Business Law* (3) (previously ADMN 390)
- CMPT 200-level course (3)
- ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200)
- ECON 1951, *Principles of Macroeconomics* (3) (previously ECON 201)
- MATH 1091, *Business Mathematics* (3) (previously MATH 109) or MATH 1101, *Finite Mathematics* (3) (previously MATH 150)
- STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102)



Business and Management Studies

Advanced Certificate in Management

- Program is available to applicants residing in Canada or outside Canada.

This advanced certificate program provides a sophisticated, yet practical approach to the personnel and decision-making skills required by today's managers. Students should be working in or preparing for a supervisory, leadership or management position.

The program's 15 credits can be applied to the Advanced Diploma in Management (page 61) and other programs offered through TRU-OL.

The program has some unique features, policies and procedures. Refer to the TRU-OL website for details.

Courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based. A minimum grade point average (GPA) of 2.0 over all courses applicable to the certificate is required.

Refer to the TRU-OL website for computer requirements.

Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to pages 11 and 27-29), is strongly recommended. Those employed or volunteering in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements

While a minimum of 6 credits in the program must be completed through TRU (distance or on-campus), normally all 15 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Certificate Requirements

15 credits.

Core Requirements (15 credits)

BBUS 3611, *Open Thinking* (3)
(previously ADMN 361)

BBUS 3621, *Analytical Decision Making* (3) [students with an exemption for (previously ADMN 362) can take BBUS 3693, *Transition and New Beginnings* (3) (previously ADMN 369)

BBUS 3631, *Open Communication* (3)
(previously ADMN 363)

BBUS 3641, *Leadership Fundamentals* (3)
(previously ADMN 364)

BBUS 3671, *Contemporary Leadership* (3)
(previously ADMN 367) or BBUS 3693, *Transition and New Beginnings* (3) (previously ADMN 369)

Students benefit by taking BBUS 3611 (previously ADMN 361) before BBUS 3631 and 364 (previously ADMN 363 and 364).

All courses offer condensed-study and challenge options to accommodate prior learning assessment and recognition.

Up to two approved alternate courses (6 credits) can be considered on an individual basis.

Direct equivalency for the stated courses is restricted to similar competency-based courses.

Students may not take BBUS 3621 (previously ADMN 362) for further credit if they have credit for an equivalent course.

6-credit paced courses are 21 weeks.

BBUS 3611, 3621, 3631, 3641, 3651, 3661, 3671, 3693, 4681, 4453 and 4833 (previously ADMN 361, 362, 363, 364, 365, 366, 367, 369, 468, 477 and 483) are web-based, paced and competency-based.



Administrative Assistant Certificate Legal Administrative Assistant Certificate (online) tru.ca/new_students/distance.html

Offered by TRU School of Business and Economics, Distance Education in association with BCcampus, these programs prepare students for employment in a wide range of positions in business. Certificate graduates can ladder into the Executive Assistant Diploma program. Diploma graduates can ladder into the Bachelor of Commerce (pages 63-68).

For more information on these programs, refer to the above website or email: abtonline@tru.ca or phone: 250.371.5878 (Kamloops).



Web-based, Paced, Competency-based Courses – Advanced Certificate in Management and Advanced Diploma in Management

Web-based courses in these programs are paced, with a specific start and end date, and require submission of assignments and a major project on specific dates. Cancellation of registration and course withdrawal deadlines differ from continuous registration courses, due to the shorter duration of paced courses: 3-credit paced courses are 14 weeks in duration; 6-credit paced courses are 21 weeks.

BBUS 3611, 3621, 3631, 3641, 3651, 3661, 3671, 3693, 4681, 4453 and 4833 are web-based, paced, and competency-based courses that require students to have recent employment or volunteer experience to which they can apply theories learned in the course.





Advanced Diploma in Management

- Program is available to applicants residing in Canada or outside Canada.

This advanced diploma program provides students with applied, recognized and industry-standard business skills and knowledge. The program is designed for students with post-secondary diplomas (not necessarily in a business or management field) or equivalent and a minimum of two years' work experience. Credits earned can be applied to meet administrative studies or elective requirements in various degree programs offered through TRU-OL, including the Bachelor of Commerce (pages 63-68) and the Bachelor of General Studies (page 79).

The advanced diploma program focuses on applied studies and real-world cases. Students work both independently and collaboratively to demonstrate industry-recognized standards of excellence. The resulting skill set enables graduates either to begin entrepreneurial ventures or to assume more senior management roles.

The program has some unique features, policies and procedures. Refer to the TRU-OL website for details.

Most courses in the program are web-based, paced (delivered on the web, with specific start and end dates) and competency-based. A minimum grade point average (GPA) of 2.0 over all courses applicable to the diploma, is required. Refer to the TRU-OL website for computer requirements.

Admission Requirements

Minimum of 60 credits of post-secondary studies.

Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) (pages 10 and 25-27). Courses in introductory financial accounting [BBUS 2211 (previously ADMN 231)] and introductory marketing [BBUS 3431 (previously ADMN 250)] are prerequisites for the program courses in these areas. Students whose post-secondary studies have not included such courses may be admitted to the program but are required to take approved marketing and accounting courses concurrently with their initial Advanced Diploma in Management courses.

Residency Requirements

While a minimum of 9 credits in the program must be completed through TRU (distance or on-campus), normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

45 credits.

Core Requirements (minimum 39 credits)

BBUS 2541, Management Accounting (3)
(previously ADMN 233)

BBUS 3031, Business and Society (3) (previously ADMN 460) or BBUS 4833, Effective Leadership (3) (previously ADMN 483) or approved equivalent

BBUS 3121, Financial Management (3)
(previously ADMN 336)

BBUS 3611, Open Thinking (3)
(previously ADMN 361)

BBUS 3621, Analytical Decision Making (3)
(previously ADMN 362) [students with an exemption for BBUS 3621 can take BBUS 3631, Open Communication (3) (previously ADMN 363)]

BBUS 3641, Leadership Fundamentals (3)
(previously ADMN 364)

BBUS 3651, Marketing for Managers (3)
(previously ADMN 365)

BBUS 3661, Strategic Human Resource Management (3) (previously ADMN 366)

BBUS 3671, Contemporary Leadership (3)
(previously ADMN 367)

BBUS 3693, Transition and New Beginnings (3)
(previously ADMN 369)]

BBUS 3931, Business Law (3)
(previously ADMN 390)

BBUS 4681, Leading Projects to Success (6)
(previously ADMN 468) or approved equivalent

Students benefit by taking BBUS 3611 before BBUS 3631 and BBUS 3641.

Students may not take BBUS 3621 or BBUS 3931 for further credit if they have received credit for an equivalent or similar course.

Elective Requirements (up to 6 credits)

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

BBUS 3693, Transition and New Beginnings (3)
(previously ADMN 369)

BBUS 4453, E-Business in a Competitive Environment (6) (previously ADMN 477)

BBUS 4681, Leading Projects to Success (6)
(previously ADMN 468)

BBUS 4833, Effective Leadership (3)
(previously ADMN 483)



Business and Management Studies

Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of BC and the University of British Columbia (UBC)

- Program is available to applicants residing in Canada or outside Canada.

Designed for members of the real estate industry wanting to upgrade their education, this degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be ladder into the degree program.

The degree program is based on a foundation of 45 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (DULE) and through related real estate offerings or approved equivalents. The other 75 credits include a combination of electives, general academic requirements and courses in general business and administrative studies offered in a distance format through TRU-OL or through other institutions subject to TRU-OL approval.

Admission Requirements

Applicants require 60 applicable credits for formal program admission by TRU-OL and should have a grade point average (GPA) of 2.0 or higher and demonstrated proficiency in English and mathematics (BC English 12 and Principles of Math 11 or equivalents).

Those seeking transfer credit for real estate core and specialty requirements are required to apply to UBC's Real Estate Division for evaluation of real estate equivalencies before applying to TRU-OL for formal program admission.

Residency Requirements

15 credits of TRU coursework (distance or on-campus).

TRU Degree Requirements

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

General Education Requirements (18 credits)

(May be met with lower-level or upper-level university courses; refer to [page 102](#) for disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001, 1021 or 1101 (previously 100, 102 or 108)

3 credits in humanities or social science (excluding English)

3 credits in urban geography (normally UBC's GEOG 350)

3 credits in natural science (excluding mathematics or computing)

6 credits in general education electives (humanities, social science or science)

Core Business and Administrative Studies Requirements (45 credits)

BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231) or ACCT 1221, *Accounting II* (3) (previously BUSM 132) or UBC BUSI 293 (3)

BBUS 2541, *Management Accounting* (3) (previously ADMN 233)

BBUS 2721, *Organizational Behaviour I* (3) (previously ADMN 320)

BBUS 3031, *Business and Society* (3) (previously ADMN 460)

BBUS 3121, *Financial Management* (3) (previously ADMN 336)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362) or CMPT 2149 (UVic), *Decision Support Applications* (3) (previously CMPT 214)

BBUS 3841, *Labour Relations* (3) (previously ADMN 325) or BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366)

BBUS 3931, *Business Law* (3) (previously ADMN 390)

BBUS 4701, *Business Policy and Strategy* (3) (previously ADMN 470)

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200) or UBC BUSI 100, *Micro Foundations of Real Estate Economics* (3)

ECON 1951, *Principles of Macroeconomics* (3) (previously ECON 201) or UBC BUSI 101, *Capital Markets and Real Estate* (3)

ENGL 1071, *Business Communication* (3) (previously ENGL 107) or UBC ENGL 301, *Technical and Business Writing* (3)

MATH 1091, *Business Mathematics* (3) (previously MATH 109) (exempt if UBC BUSI 121 taken)

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102) (exempt if UBC BUSI 121 taken)





Core Real Estate Requirements (24 credits)

(Note: the following courses are delivered by UBC)

BUSI 111, *BC Real Property Law and Real Estate Ethics* (3) or BUSI 112, *Canadian Real Property Law and Real Estate Ethics* (3)

BUSI 221, *Real Estate Finance in a Canadian Context* (3)

BUSI 300, *Urban and Real Estate Economics* (3)

BUSI 330, *Foundations of Real Estate Appraisal I* (3)

BUSI 331, *Real Estate Investment Analysis and Advanced Income Appraisal* (3)

BUSI 400, *Residential Property Analysis* (3)

BUSI 401, *Commercial Property Analysis* (3)

BUSI 425, *Land Use Regulation: Local Government Law and Planning* (3) or approved substitute, e.g. real estate specialty/elective course

Real Estate Specialty Courses (12 credits)

Additional 400-level UBC courses selected in consultation with an advisor.

Students have the option of four areas of specialty: real estate appraisal, property management, real estate development and property assessment.

Electives (21 credits)

Courses in any discipline at any level.

Additional Degree Requirement

To graduate with a Bachelor of Business in Real Estate through TRU-OL, students are required to complete UBC's Diploma in Urban Land Economics (which includes many of the above courses) or equivalent, as determined in consultation with UBC.

Students wanting to transfer courses to graduate with this degree granted by UBC should consult UBC's Real Estate Division and admissions and transfer information on the web at www.bccat.bc.ca (as requirements differ).

For information on the UBC Diploma in ULE or UBC's Real Estate Division courses, contact UBC at:

www.realestate.ubc.ca

info@realestate.sauder.ubc.ca

604.822.8444

1.888.776.7733 (toll-free)

Bachelor of Commerce

- Program is available to applicants residing in Canada or outside Canada.

This degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators and entrepreneurs in today's competitive economy. The degree offers both a practical management education and enough breadth in complementary academic subjects to prepare students to function effectively in complex private organizations or the public sector.

Admission Requirements

Normally, formal admission requires completion of a minimum of 60 applicable credits or a suitable two-year business diploma program. Applicants who do not meet this requirement but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for previous courses taken and/or through prior learning assessment and recognition (PLAR). Those assessed as lacking some requirements may be admitted to the degree program provisionally (pending completion of qualifying coursework).

Note:

- Those with a recognized two-year college business diploma receive a block transfer of up to 60 credits toward the degree. Other recognized diplomas are also eligible but may receive a reduced block transfer.
- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with the Certified General Accountants' Association (CGA) foundation (advanced and PACE levels) receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those that have completed the Certified Management Accountants (CMA) program are normally awarded a block of 90 transfer credits for successful completion of the CMA's syllabus, entrance examination, strategic leadership and experience requirements.
- Those in the process of completing the CMA or GCA programs are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.



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- If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, then the student must demonstrate currency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit. This restriction does not apply to computer courses used for unspecified elective credit.

Degree Requirements

As listed below, residency requirements, general education requirements, core knowledge requirements, concentration requirements and elective requirements must be completed.

120 credits, 45 at the upper-level, with a minimum grade point average (GPA) of 2.0 over all courses applicable to the degree but taken outside any block transfer, are required.

Minimum grade of C+ is required for all concentration courses (minimum C+ grade requirement is not averaged).

Up to 50% of the credits required for the degree may be earned through prior learning assessment and recognition (PLAR) ([pages 11 and 27-29](#)).

Residency Requirements (15 credits)

Minimum of 15 TRU credits (distance or on-campus).

General Education Requirements (18 credits)

(May be met with lower- or upper-level university courses; refer to [page 102](#) for disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021 (previously ENGL 100 or 102)

3 credits in natural science

6 credits in social science/humanities

6 credits in arts and science electives

Core Knowledge Requirements (54 credits)

ACCT 1221, *Accounting II* (3) (previously BUSM 132) or BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231)

BBUS 2541, *Management Accounting* (3) (previously ADMN 233) or approved alternative

BBUS 2721, *Organizational Behaviour I* (3) (previously ADMN 320) or approved alternative [BBUS 3129 and 4099 (previously ADMN 312 and 409) may be substituted for public sector concentration students]

BBUS 3031, *Business and Society* (3) (previously ADMN 460) or approved alternative [BBUS 4229 (previously ADMN 422) may be substituted for public sector concentration students]

BBUS 3121, *Financial Management* (3) (previously ADMN 336) or approved alternative [BBUS 4219 or 4489 (previously ADMN 421 or 448) may be substituted for public sector concentration students]

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250) or approved alternative

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362) or approved alternative (BBUS 4251 Advanced Management Accounting may be substituted)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222) or BBUS 3841, *Labour Relations* (3) (previously ADMN 325) or BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366) or approved alternative [BBUS 4319 (previously ADMN 431) may be substituted for public sector concentration students]

BBUS 3931, *Business Law* (3) (previously ADMN 390) or approved alternative [BBUS 4529 (previously ADMN 452) may be substituted for public sector concentration students]

BBUS 4701, *Business Policy and Strategy* (3) (previously ADMN 470) or approved alternative [BBUS 4209 or 4779 (ADMN 454, or 484) may be substituted for public sector concentration students]

CMPT at 2000 or higher level or approved alternative [CMPT 2159 (previously CMPT 215) recommended for accounting concentration students; CMPT 2129 (previously CMPT 212) or CMPT 2159 recommended for information systems management concentration students]

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200) or approved alternative [BBUS 3109 (previously ADMN 310) may be substituted for public sector concentration students]

ECON 1951, *Principles of Macroeconomics* (3) (previously ECON 201) or approved alternative [BBUS 4459 (previously ADMN 445) may be substituted for public sector concentration students]

MATH 1071, *Fundamentals of Mathematics for Business and Economics* (3) (previously MATH 127) or MATH 1091, *Business Mathematics* (3) (previously MATH 109) or MATH 1101, *Finite Mathematics* (3) (previously MATH 150) or approved alternative

MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121) or approved alternative [BBUS 3129 (previously ADMN 312) may be substituted for public sector concentration students]

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102) or approved alternative





Two from the following ENGL and BBUS (previously ADMN) courses in communication:

BBUS 3631, *Open Communication* (3) (previously ADMN 363) or approved alternative [BBUS 3169 (previously ADMN 317) may be substituted for public sector concentration students]

ENGL 1061, *Written Communication* (3) (previously ENGL 106)

ENGL 1071, *Business Communication* (3) (previously ENGL 107)

Concentration Requirements (15 credits)

Students must complete one of the following concentrations: accounting; general management; human resources; information systems management; leadership; marketing; public sector management; technology management. Required courses for each concentration are listed.

Elective Requirements (normally 33 credits)

Sufficient academic and/or applied credits to bring the total number of credits to 120, with 45 of the 120 credits at the upper-level.

Accounting Concentration

This concentration prepares students to become an integral part of an organization's management team or to enter public practice. Government, non-profit organizations, major corporations and small businesses all require accountants to manage their financial affairs. Upon graduation, most students choose to pursue one of the three professional accounting designations: Chartered Accountants (CA), Certified General Accountants (CGA) or Certified Management Accountants (CMA).

By careful selection of electives within this concentration, students can receive most or all of the possible exemptions within these professional level programs and be well prepared to write the rigorous accreditation examinations.

Required Courses (15 credits)

BBUS 3201, *Intermediate Financial Accounting I* (3) (previously ADMN 331)

BBUS 3211, *Intermediate Financial Accounting II* (3) (previously ADMN 341)

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 3251, *Intermediate Management Accounting* (3) (previously ADMN 333)

One course from the following:

BBUS 4201, *Advanced Financial Accounting* (3) (previously ADMN 402)

BBUS 4211, *Accounting Theory* (3) (previously ADMN 461)

BBUS 4231, *Assurance (Auditing)* (3) (previously ADMN 463)

BBUS 4251 *Advanced Management Accounting* (3) (previously ADMN 405)

Finance Concentration

Finance is divided into two main fields: Investments and managerial.

Investments deal with the accumulation of surplus funds in the economy for transfer to individuals and businesses in need of acquiring additional capital. Professionals spend their time designing, pricing and trading investment instruments such as term deposits, stocks, bonds and asset-backed securities, to aid the flow of funds.

Some of our economy's biggest corporations, including banks and insurance companies, serve as intermediaries in this process.

The other side of the industry is managerial finance. Professionals arrange the financing required for an organization's daily operations and future growth. Sources of capital such as lines of credit, corporate paper, term loans, mortgages, bonds, leases, venture capital and initial public offerings, are used to finance seasonal build-ups in working capital and major asset purchases.

Many finance concentration graduates will go on to complete a professional designation such as the Chartered Financial Analyst (CFA), Certified Financial Planner (CFP) or Associate of the Institute of Canadian Bankers (AICB). Note that students interested in the CFA track may wish to take courses, unavailable through TRU-OL, via Nipissing University distance courses. Nipissing University is a member of the Canadian Virtual University consortium, thereby permitting TRU-OL students to register in Nipissing courses via a simplified letter of permission.

Registration information may be found at: www.nipissingu.ca/cce

Required Courses (15 credits)

BBUS 3151, *Investments 1* (3)* (previously ADMN 318)

BBUS 4151, *Investments 2* (3) (previously ADMN 426)

BBUS 4171, *Risk Management and Financial Engineering* (3) (previously ADMN 417)



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And at least two courses from the following**:

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 3451, *Professional Selling* (3)
(previously ADMN 345)

BBUS 4130, *Advanced Financial Management* (3)
(TRU on-campus course) or Nipissing University's
ADMN 3117, *Financial Management II* (3)
(distance course)

BBUS 4161, *Portfolio Management* (3)
(previously ADMN 427)

BBUS 4180, *International Financial Management* (3)
(TRU on-campus course) or Nipissing University's
ECON 3127, *International Financial Management* (3)
(www.nipissingu.ca/cce distance course)

BBUS 4190, *Financial Institutions Management* (3)
(TRU on-campus course) or Nipissing University's
ADMN 2116, *Management of Financial Institutions* (3)
(distance course)

** It is recommended that students interested in the following credentials select courses based on the following list:

CFA Track – BBUS 4180, BBUS 4190

CFP Track – BBUS 3451, BBUS 3221

AICB Track – BBUS 4130, BBUS 4180, BBUS 4190

*it is strongly recommended that students complete STAT 1201, *Introduction to Probability and Statistics* (previously STAT 102) and BBUS 3121, *Financial Management* (previously ADMN 318) prior to taking BBUS 3151, *Investments I* (previously ADMN 318).

General Management Concentration

This concentration is designed for students wanting to take an array of courses to give them more breadth in their management education or who want to focus on a specialized field of their own choosing. Many positions in business require the varied skills that a generalist can offer. This concentration is a wise choice for those students whose interests lie in a number of different areas.

Required Courses (15 credits)

Approved 3000 and/or 4000 courses [normally BBUS (previously ADMN) or BUEC (previously ECON)] with a minimum of 6 credits at the 4000 level

Human Resources Management Concentration

This concentration prepares students to become effective managers and leaders in any organization. Human resources management professionals are the employee relations specialists managing employee recruitment, selection, compensation, training and development, health and safety and evaluation. They are also active in labour relations, taking the lead in union contract negotiations, grievance handling, including mediation and arbitration, and all other employee-related matters such as wrongful dismissal, personal harassment and privacy. Completing this concentration helps prepare students to earn the Certified Human Resource Professional (CHRP) designation, reflecting the rising level of professionalism in the field.

Required Courses (15 credits)

6 credits of approved 400-level BBUS courses, e.g. BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468) or BBUS 4833, *Effective Leadership* (3) (previously ADMN 483)

Two courses from the following (remaining course satisfies the core HRM Labour Relations requirement):

BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)

BBUS 3841, *Labour Relations* (3) (previously ADMN 325)

BBUS 4135, *Motivation and Productivity* (3) (previously ADMN 413) or approved alternative

Information Systems Management Concentration

This concentration offers a unique blend of computing and business courses which enable graduates to satisfy the increasingly sophisticated information needs of industry and government.

Upon graduation, students are well-suited to secure employment with any firm that uses computer technology to assist in the management of their workforce and/or the production or distribution of their product or service.

Required Courses (15 credits)

CMPT 3159, *Relational Database Management Systems* (3) (previously CMPT 315) or CMPT 3509, *Systems Analysis and Design II* (3) (previously CMPT 350)

CMPT 4079, *Project Management* (3) (previously CMPT 407)





Three courses from the following:

- CMPT 2319, *Web Design and Management I* (3) (previously CMPT 231)
- CMPT 3009, *Networks and Network Management* (3) (previously CMPT 300)
- CMPT 3409, *Web Design and Management II* (3) (previously CMPT 340)
- CMPT 4129, *Human Side of Information Systems* (3) (previously CMPT 412)
- CMPT 4259, *IT Security* (3) (previously CMPT 425)

Leadership Concentration

This concentration focuses on the complex leadership skills required for leading change in the workplace. Students develop and strengthen their strategic skills, develop a broad understanding of the critical issues involved in leadership and learn the tools required to provide leadership in their organization. This concentration is designed for students with current or recent work or volunteer experience. Students are required to explore and apply leadership theories to their practices in their work or volunteer environments.

Required Courses (15 credits)

- BBUS 3641, *Leadership Fundamentals* (3) (previously ADMN 364)
- BBUS 3671, *Contemporary Leadership* (3) (previously ADMN 367)
- BBUS 4833, *Effective Leadership* (3) (previously ADMN 483)

Six credits from the following:

- BBUS 4661, *Managing Change* (3) (previously ADMN 466)
- BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468)
- LEAD 4901 *Strategic Thinking for Leadership* (previously LEAD 490)

Marketing Concentration

This concentration prepares students to assume one of the most important business positions. Marketers are a company's creative force focusing on the marketing mix also known as the four "Ps" - product, price, promotion and place. They devise potentially profitable new product ideas that meet the needs of specific target markets and then develop and execute the detailed plans needed for their implementation. Graduates can secure employment with organizations such as advertising firms, consumer product companies, retail chains, wholesalers, media outlets, auto dealerships, tourist resorts, government ministries and non-profits.

Required Courses (15 credits)

- BBUS 3481, *Marketing Research* (3) (previously ADMN 348)
- Four courses from the following:
- BBUS 3451, *Professional Selling* (3) (previously ADMN 345)
 - BBUS 3471, *Consumer Behaviour* (3) (previously ADMN 347)
 - BBUS 3651, *Marketing for Managers* (3) (previously ADMN 365)
 - BBUS 4431, *Retail Marketing* (3) (previously ADMN 403)
 - BBUS 4471, *International Marketing* (3) (previously ADMN 487)
 - BBUS 4481, *Integrated Marketing Communication* (3) (previously ADMN 488)
 - BBUS 4491, *Business to Business Marketing* (3) (previously ADMN 489)
 - BBUS 4411, *Service Marketing* (3) (previously ADMN 491)
 - BBUS 3511, *International Business* (3) (previously ADMN 380)

Public Sector Management Concentration

This concentration is designed for those who are, or aspire to be, managers in various levels of government, Crown agencies and corporations, or for those wanting to be managers in a private or non-profit sector industry that deals primarily with government agencies. It is offered in collaboration with the University of Victoria (UVic) and acceptance into courses required for this concentration, is subject to the approval of UVic.

Required Courses (15 credits)

Minimum of two courses from the following:

- BBUS 3119, *Introduction to Public Administration* (3) (previously ADMN 311)
- BBUS 3149, *Public Sector Research and Analysis* (3) (previously ADMN 314)
- BBUS 4239, *Local Government in British Columbia* (3) (previously ADMN 423)
- BBUS 4459, *Urban and Regional Economics* (3) (previously ADMN 445)

Sufficient courses from the following to bring the total concentration course count to five:

- BBUS 3169, *Local Government in Canada: Administration and History* (3)
- BBUS 4079, *Managing Service Delivery* (3) (previously ADMN 407)



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BBUS 4219, *Financial Management* (3) (previously ADMN 421) (may not be used to satisfy the core financial management requirement)

BBUS 4379, *Program Evaluation and Performance Measurement* (3) (previously ADMN 437)

BBUS 4469, *Local Government Land Use Planning* (3) (previously ADMN 446)

Approved 300- or 400-level course

Technology Management Concentration

This concentration is intended for students with a diploma in technology. The electives and courses required for this concentration are normally credits a student acquired from their field of technology training earned prior to admittance into the degree program. Upon graduation, students are well-suited to secure employment in the management sector of an industry represented by their area of technology.

Required Courses (15 credits)

BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468)

9 credits from a technology area (normally, transfer credits from a diploma in technology)

Bachelor of Public Administration

- Program is available to applicants residing in Canada or outside Canada.

The program is designed to provide students with the knowledge and skills necessary to become effective leaders and managers in British Columbia and beyond. Students graduating from this degree will meet the specific needs required of today's managers working in federal, provincial, municipal and First Nations government, as well as the non-profit sector.

As managers or administrators in a government or non-profit organization, the program will help students:

- Understand the role, growth and importance of governments and the non-profit sector in Canada.
- Gain the necessary knowledge of managerial theory.
- Learn and practice the skills required to apply management theory in work situations.
- Learn the skills and tools to analyze and communicate complex management issues.
- Create, recommend and implement solutions to management problems.

Admission Requirements

Students can ladder into the BPA degree program from either the University of Victoria (UVic)'s Public Sector Management diploma program or its Local Government Manager diploma program. Therefore, it is strongly recommended but not required, that you complete one of these UVic diplomas prior to enrolling into the BPA program as all 11 courses taken in either diploma fully ladders into the BPA degree.

For more information about UVic's programs visit <http://publicadmin.uvic.ca/programs/undergraduate/diplomas/diplomas.php> or contact Heather Kirkham, Program Manager, UVic School of Public Administration, at 250.721.8074 or 250.721.8067, or by email at spadipl@uvic.ca or hkirkham@uvic.ca.

Applicants do not require a specific Grade Point Average (GPA) and are not required to submit transcripts from secondary school to be admitted to TRU-OL and to register in courses.

Open admission ([page 9](#)).

Residency Requirements

Minimum of 15 TRU credits (distance or on-campus).

Degree Requirements

120 credits, including 45 upper-level credits, with a minimum grade point average (GPA) of 2.0 over all courses applicable to the degree but taken outside of any block transfer.

A minimum grade of C+ is required for all concentration courses.

Students may receive up to 50% of credit required for this credential through Prior Learning Assessment and Recognition (PLAR). Refer to [pages 11 and 27-29](#) for more information.

General Education Requirements (15 credits)

6 credits in Communications [e.g. TRU-OL's BBUS 3171 or ENGL 1071 (previously ENGL 107)] and/or English [e.g. TRU-OL's ENGL 1001, 1021 or 1101 (previously ENGL 100, 102 or 108)]

3 credits in mathematics or science

3 credits in humanities other than English (Modern Languages recommended)

3 credits in social science

Core Knowledge Requirements (60 credits)

BBUS 2121 *Introduction to Law for Public Sector Managers* (3) (previously ADMN 212)

BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231) or ACCT 1221, *Accounting II* (3) (previously BUSM 132)





BBUS 2541, *Managerial Accounting* (3) or approved alternative (previously ADMN 233)

BBUS 3109 (UVIC ADMN 310), *Public Sector Economics* (3) (previously ADMN 310) or approved alternative

BBUS 3119 (UVIC ADMN 311/POLI 350), *Introduction to Public Administration* (3) (previously ADMN 311)

BBUS 3120 (UVIC ADMN 312), *Managing in Public and Non-Profit Organizations* (3) or approved alternative (such as TRU BBUS 2721)

BBUS 3149 (UVIC ADMN 314), *Public Sector Research and Analysis* (3) (previously ADMN 314)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250) or approved alternative

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362) or approved alternative (*Advanced Managerial Accounting* may be substituted)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222) (UVIC ADMN 4319 Public Sector Human Resources and Labour Relations may be substituted)

BBUS 4079 (UVIC ADMN 407), *Managing Service Delivery* (3) (previously ADMN 407)

BBUS 4209 (UVIC ADMN 420), *Public Policy Process* (3) (previously ADMN 454)

BBUS 4219 (UVIC ADMN 421) *Financial Management* (preferred) (previously ADMN 421) or ADMN 4489 (UVIC ADMN 448) *Local Government Financial Management* (previously ADMN 448) or approved alternative (TRU ADMN 336 may be substituted)

BBUS 4229 (UVIC ADMN 422), *Ethical Public Management* (3) (previously ADMN 422) or approved alternative

BBUS 4379 (UVIC ADMN 437), *Program Evaluation and Performance Measurement* (3) (previously ADMN 437)

BBUS 4779 (UVIC ADMN 477), *Strategic Planning & Implementation* (3) (previously ADMN 484)

CMPT at 2000 or higher level or approved alternative

MATH 1101, *Finite Mathematics* (3) or a Business Math (e.g. MATH 1091)

POLI 2219 (SFU POLI 221), *Introduction to Canadian Government* (previously POLI 221) or alternately TRU POLI 1111, *Canadian Government and Politics*

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102)

Elective Requirements (normally 45 credits)

Sufficient academic and/or applied credits to bring the total number of credits to 120. It is recommended that students add additional courses in political science and/or economics to their degree program.

Post-Baccalaureate Certificate in Commerce

- Program is available to applicants residing in Canada or outside Canada.

Designed for graduates of recognized baccalaureate degrees in business or commerce, this post-baccalaureate certificate program provides students with the ability to build upon their undergraduate business degree by specializing in a specific area of business and thereby expanding their employment potential.

Admission Requirements

Recognized baccalaureate degree in the field of business.

Certificate Requirements

Residency requirements and concentration requirements must be completed as listed.

15 credits of business study, with a minimum grade of C+ in each course, are required. Students cannot use coursework from a previous credential to meet any of the certificate's 15 credits.

Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the certificate courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus).

Concentration Requirements (15 credits).

Students must complete courses in one of the following concentrations.

Accounting Concentration

BBUS 3201, *Intermediate Financial Accounting I* (3) (previously ADMN 331)

BBUS 3211, *Intermediate Financial Accounting II* (3) (previously ADMN 341)

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 3251, *Intermediate Management Accounting* (3) (previously ADMN 333)

One courses from the following:

BBUS 4201, *Advanced Financial Accounting* (3) (previously ADMN 402)

BBUS 4211, *Accounting Theory* (3) (previously ADMN 461)

BBUS 4231, *Assurance* (3) (previously ADMN 463)

BBUS 4251 *Advanced Management Accounting* (3) (previously ADMN 405)



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Finance Concentration

BBUS 3151, *Investments 1* (3) *
(previously ADMN 318)

BBUS 4151, *Investments 2* (3)
(previously ADMN 426)

BBUS 4171, *Risk Management and Financial Engineering* (3) (previously ADMN 417)

and at least two courses from the following**:

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 3451, *Professional Selling* (3)
(previously ADMN 345)

BBUS 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3) (distance course)

BBUS 4161, *Portfolio Management* (3)
(previously ADMN 427)

BBUS 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3) (distance course)

BBUS 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3) (distance course)

*it is strongly recommended that students complete STAT 1201, *Introduction to Probability and Statistics* (previously STAT 102) and BBUS 3121, *Financial Management* (previously ADMN 336) prior to taking BBUS 3151, *Investments I* (previously ADMN 318)

** It is recommended that students interested in the following credentials select courses based on the following list:

CFA Track – BBUS 4180, BBUS 4190

CFP Track – BBUS 3451, BBUS 3221

AICB Track - BBUS 4130, BBUS 4180, BBUS 4190

Human Resources Management Concentration

BBUS 3661, *Strategic Human Resource Management* (3)
(previously ADMN 366)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)

BBUS 3841, *Labour Relations* (3)
(previously ADMN 325)

6 credits of approved 400-level BBUS (previously ADMN) courses, e.g. BBUS 4681, *Leading Projects to Success* (Note: this is a 6 credit course) (previously ADMN 468) or BBUS 4833, *Effective Leadership* (3) (previously ADMN 483) and BBUS 4135, *Motivation and Productivity* (3) (previously ADMN 413)

Information Systems Management

Three courses from the following:

CMPT 2319, *Web Design and Management I* (3)
(previously CMPT 231)

CMPT 3009, *Networks and Network Management* (3)
(previously CMPT 300)

CMPT 3159, *Relational Database Management Systems* (3) (previously CMPT 315) or CMPT 3509, *Systems Analysis and Design II* (3) (previously CMPT 350)

CMPT 3409, *Web Design and Management II* (3)
(previously CMPT 340)

CMPT 4079, *Project Management* (3)
(previously CMPT 407)

CMPT 4129, *Human Side of Information Systems* (3)
(previously CMPT 412)

CMPT 4259, *IT Security* (3) (previously CMPT 425)

Leadership Concentration

BBUS 3641, *Leadership Fundamentals* (3)
(previously ADMN 364)

BBUS 3671, *Contemporary Leadership* (3)
(previously ADMN 367)

BBUS 4833, *Effective Leadership* (3)
(previously ADMN 483)

Six credits from the following:

BBUS 3693, *Transition and New Beginnings* (3)
(previously ADMN 369)

BBUS 4661, *Managing Change* (3)
(previously ADMN 466)

BBUS 4681, *Leading Projects to Success* (6)
(previously ADMN 468)

Marketing Concentration

BBUS 3481, *Marketing Research* (3)
(previously ADMN 348)

Four courses from the following:

BBUS 3451, *Professional Selling* (3)
(previously ADMN 345)

BBUS 3471, *Consumer Behaviour* (3)
(previously ADMN 347)

BBUS 3651, *Marketing for Managers* (3)
(previously ADMN 365)

BBUS 4411 *Service Marketing* (3) *
(previously ADMN 491)

BBUS 4431, *Retail Marketing* (3)
(previously ADMN 403)

BBUS 4471, *International Marketing* (3)
(previously ADMN 487)





BBUS 4481, *Integrated Marketing Communication* (3)
(previously ADMN 488)

BBUS 4491 *Business to Business Marketing* (3) *
(previously ADMN 489)

BBUS 3511, *International Business* (3)
(previously ADMN 380)

* Course in development

Public Sector Management Concentration

Minimum of two courses from the following:

BBUS 3119, *Introduction to Public Administration* (3)
(previously ADMN 311)

BBUS 3149, *Public Sector Research and Analysis* (3)
(previously ADMN 314)

BBUS 4239, *Local Government in British Columbia* (3)
(previously ADMN 423)

BBUS 4459, *Urban and Regional Economics* (3)
(previously ADMN 445)

Sufficient courses from the following to bring the
total concentration course count to five:

BBUS 3169, *Local Government in Canada:
Administration and History* (3)

BBUS 4079, *Managing Service Delivery* (3)
(previously ADMN 407)

BBUS 4219, *Financial Management* (3)
(previously ADMN 421)

BBUS 4379, *Program Evaluation and Performance
Measurement* (3) (previously ADMN 437)

BBUS 4469, *Local Government Land Use Planning* (3)
(previously ADMN 446)

Approved 300- or 400-level course

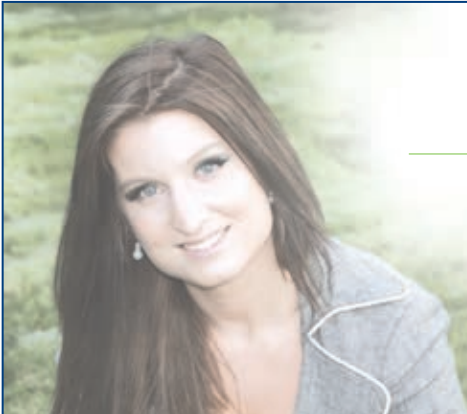


Professional Associations Recognize TRU-OL Credits

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 an individuals' enrolment/registration in these programs, in their hiring decisions. Many professional associations recognize the credits earned through TRU-OL courses as meeting part or all of their educational requirements.

Many TRU-OL course descriptions in this calendar indicate which associations recognize a particular course (refer to the chart on [pages 76-77](#)). 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.

In some cases, certification is based on an association's examinations/assessments and as such course transfer is not applicable, though some TRU-OL courses are suggested. Contact the specific professional association for more information (refer to [pages 75](#) for contact information).



TRU *story:*
Meghan, working woman and single mom, completed her bachelor's degree and changed careers.

More about Meghan and other stories at
www.truopen.ca/truestory

Gain a new credential, higher income and better life. Over 500 courses and 53 programs. Online or distance.



Business and Management Studies

Post-Baccalaureate Certificate in Pre-MBA Studies

- Program is available to applicants residing in or outside Canada.

The Post-Baccalaureate Certificate in Pre-MBA Studies prepares students possessing a bachelors degree in a non-business area, for admission into most MBA programs. The program provides a broad introductory overview of business disciplines and skills, preparing students for graduate level study in business. Completion of this program does not necessarily guarantee admission to the TRU MBA program, nor any other MBA program.

Admission Requirements

Recognized baccalaureate degree in a field other than business administration or commerce. If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, then the student must demonstrate currency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit. This restriction does not apply to computer courses used for unspecified elective credit.

Residency Requirements

Minimum of 9 TRU credits (distance or on-campus).

Program Requirements

36 - 42 credits (see Note)

BBUS 1371, *Management Information Systems 1* (3) (previously ADMN 137)

BBUS 2211, *Introduction to Financial Accounting* (3) (previously ADMN 231)

BBUS 2541, *Management Accounting* (3) (previously ADMN 233)

BBUS 2721, *Organizational Behaviour I: The Individual and Work Groups* (3) (previously ADMN 320)

BBUS 3121, *Financial Management* (3) (previously ADMN 336)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)

BUEC 3101, *Economic and Business Statistics* (previously ECON 310)

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200)

ECON 1951, *Principles of Macroeconomics* (3) (previously ECON 201)

MATH 1071, *Fundamentals of Mathematics for Business and Economics* (3) (previously MATH 127)

STAT 1201, *Introduction to Probability and Statistics* (3) (previously STAT 102)

Note: Students with credit as part of their prior credential(s) for courses, equivalent or similar to any of the courses required for the Post-Baccalaureate Certificate in Pre-MBA Studies courses, must complete alternative coursework as approved by TRU-OL.

Post-Baccalaureate Diploma in Commerce

- Program is available to applicants residing in Canada or outside Canada.

Designed for graduates of recognized degrees in fields other than business or commerce, this post-baccalaureate diploma program provides students with the conceptual, people management and decision-making tools often needed for successful career progression or transition into management or specialist fields such as accounting, human resources or marketing. The wide choice of courses permits students to meet individual needs and interests and offers sufficient depth and rigour to challenge degree holders.

Admission Requirements

Recognized baccalaureate degree in a field other than business administration or commerce.

Diploma Requirements

Residency requirements, core requirements, elective requirements and concentration requirements must be completed as listed.

30 credits, with a minimum 15 credits at the upper-level, minimum graduating grade point average (GPA) of 2.0 and a minimum grade of C+ in each course in the concentration, are required. Students cannot use coursework from a previous credential to meet any of the diploma's 30 credits. Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the diploma courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

Minimum of 9 TRU credits (distance or on-campus).

Core Requirements (3 credits)

3 credits of an approved course in introductory accounting (choice depends on area of concentration; ACCT 1211 (previously BUSM 131) alone is not acceptable; consult the Program Advisor)





Elective Requirements (12 credits)

These 12 credits are selected to ensure that all course prerequisites for each concentration are satisfied. Any remaining credits bringing the total elective credits to 12 are to be chosen in consultation with a TRU-OL program advisor and must include courses in administrative studies, business management and/or economics.

Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

Accounting Concentration

BBUS 3201, *Intermediate Financial Accounting I* (3) (previously ADMN 331)

BBUS 3211, *Intermediate Financial Accounting II* (3) (previously ADMN 341)

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 3251, *Intermediate Management Accounting* (3) (previously ADMN 333)

One courses from the following:

BBUS 4201, *Advanced Financial Accounting* (3) (previously ADMN 402)

BBUS 4211, *Accounting Theory* (3) (previously ADMN 461)

BBUS 4231, *Assurance* (3) (previously ADMN 463)

BBUS 4251 *Advanced Management Accounting* (3) (previously ADMN 405)

Finance Concentration

BBUS 3151, *Investments 1* (3) * (previously ADMN 318) BBUS 4151, *Investments 2* (3) (previously ADMN 426) BBUS 4171, *Risk Management and Financial Engineering* (3) (previously ADMN 417)

And at least two courses from the following**:

BBUS 3451, *Professional Selling* (3) (previously ADMN 345)

BBUS 3221, *Taxation* (3) (previously ADMN 351)

BBUS 413, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3) (distance course)

BBUS 4161, *Portfolio Management* (3) (previously ADMN 427)

BBUS 418, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3) (distance course)

BBUS 419, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3) (distance course)

*it is strongly recommended that students complete STAT 1201, *Introduction to Probability and Statistics* (previously STAT 102) and BBUS 3121, *Financial Management* (previously ADMN 336) prior to taking BBUS 3151, *Investments I* (previously ADMN 318)

** It is recommended that students interested in the following credentials select courses based on the following list:

CFA Track – BBUS 4180, BBUS 4190

CFP Track – BBUS 3451, BBUS 3221

AICB Track - BBUS 4130, BBUS 4180, BBUS 4190

General Management Concentration

BBUS 2721, *Organizational Behaviour I* (3) (previously ADMN 320)

BBUS 3121, *Financial Management* (3) (previously ADMN 336)

One additional approved 300 or 400-level BBUS (previously ADMN) or BUEC (previously ECON) course

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)

Students selecting this concentration are encouraged to select courses from the following list to complete their elective requirements:

BBUS 2541, *Management Accounting* (3) (previously ADMN 233);

BBUS 3031, *Business and Society* (3) (previously ADMN 460);

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362);

BBUS 3931, *Business Law* (3) (previously ADMN 390);

ECON 1901, *Principles of Microeconomics* (3) (previously ECON 200); or

MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121)

Human Resources Management Concentration

BBUS 3811, *Introduction to Human Resource Management* (3) (previously ADMN 222)

BBUS 3841, *Labour Relations* (3) (previously ADMN 325)

BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366)

6 credits of approved 400-level BBUS (previously ADMN) courses, e.g. BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468) or BBUS 4833, *Effective Leadership* (3) (previously ADMN 483) and BBUS 4135, *Motivation and Productivity* (3) (previously ADMN 413)



Business and Management Studies

Information Systems Management

CMPT 3159, *Relational Database Management Systems* (3) (previously CMPT 315) or CMPT 3509, *Systems Analysis and Design II* (3) (previously CMPT 350)

CMPT 4079, *Project Management* (3) (previously CMPT 407)

Three courses from the following:

CMPT 2319, *Web Design and Management I* (3) (previously CMPT 231)

CMPT 3009, *Networks and Network Management* (3) (previously CMPT 300)

CMPT 3409, *Web Design and Management II* (3) (previously CMPT 340)

CMPT 4129, *Human Side of Information Systems* (3) (previously CMPT 412)

CMPT 4259, *IT Security* (3) (previously CMPT 425)

Leadership Concentration

BBUS 3641, *Leadership Fundamentals* (3) (previously ADMN 364)

BBUS 3671, *Contemporary Leadership* (3) (previously ADMN 367)

BBUS 4833, *Effective Leadership* (3) (previously ADMN 483)

Six credits from the following:

BBUS 3693, *Transition and New Beginnings* (3) (previously ADMN 369)

BBUS 4661, *Managing Change* (3) (previously ADMN 466)

BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468)

Marketing Concentration

BBUS 3481, *Marketing Research* (3) (previously ADMN 348)

Four courses from the following:

BBUS 3451, *Professional Selling* (3) (previously ADMN 345)

BBUS 3471, *Consumer Behaviour* (3) (previously ADMN 347)

BBUS 3651, *Marketing for Managers* (3) (previously ADMN 365)

BBUS 4411, *Service Marketing* (3)* (previously ADMN 491)

BBUS 4431, *Retail Marketing* (3) (previously ADMN 403)

BBUS 4471, *International Marketing* (3) (previously ADMN 487)

BBUS 4481, *Integrated Marketing Communication* (3) (previously ADMN 488)

BBUS 4491, *Business to Business Marketing* (3) * (previously ADMN 489)

BBUS 3511, *International Business* (3) (previously ADMN 380)

Public Sector Management Concentration

Minimum of two courses from the following:

BBUS 3119, *Introduction to Public Administration* (3) (previously ADMN 311)

BBUS 3149, *Public Sector Research and Analysis* (3) (previously ADMN 314)

BBUS 4239, *Local Government in British Columbia* (3) (previously ADMN 423)

BBUS 4459, *Urban and Regional Economics* (3) (previously ADMN 445)

Sufficient courses from the following to bring the total concentration course count to five:

BBUS 3169, *Local Government in Canada: Administration and History* (3) (previously ADMN 316)

BBUS 4079, *Managing Service Delivery* (3) (previously ADMN 407)

BBUS 4219, *Financial Management* (3) (previously ADMN 421)

BBUS 4379, *Program Evaluation and Performance Measurement* (3) (previously ADMN 437)

BBUS 4469, *Local Government Land Use Planning* (3) (previously ADMN 446)

Approved 3000- or 4000-level course

* Course in development

- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.
- Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.





Business Courses Chart Guide

The chart on [pages 76-77](#) shows some of the business and management studies courses delivered by TRU-OL and professional associations granting exemptions.

Refer to [page 71](#) for more information about professional associations.

AI - Appraisal Institute of Canada (BC)

www.appraisal.bc.ca

info@appraisal.bc.ca

604.266.8287

CA - Institute of Chartered Accountants of BC

www.ica.bc.ca

604.681.3264 or 1.800.663.2677

CGA - Certified General Accountants Association

www.cga-bc.org

604.732.1211 or 1.800.565.1211

CHA - Canadian Healthcare Association

www.cha.ca

613.241.8005, ext. 212

CHRP - Certified Human Resource Professional

www.bchrma.org

1.800.665.1961

CIM - Canadian Institute of Management

www.cim.ca

1.800.387.5774

CMA - Certified Management Accountants of BC

www.cmabc.com

604.687.5891 or 1.800.663.9646

CPA - Canadian Payroll Association

www.payroll.ca

416.487.3380 or 1.800.387.4693

CUIC - Credit Union Institute of Canada

www.cuic.com

1.800.267.2842

CSI - Canadian Securities Institute (formerly ICB Institute of Canadian Bankers)

www.csi.ca

1.866.866.2601 or 416.364.9130

IIC - Insurance Institute of Canada

www.insuranceinstitute.ca

416.362.8586

BOE - Board of Examiners (Local Government Management Association)

www.cd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm

250.387.4085

PMAC - Purchasing Management Association of Canada

www.pmac.ca

BC Institute of PMAC

604.540.4494 or 1.800.411.7622

National Office - 1.888.799.0877

QAA - Association of Administrative Assistants

www.aaa.ca

registrar@aaa.ca

REIC - Real Estate Institute of Canada

www.reic.ca

1.800.542.7342



Business and Management Studies

Business Courses Chart

Refer to page 75 for more information.

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	CSI	BOE	PMAC	QAA	REIC
Accounting and Finance																
BBUS 2211	Introduction to Financial Accounting	3	AUD	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BBUS 2541	Management Accounting	3	AUD		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BBUS 3201	Intermediate Financial Accounting I	3	AUD	✓	✓		*					✓	✓			
BBUS 3251	Intermediate Management Accounting	3	AUD	✓	*		✓					✓	✓			
BBUS 3121	Financial Management	3		✓	✓		✓	✓	✓		✓	✓	✓			
BBUS 3211	Intermediate Financial Accounting II	3	AUD	✓	✓		*					✓	✓			
BBUS 3221	Taxation	3		✓	✓		✓					✓				
BBUS 4201	Advanced Financial Accounting	3		✓	✓		✓					✓				
BBUS 4251	Advanced Management Accounting	3		✓	*		✓					✓				
BBUS 4211	Accounting Theory	3		✓	✓		✓					✓				
BBUS 4231	Assurance (Auditing)	3		✓	✓		✓					✓				
MNGT 1211	Accounting I	3		✓	*		✓	*	*	*	✓	*	✓	*	✓	✓
MNGT 1221	Accounting II	3		✓	*		✓	*	*	*	✓	*	✓	*	✓	✓
Business and Management Studies																
BBUS 3331	Production and Operations Management	3	AUD					✓				✓	✓			
BBUS 3611	Open Thinking	3	AUD									✓				
BBUS 3621	Analytical Decision Making	3										✓				
BBUS 3693	Transition and New Beginnings	3	AUD									✓				
BBUS 3511	International Business	3	AUD									✓				
BBUS 3931	Business Law	3		✓	✓		✓		✓		✓	✓	✓	✓	✓	✓
BBUS 3031	Business and Society	3	AUD	✓					✓		✓	✓				
BBUS 4681	Leading Projects to Success	6	AUD									✓				
BBUS 4701	Business Policy and Strategy	3		✓			✓	✓	✓		✓	✓	✓			
BBUS 1701	Doing Business in Canada	3											✓			
Communication																
BBUS 3631	Open Communication	3	AUD	✓								✓				
ENGL 1061	Written Communication	3				✓	✓					✓				
ENGL 1071	Business Communication	3		✓	*	✓			✓		✓	✓	✓	✓	✓	✓
Economics																
ECON 1901	Principles of Microeconomics	3	AUD	✓	*	*	✓	✓	*	✓	*	✓	✓	✓	✓	✓
ECON 1951	Principles of Macroeconomics	3	AUD	✓	*	*	✓	✓	*	✓	*	✓	✓	✓	✓	✓
BUEC 2041	Managerial Economics	3	AUD								✓	✓	✓			
Information Technology																
BBUS 1371	Introduction to Information Technology	3						✓								
BBUS 4453	E-Business in a Competitive Environment	6	AUD													
CMPT 1509	Computer Concepts (UVic)	3			◆									*		
CMPT 2129	Database Concepts (UVic)	3														
CMPT 2149	Decision Support Applications or equivalent (UVic)	3														
CMPT 2159	Systems Analysis and Design I (UVic)	3		✓	◇		✓									
CMPT 4079	Project Management (UVic)	3														
CMPT 4129	Human Side of Information Systems (UVic)	3														

Refer to TRU-OL's cross-referencing tool at www.tru.ca/distance/programs/coursecodes/ccform.html to view the old three-digit course codes that correspond to the new four-digit codes listed above.



Business and Management Studies



		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	CSI	BOE	PMAC	QAA	REIC
Marketing and Sales																
BBUS 3431	Introduction to Marketing	3	AUD	✓	*		✓	✓		✓	✓		✓	✓		
BBUS 3451	Professional Selling	3	AUD													
BBUS 3471	Consumer Behaviour	3														
BBUS 3481	Marketing Research	3														
BBUS 3651	Marketing for Managers	3	AUD													
BBUS 4431	Retail Marketing	3														
BBUS 4471	International Marketing	3														
BBUS 4481	Integrated Marketing Communications	3														
BBUS 4491	Business to Business Marketing	3														
Mathematics and Statistics																
BUEC 3101	Economic and Business Statistics	3			*			✓					✓	✓		
MATH 1171	Calculus for Business, Management Sciences	3	AUD										✓			
MATH 1091	Business Mathematics	3		*↔									✓			
STAT 1201	Introduction to Probability and Statistics	3	AUD	*	✓	*		✓					✓			
Organizational and Human Resource Management																
BBUS 3811	Intro to Human Resource Management	3		✓				✓					✓		✓	
BBUS 2721	Organizational Behaviour I	3	AUD			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BBUS 3841	Labour Relations	3	AUD										✓			
BBUS 3641	Leadership Fundamentals	3	AUD							✓			✓			
BBUS 3661	Strategic Human Resource Management	3	AUD	✓				✓					✓	✓		
BBUS 3671	Contemporary Leadership	3	AUD										✓			
BBUS 4135	Motivation and Productivity	3	AUD							✓			✓			
BBUS 4661	Managing Change	3	AUD										✓			
BBUS 4833	Effective Leadership	3											✓			
MNGT 1111	Supervision	3								✓			✓			✓
MNGT 1211	Management Principles and Practices	3					✓			✓			✓	✓	✓	
MNGT 2131	Motivation and Productivity	3	AUD							✓			✓		✓	
Public Sector Management																
BBUS 3109	Public Sector Economics (UVic)	3											✓			
BBUS 3119	Introduction to Public Administration (UVic)	3											✓			
BBUS 3129	Managing in Public and Non-Profit (UVic)	3								✓			✓	✓		
BBUS 3149	Public Sector Research and Analysis (UVic)	3											✓			
BBUS 3169	Written Communications (UVic)	3											✓			
BBUS 4099	Leading and Managing Non-Profit Sector (UVic)	3											✓			
BBUS 4219	Financial Management (UVic)	3											✓			
BBUS 4229	Ethical Public Management (UVic)	3											✓			
BBUS 4239	Local Government in British Columbia (UVic)	3											✓			
BBUS 4319	Public Sector HR and Labour Relations (UVic)	3											✓			
BBUS 4459, 4489, 4529, 4209 (UVic)		3											✓			

AUD Credit-free option. Refer to [page 29](#).

✓ Course exemption granted by association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

↔ No exemption—challenge examination granted.



Education

Graduate Certificate in Online Teaching and Learning

- Program is available to applicants residing in or outside Canada.

The Post-degree Certificate in Online Teaching and Learning (EDDL) is designed and developed in collaboration with the TRU School of Education. This graduate-level certificate is designed to provide educators (K-12 teachers, post-secondary instructors and trainers) in British Columbia and beyond, with a solid foundation in the technical and pedagogical expertise required to effectively use education technology in the classroom, in distributed learning environments and in the world of online education.

Admission Requirements

Candidates must either have:

- A Bachelor of Education, or
- A Bachelor's degree in another discipline with teaching qualifications or experience, or
- Permission of Academic Director or designate.

Note: The program is applicable to practicing teachers, post-secondary instructors and faculty, as well as online Faculty Members.

Program Requirements

All five certificate level courses must be completed for a total of 15 credits.

EDDL 5101, *Educational Technology in the Curriculum* (3) (previously EDDL 5101)

EDDL 5111, *Introduction to Distributed Learning* (3) (previously EDDL 5111)

EDDL 5131, *Multimedia in the Curriculum* (3) (previously EDDL 5131)

EDDL 5141, *Online Teaching and Learning* (3) (previously EDDL 5141)

EDDL 5151, *Managing Your Technology Classroom* (3) (previously EDDL 5151)

Note: A minimum GPA of 3.0 is required to remain in the program. A student receiving one grade of 'F' or six credit hours of 'C' or below may be dismissed from the program.

Note: This certificate provides BC teachers with the ability to achieve an additional 15 credits above their baccalaureate credential. In order to qualify for an additional salary level (the 5+ category), the provincial Teacher Qualification Service (TQS) requires teachers to take a minimum of 30 credits of senior level and/or graduate courses. This is now provincially mandated across BC. Five additional courses are expected to be added to the EDDL in order to form a 30 credit Diploma, allowing graduates to qualify for the 5+ category.



Professional associations that recognize TRU credentials earned through TRU-OL include:

Applied Science Technologists and Technicians of BC

Canadian Alliance of Physiotherapy Regulators

BC College of Massage Therapy

Canadian Healthcare Association

Canadian Society of Respiratory Therapy

College of Licensed Practical Nurses of BC

College of Physical Therapists of BC

College of Registered Nurses of BC





Certificate or Diploma in General Studies

- Program is available to applicants residing in Canada or outside Canada.

A general studies program allows students to select almost any combination of courses at the college and university level, although some specific requirements must be met. Students may select their courses from TRU-OL offerings or college and university transfer courses from recognized post-secondary institutions. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Those with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult a TRU-OL program advisor regarding the possibility of receiving credit for these programs or for recognition of their prior learning (Refer to [pages 11 and 27-29](#)).

Courses taken for the Certificate or Diploma in General Studies may be applied toward other TRU programs offered through Open Learning, provided that specific program requirements are met.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus) are required for a Certificate in General Studies.

Minimum of 9 TRU credits (distance or on-campus) are required for a Diploma in General Studies.

Certificate Requirements

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

15 of these credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Diploma Requirements

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

30 of these credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Bachelor of General Studies

- Program is available to applicants residing in Canada or outside Canada.

This degree provides a flexible structure which allows students to create their own program. TRU-OL 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 ([page 9](#)).

Residency Requirements

Minimum of 15 TRU credits (distance or on-campus).

Degree Requirements

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

6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement.

Upper-level Requirements (45 credits)

15 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Elective Requirements (69 credits)

May be lower- or upper-level credit 60 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.



PLAR

Certificate, diploma and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) ([pages 11 and 27-29](#)).

Health and Human Services

Pre-Health Science Certificate Program

The Pre-Health Science program is designed to provide both the general educational breadth as well as specific health related content that is either a required or recommended pre-requisite to many health care programs. This program, or its equivalent, is a mandatory requirement for the Justice Institute's Advanced Care Paramedic program.

Admission Requirements

Graduation from grade 12 with Principles of Math 11, CHEM 12, BIOL 12, ENG 12 and PHYS 11. C+ average, or equivalent, is strongly recommended.

Residency Requirement

6 credits of TRU coursework (distance or on-campus)

Course Requirements

BIOL 1593, *Anatomy and Physiology* (3) (previously HLSC 159) or campus-based BIOL 1590

BIOL 1693, *Anatomy and Physiology* (3) (previously HLSC 169) or campus-based BIOL 1690

ENGL 1101, *English Composition* (3) (previously ENGL 108) or campus-based ENGL 1100

Plus the following courses or alternates approved by an OL Program Advisor:

HLTH 2501, *Pathophysiology* (4) (previously CEHS 202)

HLTH 2511, *Pharmacology* (3) (previously CEHS 204)

PSYC 1111, *Introductory Psychology I* (3) (previously PSYC 101) or campus-based PSYC 1110

PSYC 2111, *Research in Experimental Psychology* (3) (previously PSYC 210)

PSYC 2101, *Statistics in Social Science* (3) (previously PSYC 220), STAT 1201, *Intro to Probability and Statistics* (3) or campus-based STAT 1200 or STAT 2000

Elective Credits

One of either

- Current Emergency Medical Responder (EMR) certification offered by the Justice Institute (2 credits) - 105 hrs/ 15 days full time, calculated using TRU policy ED 8-0 or equivalent.

OR

- MATH 1101, *Finite Math* (3) (previously MATH 150); PSYC 1211, *Introductory Psychology II* (3) (previously PSYC 102); ENGL 1061, *Written Communication* (3) (previously ENGL 106); or an alternate course approved by an OL Advisor.

Medical Laboratory Assistant Certificate

- Program available to applicants residing in or outside Canada, with the exception of clinical components.

The Medical Laboratory Assistant program consists of four theory courses (five in some regions), a weekend phlebotomy workshop and a clinical practicum which is provided by a hospital or private laboratory under criteria developed by TRU. Combined, these provide the theory and skills required to function as a medical laboratory assistant in hospitals or private clinical laboratories.

A maximum of 30 weeks per course is permitted, however students are allocated a maximum of two years to complete the entire certificate program (maximum timeframe is subject to change without notice). Students are however encouraged to complete the program in under a year. No extensions will be granted to the program timeframe.

This entire program is equivalent to 16 to 20 weeks of full-time study and leads to rewarding employment in the health care setting.

Note: It is the sole responsibility of the student to locate and arrange their own clinical placement for the laboratory training aspect of this program.

Course Requirements

MDLB 1121, *Anatomy, Physiology and Medical Terminology for Phlebotomists* (2) (previously MLAP 112)

MDLB 1131, *The Electrocardiogram* (1) (previously MLAP 113)

MDLB 1211, *Professional and Safety Issues* (3) (previously MLAP 121)

MDLB 1311, *Laboratory Procedures and Protocols* (3) (previously MLAP 131)

MDLB 0511, *Phlebotomy Workshop* (previously MLAP 051) [Note: All areas of the province of BC require that students complete the weekend Phlebotomy Workshop prior to beginning the practical skills component of the program (MDLB 1411)]

MDLB 1411, *Evaluation of Competencies* (3) (previously MLAP 141)

Post Certificate Courses (optional)

MDLB 1511, *General Pre-Analytical Specimen Preparation* (3) (previously MLAP 151) (this is a mandatory course in some health regions)

MDLB 1611, *Pre-Analytical Histo-Pathology* (3) (previously MLAP 161)





Admission Requirements

Proof of:

- Grade 12 or equivalent
- Basic computer skills with typing at 40 words per minute (Note: Applicants must set up a typing test through the TRU Assessment Centre)
- Criminal Record Check
- Confirmation of a practicum-training site
- Hepatitis B vaccine

Residency Requirements

6 credits of TRU coursework

- Students are responsible for consulting with their TRU-OL program advisor to ensure all courses selected are appropriate for their program of study or to meet future educational goals.
- This program is currently undergoing revision, please refer to the TRU-OL website or contact Student Services for program updates.



Criminal Records Search

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

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



Note

Internationally educated nurses whose first language is not English are required to provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) to the level required by the College of Registered Nurses of British Columbia.

Polysomnography Certificate Program

- Program available to applicants residing in or outside Canada.

This program is designed to cover the theory required for EEG Technologists, Nurses and Respiratory Therapists pursuing careers in sleep medicine and polysomnography. Upon successful completion of the three polysomnography courses, a certificate of completion will be awarded by TRU.

Note: Our program does not currently meet the latest requirements of equivalency to the American Academy of Sleep Medicine's A-STEP Self-Study Modules required by the BRPT for the RPSGT exam. Revisions to our courses and program are currently underway in order to enable us to fully meet the BRPT requirements. Please refer to the TRU-OL website or contact Student Services for program updates.

For specific eligibility criteria to write this certification examination, please refer directly to the American BPRT website at www.brpt.org.

Admission Requirements

Diploma in a health profession or an equivalent is strongly recommended.

Residency Requirements

6 credits of TRU coursework (distance or on-campus).

Certificate Requirements

Specific Course Requirements (9)

POLY 3011, *Sleep and Sleep Disorders* (3)
(previously ASHS 301)

POLY 3021, *Polysomnography Instrumentation* (3)
(previously ASHS 302)

POLY 3031, *Principles of Polysomnography* (3)
(previously ASHS 303)



Note

Practicum activities required for specific courses are held in BC and are available only to residents of BC and the Yukon. Program applicants residing outside BC may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance and active participation is required. Students are responsible for all costs associated with practicums, which may limit enrolment due to geographic location, time of year, space and enrolment. Practica placements cannot be guaranteed in specific residential area.

Return to Registered Nurse Practice Certificate

- Program available to applicants residing in or outside Canada, with the exception of practicums (see Note on [page 81](#)).

The Return to Registered Nurse Practice (RRNP) Certificate is a program designed to provide educational access to non-practicing nurses and support their re-entry into professional practice. Program candidates include: individuals required by the College of Registered Nurses of British Columbia (CRNBC) to complete courses or a program of study, to either gain re-instatement of licensure or initial registration in BC; and those who have previously been registered by a Canadian provincial regulatory authority. The courses (theoretical, laboratory and practice) are intended to reacquaint participants with the substantive knowledge, values and skills required to support nursing practice decisions and actions within the context of an evolving Canadian health care system. In addition, the courses aim to inspire and support professional growth, which is integral to the maintenance of continuing competency.

This program of study is grounded in the Collaboration for Academic Education in Nursing philosophy, which acknowledges the *Professional Standards for Registered Nurses and Nurse Practitioners* (CRNBC, 2008), as well as the *Competencies in the Context of Entry-level Registered Nurse Practice in BC* (CRNBC, 2009) and the individual participants' position and continuing competency plan to promote their readiness to return to practice.

Candidates for this program should have previously been registered as a nurse through a provincial nursing regulatory body and must not have been in practice as a registered nurse for the past five to 10 years.

Individuals interested in the program, but who have been away for Canadian nursing practice for more than 10 years, can apply for an individual assessment by the nursing Program Coordinator. Prior to program admission, these individuals may be required to complete additional course work or individualized pre-requisites before registering into a course. In such cases and where feasible an individual learning plan is to be developed in consultation with the Program Coordinator as this will aid student advising and success.

The essential supplies and skills required to complete the program include: appropriate nursing attire; access to a stethoscope; regular access to a computer; and the ability to engage in online learning using a learning management system.

Admission Requirements

- A letter of assessment from CRNBC for applicants seeking initial registration with CRNBC (such as a non-practicing nurse living outside of BC and within Canada) or applying for CRNBC reinstatement, or
- Verification of current annual Registered Nurse Licensure in Canada, in addition to:
 - Official post-secondary transcripts
 - Documented evidence of Registered Nursing practice/employment history
 - Program Coordinator Interview

Admission Process

Refer to the TRU-OL website or contact Student Services for the program admission package (including checklist and other required forms). Complete all forms and submit all the required documentation to TRU-OL Admissions. The processing of applications is expedited when all required documents are submitted at the same time.

Applicants are advised of their eligibility for admission and informed of course dates and registration procedures as soon as documents have been completed, admission requirements have been satisfied and provided that the program has adequate space.

Progression Requirements

- Complete a Program Self-Orientation Activity online (Recommended before taking first course).
- Prior to registering in NURS 3651 (previously NURS 365), admitted students must supply: a current Criminal Record Review; Health Status Declaration; Up-to-date Immunization Record; Current Workplace Hazardous Materials Information System (WHMIS) training, Health Sciences Placement Network (HSPnet) Consent Form; CPR Level C or CPR-HCP (Health Care Provider) training; and N95 Respirator (mask) fit-testing (if required by practice agency).
- Certificate requirements must be completed within three years of initial course enrolment.
- In addition, School of Nursing policy requires students to both achieve at least a C grade (minimum 60%) in each required course and maintain a cumulative Grade Point Average (GPA) of 2.33 (minimum 65%). Grades are determined as per TRU Grading System Policy ED 3 using Academic/Career/Development Grading System.





Certificate Requirements

A minimum of 17 credits are required

- An additional three credits may be required for the certificate based on an individual student assessment and recommended plan by the Program Coordinator.
- The courses NURS 3641, *Principles and Skillfulness: Theory* (previously NURS 364), NURS 3643, *Principles and Skillfulness: Lab* (previously NURS 364) and NURS 3651 (previously NURS 365) must be completed through TRU-OL to receive this Certificate.
- Nine Credits (HLTH 3611 (previously HLTH 361), HLTH 3621 (previously HLTH 362), and HLTH 3631 (previously HLTH 363)) may be transferred towards the TRU Post-RN B.S.N. program or the TRU-OL Bachelor of Health Science Program.

HLTH 3611, *Professional Growth* (3), required (previously HLTH 361)

HLTH 3621, *Relational Practice* (3), required (previously HLTH 362)

HLTH 3631, *Clinical Decision Making* (3), required (previously HLTH 363)

NURS 3641, *Principles and Skillfulness: Theory* (3), required (previously a component of NURS 364)

NURS 3643, *Principles and Skillfulness: Lab* (NC), required (previously a component of NURS 364)

NURS 3651, *Return to Registered Nurse Practice* (5), required (previously NURS 365)

NURS 3661, *Nursing Knowledge for Practice Transition* (3) (previously HLTH 366), optional/shell for transfer credit

Residency Requirements

8 TRU credits, specifically NURS 3641 (previously NURS 364), NURS 3643 (previously NURS 364) and NURS 3651 (previously NURS 365)



* Registration Requirements for Practice-Based Courses

These practice courses are designated for Internationally Educated Nurses residing in BC and seeking CRNBC licensure. In order to take these practice courses applicants must supply:

- Satisfactory Health Declaration from a general or family physician or nurse practitioner
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year)
- Up-to-date immunization record (refer to www.healthlinkbc.ca/healthfiles/hfile66.stm)
- Satisfactory current criminal records search
- Health Sciences Placement Network (HSPnet) Consent form
- Letter of assessment from CRNBC indicating eligibility for nurse licensure

Transition Courses: Nursing and Health

Transition Nursing and Health courses are suitable for nationally or internationally educated health professionals or students entering or participating in entry-level health programs. Nationally educated nurses, for example, may choose these courses to support a transition in their professional practice or to receive credit towards a post-diploma undergraduate degree program. Internationally educated nurses, for example, may choose some of these courses to support their Canadian licensure. Students in entry-level nursing or health programs may opt to take a theory course as an elective or find a course suitable for transfer credit towards their program of study.

Courses

HLTH 1981, *Medical Terminology* (previously CEHS 198)

HLTH 3101, *Client Directed Care Management* (previously HEAL 310)

HLTH 3501, *Understanding Research in Health Sciences* (previously HEAL 350)

HLTH 4021, *Health Policy* (previously HEAL 401)

HLTH 4011, *Issues in Health Care* (previously HEAL 402)

BIOL 1593, *Anatomy and Physiology I* (previously HLSC 159)

BIOL 1693, *Anatomy and Physiology II* (previously HLSC 169)

HLTH 2121, *Pharmacology Principles and Practices* (previously HLTH 212)

HLTH 2911, *Perinatal Nursing, Foundational Concepts* (previously HLTH 291)

HLTH 2931, *Psychiatric-Mental Health Nursing, Foundational Concepts* (previously HLTH 293)

HLTH 3611, *Professional Growth* (previously HLTH 361)

HLTH 3621, *Relational Practice* (previously HLTH 362)

HLTH 3631, *Clinical Decision Making* (previously HLTH 363)

LEAD 3511, *Occupational Health & Safety Legislation and Standards* (previously LEAD 351)

NURS 2921, *Perinatal Nursing Practice, Developing Competence** (previously NURS 292)

NURS 2941, *Psychiatric-Mental Health Nursing Practice, Developing Competence** (previously NURS 294)



Check online at www.truopen.ca for the availability of the new Health Care Assistant program.

Social Service Worker Certificate

- Program is available to applicants residing in Canada (residents outside of BC refer to note below).

This certificate program is designed for those seeking the knowledge and skills necessary to enter the field of social services or to upgrade a current position. Employment opportunities for social service workers exist in child and youth care settings, schools, transition houses, group homes, peer counselling programs and other social service agencies. Information on employment trends and opportunities is provided at www.workfutures.bc.ca.

This program offers courses in social work theory and practice, counselling skills, lifespan development, social services and social science. Program students are also required to complete the skills practice courses HUMS 1091, *Introductory Counselling* (previously SSWP 109) and HUMS 1101, *Introduction to Counselling Skills* (previously SSWP 110). HUMS 1101 is offered in a distance format - using Blackboard, webcam and SKYPE or Video recording - through continuous enrolment.

Note: HUMS 1091 and 1101 (previously SSWP 109 and 110) are being replaced with HUMS 1541 and HUMS 1611 in the Fall of 2010. Students who have already taken HUMS 1091 and 1101 will not be required to take HUMS 1541 and HUMS 1611.

Students who intend to complete this program and obtain the certificate must declare their intention by applying to the program and must meet all program admission and completion requirements listed below. If you applied and were accepted under the old program, you will only be expected to fulfill the old program requirements. A full description of the changes is provided on the Program page at www.truopen.ca. Students also participate in a 210 hour practicum in a social service setting. Students are expected to earn at least a C average in each course they apply to the Social Service Certificate.

Note: Applicants residing outside BC who want to complete the program may participate on the condition that appropriate practicum arrangements at a social service agency can be made.

Students who do not intend to complete the program may register in all SOCW (previously SSWP) and HUMS courses, excluding the practicum course HUMS 1671 (previously SSWP 215).

Admission Requirements

The entrance requirement into the program is SOCW 2061, *Introduction to Social Work* (3)

The English entrance requirement may be fulfilled in several ways:

ENGL 1061, *Written Communication* (3)
(previously ENGL 106) or equivalent

- Students who have completed Grade 12 English with a B average may complete either the: voluntary English Language and Writing Assessment; the Language Proficiency Index; or the English assessment with First Nations content. These students are exempt from ENGL 1061 (previously ENGL 106) if they obtain a writing level score of 5 or 6.
- Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years. See page 9 of the Social Service Worker Certificate Application Supplement form (available online) for more details including a list of approved volunteer sites.
- Satisfactory current criminal records search.
- Personal statement (minimum three typed pages). This statement is separate from the paragraph you write for the Social Service Program Application Form. In this statement you will describe what experiences have prepared you for the program and elaborate on how the program will enhance your personal goals.
- Completion of the Social Service Program Application Form which includes a discussion of three cases. Note: The Friendship Centre scenario option on the Social Service Program Application Form refers to an Indian Friendship Centre and so, in your response you must be sure to include cultural awareness and sensitivity.
- Phone interview with the program coordinator.
- Completion of a Grade 12 program or the Adult Graduation Diploma is recommended.

The Program Admission/Transfer Credit form and Social Service Worker Certificate application supplements (available online) are required to be completed and submitted when applying for the program. The Social Service Worker Certificate application supplements are provided in PDF format for downloading and printing (nine pages). The Criminal Records Search form is provided in PDF format to download from the RCMP at www.rcmp-grc.gc.ca/form. Application forms are also available from Student Services.





Note: The program plan fee is not required for the Social Service Worker Certificate program.

Course Requirements

Course requirements have recently been revised in order to create a curriculum that is more relevant and as such, will better prepare social service providers to enter the workforce.

The Social Service Certificate courses will transfer directly into a Human Service Diploma program, a two-year program available through the Thompson Rivers University (TRU) Kamloops and Williams Lake campuses.

Two of the courses, SOCW 2061 (previously SSWP 200) and SOCW 2121 (previously SSWP 212), are prerequisites for Bachelor of Social Work (BSW) programs in Canada. This includes the TRU Kamloops campus BSW program and the distance BSW program at the University of Victoria.

Current Requirements:

University-level English course such as ENGL 1101 (previously ENGL 108)

SOCI 1111, *Introduction to Sociology* (3)
(previously SOCI 101)

HUMS 1771, *Intro to First Nations Studies and Human Service Practice* (3) (previously HUMS 177)

HUMS 1541, *Interpersonal Communications* (3)
(previously HUMS 154)

HUMS 1581, *Professional Human Service Practice* (3)
(previously HUMS 158)

HUMS 1611, *Interviewing Human Service Practice* (3)
(previously HUMS 161)

SOCW 2121, *Social Welfare in Canada* (3)
(previously SSWP 212)

SOCW 3551, *Human Development* (3)
(previously SSWP 355)

HUMS 1671, *Social Welfare Field Practicum* (6)
(previously SSWP 215) (final course)

Note:

- HUMS 1091 (previously SSWP 109) and HUMS 1101 (previously SSWP 110) are accepted substitutes for HUMS 1541 (previously HUMS 154) and HUMS 1611 (previously HUMS 161).
- TRU-OL may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.
- The Social Service Worker program, once the revisions are completed, will fulfill the requirements for the first year of the TRU Human Service Diploma program.



Note

The Social Service Worker program coordinator will search for practicum sites in communities close to a student's residence, both within and outside of BC. The program coordinator will arrange an appropriate field placement with input from the student. The field placement is based on availability and resources in the community the student selects.

Punctual attendance and active participation is required. Students are responsible for all costs associated with practicum placements, which may limit enrolment due to geographic location, time of year, space and enrolment. A practicum placement cannot be guaranteed in specific residential area.



Bachelor of Social Work

In order to apply for a Bachelor of Social Work degree program, students are required to have completed two introductory courses: SOCW 2061 (previously SSWP 200) and 2121 (previously SSWP 212). Students who have completed courses for the Social Service Worker Certificate can transfer select credits towards the Bachelor of Social Work degree program. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Health and Human Services

Bachelor of Health Science

- Program is available to applicants residing in Canada or outside Canada.

This degree program is designed to provide health care diploma graduates from recognized programs and institutions with the opportunity to obtain a bachelor's degree.

The Bachelor of Health Science degree programs offered through TRU-OL have been designed to:

- 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.
- Provide the academic foundation required for select graduate level programs.
- Allow individuals to maximize recognition of related university credits they previously earned for coursework unrelated to their health care diploma.

Each student's degree program plan reflects her/his previous education as it applies to the degree.

Admission Requirements

Minimum of a 2 year Diploma in Health Care or related area from a recognized program and institution.

Residency Requirements

15 credits of TRU coursework, (distance or on-campus) specifically completion of two health issues [HLTH (previously HEAL)] courses delivered by TRU-OL including either HLTH 3101, 4021 or 4011 (previously HEAL 310, 401 or 402) or equivalent, which contribute towards the residency requirement.

Degree Requirements

120 credits (minimum of 45 upper-level credits), with a grade point average (GPA) of 2.0 or higher, are required.

A maximum of 30 upper-level credits may be granted as block transfer from any health care diploma.

Required Electives

A minimum of 15 credits of required course work must be academic electives,* of which a minimum of 6 of these credits must be upper-level. All electives must be selected in consultation with a TRU-OL program advisor to ensure they are appropriate for the program and/or to meet future educational goals.

***Note:** Academic electives are courses that are not considered as professional development, applied studies or advanced training. Credit for ANES, POLY (previously ASHS), RESP (previously CEHS), and HLTH (previously CEHS) courses are limited because they are considered non-academic. Courses related to the block credit will not be considered for additional credit towards this degree.

Specific Lower-Level Requirements

6 credits in first-year English (university-level composition and literature, e.g. ENGL 100 or ENGL 101 or ENGL 108) if not granted as part of the block transfer credit from a diploma program

3 credits in introductory statistics

3 credits in humanities (other than English)

Specific Upper-Level Requirements

3 credits in social and behavioural research methods [HLTH 3501 (previously HEAL 350) or approved upper-level equivalency]

6 credits in HLTH 3101, 4021 or 4011 (previously HEAL 310, 401 or 402), must be taken through TRU-OL.

Note: Campus-based equivalents to courses may be available.

Graduate Certificate in Child and Youth Mental Health

- Program is available only to applicants residing in Canada.

This graduate certificate program is designed for individuals who hold bachelor's or master's degrees and are employed as social workers, counsellors, child and youth care workers, education counsellors or nurses, who are interested in providing assessment and intervention to children, youth and families who are dealing with mental health issues. The critical need for such specialists has been identified by British Columbia's Schools of Social Work, Schools of Child and Youth Care and the Ministry for Children and Family Development in BC, and is consistent with the Child and Youth Mental Health Plan for BC (2004).

The program's curriculum takes a multi-modal, strengths-based approach to working with children and families with serious mental health concerns. It also includes Aboriginal and cross-cultural content.

The program is offered on a cohort basis with course offerings in fall, winter and spring sessions in order to allow for completion of the certificate in 1.5 to 2 years. Some courses may be offered on a rotating basis and may not be available each session. Students may begin the program in any term they wish (fall, winter or spring), once their program application has been approved.





Students who successfully complete the program receive a TRU post-graduate certificate. The certificate may ladder into master's programs at other universities. Students are advised to discuss this option with the institution they plan to apply to.

The graduate certificate program prepares graduates for positions in the Canadian mental health system, the Ministry of Children and Families, schools and hospitals as well as for work with special needs children in community settings. Please note, the BC Ministry of Children and Family Development require that individuals hired for mental health service positions must have a master's degree

Admission Requirements

(Note: If you wish to take up to three courses without being admitted to the program, review the information on professional development below.)

Completion of a recognized bachelor or master's degree. It is recommended that applicants have a degree in child and youth care, nursing, social work, education or psychology, with a recommended grade point average (GPA) of 3.0.

Volunteer or paid experience working with children or youth who are mentally, physically or behaviorally challenged, and a counselling course, are assets.

Residency Requirements

15 credits of TRU coursework (distance).

Graduate Certificate Requirements

Specific Course Requirements (15).

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3) (previously CYMH 551)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3) (previously CYMH 552)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4) (previously CYMH 553)

CYMH 5541, *Clinical Internship and Capstone* (5) (previously CYMH 554)

Clinical Internship Process:

- The program coordinator arranges an appropriate internship with input from the student.
- The internship is based on availability and resources in the community the student selects.
- The student may be required to provide a successful criminal record check to the agency providing the internship. It is incumbent on the student to meet this requirement prior to placement.

- A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis.
- Some students may need to relocate at their own expense to complete an internship if suitable service agencies are unavailable in their home or a nearby community.
- Acceptance into the certificate program does not guarantee that students are placed into a practicum.
- Students must pass all theory courses with a grade of 60%.
- Refer to the TRU-OL website or contact Student Services for program updates and for more information on the internship.



Notes on Clinical Internship [CYMH 5541 (previously CYMH 554)]

This course provides the structure and supervision required for a successful internship in child and youth mental health. Field education provides students with an opportunity to enhance and refine their child and youth mental health assessment and intervention skills. Students currently working in a mental health position must ensure that their placement work is specifically with children and youth and that appropriate supervision is available within or can be contracted outside, the agency. The capstone aspect of this course provides students with the opportunity to integrate and articulate the skills and knowledge they have gained through the program and to therefore formulate plans for continuing professional education.



Professional Development

Those who do not intend to complete the Child and Youth Mental Health Certificate program may register in the following program courses for professional development or personal interest:

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3) (previously CYMH 551)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3) (previously CYMH 552)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4) (previously CYMH 553)



Anesthesia Assistant Post-Diploma

- Program available to applicants residing in or outside Canada (with the exception of clinical practicums).

This post-diploma program is designed to provide Respiratory Therapists or Registered Nurses with critical care experience with the knowledge and clinical skills required to fulfill the designated role of an Anesthesia Assistant as defined and approved by the Canadian Anesthesiologists' Society (CAS).

The program consists of a theory portion and a clinical practicum. Under the CAS designation of an Anesthesia Assistant, individuals are expected to fulfill a wide range of technical and advanced clinical duties. The theory portion of the program is offered through an Open Learning Faculty Member-supported distance study format. The 16 week clinical practicum is held in a hospital environment under the supervision of an Anesthetist with support of a TRU-based Open Learning Faculty member, following criteria developed by TRU.

Note

Individuals with previous experience in Anesthesia Assisting may be eligible to challenge portions of the program. A detailed description of your experience with supporting evidence will be necessary to complete a Prior Learning Assessment (see [pages 11 and 27-29](#)).

Residency Requirements

6 credits of TRU coursework (distance or on-campus).

Admission Requirements

Students must be a qualified Respiratory Therapist, Registered Nurse (critical care experience) or an equally qualified individual. One year of post-graduate clinical experience is recommended. Students are solely responsible for finding a hospital that is willing to undertake the training with them. In addition, an Anesthesiologist must provide a letter recommending the candidates suitability.

Diploma Requirements

A pre-entrance exam [ANES 0011 (previously ANES 001)] determines the student's course of studies. Students who pass all subject areas of the exam can directly enter and complete the program's core courses prior to their clinical practicum.

Students who do not pass all subject areas of the exam must take the course that relates to the failed subject area from the pre-entrance exam. Students may choose to take all four support courses rather than writing the exam.

Following successful completion of all core theory components, a full-time clinical practicum [ANES 4101 (previously ANES 425)] of 16 weeks is required.

Candidates are normally expected to complete this program in less than two years, with a maximum allowed time period of three years. It is expected that students will continue with full- or part-time employment during the study period.

Note: Students must have current Advanced Cardiovascular Life Support (ACLS) certification in order to proceed to the clinical component and successfully complete this program. Proof must be in one of the following formats: an official transcript from the provider of the course; a notarized copy of the original ACLS license; or an original ACLS license, which will be returned if a stamped, self addressed envelope is provided.

Support Course Requirements

HLTH 2573, *Arterial Blood Gases* (3)
(previously CEHS 201)

HLTH 2511, *Pharmacology (for Health Sciences)* (3)
(previously CEHS 204)

RESP 1683, *Respiratory Therapy Equipment* (4)
(previously CEHS 214)

RESP 2161, *Mechanical Ventilation* (3)
(previously CEHS 216)

Core Course Requirements

ANES 4001, *Anesthesia Equipment* (3)
(previously ANES 420)

ANES 4011, *Hemodynamic and Physiological Monitoring* (3) (previously ASHS 450)

ANES 4021, *Introduction to Clinical Anesthesia* (3)
(previously ANES 421)

Clinical

ANES 4101, *Clinical* (16 weeks, but may vary depending on previous experience as an Anesthesia Assistant) (4) (previously ANES 425)





Associate of Science

- Program is available to applicants residing in Canada or outside Canada.

This associate degree program provides students with a broad academic education which prepares them for both the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university-level courses, by taking university courses onsite at TRU, or by taking transfer courses at other recognized universities.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

9 credits of TRU coursework (distance or on-campus)

Associate Degree Requirements

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

6 credits in English (university-level composition and literature, e.g. ENGL 1001, 1011 or 1101 (previously ENGL 100, 101 or 108); ENGL 1061 and 1071 (previously ENGL 106 and 107) do not meet this requirement)

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

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

6 credits of mathematics [may include MATH 1101 (previously MATH 150), MATH 2121 (previously Math 230, STAT 1201 (previously STAT 102)), of which 3 credits must be in calculus [MATH 1141 or 1241 (previously MATH 120 or 121); MATH 1157 and 1171 (previously MATH 101 and 104) do not meet this requirement]

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

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

- Refer to the TRU-OL website or contact Student Services for program updates.



Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course. No course may be used to meet more than one of the specific requirements.

The first-year science requirement must include a minimum of one course with a hands-on lab component [e.g. BIOL 1113/1351, 1321/1341 (previously BISC 120/125, 121/126); CHEM 1503/1505, 1523/1525 (previously CHEM 1503/164, 162/165); GEOG 1221 (previously GEOG 110); GEOL 1111 (previously GEOL 120); PHYS 1103/1105, 1203/1205 (previously PHYS 110/115, 111/116)].

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

Campus-based equivalents to most course requirements are available.



Directed Studies

Directed Studies consists of concentrated study of a topic in the subject of the major (biology/life science) selected by the student in consultation with an Open Learning Faculty Member. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major (biology/life science) and a minimum of 15 credits of upper-level courses in the subject of their major (biology/life science).

As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.



Science

Bachelor of Science, General Program

- Program is available to applicants residing in Canada or outside Canada.

This degree program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required.

TRU-OL offers many courses that fulfill the specific lower-level requirements of the degree. Because TRU-OL's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. New courses are continuously under development, as such it is important to monitor the TRU-OL website for new offerings.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

15 credits of TRU coursework (distance or on-campus).

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in English [university-level composition and literature, e.g. ENGL 1001, 1011 or 1101 (previously ENGL 100, 101 or 108); ENGL 1061 and 1071 (previously ENGL 106 and 107) do not meet this requirement]

6 credits in humanities other than English

6 credits in mathematics (including statistics) and/or science

6 credits in social science

Lower-level Requirements (24 credits)

MATH 1141, *Calculus I* (3) (previously MATH 120) and 1241, *Calculus II* (3) (previously MATH 120) or equivalents [MATH 1157 and 1171 (previously MATH 101 and 104) do not meet this requirement]

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

Life science [biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology, e.g. BIOL 1113, 1241, 2111 (previously BISC 120, 121, 210)]

Chemical science [chemistry, biochemistry, e.g. CHEM 1503, 1523 (previously CHEM 160, 162)]

Physical science [astronomy, physics, e.g. PHYS 1103, 1203 (previously PHSY 110, 111)]

Earth science [geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g. GEOG 1221 (previously GEOG 1221), GEOL 1111 (previously GEOL 120)]

Mathematics [including statistics, e.g. MATH 1101, 2111 (previously MATH 150, 210) or MATH 2121 (previously MATH 230)]

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

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

Upper-level Requirements (45 credits)

30 credits in three areas of science (18 credits in one area, 6 credits in each of the other two areas)

Students must select three distinct subject areas in consultation with the program area

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

Elective Requirements (27 credits)

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



Note: The following applies to both general and major programs:

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

No course may be used to meet more than one of the specific requirements. Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to [pages 11 and 27-29](#) for more information.

Campus-based equivalents to most course requirements are available.

- Refer to the TRU-OL website or contact Student Services for new course offerings as well as course or program updates.

Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements or may be subject to transfer credit assessment fees.





Bachelor of Science, Major Program

- Program is available to applicants residing in Canada or outside Canada.

This degree program is designed for students wanting to specialize in biology/life science.

TRU-OL defines the program requirements but does not offer the entire required curriculum at this time. New courses are continuously under development, as such it is important to monitor the TRU-OL website for new offerings. At this time, 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 degree program.

Admission Requirements

Open admission ([page 9](#)).

Residency Requirements

15 credits of TRU coursework (distance or on-campus).

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to [page 102](#) for disciplines)

6 credits in English [university-level composition and literature, e.g. ENGL 1001, 1011 or 1101 (previously ENGL 100, 101 or 108); Note that ENGL 1061 and 1071 (previously ENGL 106 and 107) do not meet this requirement]

6 credits in humanities other than English

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

6 credits in social science

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to [pages 11 and 27-29](#) for more information.

Lower-level Requirements (27 credits)

MATH 1141, *Calculus I* (3) (previously MATH 120) and 1241, *Calculus II* (3) (previously MATH 121) or equivalents [MATH 1157 and 1171 (previously MATH 1201 and 104) do not meet this requirement]

MATH 11411, *Introduction to Probability and Statistics* (3) (previously STAT 102) or equivalent

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

Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology, e.g. BIOL 1113, 1321, 2341, 2131 (previously BISC 120, 121, 210, 220))

Chemical science (chemistry, biochemistry)

Physical science [astronomy, physics, e.g. PHYS 1103, 1203 (previously PHYS 110, 111)]

Earth science [geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g. GEOG 1221 (previously GEOG 110), GEOL 1111 (previously GEOL 120)]

Mathematics [including statistics, e.g. MATH 1101, 2111 (previously MATH 150, 210) or MATH 2121 (previously MATH] 230)

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

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

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

Upper-level Requirements (45 credits)

30 credits in the area of the major (biology/life science); 3 credits of Directed Studies (see note on [page 89](#))

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)



Note

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

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

Campus-based equivalents to most course requirements are available.



Technology

Water Treatment Technology Program

- Program is available to applicants residing in Canada or outside Canada.

This program is designed to address the educational requirements of both operators working in the water treatment industry and entry-level students interested in entering the water treatment industry. The program supports a progressive credential structure through which students can gain three certificates and a diploma. The diploma credential can be further laddered into a degree in Bachelor of Technology (Trades and Technology Leadership). The main objective of the program is to provide a comprehensive educational opportunity for immediate and future plant operators and managers. Students of this program will typically belong to one of the following general categories:

1. Entry-level students interested in entering the field of water treatment technology.
2. Plant operators meeting or improving their certification level through attainment of continuing education units (CEUs).
3. Plant operators laddering their education to the Water Treatment Technology certificate and/or diploma program.

The entire program, if taken on a full-time basis, is two academic years in length, or four semesters as follows:

- Level I Water Treatment Technology Certificate - First semester of 15 credits of coursework.
- Level II Water Treatment Technology Certificate - First and second semester of 30 credits of coursework in total.
- Level III Water Treatment Technology Certificate - Three full semesters of coursework totaling 45 credits.
- Water Treatment Technology Diploma - Full four semesters of coursework totaling 60 credits.

The program allows individuals to enter and exit the program in relation to the level of credential they are aspiring to achieve. Each course currently available represents three credits (nine continuing education units (CEUs) or one credit (three continuing education units CEUs).

The credential practicum(s) will expose students to the technology and operations of a water plant, which ensures the program's applied nature is maintained. The details of the practicum(s) will be organized between the student, onsite practicum supervisor and program coordinator.

Admission Requirements

Continuous admission.

Completion of British Columbia Grade 12 (or equivalent) is required while Chemistry 11 and Principles of Mathematics 11 are both recommended. In lieu of the aforementioned requirements, individuals with industry-related experience may be admitted with less than the total admission requirements pending permission from the program coordinator.

Note: In order to be recognized as a certified operator in the province of BC, individuals must hold an Environmental Operators Certification Program (EOCP) accredited certificate. The Water Treatment Technology program and associated courses received the approval of the EOCP to serve as appropriate technical training for CEUs. However, the TRU certificates are not equivalent to accredited EOCP certificates.

Residency Requirements

Level I, Level II and Level III Certificates each require 6 credits of TRU coursework (on-campus or distance). The Water Treatment Diploma requires 9 credits of TRU coursework (on-campus or distance)

Credential Requirements

Certificate Water Treatment Technology Level I (15 credits)

Admission requirements: as above

WTTP 1171, *Environmental Legislation* (1)
(previously WTTP 117)

WTTP 1181, *Occupational Health and Safety* (1)
(previously WTTP 118)

WTTP 1191, *Communications* (1)
(previously WTTP 119)

WTTP 1701, *Water Sources* (3) (previously WTTP 170)

WTTP 1711, *Water Treatment I* (3)
(previously WTTP 171)

WTTP 1721, *Applied Math and Science* (3)
(previously WTTP 172)

WTTP 1731, *Mechanical Systems 1* (3)
(previously WTTP 173)





Certificate Water Treatment Technology Level II (30 credits)

Admission Requirements: Completion of Level I Water Treatment Certificate or equivalent

- WTTP 1291, *Moving Water* (1) (previously WTTP 129)
- WTTP 1301, *Major Process Equipment* (1) (previously WTTP 130)
- WTTP 1311, *Secondary Process Equipment* (1) (previously WTTP 131)
- WTTP 1801, *Electrical Fundamentals I* (3) (previously WTTP 182)
- WTTP 1821, *Instrumentation I* (3) (previously WTTP 182)
- WTTP 1851, *Water Treatment II* (3) (previously WTTP 185)
- WTTP 1891, *Practicum I* (3) (previously WTTP 189) (See Note on [page 89](#))

Certificate Water Treatment Technology Level III (45 credits)*

Admission Requirements: Completion of Level II Water Treatment Certificate or equivalent

- WTTP 2051, *Introduction to Water Chemistry* (1) (previously WTTP 205)
- *WTTP 2061, *Inorganic Species in Water* (1) (previously WTTP 206)
- *WTTP 2071, *Organic Species in Water* (1) (previously WTTP 207)
- WTTP 2131, *Concepts of Filtration* (1) (previously WTTP 213)
- WTTP 2141, *Slow and Rapid Sand Filtration* (1) (previously WTTP 214)
- WTTP 2151, *Membrane and Alternative Filtration Techniques* (1) (previously WTTP 215)
- WTTP 2171, *Basic Principles of Disinfection* (1) (previously WTTP 217)
- *WTTP 2181, *Standard Disinfection Practices* (1) (previously WTTP 218)
- *WTTP 2191, *Advanced Disinfection and Fluoridation Practices* (1) (previously WTTP 219)
- WTTP 2701, *Electrical Fundamentals II* (3) (previously WTTP 270)
- WTTP 2721, *Advanced Coagulation and Particle Removal* (3) (previously WTTP 272)

*To complete this certificate, these courses [WTTP 2061, 2071, 2181 and 2191 (previously 206, 207, 218 and 219)] must be completed outside TRU-OL. Consult a program coordinator for possible options.

Diploma Water Treatment Technology Requirements (60 credits)

Admission Requirements: Completion of Level III Water Treatment Certificate or equivalent

- WTTP 2291, *Computers in Industry* (1) (previously WTTP 229)
- WTTP 2301, *Advanced programmable Logic Controllers* (1) (previously WTTP 230)
- WTTP 2311, *Industrial Communications and SCADA Systems* (1) (previously WTTP 231)
- WTTP 2331, *People Management* (1) (previously WTTP 233)
- WTTP 2341, *Asset and Operations Management* (1) (previously WTTP 234)
- WTTP 2351, *Financial Management* (1) (previously WTTP 235)
- WTTP 2801, *Microbiology and Toxicology* (3) (previously WTTP 280)
- *WTTP 2891, *Practicum II* (3) (previously WTTP 289) (See Note [page 89](#))

Elective requirements (3)

*To complete this diploma WTTP 1891 and WTTP 2891 must be completed outside of TRU-OL. Consult a program coordinator for possible options.

Note: The program is designed to be flexible so an operator working in a plant can apply to have the practicum performed at their work place. The details of the practicum will be organized between the operator, onsite practicum supervisor and program coordinator. The program also recognizes past educational and work experience through Prior Learning Assessment and Recognition, which means a student may gain credit for specific courses or portions of a program (see [pages 11 and 27-29](#)).



Technology

Certificate in Information Technology

- Program is available to applicants residing in or outside of Canada.

This flexible certificate program gives students the freedom to pursue a wide variety of complementary information technology (IT) courses offered by distance or on-campus by TRU, as well as those offered by distance through our university consortium institutions [SFU's COMP (previously CPSC) courses and UVic's CMPT courses] and through other consortia such as the Canadian Virtual University (page 17).

This "generalist" certificate also provides a path for students who choose to redirect their focus halfway through their program or seek recognition for mixed IT skills from recognized sources.

The 15 credit Certificate in Business Skills program (page 53) may be undertaken as a complementary program to this certificate. On completion of the Certificate in Information Technology, students may ladder into to either the Diploma in Information Technology and Management (page 94-95) or the Diploma in Management Studies (pages 58-59)

Students who have earned or are pursuing UVic's Computer Based Information Systems Certificate or a similar credential may not pursue the Certificate in Information Technology.

Admission Requirements

Provincial Grade 12 Diploma or equivalent (additional prerequisites may be required for optional courses).

Residency Requirements

6 credits of TRU coursework (distance or on-campus).

Certificate Requirements

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

MNGT 1701, *Doing Business in Canada* (3) (previously BUSM 100) or approved equivalent
ENGL 1061, 1101 (previously ENGL 106, 108) or an approved alternative

3–6 credits in introductory IT and computer application courses [e.g. BBUS 1371 (previously ADMN 137) or CMPT 1509 (previously CMPT 150)]; students with Microsoft MOUS certification and/or other IT vendor certifications may be exempted from this requirement

15–18 credits in approved TRU IT-related courses, transfer credit courses, or PLAR credit (pages 11 and 27-29); courses may include TRU-OL CMPT or COMP (previously CPSC) courses (or on-campus, TRU COMP courses) subject to appropriate prerequisites

3-credit electives

Note: If you are planning on laddering to the Bachelor of Technology (Computing) or a similar program, consult with your TRU-OL advisor to ensure that any CMPT courses you are considering will be transferable.

Diploma in Information Technology and Management

- Program is available to applicants residing in or outside of Canada.

This diploma program supports the academic pursuits of students who have completed the Certificate in Information Technology offered through TRU-OL. Normally, students complete diploma courses on a part-time basis while employed in the industry. Those taking the Diploma in Management Studies may not pursue this diploma.

Admission Requirements

Successful completion of one of the following:

- Certificate in Information Technology offered through TRU-OL.
- UVic Computer Based Information Systems Certificate.
- Other recognized IT or computing certificates, including most formerly offered through OLA Skill Centres (for certificates that require less than 30 credits or are lacking key prerequisites, TRU-OL may specify that courses, in addition to those required for the diploma, be completed).
- 30 or more transferable credits, with a minimum 21 credits in IT or related courses [CMPT, COMP (previously CPSC)].

Residency Requirements

Minimum of 9 TRU credits (distance or on-campus).

Diploma Requirements

Normally, 30 additional credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

BBUS 3931, *Business Law* (3) (previously ADMN 390)
MNGT 1111, *Supervision* (3) (previously BUSM 111) or MNGT 1211, *Management Principles and Practices* (3) (previously BUSM 121)





MNGT 2131, *Motivation and Productivity* (3) (previously BUSM 213) or BBUS 4135, *Motivation and Productivity* (3) (previously ADMN 413)

ENGL 1071, *Business Communication* (3) (previously ENGL 107) or BBUS 3631, *Open Communication* (3) (previously ADMN 363)

18 credits of approved electives. Suggested electives include courses that do not overlap with previous studies and 200-level or above CMPT courses. Electives are subject to appropriate prerequisites and TRU-OL approval. Suggested business and management studies electives include: BBUS 2211, *Introduction to Financial Accounting* (previously ADMN 231); BBUS 2541, *Management Accounting* (previously ADMN 233); BBUS 3431, *Introduction to Marketing* (previously ADMN 250); and, BBUS 3621, *Analytical Decision Making* (previously ADMN 362).

The overall 60 credits for the certificate and diploma must include a minimum of 18 credits at the 200-level and 30 credits in IT subjects.

Bachelor of Technology (Computing)

- Program is available to applicants residing in or outside of Canada.

At this time, TRU-OL offers only a select number of CMPT and COMP (previously CPSC) courses, with more currently under development, thus the computing requirements must currently be met by TRU on-campus COMP courses or those from other post-secondary institutions. Please consult the TRU-OL website for the latest offerings or find out from your program advisor which courses will become available in the near future.

This degree program fills a need for a university-level degree in applied computing. It is a technically oriented program that requires courses in program design, database technologies, operating systems, software engineering and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.

The program is aimed at those 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 either TRU-OL computer science [COMP (previously CPSC)] courses or on-campus TRU COMP courses).

Note: Most CMPT (computer studies) courses in this calendar or on the TRU-OL website do not satisfy requirements in this program.

Admission Requirements

Completion of a recognized diploma in computing science, computer information or related fields (not available through TRU-OL). Normally, Mathematics and English 12 are prerequisites.

Residency Requirements

15 credits of TRU coursework (distance or on-campus).

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 the block transfer, are required as follows:

General Education Requirements

(minimum 33 credits)

(may be met with lower- or upper-level university courses available by distance through TRU-OL, on-campus through TRU or elsewhere; refer to [page 102](#) for disciplines)

6 credits in English [university-level composition and literature, e.g. ENGL 1001, 1001 or 1101 (previously ENGL 100, 101 or 108)]

3 credits in applied communication [normally ENGL 1071 (previously ENGL 107)]

9 credits in mathematics [normally MATH 1141, 1101 (previously MATH 150) STAT 1201 (previously STAT 102)]

3 credits in social science

6 credits in liberal arts

Minimum 3 credits in lab science

3 credits in humanities

Core Computing Lower-level Requirements (30 credits)

First- and second-year computing courses, including required courses in programming and program design, operating systems, databases and data structures

Core Computing Upper-level Requirements (45 credits)

Computing courses, normally numbered at the 300 and 400 level, including required courses in software engineering, databases, operating systems, networks and algorithms

Minimum 15 computing elective credits at the third- or fourth-year level

General Elective Requirements (12 credits)

Approved electives (upper- or lower-level)



Technology

Note: Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus (for science students) and probability/statistics.

All courses and electives must be approved by a TRU-OL Program Advisor. Students require a letter of permission before registering in a course at any other post-secondary institution.



Check online at www.truopen.ca for the availability of the new Bachelor of Computing Science degree program.

Bachelor of Technology (Technology Management)

- Program is available to applicants residing in Canada or outside Canada

This degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors and managers in organizations within a changing business and technical environment.

Admission Requirements

A two-year diploma in technology or its equivalent.

Admission into the degree program is determined on the basis of previous studies, work experience and availability of suitable advanced technical specialty courses.

Those with a standard diploma of technology receive a block transfer of 60 lower-level credits.

Residency Requirements

Minimum of 15 TRU credits (distance or on-campus).

Degree Requirements

Additional 60 credits as approved by TRU-OL, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements

(15 credits with up to 9 upper-level credits)

(may be met with lower-level or upper-level university courses; refer to [page 102](#) for disciplines)

3 credits in English [university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021 (previously ENGL 100 or 102)]

3 credits in humanities (generally upper-level)

3 credits in economics [generally ECON 1901 (previously ECON 200)]

3 credits in natural science (generally upper-level)

3 credits in arts and science elective (may be upper-level)

Management Requirements (21 credits with minimum 12 upper-level credits)

BBUS 3431, *Introduction to Marketing* (3) (previously ADMN 250)

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362)

BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366)

Business development course, e.g. MNGT 1701, *Doing Business in Canada* (3) (previously BUSM 100) or BBUS 4453, *E-Business in a Competitive Environment* (6) (previously ADMN 477)

6–9 credits of approved business and management electives

Advanced Technical Requirements (15 upper-level credits)

Appropriate courses currently offered by TRU-OL include some courses in computer studies (CMPT) [COMP 4079 and 4129 (previously CMPT 407 and 412) are excluded from this requirement].

Transfer of advanced technical courses offered on campus by TRU and other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

3 credits in research methods [e.g. BBUS 3481, *Marketing Research* (3) (previously ADMN 348)] or individually approved alternatives

Minimum 6 credits in applied project management [e.g. normally, BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468)] or individually approved alternatives

- Refer to the TRU-OL website or contact Student Services for program and new course updates.
- Students are responsible for consulting with their TRU-OL program advisor to ensure all courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.





Bachelor of Technology (Trades and Technology Leadership)

- Program is available to applicants residing in Canada or outside Canada.

This degree program provides qualified trades persons and technologists with the knowledge and skills necessary to become effective team leaders, supervisors and managers in a changing business and technical environment. Program admission is continuous, and many courses are available for registration at any time.

Admission Requirements

Provincial Grade 12 Diploma or approved equivalent and Red Seal Trades Qualification or recognized diploma of technology, supplemented with a minimum of four years' experience in the field after graduation. Those in the process of meeting these requirements may be admitted as provisional or qualifying students in order to take lower-level courses and foundation credits.

Those with diplomas from programs longer than two years or with additional post-secondary studies may be eligible for more than 60 transfer credits upon admission.

Degree program applicants are required to submit the following documents:

- Completed Program Admission/Transfer Credit form. All post-secondary transcripts are to be sent directly to TRU-OL Admissions by the issuing institution or authority.
- Resumé and the names and contact information of suitable references who can verify that work experience requirements have been met.
- Certified copies of original trades qualification documents with the completed TRU-OL Program Admission/Transfer Credit form. Trades qualifications are subject to verification checks.

Those with experiential or non-traditional learning (not eligible for automatic transfer credit) applicable to the program may consider prior learning assessment and recognition (PLAR) to reduce the number of credits they are required to take to complete the degree. Course challenge and/or portfolio assisted PLAR (PDF) methods can be used as deemed appropriate by TRU (See [pages 11 and 27-29](#)).

PLAR may be applicable to the initial 60-credit foundation and/or the 60 credits of specific degree completion requirements.

Residency Requirements

30 credits of TRU-assessed coursework.

Note: While that the term “residency” refers to distance or campus-based studies, this degree program requires the completion of two courses of face-to-face instruction at the TRU Kamloops campus or potentially at other designated sites.

Degree Requirements

120 credits, minimum 45 at the upper (300 and 400) level, with a minimum grade point average (GPA) of 2.0, are required.

The first 60 credits typically form the foundation and consist of block transfer credits for trade certification or a diploma of technology and may also include complementary elective and/or prior learning credits.

The additional 60 credits consist of general education requirements, core courses and approved upper-level electives.

Foundation (60 credits)

Upon admission, TRU-OL will determine the number of credits attributable to this program from the applicant's trade qualification (typically between 24 and 60) or technology diploma (typically 60 or more). Should additional lower-level credits be required to meet program requirements, a wide variety of courses are available, including TRU-OL's MNGT 1701 (previously BUSM 100), ACCT 1211 (previously BUSM 131) or BBUS 2211 (previously ADMN 231), BBUS 3431 (previously ADMN 250), ECON 1901 (previously ECON 200), ECON 1951 (previously ADMN 362) ECON 201, MATH 1091 (previously MATH 109) and STAT 1201 (previously STAT 102).

Various lower-level degree requirements in the following categories, such as MNGT 1111 or 1211 (previously BUSM 111 or 121) and general education courses, can also be included in this foundation, enabling students to select from a broader range of courses later.

Prospective students should consult with the Program Advisor or Coordinator when choosing additional foundation courses.



Technology

General Education Requirements (15 credits, typically with 3 credits at the upper level)

(refer to [page 102](#) for disciplines)

3 credits in English [university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021 (previously ENGL 100 or 102)]

3 credits in applied communications [normally TRU-OL's ENGL 1061 or 1071 (previously ENGL 106 or 107)]

3 credits in computing science

3 credits in natural science (may be upper-level)

3 credits in liberal arts or science elective (may be upper-level)

Required Courses (30 credits)

Core Leadership (18 credits)

3 credits in Supervision or Management Principles [MNGT 1111 or 1211 (previously BUSM 111 or 121)]

LEAD 3511, *Occupational Health and Safety Legislations and Standards* (3) (previously LEAD 351)

BBUS 4135, *Motivation and Productivity* (3) (previously ADMN 413)

BBUS 4661, *Managing Change* (3) (previously ADMN 466)

LEAD 4901, *Strategic Thinking for Leadership* (3) (previously LEAD 490)

Plus minimum 12 credits from the following "closed electives":

BBUS 3611, *Open Thinking* (3) (previously ADMN 361)

BBUS 3621, *Analytical Decision Making* (3) (previously ADMN 362)

BBUS 3631, *Open Communication* (3) (previously ADMN 363)

BBUS 3641, *Leadership Fundamentals* (3) (previously ADMN 364)

BBUS 3671, *Contemporary Leadership* (3) (previously ADMN 367)

BBUS 4681, *Leading Projects to Success* (6) (previously ADMN 468)

BBUS 4833, *Effective Leadership* (3) (previously ADMN 483)

Plus minimum 15 credits from the following "open electives":

Courses should complement the overall leadership program. Open electives include additional credits beyond the 12 selected for the above closed electives.

[BBUS 3611, 3621, 3631, 3641, 3671, 4681, 4833 (previously ADMN 361, 362, 363, 364, 367, 468, 483)] and/or the following courses:

BBUS 3331, *Production and Operations Management* (3) (previously ADMN 315)

BBUS 2721, *Organizational Behaviour I* (3) (previously ADMN 320)

BBUS 3841, *Labour Relations* (3) (previously ADMN 325)

BBUS 3121, *Financial Management* (3) (previously ADMN 336)

BBUS 3661, *Strategic Human Resource Management* (3) (previously ADMN 366)

BBUS 3931, *Business Law* (3) (previously ADMN 390)

BBUS 3031, *Business and Society* (3) (previously ADMN 460)

Selection of other courses is subject to approval by the program advisor or coordinator.

- Refer to the TRU-OL website or contact Student Services for program updates.
- Students are responsible for consulting with their TRU-OL Program Advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.





Bachelor of Tourism Management

This degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration and outdoor recreation, and for those who have completed related programs and have similar educational backgrounds. Industry experience is assumed. The degree forms an integral part of the BC Tourism Learning System. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements.

General education requirements can be taken before or after completion of the diploma program.

Upper-level tourism courses should be taken last.

*Certain courses may be available only by distance once a year or by special arrangement with the TRU School of Tourism. Hospitality Administration stream courses may not be available by distance.

Note: Various tourism/hospitality courses are also offered to part-time students via face-to-face or online delivery through the TRU School of Tourism (www.tru.ca/tourism/home.html; 250.377.6146) and other BC post-secondary institutions, including Capilano University (www.capilano.ca; 604.984.4960) and Vancouver Island University (www.viu.ca; 250.740.6396).

Admission Requirements (under review; refer to the TRU-OL website for updates)

Graduation from a recognized two-year tourism/hospitality program, with a grade point average (GPA) of 2.67 or higher, for the maximum block transfer toward the degree.

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

Residency Requirements (under review)

Minimum of 15 TRU credits (distance or on-campus).

- For information on TRU School of Tourism courses, contact bmcgregor@tru.ca
- For information on Vancouver Island University courses, contact s-a.gajda@viu.ca

Degree Requirements (under review; refer to the TRU-OL website for updates)

120 credits, 45 at the upper-level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside 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 102](#) for disciplines)

6 credits in English [university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021 and ENGL 1011 or 1031 (previously ENGL 100, 102 and 101 or 103)]

3 credits in statistics [e.g. STAT 1201 (previously STAT 102)]

3 credits in humanities (other than English)

3 credits in introductory economics [e.g. ECON 1901 (previously ECON 200)]

3 credits in approved geography [human, cultural or regional geography relevant to tourism, e.g. GEOG 1191 (previously GEOG 230)]

3 credits in natural science

Core Business and Tourism/Hospitality Course Requirements (typically part of approved diploma programs) (30–33 credits)

Tourism Management Stream

Minimum of one course from six of the following seven areas:

Accounting [e.g. BBUS 2211 (previously ADMN 231)]

Computer Applications [e.g. COMP 1509 (previously CMPT 150)]

Marketing [e.g. BBUS 3431 (previously ADMN 250)]

Entrepreneurship I

Business Communication [e.g. ENGL 1061, 1071 or BBUS 3631 (previously ENGL 106, 107 or ADMN 363)]

Human Resource Management [e.g. BBUS 3811 (previously ADMN 222)]

Organizational Behaviour [e.g. BBUS 2721 (previously ADMN 320)]



Tourism

Minimum of one course from four of the following five areas:

Introduction to Tourism [e.g. CONV 1010 (previously CONV 101) from TRU School of Tourism or Vancouver Island University]

Tourism Business Law [e.g. BBUS 3931 (previously ADMN 390)]

Co-op or Practicum (may be completed through PLAR; refer to [pages 11 and 27-29](#))

Community and Cultural Issues [e.g. CONV 1030 (previously CONV 103) from TRU School of Tourism or Vancouver Island University]

Environmental Stewardship [e.g. ENVS 3991 (previously ENST 399)]

Hospitality Administration Stream

Includes a minimum of one course from each of the following areas:

Accounting [e.g. BBUS 2211 (previously ADMN 231)]

Computer Applications [e.g. COMP 1509 (previously CMPT 150)]

Marketing [e.g. BBUS 3431 (previously ADMN 250)]

Accommodations

Hospitality Marketing

Co-op or Practicum (may be completed through PLAR; refer to [pages 11 and 27-29](#))

Business Communication [e.g. ENGL 1061, 1071 or BBUS 3631 (previously ENGL 106, 107 or ADMN 363)]

Human Resource Management [e.g. BBUS 3811 (previously ADMN 222)]

Organizational Behaviour [e.g. BBUS 2721 (previously ADMN 320)]

Food and Beverage Service

Hospitality Law [e.g. CONV 1050 (previously CONV 105) from TRU School of Tourism or Vancouver Island University]

Upper-level Requirements (minimum 24 credits)

Minimum of one course from each of the following areas:

Tourism Policy and Planning [e.g. SOCI 3169 (previously SOCI 316) or TRMT 470 from Vancouver Island University]

Financial Management for Tourism [e.g. BBUS 3121 (previously ADMN 336)]

Entrepreneurship II [e.g. BBUS 4453 (previously ADMN 477)]

Community and Cultural Issues II [e.g. BBUS 3031 (previously ADMN 460)]

People Management/Human Relations [e.g. BBUS 3661 (previously ADMN 366)]

Organizational Leadership [e.g. BBUS 4833 (previously ADMN 483)]

Advanced Communication [e.g. BBUS 3631 (previously ADMN 363)]

Graduating Seminar

- Please contact your Program Advisor for other alternative courses.

Upper-level Tourism or Hospitality Specialty Course Requirements (minimum 15 credits)

One course from the following four categories (3 credits):

Marketing Research [e.g. BBUS 3481 (previously ADMN 348)]

Promotions Management [e.g. BBUS 4481 (previously ADMN 488)]

Consumer Behaviour [e.g. BBUS 3471 (previously ADMN 347)]

International Tourism Marketing [e.g. BBUS 4471 (previously ADMN 487) or TRMT 368 from Vancouver Island University]

And an additional four upper-level tourism, hospitality, or closely related speciality courses approved by TRU-OL (e.g. refer to above four categories and the 3000- and 4000-level courses listed below under "Other Elective Requirements")

Other Elective Requirements (27–30 credits)

Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs.



Tourism



Potential electives available by distance may include but are not limited to the following:

TRU-OL Courses

BBUS 2541, *Management Accounting* (recommended)
(previously ADMN 233)

BBUS 3511, *International Business*
(previously ADMN 380)

BBUS 3031, *Business and Society*
(previously ADMN 460)

HART 4839, *Museum Principles and Practices II: Programming, Exhibitions, and Management*
(previously GEST 483)

HART 4859, *Heritage Resource Conservation*
(previously GEST 485)

HART 4869, *Museum Principles and Practices I: Communities, Curatorship, and Collections*
(previously GEST 482)

HART 4879, *Heritage Resource Management*
(previously GEST 484)

MATH 1091, *Business Mathematics* (recommended)
(previously MATH 109)

SOCI 3169, *Tourism and Social Policy*
(previously SOCI 316)

TRU School of Tourism Courses and Vancouver Island University Courses:

CONV 1020, *Introduction to Special Events Management* (previously CONV 102)

CONV 1040, *Event Volunteer Management*
(previously CONV 104)

CONV 1050, *Legal Liability and Risk Management*
(previously CONV 105)

CONV 1060, *Event Marketing* (previously CONV 106)

Vancouver Island University Courses:


TRMT 359, *Management of Parks and Protected Areas*

TRMT 390B, *Special Topics: Seniors*

TRMT 430, *Resort Management*

TRMT 450, *Volunteer Management*

TRMT 475, *Lifestyle Management*



TRU *story:*
Saman, mother of three, completed her bachelor's degree from home in a small BC town.

More about Saman and other stories at
www.truopen.ca/truestory

Location and life commitments are not barriers to getting a degree. Over 500 courses and 53 programs. Online or distance.



General Education Requirements

Arts and Science Degree Programs

General Education Requirements

Degree programs in arts, fine and performing arts (e.g. design, fine arts, music) and science offered through TRU-OL require the completion of general education requirements. All degrees require six credits of university-level English. In addition, degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science.

Courses in other discipline areas may not be used to meet specified general education requirements of arts and science programs. Students should consult with their TRU-OL program advisor before registering in courses to meet general education requirements for arts and science degree programs.

Courses in discipline areas listed below may meet general education requirements for arts and science degree programs.

Humanities

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

Mathematics and/or Sciences

- Astronomy
- Biochemistry
- Biology
- Botany
- Chemistry
- Computer Science
- Earth Science
- Ecology
- Environmental Science
- Geology

Geophysics

- Kinesiology
- Mathematics
- Microbiology
- Ocean Science
- Physical Anthropology
- Physical Geography
- Physics
- Physiology
- Statistics
- Zoology

Social Sciences

- Anthropology
- Archaeology
- Criminology
- Economics
- International Relations
- Political Science
- Psychology
- Regional/Human/Cultural Geography
- Sociology
- Interdisciplinary Fields
- Asian Studies
- Canadian Studies
- Environmental Studies
- Gender Studies
- Indigenous (First Nations) Studies
- Latin American Studies
- Urban Studies
- Women's Studies

Business and Related Degree Programs

General Education Requirements

Some degree programs in business offered through TRU-OL require three to six credits of university-level English and completion of requirements in humanities, natural science and social science. Students are advised to consult with their TRU-OL program advisor before registering in courses to meet general education requirements for business degree programs.

Courses in arts and science discipline areas listed below meet general education requirements for business degree programs.

Social Sciences/ Humanities

- Anthropology
- Archaeology
- International Relations
- Political Science
- Psychology (not statistics/ data analysis courses)
- Regional/Human/Cultural Geography
- Sociology
- Humanities
- Art History
- Classical Languages
- Classical Studies
- Cultural Studies
- History
- Humanities
- Journalism
- Linguistics
- Modern Languages
- Music History
- Philosophy
- Religious Studies
- Theatre Studies (not Acting, Speech or Stage Craft)

Natural Science

- Astronomy
- Biochemistry
- Biology
- Botany
- Chemistry
- Earth Science
- Ecology
- Environmental Studies
- Geology
- Geophysics
- Microbiology
- Ocean Science
- Physical Anthropology
- Physical Geography
- Physics
- Physiology
- Zoology

Arts and Science Electives

- Arts and science electives include all disciplines listed under humanities, social science, and natural science, plus the following disciplines:
- Applied Economics
 - Computer Science
 - Economics
 - English
 - Leadership
 - Mathematics



TRU Distance Education Programs and Courses

Thompson Rivers University offers distance courses and programs through its on-campus Schools and Faculties including Continuing Studies, Faculty of Science, School of Business and School of Tourism.

Distance education programs and courses are listed below by Faculty. For further information into a particular distance program or course visit www.tru.ca/new_students/distance.html or contact the appropriate TRU Faculty as listed below.

Continuing Studies

To register for a distance program or course through Continuing Studies contact 250.828.5039 or visit <http://www.tru.ca/contstudies.html>.

Community Home Health Nursing Certificate

This distance learning program is designed for registered nurses (RNs) to develop the required knowledge and skills to meet the standards and competencies for professional nursing care in the home. Each course is eligible for 3 elective credits toward the TRU post-RN baccalaureate program.

NURS 3800, *Community Home Health Nursing* (previously NURS 380) (Start Date: January)

NURS 3810, *Community Home Health Nursing Practice* (previously NURS 381)

TRU School of Nursing, Distance Education offers the following course for health care professionals.

Refer to www.tru.ca/contstudies/courses/nursing.html for course and registration details.

HLSC 3690, *Human Sexuality for Health Professionals* (previously HLSC 369)

Sexuality is an important aspect of human health. This course advances a health care professional's capacity to address issues of sexuality and sexual health with clients of all ages. Theories and research informing health professionals of sexual development, gender, sexual orientation, sexual practices and sexual health will be examined. Self awareness, along with the development of skills to address sexuality inclusion in professional practice, is central to course objectives. This course is web-based and includes a weekend, in-person workshop at the TRU, Kamloops Campus.

Start Date: January

- Visit www.tru.ca/contstudies/courses/nursing.html for more information about courses and programs offered through distance learning through the TRU School of Nursing.

Faculty of Science

To register for a distance program or course through the Faculty of Science contact the Office of the Dean at 250.828.5400 or visit www.tru.ca/science.html.

Animal Welfare Certificate

This distance learning program has been developed in collaboration with the BC Society for the Prevention of Cruelty to Animals (BC SPCA) for animal caregivers interested in upgrading their work skills and for those interested in a career in animal welfare.

AWCP 1700, *Animal Welfare Certificate Program: General Level—Theory* (previously AWCP 170)

AWCP 1710, *Animal Welfare Certificate Program: Advanced Level—Theory* (previously AWCP 171)

Animal Health Technology

This distance learning program allows those already working in a veterinary clinical setting to become an animal health technologist, with the support of TRU course instructors and a veterinary employer willing to provide clinical instruction.

ANHD 1010, *Office Skills* (previously ANHD 101)

ANHD 1100, *Anatomy and Physiology 1* (previously ANHD 110)

ANHD 1110, *Lab Procedures 1* (previously ANHD 111)

ANHD 1120, *Animal Nursing 1* (previously ANHD 112)

ANHD 1130, *Animal Behaviour* (previously ANHD 113)

ANHD 1140, *Animal Disease* (previously ANHD 114)

ANHD 1900, *Veterinary Clinical Studies 1* (previously ANHD 190)

ANHD 1910, *Veterinary Clinical Studies 2* (previously ANHD 191)

ANHD 1920, *Veterinary Clinical Studies 3* (previously ANHD 192)

ANHD 2100, *Anatomy and Physiology 2* (previously ANHD 210)

ANHD 2110, *Lab Procedures 2* (previously ANHD 211)

ANHD 2120, *Animal Nursing 2* (previously ANHD 212)

ANHD 2130, *Radiology* (previously ANHD 213)

ANHD 2140, *Pharmacology* (previously ANHD 214)

TRU Distance Education Programs and Courses

ANHD 2210, *Lab Procedures 3*
(previously ANHD 221)

ANHD 2900, *Veterinary Clinical Studies 4*
(previously ANHD 290)

ANHD 2910, *Veterinary Clinical Studies 5*
(previously ANHD 291)

ANHD 2920, *Veterinary Clinical Studies 6*
(previously ANHD 292)

ANHD 3110, *Lab Procedures 4*
(previously ANHD 311)

ANHD 3120, *Intensive Care* (previously ANHD 312)

ANHD 3140, *Anesthesia* (previously ANHD 314)

ANHD 3150, *Laboratory Animals*
(previously ANHD 315)

ANHD 3160, *Large Animal Science*
(previously ANHD 316)

ANHD 3170, *Animal Nursing 3*
(previously ANHD 317)

ANHD 3900, *Veterinary Directed Studies 7*
(previously ANHD 390)

ANHD 3910, *Veterinary Directed Studies 8*
(previously ANHD 391)

ANHD 3920, *Veterinary Directed Studies 9*
(previously ANHD 392)

- Visit www.tru.ca/science/aht/disted.html for more information about Animal Health and Welfare courses and programs offered through distance learning through the Faculty of Science.

Asthma Educators' Certificate

This online program is approved by the Canadian Network for Respiratory Care (CNRC). On completion of the program's three courses, graduates have the necessary background to optimally educate clients with asthma in the areas of prevention, health promotion, and disease self-management. They are also eligible to challenge the CNRC examination for national certification as an asthma educator.

ASHS 4610, *Client-Centred Approach to Asthma*
(previously ASHS 461)

ASHS 4620, *Concepts in Asthma*
(previously ASHS 462)

ASHS 4630, *Asthma Management Planning*
(previously ASHS 463)

For further information visit
www.tru.ca/science/distance/asthma.html

Note: The Program coordinator must be contacted prior to registration to ensure entry requirements are met. Send an email with your professional credentials and request for program entry to jchan@tru.ca.

Beginning May 1, 2010, registration of new participants is limited to September 1-May 1 annually.

This certificate course work carries a maximum of 6 upper level credits in the Bachelor of Health Science through TRU-OL. Participants are strongly advised to contact their academic advisor at TRU-OL to determine the maximum number of credits that can be utilized.

COPD Educators' Program

This post-graduate program is for health professionals who work with clients with COPD (chronic obstructive pulmonary disease) and want to further their understanding of the disease and current management strategies. The two program courses introduce health care professionals to various skills to be used in their role as effective COPD educators in acute care and pulmonary rehabilitation settings.

ASHS 4710, *Client-Centred Approach to COPD Care*
(previously ASHS 471)

ASHS 4720, *Concepts in the Management of COPD*
(previously ASHS 472)

For further information visit
www.tru.ca/science/distance/copd.html.

Note: The Program coordinator must be contacted prior to registration to ensure entry requirements are met. Send an email with your professional credentials and request for program entry to jchan@tru.ca.

Beginning May 1, 2010, registration of new participants is limited to September 1-May 1 annually

Certification as a COPD Educator ALONE does not exist through the CNRC exam process. Interested individuals MUST complete the CRE Certificate courses in this order [ASHS 4610, 4620, 4630, 4720 (previously ASHS 461, 462, 463, 472)] and then challenge the CRE certification exam. Successful completion of the exam will certify the participant as an Asthma and COPD educator in Canada.

This certificate course work carries a maximum of 6 upper level credits in the Bachelor of Health Science through TRU-OL. Participants are strongly advised to contact their academic advisor at TRU-OL to determine the maximum number of credits that can be utilized.



TRU Distance Education Programs and Courses

Certified Respiratory Educator (CRE) Certificate

This online program is approved by the Canadian Network for Respiratory Care (CNRC) and has a combined focus for health care professionals working with Asthma and COPD patients. The four course program requires the completion of the Online Asthma Educator Program along with a final course focused on the pathophysiology, diagnosis and disease management strategies of COPD. Participants are then eligible to challenge the CNRC CRE examination for national certification as an asthma/COPD educator.

Note: Students must complete the courses in the order listed below. The national certification exam for this certificate is written the first Saturday in November.

CRE Program Courses

1. ASHS 4610, *Client Centred Approach to Asthma* (previously ASHS 461)
2. ASHS 4620, *Concepts in Asthma* (previously ASHS 462)
3. ASHS 4630, *Asthma Management Planning* (previously ASHS 463)
4. ASHS 4720, *Concepts in the Management of COPD* (previously ASHS 472)

For further information visit
www.tru.ca/science/distance/cre_6243

Note: The program coordinator must be contacted prior to registration to ensure entry requirements are met. Send an email with your professional credentials and request for program entry to jchan@tru.ca.

Beginning May 1, 2010, registration of new participants is limited to September 1-May 1 annually

This certificate coursework carries a maximum of 9 upper level credits in the Bachelor of Health Science through TRU-OL. Participants are strongly advised to contact their academic advisor at TRU-OL to determine the maximum number of credits that can be utilized.

The TRU Faculty of Science, Distance Education offers the following health science course. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

CEHS 0990, *Respiratory Therapy Clinical Refresher* (NC) (previously CEHS 099)

The course is designed to allow the student to re-establish clinical skills in the acute care practice areas of Respiratory Therapy. The focus is on critical care settings. The student will function under the

supervision of a Respiratory Therapist in clinical areas. On completion of the clinical refresher the student is expected to function in the adult acute care setting at the level of a graduating Respiratory Therapy student.

Please contact David Sheets, Allied Health Department Chairperson, by email at dsheets@tru.ca for more information.

To register for the Asthma, COPD or CRE, distance program through the Faculty of Science contact Mila Rodrigues by email at mrodrigues@tru.ca or phone at 250.828.5038.

- Visit www.tru.ca/science/distance.html for more information about courses and programs offered through distance learning through the Faculty of Science.

School of Business

To register for a distance program or course through the School of Business and Economics, visit www.tru.ca/business.html or email abtonline@tru.ca or phone 250.371.5878.

Administrative Assistant Certificate

This online learning program is designed to prepare students for employment in a wide range of positions in business. Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and able to work on their own initiative. Administrative assistants are creative and have the ability to solve problems and exercise good judgment. They will be proficient in a variety of software applications and possess a good knowledge of the business environment. As key employees in an organization, administrative assistants need to keep current and be ready to take on new responsibilities.

ABTS 1550, *Online Learner Success* (previously ABTS 155)

ABTS 1100, *Word Processing 1* (previously ABTS 110)

ABTS 1140, *Keyboarding 2* (50 nwpm) (previously ABTS 114)

ABTS 1200, *Introduction to Computers* (previously ABTS 120)

ABTS 1210, *Spreadsheets 1* (previously ABTS 121)

ABTS 1230, *Databases* (previously ABTS 123)

ABTS 1300, *Business Communications 1* (previously ABTS 130)

TRU Distance Education Programs and Courses

ABTS 1430, *Accounting 1* (previously ABTS 143)
 ABTS 1440, *Accounting 2* (previously ABTS 144)
 ABTS 1450, *Business Math and Calculators* (optional) (previously ABTS 145)
 ABTS 1500, *Human Relations* (previously ABTS 150)
 ABTS 1110, *Word Processing 2* (previously ABTS 111)
 ABTS 1120, *Desktop Publishing* (previously ABTS 112)
 ABTS 1220, *Spreadsheets 2* (previously ABTS 122)
 ABTS 1240, *Presentation Software* (previously ABTS 124)
 ABTS 1250, *Integrated Project* (previously ABTS 125)
 ABTS1260, *Web Site Maintenance and Design* (previously ABTS 126)
 ABTS 1310, *Business Communications 2* (previously ABTS 131)
 ABTS 1410, *Computerized Accounting - Simply* (previously ABTS 141)
 ABTS 1510, *Job Search* (previously ABTS 151)
 ABTS 1530, *Administrative Procedures* (previously ABTS 153)
 ABTS 1540, *Records Management* (previously ABTS 154)

Legal Administrative Assistant Certificate

This online learning program is designed to provide learners with the legal training required by local law firms. Courses will provide skills in keyboarding and transcription, along with knowledge of proper procedures and terminology used within the legal system. Students interested in taking this program should have previous office experience. [ABTS 1100, 1110, 1140, 1200, 1300 and 1550 (previously ABTS 110, 111, 114, 120, 130 and 155) are required]

LEGA 1010, *Introduction to the Canadian Legal System* (previously LEGA 101)
 LEGA 1020, *Legal Office Procedures* (previously LEGA 102)
 LEGA 1030, *Litigation Procedures I* (previously LEGA 103)
 LEGA 1040, *Litigation Procedures II* (previously LEGA 104)
 LEGA 1050, *Family Litigation Procedures* (previously LEGA 105)
 LEGA 1060, *Corporate Procedures I* (previously LEGA 106)
 LEGA 1070, *Corporate Procedures II* (previously LEGA 107)

LEGA 1080, *Conveyancing Procedures I* (previously LEGA 108)
 LEGA 1090, *Conveyancing Procedures II* (previously LEGA 109)
 LEGA 1100, *Wills and Estates* (previously LEGA 110)
 Visit www.tru.ca/business/programs/distance_education.html for more information about courses and programs offered through distance learning through the School of Business and Economics.

School of Tourism

To register for a distance program or course through the School of Tourism, visit www.tru.ca/tourism/online or email tourism@tru.ca or phone 250.828.5132.

Cook Journeyperson Preparation

This online learning program prepares students, with three levels of study, for the Red Seal Exam. The theory based course helps familiarize students with the types of questions and areas of study which could be present on the exam.

Note: TRU does not offer the Red Seal Exam. Arrangements for the exam must be made with the Industry Training Authority. Visit at www.itabc.ca for more information.

- Visit http://www.tru.ca/tourism/culinary/online_courses.html for more information.

Event Management Certificate

This online learning program helps students acquire skills to plan and manage festivals and special events. It can be completed part-time over two semesters. Certificate graduates can ladder into an Event Management Diploma program or the Bachelor of Tourism Management program.

CONV 1010, *Introduction to Tourism* (previously CONV 101)
 CONV 1020, *Introduction to Special Event Management* (previously CONV 102)
 CONV 1030, *Celebrating Community and Culture* (previously CONV 103)
 CONV 1040, *Event Volunteer Management* (previously CONV 104)
 CONV 1050, *Legal Liability and Risk Management* (previously CONV 105)
 CONV 1060, *Event Marketing* (previously CONV 106)

Visit <http://www.tru.ca/tourism/online> for more information.



TRU, Open Learning Courses



The following course information describes courses offered through TRU-OL at the time of publication.

For up-to-date course information and descriptions, which may reflect changes that occurred after publication of the print calendar, please refer to www.truopen.ca and visit the “Course” section.

Please note that TRU-OL is in the process of implementing the Course Acronym Number Designation Initiative (CANDO) which means course codes for all online and distance course codes are new this academic year.

All course codes will be using four digits, instead of the previous three digits, to describe each course. For example, ADMN 137, *Management and Information Systems 1*, is now BBUS 1371, *Management and Information Systems 1*. These changes do not affect the content of any course.

A cross-referencing tool is available at www.tru.ca/distance/programs/coursecodes/ccform.html to help you understand how the old, three-digit course codes translate into the new, four-digit codes.

Please note that UVic and SFU course codes do not parallel the new four-digit course codes.

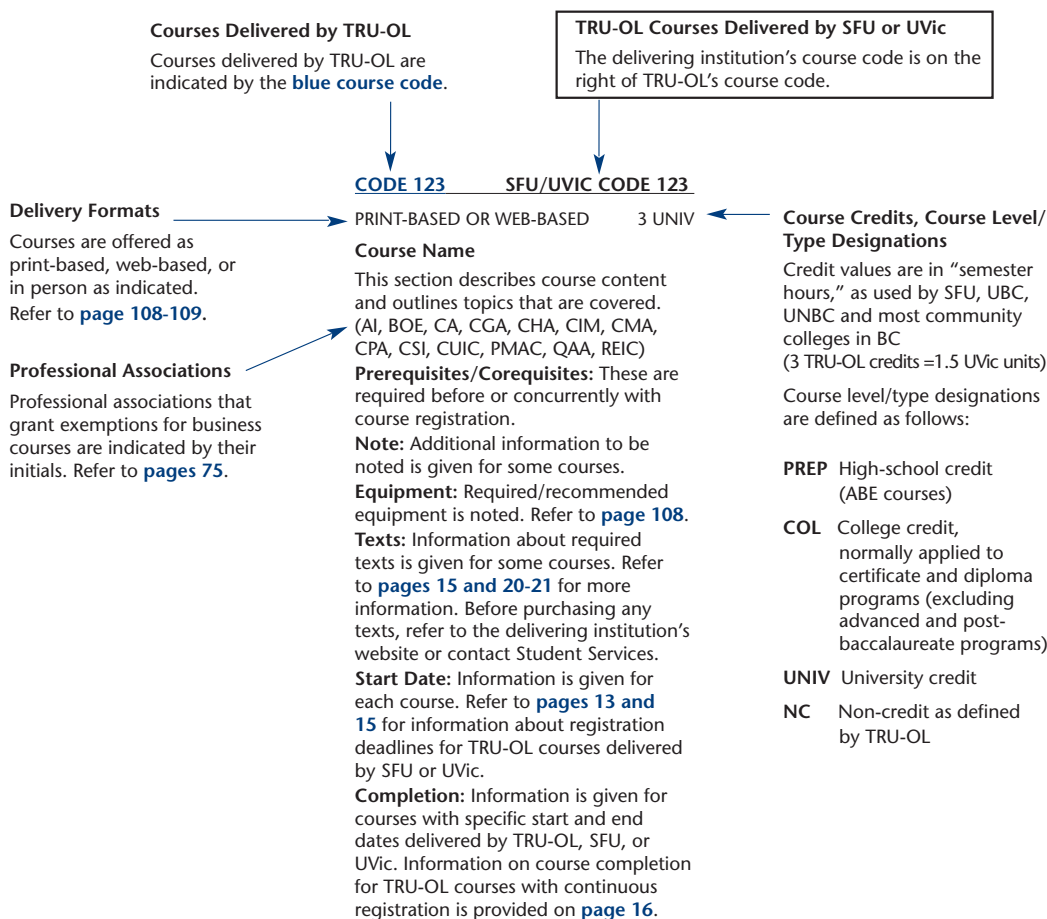
Reading a Course Description

Courses are listed alphabetically and numerically by the TRU-OL course letter code and number. Letter codes represent subject areas while numbers represent the level of difficulty of the course.

As a general rule:

- Four-digit course numbers beginning with “0” indicate high school level.
- 1000-level courses are generally taken in the first year of a program and usually have no prerequisites.

- 2000-level courses are generally taken in the second year of a program. Some may have prerequisites.
- 3000-level courses are generally taken in the third year of a degree program and are considered upper level. Most 3000-level courses have specific or recommended prerequisites.
- 4000-level courses are considered upper-level and are taken in the third or fourth year of a degree program. Most 4000-level courses have specific or recommended prerequisites.





TRU, Open Learning Courses



TRU *story*:

Meaghan, full-time student, picked up an online course when a campus course didn't fit into her schedule.

More about Meaghan and other stories at www.truopen.ca/truestory

A flexible alternative to in class course-taking with easily transferable credits. Over 500 courses and 53 programs. Online or distance.

Self-paced and Paced Courses

Most courses delivered by TRU-OL are available in a distance, continuous registration and self-paced format. These courses have fixed durations, with flexible schedules for submitting assignments.

TRU-OL also delivers a limited number of paced courses that have fixed start and end dates, with specific dates for submitting assignments, discussions and projects and writing the final examination.

Delivery Formats

Students can communicate with their Open Learning Faculty Member by email, phone or regular mail for print courses and also by electronic conference for most web courses.

Print-based—Course is print-based. Some print-based courses may have optional web content and/or web interaction. Internet access is not required to complete the course.

Web-based—Course is web-based. Most web-based courses have some printed materials such as texts.

All web-based courses have mandatory web content and most have web student-to-student interaction. Internet access is required to complete the course.

Online—Course is fully online in a paced, cohort, Open Learning Faculty Member-led model. Online courses use of a variety of online communication technologies and involve a high level of interaction among students and with the Open Learning Faculty Member. Some Online courses may have textbooks or other resources such as DVDs or CDs, when online resources are not available. Internet access (high speed is recommended) is required to complete an online course.

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

Equipment

Required and/or recommended equipment is specified in the course descriptions.

Computer—Some courses require access to a computer and may also specify Internet access and CD-ROM drive requirements. Unless stated otherwise, computer requirements for web-based courses delivered by TRU-OL are specified here and on the TRU-OL website. Details about computer requirements for TRU-OL courses delivered by SFU or UVic are specified on the institution's website as indicated. The delivering institution provides technical assistance.

Other Requirements—Some courses may include CDs, DVDs, teleconferencing or TV broadcasts, which require access to equipment as specified in the course descriptions including: CD player; DVD player; phone and/or a television. CDs and DVDs are included in course packages for some courses; for others, they are loaned to students by the TRU Library or are rented to students through Student Services. Refer to materials rental and purchase policies on [pages 22 and 30-31](#).





Web-based Courses Delivered by TRU-OL

Web-based courses delivered by TRU-OL require computer hardware, software and skills as specified below. Some courses may require other hardware or software as specified in the course descriptions.

Refer to the TRU-OL website or contact the IT Service Desk by email at ITServiceDesk@tru.ca for more information.

Hardware Requirements (subject to change)

Window users must have:

- Pentium IV or higher microprocessor or equivalent
- Minimum 512 MB of RAM (memory)
- Windows 2000, XP or Vista
- Dial-up 56 K, cable modem or ADSL connection to the Internet

Macintosh users must have:

- G4 or higher
- Minimum 512 MB of RAM (memory)
- Mac OS X or higher
- Dial-up 56 K, cable modem or ADSL connection to the Internet

Software Requirements

- Word-processing program—compatibility with Microsoft Office unless specified otherwise in the course description. Open Office or other software that will allow documents to be saved in Office “.doc” format.
- Email account that supports file attachments.
- Any current Java-enabled web browser, e.g. Internet Explorer 7.0 or higher, Firefox 3.5 or higher, or Safari 4.0 or higher. Always ensure your web browser is at its most current version.
- Adobe Acrobat Reader (current version).

Computer Skill Requirements

Students should be able to:

- Navigate the directory/folder structure of their computer’s hard drive and search for files on their hard drive.
- Create directories, folders and files, and organize files on their computer’s hard drive.
- Use a word-processing program and save word-processing documents in “.doc” file format.
- Use an email program, including sending and saving attachments, and upload and download files as email message attachments.
- Use a graphical web browser and Adobe Acrobat Reader (current version).

TRU *story:*
Keith returned to education after 15 years to improve his job skills.

More about Keith and other stories at www.truopen.ca/truestory

Transfer credits from your past education and get ahead quicker. Over 500 courses and 53 programs. Online or distance.



Course Descriptions

ACCT 1211

PRINT- and WEB-BASED 3 COL

Accounting I

The course was called BUSM 131. 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 including processing company data and controlling company assets. By teaching manual accounting methods, this course is an ideal foundation for those intending to use a computerized accounting package in the future. During the course, students learn concrete skills that can be applied in operating or establishing a small business while they gain a solid foundation for further study. The course is ideal for those who need to understand two critical reports-the balance sheet and income statement-and how these are constructed. Upon successful completion of this course, students are able to interpret and record business transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship. (AI, CIM, CPA, LGMA, QAA; ACCT 1211 and 1221 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: Provincial Grade 12 Diploma or equivalent is recommended. Basic mathematics skills are required. Basic computer and Internet skills are required for the web-based version of this course.

Note: Students planning to take or have credit for BBUS 2211 may not take ACCT 1211 or 1221 for further credit.

Equipment: Calculator is required. If you continue with more advanced accounting courses, consider a financial calculator. Microsoft Excel (2000 or newer) is required for the web version of this course. Excel software is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ACCT 1221

PRINT- and WEB-BASED 3 COL/UNIV

Accounting II

The course was called BUSM 132. This course is designed to teach financial accounting techniques to students who have completed ACCT 1211 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. Students will study "generally accepted accounting principles" (GAAP) and thus be able to evaluate the assets, liabilities and equity of a business entity and describe those elements in financial statements in a consistent and readable manner. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (AI, CIM, CPA, LGMA, QAA, ACCT1211 and 1221 together; CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: ACCT 1211 or equivalent.

Note: Students planning to take or have credit for BBUS 2211 may not take ACCT 1211 or 1221 for further credit.

Equipment: Calculator is required. If you continue with more advanced accounting courses, consider a financial calculator. Microsoft Excel (2000 or newer) is required for the web version of this course. Excel software is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ACCT 1921

ONLINE 3 UNIV

Accounting Systems

The course was called ADMN 192. This course offers an introduction to accounting software packages. Students will study Simply Accounting.

Prerequisites: None

Note: Normally, only one of ADMN 232, BBUS 2541, and ADMN 370 may be taken for credit.

Equipment: High speed internet access will be required.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ANES 0011

PRINT-BASED NC

Placement Exam

The course was called ANES 001. Registration in ANES 0011 allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

Prerequisites: Formal admission to the Anesthesia Assistant program is required before registering in ANES 0011.

Note: Students must apply to write the exam in a TRU-OL invigilated centre. For assistance, contact Enrolment Services or your program advisor.

Start Date: Continuous registration.

Completion: 30 weeks.





ANES 4001

PRINT- and WEB-BASED 3 COL

Anesthesia Equipment

The course was called ANES 420. This course is designed to give students a thorough understanding of anesthesia equipment. The modules describe the structure, function and operating principles of components used in such equipment and present information on anaesthetic pollution, equipment hazards, and checks and maintenance procedures for anesthetic equipment.

Prerequisites: A background as an AA, RRT, RN MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks

ANES 4011

PRINT- and WEB-BASED 3 COL

Hemodynamic and Physiological Monitoring

The course was called ANES 450.

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. Students will learn about the pharmacology, the physiology, and the anatomy relevant to the practice of both general and regional anesthesia will be considered. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

Prerequisites: A background as an AA, RRT, RN MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks.

ANES 4021

PRINT-BASED 3 COL

Introduction to Clinical Anesthesia

The course was called ANES 421. This course is designed for health care professional working in the operating room. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. Students will learn about the pharmacology, the physiology, and the anatomy relevant to the practice of both general and regional anesthesia will be considered.

Prerequisites: A background as an AA, RRT, RN MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks

ANES 4101

PRINT-BASED 4 COL

Clinical Anesthesia

The course was called ANES 425. This clinical course will ensure that students are exposed to a wide range of anesthesia cases and experiences. Additionally, the course will help students develop an understanding of clinical anesthesiology allowing them to demonstrate their clinical skills through their choice of anesthetic agents, managing airways, starting routine IVs, arterial line insertion, patient monitoring and operation of anesthetic machines.

Prerequisites: Completion of ANES 4001, 4021, 4011, current ACLS certification and current enrolment in the Anesthesia Assistant program.

Start Date: Continuous registration.

Completion: Currently 16 weeks, but may vary depending on previous experience as an Anesthesia Assistant.

ANTH 1019

WEB-BASED

SFU SA 101

4 UNIV

Introduction to Anthropology (A) SFU-designated Breadth (B) course. Refer to Page 16.

The course was called ANTH 101.

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

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ANTH 2019

WEB-BASED

SFU SA 201W

4 UNIV

Anthropology of Contemporary Life (A)

SFU-designated Writing-Intensive (W) course. Refer to Page 16.

The course was called ANTH 201.

This course provides an introduction to the anthropological perspective as applied to the organization of everyday life in contemporary settings. Positivist, interpretive and critical interpretive approaches to the analysis of social actions, identities and values as enacted in space and time are covered.

Prerequisites: SFU SA 101 is recommended.

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

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



APEC 1611

ONLINE 2 UNIV

Introduction to First Nation Taxation

The course was called APEC 161. This is an introductory level course which is intended to help First Nations tax administrators, and others interested in working in this field, implement the legal and institutional framework needed for improving the First Nation investment climate, thus ensuring prosperity on First Nation lands. Students are given some historical background into the First Nation property taxation system and introduced to the First Nations Fiscal and Statistical Management Act (FSMA), the First Nation Tax Commission and the FSMA institutions which support First Nation communities.

Note: This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

Prerequisites: Students taking this course must have completed a Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with internet is required.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 weeks

APEC 1621

ONLINE 3 UNIV

Establishing First Nation Tax Rates and Expenditures

The course was called APEC 162. This course is a detailed overview of establishing property tax rates through a local services budget. It will focus on estimating local service costs, creating preliminary budgets, and working with the council. It will also focus on estimating local revenues and determining, where applicable, tax rate multiples. Although it is intended for First Nation property tax administrators using the First Nations Fiscal and Statistical Management Act (FSMA) authority, it is applicable to any local government administration.

Part of the course will be devoted to using a custom spreadsheet application for local government budgeting and tax rate setting.

Note: This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

Prerequisites: APEC 1611 is recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 weeks

APEC 1631

ONLINE 3 UNIV

Assessments and Assessment Appeal Procedures

The course was called APEC 163. This course is an introduction to property markets and property assessment with a focus on property assessments and assessment appeals in Canada under the authority of the First Nation Fiscal and Statistical Management Act (FSMA) or s. 83 of the Indian Act. Topics to be discussed include land tenure, different approaches to assessing residential or income earning properties, assessment rolls, and assessment appeal processes which meet the FSMA regulatory requirements. Upon completion of this course, participants should have the knowledge and skills to fulfill the First Nation Tax Administrator's role in regards to managing the assessment and assessment appeals process.

Note: This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

Prerequisites: APEC 1611 is recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 weeks

APEC 1641

ONLINE 3 UNIV

Administration: Tax Notices, Collecting and Enforcement

The course was called APEC 164. This is an introductory level course which contributes three credits toward a Thompson Rivers University credential. This is part of a series of 8 courses which will count towards students earning a Certificate in First Nation Taxation Administration. The focus will be on best practices in the application and management of taxation, including the use of taxation management software (TAS).

Note: This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

Prerequisites: APEC 1611 is recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 Weeks

APEC 1651

ONLINE 2 UNIV

Communications, Tax Payer Relations, and Dispute Resolution

The course was called APEC 165. This course is about establishing a mutually beneficial working relationship between First Nation tax authorities and taxpayers. It will focus on interest based negotiations, communication templates for taxpayers and media and best practices in taxpayer relations. It will also provide an overview of the informal and formal dispute resolution processes related to the First Nation Fiscal and Statistical Management Act (FSMA) and the First Nation Tax Commission (FNTC)

Prerequisites: APEC 161, APEC 162, APEC 163 and APEC 164 are recommended

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 Weeks





APEC 1661

ONLINE 2 UNIV

Service Contracts and Joint Agreements

The course was called APEC 166. This course is about contracting services and developing service and joint agreements with local governments and/or private partners. It will focus on local service agreements between two local governments or local service agreements private contracts. It will also focus on the delivery of local services or the construction of local infrastructure through public private partnerships. The course is intended for First Nation and local government tax administrators. It will utilize the First Nation Tax Commission's (FNTC) spreadsheet application to assist service agreements negotiation.

Prerequisites: APEC 1611 and APEC 1621 are recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 8 Weeks

APEC 1671

ONLINE 2 UNIV

Development Cost Charges

The course was called APEC 167. This course is about developing a fair and transparent development cost charge (DCC) system for First Nation or local governments. It will focus on creating DCC systems under the authority of the First Nation Fiscal and Statistical Management Act (FSMA) and First Nation Tax Commission (FNTC) procedures and standards related to DCCs. It will present DCC best practices throughout Canada.

Prerequisites: APEC 161 and APEC 162 are recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 8 Weeks

APEC 1681

ONLINE 3 UNIV

Capital Infrastructure and Debenture Financing

The course was called APEC 168. This course is about using long term debenture financing as a tool to provide local government infrastructure. It will focus on the regulatory requirements related to long term debentures in the First Nation Fiscal and Statistical Management Act. It will focus in particular on the legal, planning and policy requirements established by the First Nation Finance Authority (FNFA), the First Nation Tax Commission (FNTC), the First Nation Statistics Institute (FNSI) and the First Nation Financial Management Board (FMB). It will present best practices in economic, capital and financial planning. It is required by any First Nation interested in borrowing under the authority of the FSMA.

Prerequisites: APEC 1611, 1621, 1631, 1641 and 1651 are recommended.

Equipment: Students require a computer and internet access.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 8 Weeks

APEC 2641

WEB-BASED 3 UNIV

Residential and Commercial Development on First Nation Lands

This course was called APEC 264. This course provides an overview of how to conduct residential and commercial development on First Nation lands. It will focus on case studies of successful First Nation residential and commercial developments. It will include how to do developments using the Indian Act, the First Nation Fiscal and Statistical Management Act and the First Nation Land Management Act. The course will also provide students with a series of model laws, agreements and systems that support residential and commercial development on First Nation lands.

Prerequisites: None.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.

APEC 2651

WEB-BASED 3 UNIV

Investment Facilitation on First Nation Lands

This course was called APEC 265. It is four to six times more expensive to facilitate investment on First Nation lands than it is off First Nations lands. This course is about what causes these higher costs and what can be done to reduce these costs. It will introduce the concept of transaction costs. It will discuss how private and public investment work together to create economic growth. The course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.

Prerequisite: ECON 1221 recommended.

Corequisite: ECON 2631 recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.

APEC 2701

WEB-BASED 3 UNIV

Economic Feasibility and Impact Analysis on First Nation Lands

This course was called APEC 270. An introduction to cost-benefit analysis as it relates to investment activity on First Nation lands. In order to understand cost-benefit analysis students will acquire skills and knowledge on the time value of money as well as basic statistical concepts. The course will be delivered using real case studies as it relates to First Nations projects.

Prerequisite: Math 11 or Applications of Math 12, or MATH 0633 recommended; ECON 1221 or ECON 1901 or ECON 1951 is recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.



ARCH 1009 SFU ARCH 100
WEB-BASED 3 UNIV

Ancient Peoples and Places
SFU-designated Breadth (B) course. Refer to page 16.

The course was called ARCH 100. This course is a broad survey of human cultural development Palaeolithic/Paleo-Indian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ARCH 1319 SFU ARCH 131
WEB-BASED 3 UNIV

Human Origins
SFU-designated Breadth (B) course. Refer to page 16.

The course was called ARCH 131. This course is a non-technical survey of the primate background of humans, fossil primates and fossil humans, and the associated evidence of cultural development; an introduction to physical anthropology.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: Registration deadline applies. Refer to page 13.

Completion: 13 weeks

ARCH 2269 SFU ARCH 226
WEB-BASED 3 UNIV

The Prehistory of Religion: Shamans, Sorcerers, and Saints
SFU-designated Breadth (B) course. Refer to page 16.

The course was called ARCH 226. 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.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

BBUS 1371
WEB-BASED 3 UNIV

Management Information Systems 1

The course was called ADMN 137. This course provides an introduction to computers and management information systems. It is designed to address and clarify the conceptual workings of the computer and its place in the management environment. Students taking this course will develop practical computing skills in the area of operating systems, word processing and spreadsheets. There is a heavy emphasis on using Excel.

Prerequisites: Students taking BBUS 1371 should have at least a basic understanding and functionality with computers.

Note: Students may not receive credit for BBUS 1371 in addition to any of CMPT 118, 119 or CMPT 1509 or TRU campus-based courses including any of BBUS 1370 or 2370, COMP 1000, 1350, 1700 or 1910.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Microsoft Office 2007 software is necessary. Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks

BBUS 2111
ONLINE 3 UNIV

Strategic Information Technology

The course was called ADMN 211. This course explores what business process improvement and value leadership are, how to deliver ever-improving value to customers, how to improve process performance, and how to prepare for the changes occurring in today's global marketplace. The course also explores developing Business Process Improvement Plans to enhance the ability to identify, plan, evaluate, and achieve business process improvements that anticipate, meet, and possibly exceed customers' expectations.

Prerequisites: BBUS 1371 or admission to the Bachelor of Technology (Technology Management).

Equipment: Students require a computer and internet access. Microsoft Office Suite software with PowerPoint is necessary to complete this course.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 8 weeks instruction plus 4 weeks to schedule the Final Exam.





BBUS 2121

ONLINE 3 UNIV

Introduction to Law for Public Sector Managers

The course was called ADMN 212. This course provides an introduction to key aspects of Canadian law and legal institutions of relevance to public sector managers. Three major topic areas will be covered: (1) sources and distribution of legal authority in Canada (including private law and public law; constitutional law, human rights law, common law, statutes, regulations, and policy; federal, provincial and local government powers; and the roles of courts and administrative decision-makers); (2) the legislative process and principles of statutory interpretation (how laws are enacted and rules that guide their application); and (3) administrative law (the area of law that deals with the powers and duties of administrative decision-makers). **Prerequisites:** none. **Equipment:** High speed internet access will be required. **Start Date:** Registration deadline applies. Refer to page 13. **Completion:** 13 weeks.

BBUS 2211

PRINT- or WEB-BASED 3 UNIV

Introduction to Financial Accounting

The course was called ADMN 231. This course is designed to introduce students to the principles, concepts, and applications of financial accounting. BBUS 2211 aims to address the following key questions: what is financial accounting; what are financial statements; how and why are they prepared; and what are some of the elementary rules governing their preparation? Students are exposed to the process by which financial transactions and events are recorded, and will learn how to compile and interpret rudimentary financial statements. BBUS 2211 can be taken as a print-based course with some web enhancements and activities, or as a web-based course. The textbook publisher's Student Companion website provides a variety of study resources, additional questions, answers to many of the study problems in the textbook, and links to accounting-related sites.

It provides an accelerated alternative to ACCT 1211 and 1221. Advanced standing may be approved by; AI, CGA, CMA, CPA, CUIC, PMAC, QAA

Prerequisites: None. Some basic accounting knowledge and mathematics to the grade 11 level is recommended.

Note: Students with credit for ACCT1211 and/or 1221 may not take this course for further credit

Texts: Students receive texts with a CD for both the print-based and web-based versions of this course.

Equipment: Occasional access to a computer with Internet is strongly recommended for the print-based version of this course. Computer with high-speed Internet and Microsoft Office with anti-virus software is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website. A calculator is required.

Students planning to continue in the field of accounting or business should consider purchasing a financial calculator such as a Texas Instruments Financial Analyst.

Start Date: Continuous registration. **Completion:** 30 weeks. Refer to page 16.

BBUS 2541

WEB-BASED 3 UNIV

Management Accounting

The course was called ADMN 233. This course offers an introduction to the fundamentals of management accounting. Topics include cost accounting terminology, job costing, process costing, activity-based costing, activity-based management, cost-volume-profit analysis, budgeting, standard costing, variance analysis, responsibility accounting, variable costing, transfer pricing and decision making. (CGA, CMA, CPA, CUIC, ICB, PMAC)

Prerequisites: An introduction to financial accounting such as BBUS 221 or ACCT 1211 and 132.

Note: Students with credit for ADMN 232 or 370 or similar and Managerial Accounting courses may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** 30 weeks. Refer to page 13.

BBUS 3031

WEB-BASED 3 UNIV

Business and Society

The course was called ADMN 460. In this course, Students explore the role of primary and secondary stakeholders both within and associated with organizations. Students investigate ethics and social responsibility and look at where organizational activities fall within different continuums. Students also examine broad forces in business, society, and globalization, and look at how stakeholders can influence the destiny of both business and society. (CA, CUIC)

Prerequisites: 75 credits applicable to the Bachelor of Commerce.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** 30 weeks. Refer to page 13.

BBUS 3109 **UVIC ADMN 310**
WEB-BASED 3 UNIV

Public Sector Economics

The course was called ADMN 310 and has an interim course code of BBUS 310.

This course is an introduction to the principles of microeconomics for public-sector policy analysis and management. Students are introduced to economic principles, including supply and demand, household behaviour and consumer choice, production, labour and capital markets, competition policy and regulation, market failures and government intervention, income distribution, and taxation. Topics also include the national income and expenditure accounts, and unemployment and inflation. Consortium courses are paced and as such it is important to participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of UVIC ECON 103 (formerly ECON 201), ECON 200, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 13. **Completion:** 4 months.



BBUS 3119 UVIC ADMN 311/ POLI 350
WEB-BASED 3 UNIV

Introduction to Public Administration

The course was called ADMN 311 and has an interim course code of BBUS 311.

This course is an exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged, and how those processes are changing. The course focuses primarily on the federal and provincial governments with references also made to public administration at other levels. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore, and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 3119, UVIC HSD 404, or UVIC POL 350 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 3121
PRINT- or WEB-BASED 3 UNIV

Financial Management

The course was called ADMN 336. This course teaches the concepts and skills of financial planning within a business and builds on 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 for 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 may encounter in their own workplace. (CA, CGA CIM, CMA, CUIC, PMAC)

Prerequisites: BBUS 2211 or ACCT 1211 and 1221, introduction to the mathematics of finance (e.g. preferably MATH 1091) and STAT 1201 are strongly recommended. MNGT 1701, ECON 1901 and ECON 1951 are also recommended.

Note: This course was formally numbered BUSM 236. Students with credit for BUSM 236, ADMN 335 or 372 may not take this course for further credit.

Equipment: Hand-held business/ financial calculator is required. Computer with Internet, MS Office and CD-ROM drive are required for the web-based version of this course and recommended for the print-based version. Excel software is recommended. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BBUS 3129 UVIC ADMN 312
WEB-BASED 3 UNIV

Managing in Public and Non-Profit Sector Organizations

The course was called ADMN 312 and has an interim course code of BBUS 312.

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; and motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 3129, MNGT 1211 and ADMN 122 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 3149 UVIC ADMN 314
WEB-BASED 3 UNIV

Public Sector Research and Analysis

The course was called ADMN 314 and has an interim course code of BBUS 314.

This course is an introduction to research methods in public and non-profit sector settings. Students learn to become informed consumers and critics of research and more effective managers of research-related projects. Data analysis skills are also strengthened, with the use of spreadsheet software. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive and inferential statistics; relationships between variables, ethical, and organizational issues; the research proposal and report. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.





BBUS 3151

ONLINE 3 UNIV

Investments I

The course was called ADMN 318. This is an introductory course covering investments in the global marketplace. Topics include the investment environment, valuation and trading of a range of instruments including equities, fixed income, mutual funds, options and futures. Students will also learn modern portfolio theory which helps to link all of the investment instruments in to a coherent portfolio. You will need to keep up-to-date on financial markets using newspapers, the internet and television.

Note: This is an online, paced, cohort course in which you will complete the course according to a specific schedule, with the support of Open Learning Faculty Member.

Prerequisites: BBUS 3121 and STAT 1201 are strongly recommended.

Equipment: High speed internet access will be required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

BBUS 3169 UVIC ADMN 316

WEB-BASED 3 UNIV

Written Communications in the Public and Non-Profit Sectors

The course was called ADMN 317 and has an interim course code of BBUS 316.

This course includes such topics as how to analyze a communication task; identify the topic, purpose, and audience; write and edit professionally, with a good command of standard written English and principles of plain language; gather, paraphrase, summarize, analyze, or interpret complex information from print and electronic sources; describe complex policies and procedures; apply the principles of document structure and design; write proposals; and design and develop the types of documents required in the public and non-profit sectors. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit for ENGL 1071, 301, or UVIC ENGL 302 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September, May. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 3201

WEB-BASED 3 UNIV

Intermediate Financial Accounting I

The course was called ADMN 331. In this intermediate course, students build on the foundations established in an introductory accounting course such as BBUS 2211, ACCT 1211 or ACCT 1221. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course include understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement, the statement of retained earnings and the balance sheet. (CA, CGA, CMA, PMAC)

Prerequisites: BBUS 2211, or ACCT 1211 and 1221. An introduction to the mathematics of finance is also recommended.

Equipment: Calculator with financial functions. Computer with Internet, MS Office, Microsoft Excel with Solver function as well as CD-ROM drive are required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 16](#).

BBUS 3211

WEB-BASED 3 UNIV

Intermediate Financial Accounting II

The course was called ADMN 341. In this course, students examine the liability and equity sections of the balance sheet. Key concepts include current and other liabilities; long-term liabilities; dilutive securities and earnings per share (EPS); income taxes; pensions and other employee future benefits; leases; accounting changes and error analysis; statement of cash flows; and full disclosure in financial reporting. Topical coverage is provided of the new equity category "accumulated other comprehensive income".

Prerequisites: BBUS 2211 or ACCT 1211 and 1221 and BBUS 3201 or equivalent. One of either MATH 1091 or a similar introduction to the mathematics of finance is recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 16](#).

BBUS 3215

WEB-BASED 3 UNIV

Business Process Re-engineering

The course was called ADMN 321. This course explores what business process improvement and value leadership are, how to deliver ever-improving value to customers, how to improve process performance, and how to prepare for the changes occurring in today's global marketplace. It develops business process improvement plans to enhance the ability to identify, plan, evaluate and achieve business process improvements that anticipate, meet and, possibly, exceed customers' expectations. Explores value management, lean manufacturing, agile organizations, Six-Sigma, process mapping and ISO-9001:2000.

Prerequisites: BBUS 3331 (or equivalent) required, STAT 1201 (or equivalent) recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks



BBUS 3221

WEB-BASED 3 UNIV

Taxation

The course was called ADMN 351. This course covers the fundamental principles, concepts and application of Canadian federal income tax legislation. Topics include the concepts of income and liability for tax; income from employment, business, and property; shareholder benefits; deductions; capital gains and losses; computation of taxable income for individuals and corporations; an introduction to tax planning; and international taxation. The course emphasizes understanding of the conceptual structure of the Income Tax Act and the application of its rules to practical cases. The course also integrates the use of tax preparation software. (CA, CGA, CMA)

Prerequisites: BBUS 3201 and 3211, or recognized equivalents, are mandatory prerequisites. BBUS 3931 and other introductory accounting program courses (e.g. CGA Level 1-3) are also recommended.

Equipment: Computer (PC) with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

BBUS 3231

ONLINE 3 UNIV

Income Tax 2

The course was called ADMN 352. This course is the second of a two-course sequence. It covers the taxation of corporations, corporate distributions and transactions between corporations and their shareholders. The course will also consider other topics including: deferred income plans, partnerships and trusts, death of a taxpayer, estate planning and corporate reorganizations. Emphasis is given to the application of the Income Tax Act using practical problems and case settings.

Prerequisites: BBUS 3221 strongly recommended.

Equipment: High speed internet access will be required.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

BBUS 3251

WEB-BASED 3 UNIV

Intermediate Management Accounting

The course was called ADMN 333. This is an intermediate course in management accounting. Topics include an in-depth study of general purpose and special product costing systems; spoilage/rework and scrap; cost estimation; linear and non-linear CVP; production, quality, and pricing decisions; capital budgeting; operational budgeting; variance analysis; decentralization, segmented reporting, transfer pricing, performance evaluation, and incentive systems. Spreadsheet applications are used to reinforce some course concepts. (CA, CMA, PMAC).

Prerequisites: BBUS 2541 or equivalent course in introductory managerial accounting. MATH 1101 or an alternate course providing exposure to linear programming is recommended. Some familiarity with the Microsoft Excel spreadsheet application is also recommended.

Equipment: Business or scientific calculator. Computer with Internet, CD-ROM drive, QuickTime (free download), Adobe Acrobat Reader and MS Office (2000 or higher) with Word, Excel (Solver function enabled) and PowerPoint are required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

BBUS 3331

PRINT-BASED 3 UNIV

Introduction to Production and Operations Management

The course was called ADMN 315. 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. Advanced standing may be approved by; CMA, PMAC.

Prerequisites: Completion of the first year of a business diploma program and STAT 1201. Students are required to be comfortable with basic algebra. MATH 1171, 1091 or 150 are recommended.

Equipment: You will need a basic business or scientific (non-programmable) calculator that includes square root functions.

Start Date: Continuous registration.
Completion: 30 weeks or less. Refer to page 16.

BBUS 3431

WEB-BASED 3 UNIV

Introduction to Marketing

The course was called ADMN 250. In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis, to the product decisions we make as consumers, to the need for all of us to communicate with and persuade others in order to accomplish our personal and professional goals. Students go behind the scenes played out in retail, manufacturing, and other marketing organizations to learn how key marketing decisions are made. Students also learn how key marketing concepts, principles, and theories can help marketers make effective decisions. (CA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None

Note: Students with credit for ADMN 350, BBUS 3651, BUSM 151, or equivalents may not take this course for further credit.

Equipment: Computer with Internet is required. A PC or Macintosh with CD-ROM drive, Anti-virus software and QuickTime is recommended. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.





BBUS 3451

WEB-BASED 3 UNIV

Professional Selling

The course was called ADMN 345. This course is designed to provide the student with an overall view of the professional selling functional area. Students come to understand the role of personal selling in marketing and in society, as well as its application within organizations. Topics include: the field of selling; building professional relationships; the buying function; the selling function; negotiating; strategic planning and sales management; designing sales territories; sales human resource management; social; and ethical and legal issues in selling. Students are expected to participate in role play and simulated selling situations.

Note: The companion software requires Windows and may not be compatible with Macintosh computers.

Prerequisites: BBUS 3431

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 3471

WEB-BASED 3 UNIV

Consumer Behaviour

The course was called ADMN 347. This course introduces the student to the influence that consumer behaviour has on marketing activities. Students will apply theoretical concepts to marketing strategies and decision-making. Topics include consumer and marketing segments, environmental influences, individual determinants, decision processes, information research and evaluation.

Prerequisites: An introductory course in marketing such as TRU-OL BBUS 3431.

Equipment: Computer, with Internet and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 3481

WEB-BASED 3 UNIV

Marketing Research

The course was called ADMN 348. This course provides students with an introduction to marketing research. Topics include research study methods and design, effective program implementation, and data analysis.

Prerequisites: Registrants must have successfully completed two specific prerequisites: an introduction to marketing, such as BBUS 3431; and an introduction to statistics, such as STAT 1201.

Note: Only one of BBUS 3149, BBUS 3481, ADMN 457 (a former BCOU course), BBUS 3480 (offered at TRU Kamloops) or any other introductory business/marketing research may be taken for credit.

Equipment: Computer with Internet, MS Office Software including Excel and CD-ROM driver, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 3611

WEB-BASED 3 UNIV

Open Thinking

The course was called ADMN 361. This competency-based, paced course examines “open thinking,” as well as good strategic thinking and creative thinking. Neither is separate from the other. Students explore open thinking by practicing techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

Prerequisites: Third-year standing is recommended. Web access is required.

Equipment: Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 14 weeks (online participation required).

BBUS 3621

WEB-BASED 3 UNIV

Analytical Decision Making

The course was called ADMN 362. This competency-based, paced course covers the “decision tools” used by most managers. Using a multi-faceted decision-making model, students address workflow management, scheduling and charting, process analysis such as break-even, trade-off, and sensitivity analysis, financial decisions, cash flow, value of the dollar, inventory controls, strategic thinking, and more. Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.

Prerequisites: First-year university standing. Generally, this course is not open to students who have completed ADMN 313 and BBUS 3149.

Equipment: Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 14 weeks (online participation required).



BBUS 3631

WEB-BASED

3 UNIV

Open Communication: Effective Communication Skills

The course was called ADMN 363. This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills for management. It provides students with the professional skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal dialogues, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable communication tools to successfully support them in their managerial careers and personal lives. (CA) Prerequisites: Third-year standing is recommended. Web access is required.

Equipment: Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 14 weeks (online participation required).

BBUS 3641

WEB-BASED

3 UNIV

Leadership Fundamentals

The course was called ADMN 364. This competency-based, paced course provides students with essential knowledge, skills and competencies to work with and manage people in the workplace. Students develop strategies for building and maintaining trust, practice skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees. Students are required to apply theoretical concepts to workplace, community, or other volunteer experiences (CUIC). Prerequisites: Third-year standing is recommended. Web access is required.

Equipment: DVD player and computer with Internet are required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule. Start dates are usually every two months.

Completion: 14 weeks (online participation required).

BBUS 3651

WEB-BASED

3 UNIV

Marketing for Managers

The course was called ADMN 365. This paced course offers applied, industry-standard business skills and knowledge and provides a framework which students may use to assess marketing possibilities, analyze all aspects of a marketing plan and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. The course is for managers who are not directly responsible for developing and implementing marketing plans and managers in small organizations without marketing departments, who may be responsible for marketing a product or service. It is also relevant to people with product or service responsibilities, anyone just beginning their careers in a company's marketing department and non-marketers who need to have the mindset of a marketer. In this course, students read research articles on key aspects of marketing in today's world, play a marketing simulation game in which they make key marketing decisions and examine the marketing practices that are relevant to their own work and interests.

Prerequisites: Introductory marketing course (e.g. BBUS 3431), or approval of the program area. Third-year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

BBUS 3661

WEB-BASED

3 UNIV

Strategic Human Resource Management

The course was called ADMN 366. This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

Prerequisites: Two years' managerial work experience and current position to apply context of the course or approval of the dean of business. Third-year university standing is recommended. BBUS 3611 and 3631, familiarity with information technology concepts and experience using the Web are strongly recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).





BBUS 3671

WEB-BASED 3 UNIV

Contemporary Leadership

The course was called ADMN 367. In this competency-based, paced course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is given to analyzing leadership stories, identifying relationships and connections and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community or volunteer experiences.

Prerequisites: BBUS 3641 is recommended

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

BBUS 3693

WEB-BASED 3 UNIV

Transitions and New Beginnings

The course was called ADMN 369. This competency-based, paced course encompasses the exploration of how people react to change and investigates how people can leverage change to create opportunities to learn, grow, and improve. Students analyze the phases of transition, evaluate how people and organizations work with paradoxes, select skills to positively “live” through change and recognize and work through situations that may create barriers. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: Third year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

BBUS 3811

WEB-BASED 3 UNIV

Introduction to Human Resources Management

The course was called ADMN 222. This course is designed to provide students with an understanding of human resource management (HRM) functions within organizations, including an appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM policies and practices. (CA, CMA, QAA)

Prerequisites: BBUS 2721 and an introductory course in business, management or supervisory skills, are recommended.

Note: If you already have credit for BUSM 122 or 222 (no longer offered), BBUS 3661 or BBUS 4319, you may not take BBUS 3811 for additional credit.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 3841

PRINT-BASED 3 UNIV

Labour Relations

The course was called ADMN 325. This course provides a basic introduction to the field of labour relations. It gives a balanced perspective of the requirements and goals of both union and management and prepares students to deal with labour relations issues in the workplace. (CPA, LGMA)

Prerequisites: Minimum 30

credits applicable to a business or management program. BBUS 3931 is recommended.

Note: Students with credit for ADMN 324, ADMN 424, or 447 may not take this course for further credit.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 3931

PRINT- or WEB-BASED 3 UNIV

Business Law

The course was called ADMN 390. 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. Second-year university standing is recommended as a prerequisite. Advanced standing may be approved by: AI, CA, CGA, CIM, CUIC, LGMA, PMAC, QAA, REIC.

Prerequisites: A minimum of 30 credits of post-secondary education is recommended.

Note: This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.

Equipment: Computer with Internet, CD ROM drive and MS Office (Word, Excel, and PowerPoint) software, is required

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.



BBUS 4079 **UVIC ADMN 407**
WEB-BASED 3 UNIV

Managing Service Delivery

The course was called ADMN 407 and has an interim course code of BBUS 407.

This course explores the challenges facing public sector managers who develop or transform public services, with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed; and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended. BBUS 3119 or equivalent.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4099 **UVIC ADMN 409**
WEB-BASED 3 UNIV

Leading and Managing in the Non-Profit Sectors

The course was called ADMN 409 and has an interim course code of BBUS 409.

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 among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: Not offered 2010/11. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4135
PRINT-BASED 3 UNIV

Motivation and Productivity

The course was called ADMN 413.

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. Advanced standing may be approved by; (CPA, CUIC)

Prerequisites: A minimum of 60 credits of post-secondary education and a course in business management (e.g. MNGT 1211) are 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.

Exclusions: Students with credit for MNGT 2131, ADMN 411 or 412 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BBUS 4151
WEB-BASED 3 UNIV

Investments II

The course was called ADMN 426.

This is an advanced course in investments in a global environment. The topics include: foreign exchange markets and exchange rate determination; advanced fixed income securities; real estate; and advanced equity investments.

Prerequisites: BBUS 3151 is strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.

BBUS 4161
WEB-BASED 3 UNIV

Portfolio Management

The course was called ADMN 427.

This is an advanced course in portfolio management in a global environment. Topics include: determination of investor objectives, constraints and preferences; establishment of portfolio policies; forecasting capital market expectations; asset allocation; equity, fixed-income and real estate portfolio strategies; hedging strategies; implementation, monitoring and rebalancing of a portfolio; evaluating portfolio performance; and ethical standards. Case studies and an investment simulation will be used to reinforce course concepts.

Prerequisites: BBUS 3121 is strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.





BBUS 4171

WEB-BASED 3 UNIV

Risk Management and Financial Engineering

The course was called ADMN 417. This course deals with the valuation of derivative securities and their use in risk management, asset speculation and financial engineering. Topics include: the operation of the derivatives markets; valuing and analysis of options, futures, forwards, swaps and other derivative instruments; and derivative trading strategies.

Prerequisites: ADMN 3121, STAT 1021 and BUEC 3101 are strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 14 weeks.

BBUS 4185

WEB-BASED 3 UNIV

Operations Strategy

The course was called ADMN 418. This course explores operations strategy by examining how to strategically align the operations function with the core competencies of a firm. The main topics include the relationship between product and process innovation, managing technology management using Abernathy-Utterback model, reconciling innovative with operations strategy, SWOT analysis, process and supply chain development, managing by project approach and strategic importance of knowledge management and six-sigma quality in organizational success.

Prerequisites: BBUS 3331 (or equivalent) is strongly recommended; STAT 1201 (or equivalent) is recommended

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 13](#).

Completion: 8 weeks.

BBUS 4201

WEB-BASED 3 UNIV

Advanced Financial Accounting

The course was called ADMN 402. This course offers an in-depth understanding of advanced financial accounting. Topics include the accounting for intercorporate investments, foreign currency transactions, foreign operations, and not-for-profit organizations. (CGA, CMA)

Prerequisites: Intermediate Financial Accounting (BBUS 3201 and 3211 or equivalents). A sound understanding of basic mathematics and its application in the business context (either MATH 1091 or a similar course in business/financial mathematics) and of MS Word and Excel (e.g. BBUS 1371) is recommended.

Note: Only one of BBUS 4200 (offered at TRU Kamloops) and BBUS 4201 may be taken for credit.

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Additional Requirements: Canadian Institute of Chartered Accountants, CICA Handbook—Accounting, update to Release No. 47. If you are already a CGA student, you may have access to this material via the Accounting and Assurance Supplement CD-ROM. The Accounting and Assurance Supplement CD-ROM is available through the CGA if you are a student member. You may access the Handbook through the TRU library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 13](#).

BBUS 4209

WEB-BASED 3 UNIV

The Public Policy Process

The course was called ADMN 454 and has an interim course code of BBUS 420.

An introduction to the policy process in the public sector, this course will include analysis of current theories of policy-making and will examine case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: BBUS 3119, BBUS 3109 and/or 3149 are recommended. BBUS 3119 and third-year university standing, or permission of the UVic program manager BBUS 3109 and/or 3149 are recommended.

Note: Only one of BBUS 4209 (UVIC ADMN 420) and BBUS 4659 (UVIC ADMN 465) may be taken for credit.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.



BBUS 4211

WEB-BASED

3 UNIV

Accounting Theory

The course was called ADMN 461. This advanced course in financial accounting includes in-depth treatment of contemporary issues and problems in the field. Topics cover the contributions of economics, finance, and other disciplines to accounting theory; the practical and theoretical problems of the present value model; foreign exchange accounting; hedging; the process and issues of standard setting; agency theory; and other topics related to specific industries or sectors of the economy. (CGA, CMA)

Prerequisites: BBUS 3201 and 3221 or BBUS 3121, or recognized equivalents. Economics, statistics, and other foundational courses (e.g. CGA Level 1-3) are recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to pages 108-109 or the TRU-OL website.

Additional Requirements:

Canadian Institute of Chartered Accountants, CICA Handbook—Accounting, update to Release No. 47. If you are already a CGA student, you may have access to this material via the Accounting and Assurance Supplement CD-ROM. The Accounting and Assurance Supplement CD-ROM is available through the CGA if you are a student member. You may also access the Handbook through the TRU library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 13.

BBUS 4219

WEB-BASED

UVIC ADMN 421

3 UNIV

Financial Management

The course was called ADMN 421 and has an interim course code of BBUS 421.

This course gives students a financial management foundation focused on the needs of the public sector. Topics include: public sector financial management and budgeting, including capital budgeting and infrastructure investment; financial statements and their analysis;

public sector accounting standards and financial reporting; cost management and control; and accountability and performance measurement. The emphasis will be on provincial and federal planning and reporting structures. The course will begin with an introduction to the Excel spreadsheet program. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing.

Note: Only one of BBUS 4219 and BBUS 4489 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: Not offered 2010/11. Registration deadline applies.

Refer to page 13.

Completion: 4 months.

BBUS 4229

WEB-BASED

UVIC ADMN 422

3 UNIV

Ethical Public Management

The course was called ADMN 422 and has an interim course code of BBUS 422.

This course provides an exploration of value and ethical dilemmas that confront public and quasi-public sector officials in the workplace. Focus is placed on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability as well as issues related to good, just and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4229 and UVIC ADMN 554 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 4 months.

BBUS 4231

WEB-BASED

3 UNIV

External Auditing

The course was called ADMN 463. This course offers an introduction to auditing. Topics include the discussion of the nature and purpose of the auditing function, audit standards, the methodology of auditing, audit planning, the collection of audit evidence, audit reporting, and recent developments in auditing. (CGA, CMA)

Prerequisites: BBUS 3201 and 3211, BBUS 1371 or CMPT 1509, STAT 1201 (and preferably also BUEC 3101).

Equipment: Computer with Internet, Windows (2000, XP or newer), MS Office Software and 4X CD ROM drive, is required. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements:

Additional resources referred to in the AU1 Lesson Notes, such as the Canadian Institute of Chartered Accountants Handbook (CICA Handbook), is often available to those already in the profession as well as the TRU-OL library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 4239

WEB-BASED

UVIC ADMN 423

3 UNIV

Local Government in British Columbia

The course was called ADMN 423 and has an interim course code of BBUS 423.

This course examines the legislative framework, organization operation and finance of local government service delivery and regulation in BC. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4239 and UVIC ADMN 545 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 4 months.





BBUS 4251

WEB-BASED

3 UNIV

Advanced Management Accounting

The course was called ADMN 405. This is an advanced course in strategic management accounting. The course examines the integrative and interdisciplinary role of management accounting and its contribution in the strategic management process. The course focuses on cases that deal with management's need for information for planning, control and decision making using both quantitative and qualitative information.

Prerequisites: BBUS 3251 or equivalent course in intermediate management accounting. BBUS 3121 is strongly recommended.

Equipment: Computer with Internet is required. Financial calculator. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 4319

WEB-BASED

UVIC ADMN 431

3 UNIV

Public Sector Human Resources and Labour Relations

The course was called ADMN 431 and has an interim course code of BBUS 431.

This course examines various aspects of the human resource function within public sector organizations and compares current theory and practice in human resource planning; recruitment and selection; performance appraisals; compensation, benefits and promotions; career planning and staff development. In addition the course covers aspects of public sector labour relations including discipline and grievances, collective bargaining, and managing in a unionized workplace. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4319 and UVIC ADMN 425, 447, 531, or TRU-OL BBUS 3661 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 4 months.

BBUS 4379

WEB-BASED

UVIC ADMN 437

3 UNIV

Program Evaluation and Performance Measurement

The course was called ADMN 437 and has an interim course code of BBUS 437.

This course is an intensive introduction to organizational, methodical, and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations.

The course offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation. Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Included are modules on conceptual issues, implementation requirements, and uses of performance measurement. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4379 and UVIC ADMN 537 may be taken for credit

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 4 months.

BBUS 4411

WEB-BASED

3 UNIV

Services Marketing

The course was called ADMN 491.

This course examines the important and growing role services marketing plays in both consumer and organizational target markets.

Discussing current issues in services marketing and customer service strategies, this course focuses on effective customer relationship management; key service delivery elements; and service recovery strategies that lead to the successful implementation of a customer focus

in service-based businesses. The course involves readings, videos, case studies, and online postings of current trends in services marketing to provide you, not only with a working knowledge of current trends, but also the opportunity to interpret and relate these trends to a variety of services firms.

Prerequisites: BBUS 3431. BBUS 3471 and 3481 are recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 4431

WEB-BASED

3 UNIV

Retail Marketing

The course was called ADMN 403. This course offers an in-depth examination of the retail industry for students interested in the field of retail marketing management—whether employed with a large organization or in their own business. Covering planning, management, and execution of activities taking place in the buying and selling of goods and services for the end consumer, the course addresses the challenges of this dynamic industry. Through analysis of the retail marketing mix, the course looks at branding in the retail industry, product placing and development, pricing alternatives, location options, and the promotion of goods and/or services. Because of their importance in today's competitive environment, the course covers matters such as the application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management.

Prerequisites: BBUS 3431. BBUS 3471, BBUS 3651 and 60 credits are recommended.

Note: Only one of BBUS 4430 (offered at TRU Kamloops) and BBUS 4431 may be taken for credit.

Equipment: Computer (preferably a PC with Windows 2000, XP or newer) with Internet and MS Office software, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.



BBUS 4451

Online 3 UNIV

E-Commerce

The course was called ADMN 344. This course is designed to provide an overview of E-Commerce models, applications, decisions and issues. Examples of materials covered in this course are E-Commerce Business and revenue models, E-Commerce Strategies and marketing concepts, specific applications such as B2B, web 2.0, E-Learning and E-Government, as well as technology, security and payments. This course will benefit students with an interest in working in an E-Commerce environment, starting their own E-Commerce business or evaluating E-Commerce activities.

Prerequisites: None

Equipment: Computer and Internet access.

Start Date: Registration deadline applies. Refer to page 13.

Completion: 13 weeks

BBUS 4459

WEB-BASED

UVIC ADMN 445

3 UNIV

Urban and Regional Economics

The course was called ADMN 445 and has an interim course code of BBUS 445.

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 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. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing. BBUS 3109 or UVic ECON 103 (formerly ECON 201) or equivalent.

Note: Credit will be granted for only one of BBUS 4459 and UVic ECON 312.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 4 months.

BBUS 4469

WEB-BASED

UVIC ADMN 446

3 UNIV

Local Government Land Use Planning

The course was called ADMN 446 and has an interim course code of BBUS 446.

Focussing on small and mid-size communities, this course provides an overview of land use planning principles and regulations to local government administrators and staff. Topics include: history; regulatory framework in BC; rural and small town planning; growth management and regional planning; neighbourhood, local and community planning; zoning; main street, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Credit will be given for only one of BBUS 4469 and UVIC ADMN 470, if 470 is taken in the same topic.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: September. Registration deadline applies. Refer to page 13.

Completion: 4 months.

BBUS 4471

WEB-BASED

3 UNIV

International Marketing

The course was called ADMN 487. This course is designed to provide the student with an overview of the international marketing arena. The course deals with all aspects of marketing from an international perspective and prepares students to deal with foreign competitive situations and international opportunities. It also includes material on e-commerce and internet marketing. It offers practical hands-on exposure to marketing challenges faced by Canadian small and medium-sized businesses.

Prerequisites: BBUS 3431. BBUS 3651 and 3471 are recommended.

Equipment: Computer with Internet, Windows (2000, XP or newer) and MS Office Software, is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BBUS 4481

WEB-BASED

3 UNIV

Integrated Marketing Communications

The course was called ADMN 488. This course studies the use of promotional tools by business as well as their creation and management. The course provides an integrative approach to the study of the promotion mix, including advertising, publicity, personal selling, and sales promotion. Topics include an evaluation of the role of promotion in marketing and the economy; the formulation and analysis of promotional goals; planning, organizing, and controlling the promotion function; creative planning; and budgeting and media selection.

Prerequisites: BBUS 3431. BBUS 3651 and 3471 are recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





BBUS 4489 **UVIC ADMN 448**
WEB-BASED 3 UNIV

Local Government Financial Management

The course was called ADMN 448 and has an interim course code of BBUS 448.

This course gives students a financial management foundation focused on the needs of the public sector. Topics include public sector financial management and budgeting, including capital budgeting and infrastructure investment, financial statements and their analysis, public sector accounting standards and financial reporting, cost management and control, and accountability and performance measurement. The emphasis on this course will be on local planning and reporting structures. The course will include tutorials for a spreadsheet program. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4219 and BBUS 4489 may be taken for credit.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4491
WEB-BASED or ONLINE 3 UNIV

Business-to-Business Marketing

The course was called ADMN 489. The marketing of products and services to businesses, organizations, and institutions is a major component of the marketing activity in the Canadian economy. This course explores the business-to-business (B2B) marketplace, including understanding the unique nature of the business customer's needs, and the complexities of developing an effective B2B marketing strategy. You will learn about organizational buying behaviour and the unique characteristics of the B2B customer and will design strategies and presentations to effectively market to this customer.

Prerequisites: BBUS 3431, or any similar introductory marketing course, is strongly recommended
Equipment: Computer with Internet is required.

Start Date: Continuous registration (continuous web) or registration deadline required (online, paced).

Completion: 30 weeks (continuous web; refer to [page 16](#)) OR 13 weeks (online, paced; refer to [page 6](#)).

BBUS 4529 **UVIC ADMN 452**
WEB-BASED 3 UNIV

Local Government Law

The course was called ADMN 452 and has an interim course code of BBUS 452.

This course analyzes the legislation and court decisions applicable to local governments in BC, including the Community Charter. Students, who are not lawyers, will become familiarized with local government law and legal issues that arise in relation to local government activities and will learn how to read case law and legislation. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing. Work experience in a local government setting is an asset.

Equipment: Computer with Internet is required. Refer to *publicadmin.uvic.ca*.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 3511
WEB-BASED 3 UNIV

International Business

The course was called ADMN 380.

This course examines world trade and the processes that business managers go through in order to establish or expand operations into international markets. Students explore various levels of business involvement in foreign markets, combining historical, theoretical, and current perspectives on international business and world trade. They learn the terminology of international business, and examine the influence of forces such as culture, economics, politics, and geography on business and markets. Students are also introduced to international organizations including the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund. Each module also introduces Canadian issues and perspectives on international business and trade, and lists websites and other resources that offer a wealth of information for Canadians doing business globally.

Prerequisites: A minimum of 60 credits of post-secondary education. Courses such as BBUS 3431 (formerly ADMN 350), MNGT 1701 and MNGT 1211 are recommended.

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Additional Requirements: Monthly on-line discussions, relating to material provided through an on-line library resource, will occur in the second week of every month using features in the WebCT environment provided. Access to a PC (Windows) with CD Rom is also required

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).



BBUS 4659 **UVIC ADMN 465**
WEB-BASED 3 UNIV

Local Government Policy

The course was called ADMN 442 and has an interim course code of BBUS 465.

This course is an integrated analysis of selected local government problems drawing on urban and regional economics, local government law and the understanding of local government structure and operations. Topics include how to analyze problems, assess response options and prepare policy recommendations within the political and administrative framework of local government. Topics selected for examination will vary. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Prerequisites: Third-year university standing, BBUS 4239 or equivalent, BBUS 4459 and BBUS 4529.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4661
WEB-BASED 3 UNIV

Managing Change

The course was called ADMN 466. This course aims to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. (CPA)

Prerequisites: 60 credits of post-secondary education. BBUS 2721 and 3693 are recommended.

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BBUS 4681
WEB-BASED 6 UNIV

Leading Projects to Success

The course was called ADMN 468. This competency-based, paced course provides students with essential knowledge, skills, and competencies to lead a project to a successful completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Attention is given to analyzing project feasibility, developing processes to accomplish the work, applying strategies to lead people and motivate teams, and creating contingency plans to reduce risks. The course challenges students to apply their knowledge directly to a course project. Students must select and analyze the feasibility of their proposed project. As part of the competency assessment, students are assessed on their ability to lead a project through all project phases: planning, implementing, controlling/managing, and closing out. Students are supported throughout the course by a student support team (project triad), course facilitator, and project sponsor.

Prerequisites: BBUS 3611 and 3641 and 60 credits of post-secondary education.

Equipment: Computer with Internet, Anti-Virus software, QuickTime and CD-ROM drive, is required. Refer to [pages 108-109](#) or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 21 weeks (online participation is required).

BBUS 4701
WEB-BASED 3 UNIV

Business Policy and Strategy

The course was called ADMN 470. This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CA, CIM, CMA, CUIC, PMAC)

Prerequisites: 90 credits of post-secondary education, including all other core requirements of the Bachelor of Commerce.

Note: Students should take only one of BBUS 4701 and 4799.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).





BBUS 4749 **UVIC ADMN 470**
WEB-BASED 3 UNIV

Contemporary Topics in Administration: Project Management in the Public Sector

The course was called ADMN 474. This course will provide students with a clear understanding of project management and leadership; the differences between private and public sector project management and the dynamics of change that impact project success. Participant's understanding will be enhanced by considering the following questions: What project management is and is not; How project leadership and management are different; What distinguishes private and public sector project management; What is the importance of project governance, accountability and transparency; What is the role of a project sponsor; What change management is and is not; How to assess the readiness for change; and How to set up appropriate change governance structures to successfully sustain change after the project is complete. The online format will be highly participatory and will investigate theoretical perspectives of the courses major topics. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.

Note: Students may not receive credit for this course and UVIC ADMN 411.

Prerequisites: Third-year university standing.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4779 **UVIC ADMN 477**
WEB-BASED 3 UNIV

Strategic Planning and Implementation

The course was called ADMN 484 and has an interim course code of BBUS 477.

This course examines the strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include: stakeholder analysis; developing mission, values and vision statement; environmental scanning; transforming strategic plans into policies and programs; management tactics; and assessing organizational performance. Implementation topics include: deploying resources; quality control; strategic communication; budgeting; team building; problem solving; progress assessment; completion; and evaluation.

Prerequisites: Third-year university standing is recommended.

Note: Only one of BBUS 4779 and UVIC ADMN 577 and UVIC ADMN 411, 412, or 470 with these topics may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

BBUS 4833 **UVic ADMN 470 A01**
WEB-BASED 1.5 UNIV

Effective Leadership

The course was called ADMN 483. This competency-based, paced course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: BBUS 3671 or approval of the program area. A minimum of 60 credits of post-secondary education is recommended.

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Additional Requirements: In order to access the audio clips, you will need Windows Media Player or QuickTime. Links to free software downloads are available.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

BBUS 4859 **UVic ADMN 470 A01**
Online 1.5 UNIV

Contemporary Topics in Administration: Deliberation, Civic Engagement, and Public Policy

The course was called ADMN 485 and has an interim course code of BBUS 485.

This course takes a critical approach to examining the theory and practice of deliberative and engagement strategies that guide and support policy-making. We will explore the individual and collective benefits, as well as the challenges to developing, implementing and sustaining these strategies and mechanisms of democratic governance in our public discourse. There will be opportunities to develop micro skills, design analysis and implementation strategies for deliberation and engagement (e.g. world cafes, dialogue forums, town hall meetings, citizen juries, citizens' assemblies and participatory budgeting). Students will also be given an opportunity to conduct their own case study of citizen engagement.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September 8, 2010. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



BIOL 0501

PRINT- and WEB-BASED PREP

General Biology

The course was called BISC 023. This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and CD-ROMs. Finally they apply their biology skills to ecology

Prerequisites: Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

Equipment: Computer with Internet (for web-based version of the course), CD-ROM drive, Apple QuickTime 6.5 and FlashPlayer 7, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BIOL 0601

PRINT- or WEB-BASED PREP

Provincial Biology

The course was called BISC 030. This provincial-level course in human biology is equivalent to Grade 12 biology and one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics, etc...), although there are several textbook chapters

concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

Prerequisites: Science 10 or equivalent. BIOL 0501 or equivalent and English reading skills at a Grade 11 level are also recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BIOL 1001

PRINT- or WEB-BASED 3 UNIV

Understanding Biology

The course was called BISC 100. 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 BIOL 1113 and BIOL 1213 rather than BIOL 1001.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Equipment: DVD Player and computer with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

BIOL 1009 SFU BISC 100
WEB-BASED 4 UNIV

Introduction to Biology SFU-designated Breadth (B) course. Refer to Page 16.

The course was called BISC 101 and has an interim course code of BIOL 100.

This course provides an introduction to the basic concepts of biology, emphasizing evolution as a unifying theme. Topics include cell structure, mitosis and meiosis, DNA structure and function, evolution and population and ecosystem ecology.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with a grade of C or higher in Biology 12 who are considering a major in biology may proceed directly to SFU BISC 101 or 102. Students with credit for SFU BISC 101 or 102 or succeeding biology courses may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

BIOL 1113

PRINT- or WEB-BASED 3 UNIV

An Introduction to Biology I: From Cells to Organisms

The course was called BISC 120 and has an interim code of BIOL 111. 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 BIOL 1113, its companion course BIOL 1213, and the two laboratory courses BIOL 1115 and BIOL 1215.

Prerequisites: Biology 11 or 12 c+ or better and Chemistry 11 is strongly recommended

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





BIOL 1115

IN-PERSON 1 UNIV

Biology Laboratory I

The course was called BISC 125. In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

Prerequisites: Prior or concurrent registration in BIOL 1113 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BIOL 1213

PRINT- or WEB-BASED 3 UNIV

An Introduction to Biology II: Evolution and Ecology - The Diversity of Life

The course was called BISC 121 and has an interim code of BIOL 121.

This course examines, in detail, cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body. BIOL 1215 is the laboratory component.

Prerequisites: BIOL 1113 and 1351 or equivalent is recommended.

Equipment: Computer, with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 16](#).

BIOL 1215

IN-PERSON 1 UNIV

Biology Laboratory II

The course was called BISC 126. In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

Prerequisites: Prior or concurrent registration in BIOL 1213 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BIOL 1593

WEB-BASED 3 UNIV

Anatomy and Physiology I

The course was called HLSC 159. This is the first of two comprehensive courses covering the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. BIOL 1593 is designed for students who have little formal knowledge of the human body but who wish to train for a career in the health-related professions.

Prerequisites: Biology 11 or 12 c+ or better and Chemistry 11 is strongly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore at [www.thebookstore.tru.ca](#).

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BIOL 1693

WEB-BASED 3 UNIV

Anatomy and Physiology II

The course was called HLSC 169. BIOL 1693 is the second of two comprehensive courses covering the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. BIOL 1693 is designed for students who have little formal knowledge of the human body but who wish to train for a career in the health-related professions.

Prerequisites: BIOL1593 is strongly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at [www.thebookstore.tru.ca](#).

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BIOL 2131

PRINT- or WEB-BASED 3 UNIV

Cell and Molecular Biology

The course was called BISC 220. 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 1503, 1505, 1523 and 1525 or campus CHEM 150, 152 and BIOL 1113/1321/1341/1351 or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

**BIOL 2341**

PRINT- or WEB-BASED 3 UNIV

Principles of Genetics

The course was called BISC 210. 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 1503, 1505, 1523 and 1525 or campus CHEM 150, 152 and BIOL 1113 (course code subject to change), 1321 and MATH 0633 or 1001, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BIOL 3021

PRINT- or WEB-BASED 3 UNIV

Community and Ecosystem Ecology

The course was called BISC 350. 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.

Prerequisites: BIOL 1113 (course code subject to change) or equivalent.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BIOL 3101

PRINT- or WEB-BASED 3 UNIV

Animal Behaviour

The course was called BISC 360. 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 BIOL 3021, is also strongly recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

BIOL 3131

ONLINE 3 UNIV

Introduction to Biochemistry

The course was called BISC 313. This course is an introduction to cellular chemistry and covers such topics as the structure and function of biological molecules, including nucleic acids, enzymes and other proteins, carbohydrates, lipids, and vitamins. Also, the course provides an introduction to metabolic pathways and bioenergetics, including glycolysis, fermentation and respiration, oxidation of fatty acids, and photosynthesis.

Prerequisites: It is strongly recommended that students have the following courses before they enrol in BIOL 3131, a cell biology course such as TRU-OL BIOL 2131, TRU BIOL 2130 and the equivalent of second year organic chemistry such as TRU CHEM 2120 and CHEM 2220 or TRU-OL CHEM 2123 and 2223.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 12 weeks.

BIOL 3431

WEB-BASED 3 UNIV

Plants and Society

The course was called BISC 399. This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

Prerequisites: 60 credits

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**BUEC 2041**

PRINT- or WEB-BASED

3 UNIV

Managerial Economics

The course was called ECON 350.

This course is designed to provide the theory, concepts, tools and techniques for economic decision-making by managers under the conditions of risk and uncertainly faced by business firms and other institutions.

Demand, cost and pricing decisions are emphasized. Topics include decision making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products and competitive bids and price quotes. (ICB, PMAC)

Prerequisites: ECON 1901, ECON 1951 and MATH 1171, or equivalent skills and knowledge.

Note: This course was formally numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

Equipment: Calculator is required, preferably one with several memories that can do square roots, logarithms, correlation (or regression) analysis, and financial analysis. Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

BUEC 3101

WEB-BASED

3 UNIV

Economic and Business Statistics

The course was called ECON 310.

This course is designed for students enrolled in the Bachelor of Arts degree program in Administrative Studies. It is an upper-level course in statistics that teaches students how to solve problems in economics and business by applying statistical principles. The topics covered include probability theory, sampling methods and estimation, hypothesis testing, analysis of variance, regression analysis and correlation, index numbers, and time-series analysis and forecasting.

Prerequisites: STAT 1201 and MATH 1171 or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

Equipment: Computer, with Internet and Microsoft Excel, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

CHEM 0501

PRINT- or WEB-BASED

PREP

Principles of Chemistry

The course was called CHEM 024.

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 0101 and Math 10 or MATH 0401, are required. Math 11 or MATH 0523, and English reading skills at Grade 11 level, are recommended or may be taken concurrently.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

CHEM 1503

PRINT-BASED

3 UNIV

Chemical Bonding and Organic Chemistry

The course was called CHEM 160.

This course is the first half a fundamental first year chemistry course. Course topics include general concepts of chemical bonding, Lewis structures, molecular shape, and Valence Bond Theory of bonding and a half a semester of organic chemistry. The organic chemistry portion will focus on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereochemical features, oxidation-reduction reactions, substitution and elimination reactions and enolate chemistry.

Prerequisites: It is strongly recommended to have Chemistry 11 or Chemistry 12, and Principles of Math 12 or Foundations of Math 12.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Note: This course provides the equivalent of the first half of a first-year university chemistry course when taken with its accompanying laboratory course, CHEM 1505. In order to complete the equivalent of the entire first year (6 credits) of university-level chemistry students need to complete OL CHEM 1503, 1523, 1505 and 1525. The TRU on-campus equivalents of these courses are CHEM 1500 and CHEM 1520.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

CHEM 1505

WEB-BASED

NC

Chemistry Laboratory I

The course was called CHEM 164.

This course is the first laboratory for a fundamental first year chemistry course is designed for students who have complete the theory portion CHEM 1503. The topics include a review of laboratory safety and equipment, chemical changes, separation of mixtures, laboratory techniques and measurements, properties of liquids and solids, water hardness determination, Beers' law and colorimetry, spectrophotometry and calibration, stereochemistry, and the hydrolysis of acetylsalicylic acid. Students are expected to become familiar with all these topics during the course and demonstrate their proficiency in various laboratory techniques.

Prerequisites: It is strongly recommended to have Chemistry 11 or Chemistry 12 or Principles of Math 12 or Foundation of Math 12 and that a first-year general chemistry course such as CHEM 1503 serve as a co-requisite for this course.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website. A lab pack is supplied with course package

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

**CHEM 1523**

PRINT-BASED

3 UNIV

Principles of Chemistry

The course was called CHEM 162.

This course is the second half of first year chemistry theory designed for students with a strong background in Chemistry. Course topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy and free energy.

Prerequisites: TRU CHEM 1500 (C- minimum) or TRU-OL CHEM 1503 and CHEM 1505 or equivalent and Chemistry 12 or (a grade of B or better is recommended) are strongly recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Note: This course provides the equivalent of the second half of a first-year university chemistry course when taken with its accompanying laboratory course, CHEM 1525. In order to complete the equivalent of the entire first year (6 credits) of university-level chemistry students need to complete OL CHEM 1503, 1523, 1505 and 1525. The TRU on-campus equivalents of these courses are CHEM 1500 and CHEM 1520.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

CHEM 1525

WEB-BASED

NC

Chemistry Laboratory II

The course was called CHEM 165.

This course is the second laboratory for a fundamental first year chemistry course, designed for students who have a Chemistry 11 background. This one-semester course provides the equivalent of a first-year university chemistry course when taken with its accompanying theory course, CHEM 1523. In order to complete the equivalent of the entire first year (6 credits) of University Laboratory Chemistry, students need to complete CHEM 1503 (or CHEM 110), 1523 (or CHEM 111), 1505 and 1525. The TRU on-campus equivalents of these courses are CHEM 1500 and 1520.

The topics include a review of laboratory safety and equipment, anion and cation identification, properties of gases, thermochemistry and caloric content of food, equilibrium and Le Chatelier's principle, reaction order and rate of reaction, acid-base titrations, buffers, acid-ionization constant (K_a) determination, oxidation-reduction reactions, and electrochemical cells. Students are expected to become familiar with all these topics during the course and demonstrate their proficiency in various laboratory techniques.

Prerequisites: It is strongly recommended that students' have TRU CHEM 1500 or TRU-OL CHEM 1503 and CHEM 1505 or equivalent and to have a first year General Chemistry such as TRU CHEM 1520 or TRU-OL CHEM 1523 theory or equivalent as a co-requisite.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website. A lab pack is supplied with course package

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

CHEM 2123

PRINT-BASED

3 UNIV

Organic Chemistry I

The course was called CHEM 240.

This course reviews the basic principles of chemical bonding as they apply to organic molecules and introduces the concepts of functional groups, nomenclature, stereochemistry, and reaction mechanisms. It also covers the systematic chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers. The theory and use of spectroscopy in identifying organic compounds is included. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. The relationships between organic chemistry and other disciplines are noted. CHEM 245 is the lab component to accompany this course. Students who intend to complete a full year of university or college organic chemistry are

required to register for CHEM 2123 and 2223 and the two laboratory courses, CHEM 2125 and 2225.

Prerequisites: TRU-OL's CHEM 1503, 1505, 1523, and 1525, or Campus CHEM 1500 and 1520. The equivalent first-year chemistry lecture and laboratory courses are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

CHEM 2125

IN-PERSON

1 UNIV

Organic Chemistry Lab I

The course was called CHEM 245.

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2123.

Prerequisites: Prior registration in CHEM 2123 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.



**CHEM 2223**

PRINT-BASED

3 UNIV

Organic Chemistry II

The course was called CHEM 241. This course continues the study of organic chemistry by discussing aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and organic nitrogen compounds. Synthesis using carbanion and enolate ion methods are emphasized. The course also covers the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. Relationships between organic chemistry and other disciplines are noted. CHEM 2225 is the lab component to accompany this course.

Prerequisites: CHEM 2123 and 2125 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

CHEM 2225

IN-PERSON

1 UNIV

Organic Chemistry Lab II

The course was called CHEM 246. In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2223.

Prerequisites: Prior registration in CHEM 2223 and completion of CHEM 2123 and 2125 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CMNS 1109

WEB-BASED

SFU CMNS 110

3 UNIV

Introduction to Communication Studies**SFU-designated Breadth (B) course. Refer to Page 16.**

The course was called CMNS 110. This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMNS 1309

WEB-BASED

SFU CMNS 130W

3 UNIV

Explorations in Mass Communication**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

The course was called CMNS 130. This is an introduction to the role of mass communication (radio, television, telecommunications and the press) in Canadian society. This course is a requirement for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMNS 2599

WEB-BASED

SFU CMNS 259

3 UNIV

Acoustic Dimensions of Communication I

The course was called CMNS 259. This course is designed to develop the students' perception and understanding of sound and how sound behaves in the interpersonal, social, environmental, media and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media and sonic environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMNS 2619

WEB-BASED

SFU CMNS 261

3 UNIV

Documentary Research in Communication

The course was called CMNS 261. This course introduces the techniques necessary to analyze the primary source documents-historical, governmental, and corporate records-often used by media and communication studies. Topics include: ethics; documentary discourse analysis; Canadian and international documentary searches on NGOs, governments and corporations; and the writing of policy briefs.

Prerequisites: CMNS 1109 or 1309.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



CMNS 3719 SFU PUB 371
WEB-BASED 4 UNIV

The Structure of the Book Publishing Industry in Canada

The course was called CMNS 371. 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: 60 units.
Note: Students with credit for CMNS 371 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CMNS 3729 SFU PUB 372
PRINT-BASED 4 UNIV

The Publishing Process

The course was called CMNS 372. This course offers students the opportunity to follow the book publishing process from the acquisition and editing of manuscripts through to production, promotion and distribution. Each topic proceeds from basic concepts and precepts to case studies of particular kinds of publishing companies (e.g. literary, regional and general trade) and particular types of books (e.g. children's genre, fiction and poetry). The publishing decision-to-publish process is simulated. Required readings focus on the history of books publishing, as well as on current developments.

Prerequisites: 60 units.
Note: Students with credit for CMNS 372 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CMNS 4539 SFU CMNS 453
WEB-BASED 4 UNIV

Issues in the Information Society

The course was called CMNS 453. This course is an advanced discussion of issues in the interplay between contemporary society and new computer/communication technologies at the level of comprehensive theories of society on one hand and major public policy on the other.

Prerequisites: Minimum 75 credits, including SFU CMNS 353, CMNS 362.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 13](#).

Completion: 13 weeks.

CMPT 1509 UVIC TECJ 100
WEB-BASED 3 UNIV

Computer Concepts

The course was called CMPT 150. This course provides students with the practical and theoretical fundamentals of computing. Computing Concepts lay the conceptual groundwork for students to build their understanding of information technology by introducing hardware, operating systems, productivity software, basic Web design, and networks. Students will use word processing, spreadsheet, database, presentation and Internet software in the Microsoft Windows environment. (CGA, CPA, ICB, LGMA, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Ability to launch a program, save and load documents in MS Office or OpenOffice.org, access a website, send email and navigate in Windows Explorer is required.

Note: This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, e.g. CMPT 108, 109, or CMPT 119, may not repeat this course for further credit.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CMPT 1809 UVIC TETS 315
WEB-BASED 1.5 UNIV

Programming Concepts with Java

The course was called CMPT 180. The course examines the program development lifecycle and object-oriented programming concepts. Students almost immediately get hands-on experience on a simple Java application and applet. The fundamentals of programming concepts, such as manipulating date values, creating variables, arrays, expressions, methods and control structures, are covered. Each of the six unites include practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 1509 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: October. Registration deadline applies. Refer to [page 13](#).

Completion: 7 weeks.

CMPT 1819 UVIC TETS 317
WEB-BASED 1.5 UNIV

More Programming with Java

The course was called CMPT 181. This course builds on CMPT 1809 by introducing students to more advanced GUI (Graphical User Interface) development. In addition, students learn to write and read data-to-sequential-data files, use additional collections and strings, implement more advanced classes and interfaces (libraries), access data using Java Database Connectivity (JDBC) and create a web application using Java Servlets. Each of the six units includes practical examples of application and Applet development in hands-on exercises and assignments.

Prerequisites: CMPT 1509 and CMPT 1809 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 7 weeks.





CMPT 2129 **UVIC TECJ 432**
WEB-BASED 3 UNIV

Database Concepts

The course was called CMPT 212. This course is designed to help students become knowledgeable end users of database management systems and to help explain the needs and roles of users, database designers, managers and administrators. Database Concepts provide an understanding of how databases fit into the information system of an organization. Topics covered include: the major components and functions of a database; how information is modeled, stored and manipulated in databases; and the implications of databases on operations, control and planning for the organization. Students will also gain hands-on experience by creating and maintaining a relational database using Microsoft Access or OpenOffice available from OpenOffice.org. (ICB)

Prerequisites: CMPT 1509 or equivalent.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 2149 **UVIC TECB 431**
WEB-BASED 3 UNIV

Decision Support Applications

The course was called CMPT 214. This course will introduce you to Decision Support Applications (DSA) by examining the “DSA Life-Cycle.” This end-to-end approach presents the key phases associated with developing successful DSAs. Topics covered include, aligning Decision Support (DS) with business strategy; planning and collecting business requirements; data warehousing; data modeling and data administration for decision support. You will also examine different ways data can be used and presented to facilitate evidence based business decisions. You will investigate the support needs of a DSA and evaluate tools used in a decision-support architecture. (ICB, LGMA)

Prerequisites: CMPT 1509 or equivalent. CMPT 2129 is recommended.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.
Start Date: September. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

CMPT 2159 **UVIC TECB 401**
WEB-BASED 3 UNIV

Systems Analysis and Design I

The course was called CMPT 215. This course provides students with the basic understanding of systems analysis and design methodologies. Topics explored include the roles and elements involved in a system development project, the system design process, and system implementation and support. Students will also learn how to recognize the importance of a structured and organized approach to systems development, define the activities comprising a systems development project and understand the strengths and weaknesses of the various techniques for systems development. (CGA, CMA)

Prerequisites: CMPT 1509, or equivalent. CMPT 2129 is recommended.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Dates: September, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 2319 **UVIC TECJ 230**
WEB-BASED 3 UNIV

Web Design and Management I

The course was called CMPT 231. This course provides with the technical skills and conceptual understanding required to create and manage professional websites. This course provides a rationale for the use of the Web as an effective tool to meet business needs. Areas of study include the basics, such as Hypertext Markup Language (HTML), including creating links, adding graphics and applying cascading style sheets to Web pages. Topics will advance to navigational graphics and image maps, incorporating different graphic formats and video and/or sound into Web pages.

Students will also gain an understanding of complex issues such as site management and use of online forms. Many of these skills will be developed through hands-on exercises.

Prerequisites: CMPT 1509, or equivalent experience.

Equipment: Computer with Internet and specific software are required. Refer to www.cbis.ca. Students are expected to be comfortable downloading and installing software.

Start Date: September, January, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 3009 **UVIC TECJ 420**
WEB-BASED 3 UNIV

Networks and Network Management

The course was called CMPT 300. This course examines the fundamental concepts of computer networks, their implementation, operation and management. Networks and Network Management provides students with the knowledge of how networks fit into the information system of an organization. Topics covered include: network technology; architecture; management; operating systems; security; reliability; maintenance; interconnectivity; and user interface and support.

Prerequisites: CMPT 1509, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



CMPT 3159 WEB-BASED UVIC TECJ 315 3 UNIV

Relational Database Management Systems

The course was called CMPT 315. This online course will provide you with an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). You will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.

Prerequisites: CMPT 1509 and 2129, or equivalent.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: September, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 3209 WEB-BASED UVIC TECJ 320 3 UNIV

Database Application Development

The course was called CMPT 320. This course builds on the database design and administration skills obtained in CMPT 3159 (UVIC TECJ 315). Students learn to install and configure both the Oracle 10g Database software with the starter database and install the Forms and Reports components of the Oracle 10g Developer Suite. Students build a Graphical User Interface (GUI) application optimized for web deployment that incorporates multiple forms modules; GUI controls like buttons and lists of values as well as integrates both static and dynamic reports. Enhancing Forms functionality is covered, including data validation techniques, the creation of Forms triggers, and an introduction to implementation of Java Pluggable Components (PJs). Students are introduced to the basic configuration files used for Forms application deployment to an Oracle 10g Application Server. The course incorporates extensive hands-on work.

Prerequisites: CMPT 1509 (UVIC TECJ 100), 2129 (UVIC TECJ 432) and 3159 (UVIC TECJ 315), or equivalent experience.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 3409 WEB-BASED UVIC TECJ 340 3 UNIV

Web Design and Management II

The course was called CMPT 340. This course introduces you to the creation of dynamic websites using server-side scripting and relational databases. Students will gain a good conceptual understanding of how dynamic websites, such as a shopping cart or a blog application, are created. This course is aimed at non-programmers who already have experience creating basic, static websites using HTML and CSS using a text editor. It complements Web Design and Management I by exploring the technologies used to create data-driven websites. The programming language introduced in this course is PHP. Technical topics include variables, data types, error-handling, validation strategies, handling text and mathematical operations in web script, control structures and loops, and handling user sessions using a login form. The course also covers topics pertaining to the design and management of server-scripted, data-driven web applications, including information architecture and roles and responsibilities in a typical web development team.

Prerequisites: CMPT 1509 and 2319, or equivalents.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: September, May. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 3509 WEB-BASED UVIC TECJ 450 3 UNIV

Systems Analysis and Design II

The course was called CMPT 350. 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.

Note: This course is under review.

Prerequisites: CMPT 2159 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca. Students must purchase the Ascent CASE tool software from www.knowledgebase.com.au (with credit card).

Start Date: TBA. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CMPT 4079 WEB-BASED UVIC TECJ 410 3 UNIV

Project Management

The course was called CMPT 407. This course covers all stages of projects including feasibility, development, management, administration and completion. Standard project management tools such as Critical Path Method (CPM), Project Evaluation Review Technique (PERT) and Network diagrams are also covered. The course presents the concepts and methodologies needed to plan, manage and track performance over a complete project life cycle. These concepts include: cost benefit analysis; change control management; quality control; performance tracking; and corrective action. Further topics presented are time and cost estimating, resource levelling, critical path analysis and charting. Students will use Microsoft Project software with a case study to gain practice in applying these concepts.

Prerequisites: CMPT 1509 or equivalent.

Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of MS-Project. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to www.cbis.ca.

Start Date: September, January. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





CMPT 4129 **UVIC TECB 402**
WEB-BASED 3 UNIV

Human Side of Information Systems

The course was called CMPT 412. This course provides an understanding of the impact of information technology and systems on society and addresses the issues of information technology from the human perspective. Students will discuss the impact of technology on education, business, cultures and society at large. Topics include intellectual property, security, privacy and confidentiality, globalization and the evolution of information technology.
Prerequisites: CMPT 1509 or equivalent.
Equipment: Computer with Internet is required. Refer to www.cbis.ca.
Start Date: January. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

CMPT 4259 **UVIC TECJ 425**
WEB-BASED 3 UNIV

IT Security

The course was called CMPT 425. This course provides the background to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed from a management and a technical perspective. Upon completion of this course, students will understand the security threat and the risk assessment process and how to apply it to operating systems and network communications security in a way that supports business requirements. In addition, students learn about security policies, procedures and user awareness as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self- evaluation, reinforcing the concepts presented in the course.
Prerequisites: CMPT 1509 and CMPT 3009, or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.
Start Date: January. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

COMP 1109 **SFU CMPT 110**
WEB-BASED 3 UNIV

Programming in Visual Basic SFU-designated Breadth (B) and Quantitative (Q) course.
Refer to [page 16](#).
The course was called CPSC 110 and has an interim code of COMP 110. This course introduces programming using the Visual Basic language. Topics include user interfaces, objects, event-driven programming, program design, and file and data management.
Prerequisites: BC Math 12 or equivalent or any 100-level MATH course.

Note: Students who have obtained credit for or are currently enrolled in a computing science course at the 200 level or higher, or SFU ITEC 240, 241 or 242, may not take COMP 1109 for further credit except with permission of the school of computing science.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

COMP 1131
WEB-BASED 3 UNIV

Computer Programming I

The course was called CPSC 113. This course provides problem solving and computer programming skills for students with no prior experience in the area of programming. Students will be using Java, a high-level, object-oriented computer programming language, to learn the fundamentals of computer programming including how to write, compile and execute programs. Some familiarity with computers is beneficial.
Prerequisites: None.
Equipment: Computer and Internet access.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 16](#).

COMP 1231
WEB-BASED 3 UNIV

Computer Programming II

The course was called CPSC 123. This course is a continuation of CPSC 1131 and introduces new programming tools which are required to solve a more advanced set of problems. Students will further develop their knowledge of the principles of object-oriented design and programming, including the use of interfaces and inheritance, and will learn the fundamentals of sorting data and data structures.
Prerequisites: Completion of COMP 1131 or equivalent is strongly recommended.
Equipment: Computer and Internet access.
Start Date: expected availability Fall 2010.
Completion: 30 weeks. Refer to [page 16](#).



COMP 1659 **SFU CMPT 165**
WEB-BASED 3 UNIV

Introduction to the Internet and the World Wide Web

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called CPSC 165 and has an interim code of COMP 165. In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works, how web pages are created and begin to learn how to program. Topics include the World Wide Web, Markup and HTML, graphics and text, style sheets (CSS), web programming, Internet internals and programming in Python.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed.

Note: Students may not take COMP 1659 for further credit if they have obtained credit for, or are enrolled in: a CMPT course at the 200 level or higher; CMPT 118 or 170; or SFU IAT 265 or 267.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

COMP 2231 **SFU CMPT 223**
WEB-BASED 3 UNIV

Data Structures and Algorithms

The course was called CPSC 223. This course introduces students to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students will also learn how to design new algorithms for each new data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures and recognize which data structure is the best to use to solve a particular problem.

Prerequisites: Completion of TRU's COMP 1230 or TRU-OL COMP 1231 or equivalent, is strongly recommended.

Equipment: Computer and internet access.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 16](#).

COMP 3521 **SFU CMPT 352**
ONLINE 3 UNIV

Software Engineering

The course was called CPSC 352. COMP 3521 is a third year course which introduces students to large-scale software development including software design, implementation and maintenance.

Topics included are: software life cycle, design techniques, psychology and economics of software testing, organization and management of modular inter-communication, software engineering tools, project management including resource estimation, team organization and review. The students will apply these techniques to develop a software project in a software engineering project course.

Prerequisites: TRU's COMP 2230 or TRU-OL COMP 2231 and TRU ENGL 1290 or ENGL 1930 or ENGL 2290 or ENGL 2300 or equivalent technical English are strongly recommended.

Equipment: Computer and access to high speed Internet.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 16 Weeks.

COMP 3541 **SFU CMPT 354**
WEB-BASED 3 UNIV

Web Site Design and Programming

The course was called CPSC 354. COMP 3541 is a third year course which covers all major aspects of WEB site design and programming including HTML, HTTP, Java Script and Visual Basic Scripting as well as Java WEB programming. The course also includes advanced techniques in HTML programming (frames and style sheets) and concurrent programming for the Web. This course concentrates mainly on client-side Web programming with an introduction to server-side Web programming.

Prerequisites: TRU's COMP2230 or TRU-OL COMP 2231 is strongly recommended.

Equipment: Access to high speed Internet.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 16 Weeks.

CRIM 1019 **SFU CRIM 101**
WEB-BASED 3 UNIV

Introduction to Criminology SFU-designated Breadth (B) course. Refer to Page 16.

The course was called CRIM 101. Topics include examination 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 explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.





CRIM 1039 **SFU CRIM 103**
WEB-BASED 3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour SFU-designated Breadth (B) course. Refer to page 16.

The course was called CRIM 103. This course aims to describe the intersection between psychology and criminology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics, history and many others. The course gives special attention to the work of Freud, Sheldon, Eysenck, Hare Kohlberg, Bandura and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault and sexual offenses. The burgeoning field of correctional psychology is also discussed.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SFU PSYC 100 and 102 are recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CRIM 1049 **SFU CRIM 104**
WEB-BASED 3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour SFU-designated Breadth (B) course. Refer to Page 16.

The course was called CRIM 104. 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; sub-cultural, ecological, functionalist, and critical theories. It is 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: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 1509 (SFU SA 150) is recommended.

Note: Students with credit for SOCI 450 or 451 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CRIM 1319 **SFU CRIM 131**
WEB-BASED 3 UNIV

Introduction to the Criminal Justice System—A total System Approach SFU-designated Breadth (B) course. Refer to Page 16.

The course was called CRIM 131. 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. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CRIM 1359 **SFU CRIM 135**
WEB-BASED 3 UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

SFU-designated Breadth (B) course. Refer to page 16.

The course was called CRIM 135. This course is a general introduction to the fundamental and competing principles of jurisprudence and

to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

CRIM 2109 **SFU CRIM 210**
WEB-BASED 3 UNIV

Law, Youth and Young Offenders

The course was called CRIM 210. An analysis of the definition and control of youthful misconduct in a historical and contemporary context. Attention is focused upon: the social construction of 'juvenile delinquency,' the decline of the concept, and the emergence of the concept of the 'young offender'; the Young Offenders Act and related legislation; the growth of the welfare state and the role of social workers in 'policing' youth and families; explanations for the criminal behaviour of young persons; state and private sector programs designed to deal with such behaviour.

Prerequisites: CRIM 1019 and 1319.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



CRIM 2139 **SFU CRIM 213**
WEB-BASED 3 UNIV

Introduction to Women and Criminal Justice

The course was called CRIM 213. This course offers a historical and analytical overview of women and crime; taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course.

Equipment: Computer with Internet is required. CD and DVD players are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 2209 **SFU CRIM 220**
WEB-BASED 3 UNIV

Research Methods in Criminology SFU-designated Quantitative (Q) course. Refer to [Page 16](#).

The course was called CRIM 220. The course is designed as an introduction to criminological research and is intended to develop the students' research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.

Note: Students with credit for SFU CRIM 120 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 2309 **SFU CRIM 230**
WEB-BASED 3 UNIV

Criminal Law

The course was called CRIM 230. This course examines the nature, purpose, scope, sources, and the basic principles of Canadian criminal law. It covers the history and evolution of criminal law and the Criminal Code, including the aims and limits of criminal law and the relationship between law and morality. Topics include basic elements of a criminal offence, defenses against a criminal charge, historic and contemporary legal concepts, the relationship between mental disorder and criminal process and reform of criminal law.

Prerequisites: CRIM 1359.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 2419 **SFU CRIM 241**
WEB-BASED 3 UNIV

Introduction to Corrections

The course was called CRIM 241. 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 1319.

Equipment: CD and DVD players are required. Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 2519 **SFU CRIM 251**
WEB-BASED 3 UNIV

Introduction to Policing

The course was called CRIM 251. This course provides an examination of the organization and operation of contemporary Canadian policing. Topics include the history and development of policing in Canada and the role of the police in Canadian society and the police occupation, including recruitment and training. The course will discuss police decision making and the exercise of discretion, police powers, structures of accountability and managing the police organization.

Police-community relations and crime prevention initiatives will also be examined.

Prerequisites: SFU CRIM 131.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3009 **SFU CRIM 300W**
WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology

SFU-designated Writing-Intensive (W) course. Refer to [Page 16](#).

The course was called CRIM 300. This course is a detailed examination of current theories and perspectives in Criminology. The content of the course changes with developments in the area. Students can expect to study biological, psychological and sociological theories and perspectives, as well as those from other relevant disciplines and fields of inquiry (e.g. Geography, Political Science and Cultural Studies).

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.





CRIM 3129 **SFU CRIM 312**
WEB-BASED 3 UNIV

Criminological Perspectives on Social Problems

The course was called CRIM 312. This course involves the detailed study of forms of deviance that have been commonly defined as constituting “social problems.” Consideration is given to drug abuse (alcohol, nicotine, heroin and others), suicide, prostitution, obscenity, gambling and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3149 **SFU CRIM 314**
WEB-BASED 3 UNIV

Mental Disorder, Criminality, and the Law

The course was called CRIM 314. This course is critical examination of the impact of psychiatry and related clinical professions on the criminal justice system. Topics include the relationship between institutions of mental health and legal control; the relevance of psychiatric theory and decision-making for the processing of mentally disordered offenders; the role of forensic clinicians in the courts, prisons, mental hospitals and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals and the penal and therapeutic commitment of the insane.

Prerequisites: SFU CRIM 101. CRIM 1319 is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3159 **SFU CRIM 315**
WEB-BASED 3 UNIV

Restorative Justice SFU-designated Breadth (B) course. Refer to [page 16](#).

The course was called CRIM 315.

This course is an examination and analysis of the principles, assumptions, key concept, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing and circle remedies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD and DVD players are required. Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3209 **SFU CRIM 320**
WEB-BASED 3 UNIV

Quantitative Research Methods in Criminology

SFU-designated Quantitative (Q) course. Refer to [Page 16](#).

The course was called CRIM 321. This course provides a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics explored include: advantages and shortcomings of each technique for criminological research; problems of pure and applied research; specific issues of interdisciplinary research; and the critical evaluation of the quantitative methods used certain major criminological studies.

Prerequisites: SFU CRIM 101; one of SFU CRIM 120 or 220.

Note: SFU CRIM 320 may be taken concurrently with SFU CRIM 321.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3219 **SFU CRIM 321**
WEB-BASED 3 UNIV

Qualitative Research Methods in Criminology

The course was called CRIM 322. This course provides a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include: the advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; and a critical evaluation of qualitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101; one of SFU CRIM 120 or 220.

Note: This course may be taken concurrently with SFU CRIM 320.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



CRIM 3309 SFU CRIM 330
WEB-BASED 3 UNIV

Criminal Procedure and Evidence

The course was called CRIM 330. This course is a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics include advantages and shortcomings of each method and appropriateness of each technique for criminological research, problems of pure and applied research, specific issues of interdisciplinary research, critical evaluation of the quantitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101, 230.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3319 SFU CRIM 331
WEB-BASED 3 UNIV

Advanced Criminal Law

The course was called CRIM 331. An extension of CRIM 2309, 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: SFU CRIM 101, 230.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3329 SFU CRIM 332
WEB-BASED 3 UNIV

Sociology of Law

The course was called CRIM 332. 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; public knowledge, public awareness, public opinions and attitudes to the law, sanctions and the criminal justice system.

Prerequisites: SFU CRIM 101, 135.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3359 SFU CRIM 335
WEB-BASED 3 UNIV

Human Rights and Civil Liberties

The course was called CRIM 335. This course is a study of human rights at the international, federal, and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression are examined.

Prerequisites: CRIM 3309.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3439 SFU CRIM 343
WEB-BASED 3 UNIV

Correctional Practice

The course was called CRIM 343. 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: SFU CRIM 101. CRIM 2419 is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 3559 SFU CRIM 355
WEB-BASED 3 UNIV

The Forensic Sciences

SFU-designated Breadth (B) course. Refer to [page 16](#).

The course was called CRIM 355. This course examines the use and interpretation of physical forensic evidence in court. It critically evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.





CRIM 3699 **SFU CRIM 369**
WEB-BASED 4 UNIV

Professional Ethics and Interpersonal Skills in Criminal Justice

The course was called CRIM 369. This course examines immediate ethical issues confronting the professional in the criminal justice system. Such concerns include privileged communications and confidentiality in fields and research situations, the conflict between the professional's duty to protect society and her/his duty to the client, ethics of decision-making, research ethics, situation ethics, professional ethical codes and legal constraints on professional conduct. Different modes of personal interaction in selected parts of the criminal justice system are examined and taught.

Prerequisites: SFU CRIM 101.

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 4029 **SFU CRIM 402**
WEB-BASED 3 UNIV

Biological Explanations of Crime

The course was called CRIM 402. In this course (Biological Explanations of Crime), biological factors that could predispose a person to criminogenic behaviour are critically considered, including the empirical evidence and the ethical issues involved. Behaviour is a complex mixture of biology (the genotype) and the environment. Many other biological factors, such as diet, head trauma, etc., may also affect behaviour. Courses frequently consider the sociological, psychological, or environmental aspects of crime, but rarely are the equally important possible biological aspects of crime considered. This course explores the considerable evidence that biological factors can have a strong impact on criminogenic behaviour.

Prerequisites: SFU CRIM 101.

Note: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 4139 **SFU CRIM 413**
WEB-BASED 3 UNIV

Terrorism

The course was called CRIM 413. This course considers the nature, extent and basis of terrorism as an official crime throughout the world and 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: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 4329 **SFU CRIM 432**
WEB-BASED 3 UNIV

Gender in the Courts and the Legal Profession

The course was called CRIM 432. 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 3309.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

CRIM 4409 **SFU CRIM 440**
WEB-BASED 3 UNIV

Correctional Administration and Planning

The course was called CRIM 440. This course presents the theory and practice of organization and administration of correctional agencies. Particular attention is given to the political/bureaucratic interface in correctional administration, management styles, labour relations, management support systems and program planning; identification and assessment of corrections management objectives; the relationship between corrections administration and other components of the criminal justice system.

Prerequisites: SFU CRIM 101, 131, 241. SFU POL 251 is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



CYCA 1019 **UVIC CYC 100**
WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care Practice - Part 1

The course was called CYCA 101. This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in context, normative development and critical reflection. Emphasis will be given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation, and understanding theory in everyday practice.

Prerequisites: None.

Note: Credit will only be granted for one of CYCA 100, CYCA 1019, UVic CYC 200, 200A, 251.

Equipment: Computer with Internet is required. Refer to www.bbhelp.uvic.ca/detect/index.php for specific computer requirements.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 1029 **UVIC CYC 100B**
WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care Practice - Part 2

The course was called CYCA 102. This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts continue. Child and youth care practice values and perspectives (strength-based practice, inclusiveness, caring in context, normative development and critical reflection) will also be considered. Emphasis will be given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation and understanding theory in everyday practice.

Prerequisites: CYC 100A.

Note: Credit will be granted for only one of CYCA 100, CYCA 1029, UVic CYC 200, 200B or 251.

Equipment: Computer with Internet is required. Refer to www.bbhelp.uvic.ca/detect/index.php for specific computer requirements.

Start Date: January 5, 2011. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 1529 **UVIC CYC 152**
WEB-BASED 3 UNIV

Introduction to Helping Skills in Child and Youth Care Practice

The course was called CYCA 152. This course focuses on introducing foundational helping and communication skills. Students explore the use of interpersonal and communication skills, helping strategies, and the development of therapeutic relationships within the context of the core elements of child and youth care practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 1529 (UVIC CYC 152) or UVIC CYC 252 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 1669 **UVIC CYC 166A**
WEB-BASED 3 UNIV

Lifespan Development I (Conception to Late Childhood)

The course was called CYCA 166. The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth and families.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 1669 (UVIC 166A) or CYCA 386 (UVIC CYC 366A) or UVIC CYC 366 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 1679 **UVIC CYC 166B**
WEB-BASED 3 UNIV

Lifespan Development II (Adolescence to Late Adulthood)

The course was called CYCA 100. The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth and families

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 1679 (UVIC 166B) or CYCA 387 (UVIC CYC 366B) or UVIC CYC 366 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 1719 **UVIC CYC 171**
WEB-BASED 3 UNIV

Introduction to Families: Issues, Patterns and Processes

The course was called CYCA 171. This course covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 1719 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.





CYCA 2059 **UVIC CYC 205**
WEB-BASED 3 UNIV

Applying Change Theory in Child and Youth Care Practice

The course was called CYCA 205. This course introduces students to various orientations towards planned change. How change occurs and how helping professionals can facilitate such change is the main focus. By critically reflecting on fundamental assumptions embedded in certain theories, students can learn to integrate and synthesize knowledge into their counselling perspectives. Prerequisites: Completion of year one of required CYC courses or equivalent. A low-level, year one, CYCA course or equivalent is required.

Note: Credit will be granted for one of UVIC CYC 205 or UVIC CYC 301.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 24 weeks.

CYCA 2309 **UVIC CYC 230**
WEB-BASED 3 UNIV

Introduction to Child and Youth Care Practice in Indigenous Contexts

The course was called CYCA 230. This introductory course explores Indigenous perspectives and contexts, both historical and contemporary, in relation to practice with Indigenous children, youth, families and communities.

Prerequisites: Second-year standing or permission of the department.

Note: Only one of CYCA 2309 (UVIC CYC 230) or CYCA 380 (UVIC CYC 360) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 2409 **UVIC CYC 240**
WEB-BASED 3 UNIV

Ethical Decision-Making in the Human Child and Youth Care Practices

The course was called CYCA 240. This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making

models, and current professional perspectives on ethics in child and youth care/ human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

Prerequisites: Second-year standing. **Note:** Only one of CYCA 2409 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 2509 **UVIC CYC 250**
WEB-BASED 3 UNIV

Introduction to Law in Child and Youth Care Contexts

The course was called CYCA 250. This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

Prerequisites: Second-year standing or permission of the department.

Note: Only one of CYCA 2509 (UVIC CYC 250) or CYCA 385 (UVIC CYC 350A) or UVIC SOCW 350A may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 2659 **UVIC CYC 265**
WEB-BASED 3 UNIV

Introduction to Group Work in Child and Youth Care Practice

The course was called CYCA 265. This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.

Prerequisites: First-year CYCA/CYC required courses or equivalent.

Note: Only one of CYCA 2659 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 3509 **UVIC CYC 350**
WEB-BASED 3 UNIV

Applying Law in Child Protection and Child and Youth Care Practice

The course was called CYCA 339 and has an interim course code of CYCA 350.

This course provides an opportunity to put into practice the theoretical and legal foundation gained from the prerequisite course, CYCA 250 (UVIC CYC 250). Students explore issues of diversity and the dynamics of law, child and youth care practice in legal contexts, and ethical considerations within a legal framework. Students practise specific skills in child protection work such as interviewing, documentation, context analysis, applying practice standards, interpreting law, critical analysis and reflective reviewing.

Prerequisites: CYCA 2509 or equivalent.

Note: Only one of CYCA 3509 (UVIC CYC 350) or UVIC CYC 350B or UVIC SOCW 350B may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.



CYCA 3569 **UVIC CYC 356**
WEB-BASED 3 UNIV

Child and Youth Care Practice with Families

The course was called CYCA 356. This course focuses on the various kinds of strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of intervention used to work collaboratively with family when changes are needed.

Prerequisites: First-year CYCA/CYC required courses or equivalent and CYCA 205.

Note: Only one of UVic CYC 356 or CYCA 266 (UVIC CYC 266) or UVIC CYC 466 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 3609 **UVIC CYC 360**
WEB-BASED 3 UNIV

Nature and Human Development: Working with Children and Youth Outdoors

The course was called CYCA 345 and has an interim course code of CYCA 360.

This course examines human development and the growing disconnect between nature and contemporary urban lifestyles and patterns. This course will specifically explore the use and benefits of nature, outdoor activities and wilderness experiences in the context of Child and Youth Care practice. Building on personal experience and facilitated by activities in nature, students will be introduced to theories supporting the premise that human contact with nature is both restorative and therapeutic. Students will be exposed to experiential and nature-based teaching and learning methodologies, participate in outdoor activities and be challenged to articulate their ecological identities and how they may integrate nature into their work with children, youth and families.

Prerequisites: Second-year university standing or permission of the department.

Note: This course includes two mandatory two-day, on-campus clinicals.

Equipment: Computer with internet is required. Visit www.bbhelp.uvic.ca/detect/index.php for further requirements.

Start Date: May. Registration deadline applies. Refer to [page 13](#).

Completion: Six weeks.

CYCA 3649 **UVIC CYC 364**
WEB-BASED 3 UNIV

Disability and Child and Youth Care Practice

The course was called CYCA 337 and has an interim course code of CYCA 364.

This course is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions, and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined.

Prerequisites: Second-year standing.

Note: Only one of CYCA 3779 (UVIC CYC 364) or UVIC HSD 464 or UVIC SOCW 469 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 3779 **UVIC CYC 360 A01**
WEB-BASED 3 UNIV

Promoting Psychosocial Development through Expressive Therapies

The course was called CYCA 377. This course introduces the theory and practice of expressive (creative arts) therapies as they relate to planned intervention with children, youth, adults, families and groups. The clinical capacities of such expressive modalities as graphic arts, sculpture, music, dance/movement drama, play, poetry and storytelling are considered, with special focus on their potential for relationship enhancement, and as media for affect expression, communication, insight attainment, and conflict

resolution. Emphasis is placed on experiential development of practical clinical skills relevant to counselling settings in child/youth care, education, social work and mental health.

Prerequisites: Second-year university standing or college diploma or permission of the department.

Note: Students are required to attend a six-day seminar.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca/distance/.

Start Date: May. Registration deadline applies. Refer to [page 13](#).

Completion: Six weeks.

CYCA 3809 **UVIC CYC 380**
WEB-BASED 3 UNIV

Practices for Young Children and Families: Historical and Contemporary Perspectives

The course was called CYCA 388 and has an interim course code of CYCA 380.

In this foundational course for the Early Years Specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

Prerequisites: Third-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.





CYCA 3819 **UVIC CYC 381**
WEB-BASED 3 UNIV

Leadership, Advocacy and Policy for the Early Years

The course was called CYCA 389 and has an interim course code of CYCA 381.

This course explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts, policy development; and the role practitioners play as advocates engaged in a global context.

Prerequisites: Third-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4239 **UVIC CYC 423**
WEB-BASED 3 UNIV

Research Methods in Child and Youth Care

The course was called CYCA 423. This course introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation designs and methodologies for improving child and youth care practice.

Prerequisites: Third-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4249 **UVIC CYC 424**
WEB-BASED 3 UNIV

Qualitative and Quantitative Analysis in Child and Youth Care

The course was called CYCA 424.

This survey course provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as the logic of interpreting evaluation data. Students will analyze quantitative, descriptive data in order to interpret relationships between variables and be introduced to inferential statistics.

Prerequisites: Third-year university standing.

Note: Only one of CYCA 4249 (UVIC CYC 424) or UVIC HSD 425 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4629 **UVIC CYC 462**
WEB-BASED 3 UNIV

Perspectives on Substance Use in Child and Youth Care Practice

The course was called CYCA 467 and has an interim course code of CYCA 462.

This is an introductory course on substance use and its impacts, particularly in relation to working with children, youth, families, and communities. Students are expected to understand and critically reflect on a range of perspectives and related practice responses relevant to child and youth care practitioners. The historical, social, and political contexts of substance use among Aboriginal peoples, women and youth are explored.

Prerequisites: Second-year standing.

Note: Only one of CYCA 4629 (UVIC CYC 462) or UVIC HSD 462 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4639 **UVIC CYC 463**
WEB-BASED 3 UNIV

Substance Use: Prevention and Treatment Approaches in Child and Youth Care Practice

The course was called CYCA 468 and has an interim course code of CYCA 463.

This course examines current approaches to working with substance use at the individual, family, and community levels. The intended outcomes and goals of treatment and prevention are explored. Differing models of change, as well as Aboriginal approaches to healing and gender-specific approaches to treatment and prevention, are studied. Emphasis is placed on the identification of appropriate strategies for effective child and youth care practice.

Prerequisites: CYCA 4629 (UVIC CYC 462) or equivalent.

Note: Only one of CYCA 4639 (UVIC CYC 463) or UVIC HSD 463 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.



CYCA 4679 **UVIC CYC 467**
WEB-BASED 3 UNIV

Interdisciplinary Practice with Children, Youth and Families

The course was called CYCA 469 and has an interim course code of CYCA 467.

This course provides opportunities for applying the skills, knowledge and beliefs essential for effective inter-disciplinary practice with children and families from a CYCA perspective. The course will explore the rationale for, and develop a critical analysis of interdisciplinary practice. The contributions of different disciplines to address issues in child and family work are featured.

Prerequisites: Second-year university standing, completed college diploma or permission of the department.

Note: Only one of CYCA 4679 (UVIC CYC 467) or UVIC HSD 465 or UVIC SOCW 465 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: May. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4809 **UVIC CYC 480**
WEB-BASED 3 UNIV

Advanced Applied Capacity Building for the Early Years

The course was called CYCA 480.

The central focus of this course will be practitioner's roles in strengthening community capacity for early-years care and development. Local, national and international case examples will be employed to explore the relationships between theory, practice and supportive policies. Students will undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

Prerequisites: Fourth-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYCA 4819 **UVIC CYC 481**
WEB-BASED 3 UNIV

Issues of Assessment and Evaluation with Young Children and Families

The course was called CYCA 481.

This course explores processes of assessment of young children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families, and young children; and relevance to diverse cultural contexts.

Prerequisites: Fourth-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 12 weeks.

CYMH 5511
WEB-BASED 3 UNIV

Context and Theory in Child and Youth Mental Health Practice

The course was called CYMH 551.

CYMH 5511 is a paced, Open Learning Faculty Member moderated interdisciplinary Dynamic Web course that is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients with mental health disorders.

Prerequisites: Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the program coordinator. It recommended that students have a background in social work, counselling, child and youth care, education and/or nursing

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 16 weeks.

CYMH 5521
WEB-BASED 3 UNIV

Assessment for Intervention in Child and Youth Mental Health

The course was called CYMH 552.

This course is a paced, Faculty Member moderated interdisciplinary Dynamic Web course which is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients with mental health disorders.

Prerequisites: It is recommended that students have a background in social work, counselling, child and youth care, education and/or nursing

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 16 weeks.

CYMH 5531
WEB-BASED 4 UNIV

Intervention in Child and Youth Mental Health

The course was called CYMH 553.

This group-based course prepares you to develop a comprehensive intervention plan based on the unique strengths and needs of the child and family. You will review evidence-based interventions, essential components of treatment plans, and the principles and steps of intervention planning.

Prerequisites: None

Equipment: Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 16 weeks (paced, cohort).





CYMH 5541

WEB-BASED 5 UNIV

Child and Youth Mental Health Internship and Capstone

The course was called CYMH 554. This course will provide the structure and supervision for field experience in child and youth mental health. Field education will provide students with an opportunity to enhance and refine their child and youth mental health skills. Students who are currently working in a mental health position must ensure that their placement work is specifically with children and youth and appropriate supervision is available within or can be contracted outside of the agency. Included in this course is a Capstone Project which will integrate theory, practice, and research.

Prerequisites: Admission to Child and Youth Mental Health Program and successful completion of CYMH 5511, 5521, and 5531.

Note: Part-time or full-time Internship hours, totalling 210, are required. The student will provide potential internship sites and the program coordinator will set up the internship.

Equipment: Computer with Internet is required. Telephone.

Start Date: Continuous registration.

Completion: 210 hours, may be completed on a full- or part-time basis.

ECON 1039 SFU ECON 103

WEB-BASED 3 UNIV

Principles of Microeconomics SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 16.

The course was called ECON 103. This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis and productivity, labour organization, competition and monopoly and the theory of the firm.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ECON 1901 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ECON 1221

WEB-BASED 3 UNIV

Introduction to Basic Economics

The course was called ECON 122. This is a pre-principle economics course that is designed to help you gain a basic understanding of economic principles and issues, without highlighting economic theory and modeling. The course will develop your economic literacy and teach you how Economics relates to the everyday life of individuals, businesses and society in general. It will also introduce you to the role different levels of governments play in influencing the economy. After taking this course, you should have a better understanding of everyday economic issues that are reported in the media. The course will emphasize the development of critical thinking and problem solving skills by having you work on real-world and/or simulated real-world economic problems.

Prerequisites: None

Note: Students will not receive credit for ECON 1221 unless it has been completed prior to earning a grade of "C-" or better in either ECON 1901 or ECON 1951, or their equivalents.

Equipment: A computer with Internet is required.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 13 weeks of instruction plus the Final Exam.

ECON 1901

PRINT- or WEB-BASED 3 UNIV

Principles of Microeconomics

The course was called ECON 200.

This course, which is paired with ECON 1951, 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, energy pricing, collective bargaining, poverty, and income inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Only one of ECON 1039, ECON 1901 or BBUS 3109 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).



ECON 1951

PRINT- or WEB-BASED 3 UNIV

Principles of Macroeconomics

The course was called ECON 201. This course builds on the principles of economics taught in ECON 1901 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.

Prerequisites: There are no prerequisites, although those who have had ECON 1901 will find that knowledge useful. Knowledge required from microeconomics, the basics of supply and demand analysis, is presented in Module 1 of this course.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ECON 2631

WEB-BASED 3 UNIV

Issues in Aboriginal Economics

The course was called ECON 263. This course is designed to provide an overview of Canadian Aboriginal economic issues in Canada. Examples of issues covered are: (1) the economic rationale for implementing Aboriginal rights and title; (2) the economic feasibility of a third order of government for Aboriginal peoples; (3) the economic reasons for the income differences between First Nations and non-First Nations; and (4) market failures and successes within First Nations. This course will benefit students interested in: Aboriginal issues, working with First Nations, and international trade or business ventures where Aboriginal interests may be involved.

Prerequisites: An introductory economics course such as ECON 1221, ECON 1901, or ECON 1951 is strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 17 weeks.

EDDL 5101

WEB-BASED 3 UNIV

Education Technology in the Curriculum

The course was called EDDL 510. This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Education Technology in the Curriculum is intended to be a general launching point for your own exploration and learning about information technology (IT). Because the world of IT is complex, and especially so in education, it is challenging to design a course of study that is right for all students. You, and every other student, bring with you a unique set of experiences and interests that enhance your learning and determine your individual learning needs.

Prerequisites: A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Paced. Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 12 weeks.

EDDL 5111

WEB-BASED 3 UNIV

Introduction to Distributed Learning

The course was called EDDL 511. This course is designed to provide educators (Teacher Candidates, In-service Teachers, Faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

Prerequisites: A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Paced. Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 12 weeks.





EDDL 5131

WEB-BASED 3 UNIV

Multimedia in the Curriculum

The course was called EDDL 513. This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create, and integrate multimedia into instruction and have their students do the same in activities such as reports, digital storytelling, and portfolios.

Prerequisites: A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Academic Director or designate.

Equipment: Computer with Internet required.

Start Date: Paced. Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 13 weeks.

EDDL 5141

WEB-BASED 3 UNIV

Online Teaching and Learning

The course was called EDDL 514. This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. EDDL 5141 is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies needed to facilitate courses in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating

collaborative and interactive experiences and gaining practical experience. The course format will be an online seminar that models the development of learning communities. Participants will be directed to readings about current issues that they will discuss online and they will provide feedback to their fellow learners about their online facilitation experiences.

Prerequisites: A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Paced. Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 13 weeks.

EDDL 5151

WEB-BASED 3 UNIV

Managing Your Technology Classroom

The course was called EDDL 515. Participants will explore a variety of methodologies, tools, and technologies to enhance teaching and learning in their specific educational context. They will engage in critical discourse about the use of information technology in a number of different educational settings, evaluate the resources available to them, and develop strategies to make the most effective use of those resources for themselves and their students.

Prerequisites: A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Academic Director or designate.

Equipment: Computer with Internet required.

Start Date: Paced. Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 13 weeks.

EDUC 1129

WEB-BASED 1 UNIV

UVIC EDCA 112

1 UNIV

Instructional Skills for Teaching Adults Online

The course was called EDUC 112. This course focuses on the practical and hands-on aspects of instructional skills for teaching online. Participants will gain an understanding of adult teaching and learning principles and concepts, an overview of current online teaching tools and develop online teaching skills. They will apply their learning by facilitating an instructional unit in an online environment that demonstrates their understanding and the application of their instructional skills. Participants will also review and analyze case studies that illustrate best practices.

Prerequisites: Experience in classroom or online teaching or completion of the pre-course module, is assumed.

Equipment: Computer with internet is required. Refer to www.uvcs.uvic.ca/asynet/Course/Detail/?code=EDCA112.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 6 weeks.

EDUC 2209

WEB-BASED 3 UNIV

SFU EDUC 220

3 UNIV

Introduction to Educational Psychology

The course was called EDUC 220. This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Note: This course may be applied toward the Certificate in Liberal Arts, minor in educational psychology, minor in counselling and human development, minor in learning disabilities or minor in physical education. Only one of EDUC 2209 and SFU EPSE 301 may be taken for credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





EDUC 2229 SFU EDUC 222
WEB-BASED 3 UNIV

Research Methods in Educational Psychology

SFU-designated Quantitative (Q) course. Refer to page 16.

The course was called EDUC 222. This course is an introductory survey of research methods used in developing and testing theories in educational psychology.

Illustrations are drawn from published research in educational psychology.

Corequisite: EDUC 2209.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

EDUC 2309 SFU EDUC 230
WEB-BASED 3 UNIV

Introduction to Philosophy of Education

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called EDUC 230. This course (SFU EDUC 230, Introduction to Philosophy of Education) provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course may be applied toward SFU's Certificate in Liberal Arts.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

EDUC 2989 SFU EDUC 298
WEB-BASED 3 UNIV

ST: Issues in Education: Investigation through Case Study

The course was called EDUC 298. This course will explore issues of current concern. It will examine issues in education by studying cases related to real educational events. This means the student will learn by the case study method.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks

EDUC 3159 SFU EDUC 315
WEB-BASED 3 UNIV

Individual and Developmental Differences in Language Acquisition

The course was called EDUC 315. This course provides a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities and emotional and behavioural disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; interdisciplinary approaches to early intervention in the home, school and community.

Prerequisites: EDUC 2209 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

EDUC 3229 SFU EDUC 322
WEB-BASED 3 UNIV

The Social Lives of School Children

The course was called EDUC 322. This course is an overview of theory, research and practice concerning social emotional development and social interactions and relationships in the school contexts. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.

Prerequisites: EDUC 2209 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

EDUC 3259 SFU EDUC 325
PRINT-BASED 3 UNIV

Assessment for Classroom Teaching

The course was called EDUC 325. This course is a survey of assessment methods that contribute to improving teaching and learning and for making judgments and decisions about qualities of teaching, the classroom environment, and student achievement and growth. Topics include goal and task analysis, validity and reliability, observing and assessing classroom processes and environments, self-reporting methods, assessing student achievements, published tests of achievement and aptitude, marking and reporting.

Prerequisites: EDUC 2209.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





EDUC 3269 **SFU EDUC 326**
WEB-BASED 3 UNIV

Classroom Management and Discipline

The course was called EDUC 326. 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 401/402, or one of SFU EDUC 100, 220, 230 or 240.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 3519 **SFU EDUC 351**
WEB-BASED 3 UNIV

Teaching the Older Adult

The course was called EDUC 351. 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.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4129 **SFU EDUC 412W**
WEB-BASED 4 UNIV

Design for Learning: Secondary Language Arts

SFU-designated Writing-Intensive (W) course. Refer to [Page 16](#). The course was called EDUC 412. 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 a students' chance at 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 401/402.

Note: Students with credit for EDUC 472 prior to summer 2001 semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4229 **SFU EDUC 422**
WEB-BASED 4 UNIV

Learning Disabilities

The course was called EDUC 422. This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and learning disabilities.

Prerequisites: SFU PSYC 250 or corequisite of EDUC 3159 or SFU EDUC 473.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

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 Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4339 **SFU EDUC 433**
PRINT-BASED 4 UNIV

Philosophical Issues in Curriculum

The course was called EDUC 433. This course examines fundamental philosophical issues involved in designing, evaluating or changing educational curricula. Issues such as 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 will be covered. The course also deals with such current issues such as behavioural objectives in education, the hidden curriculum and the sociology of knowledge.

Prerequisites: 60 credits including six EDUC credits or SFU EDUC 401/402 or corequisite SFU EDUC 403.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



EDUC 4419 SFU EDUC 441
WEB-BASED 4 UNIV

Multicultural and Anti-Racist Education

The course was called EDUC 441. This course focuses on developing approaches for multicultural and anti-racist teaching. Topics include diversity of race, language, and culture among learners; the operation of racism, prejudice, and discrimination in classrooms and schools; approaches to counteract and prevent negative classroom and school dynamics (e.g. cooperative learning, culturally appropriate assessment, and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (e.g. language arts, social studies, art, music) for integrating approaches that employ a range of multicultural and anti-racist resources.

Prerequisites: SFU EDUC 401/402.
Note: Students who have received credit for SFU EDUC 382 cannot take SFU EDUC 441 for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4439 UVIC EDCI 446
WEB-BASED 6 UNIV

Literacy Strategies for Supporting Struggling Learners

The course was called EDUC 443. A course covering classroom diagnosis and treatment of reading difficulties; prevention of reading disabilities; and corrective classroom procedures. Students will become familiar with materials and procedures for the correction of various types of reading disabilities. This course is useful to the classroom teacher and to the reading specialist. A portion of the course may involve remedial work in a school setting.

Prerequisites: Professional year.
Note: This course was formerly numbered UVIC ED-B 442.

Equipment: CD and DVD players and computer with internet and email account are required. Refer to www.uvcs.uvic.ca/education/.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 26 weeks.

EDUC 4459 SFU EDUC 445
WEB-BASED 4 UNIV

Legal Context of Teaching

The course was called EDUC 445. This course is designed to provide education students, teachers, counsellors and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours and the AIDS controversy.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4469 SFU EDUC 446
WEB-BASED 4 UNIV

Law for the Classroom Teacher

The course was called EDUC 446. This course provides a fundamental knowledge of law as required to teach law-related content in the BC curriculum: social studies; science; personal planning; language arts; P.E.; social responsibility; and business. Topics include: Canadian legal system; legal history; legal reasoning; dispute resolution strategies; the role of the courts; and family, environmental, property and contract laws.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. DVD player is optional. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4479 UVIC EDCI 447
WEB-BASED 3 UNIV

Principles of Teaching English to Second Language Learners

The course was called EDUC 452 and has an interim course code of EDUC 447.

A survey of principles and theories for, and the teaching of English to second language learners. The examination of curriculum and methodology for use with ESL learners in the elementary and secondary schools.

Prerequisites: Professional year or permission of the UVic department.

Equipment: CD player and computer with Internet and email account are required. Refer to www.uvcs.uvic.ca/education/.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4489 UVIC EDCI 448
WEB-BASED 3 UNIV

Organization and Procedures for Instruction of English to Second Language Learners

The course was called EDUC 458 and has an interim course code of EDUC 448.

The examination of current models for the organization and instruction of ESL students at the elementary and secondary levels. The integration of language and content instruction within the regular classroom is emphasized.

Prerequisites: Professional year or permission of the UVic department.

Equipment: Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/education/.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.





EDUC 4519 **SFU EDUC 448**
WEB-BASED 4 UNIV

Teaching about Justice, Law, and Citizenship

The course was called EDUC 451. This methodology course explores the justification and practice of law-related education in the K-12 curriculum. Students examine the place of law in the curriculum, existing resources and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials. Emphasis is on developing and implementing law-related programs in the classroom.

Prerequisites: 60 credits, including 6 credits in education courses. Teaching experience is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4649 **SFU EDUC 464**
WEB-BASED 4 UNIV

Early Childhood Education

The course was called EDUC 464. This course is concerned with the current trends, issues and research relating to the education of young children.

Prerequisites: SFU EDUC 401/402 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4659 **SFU EDUC 465**
WEB-BASED 4 UNIV

Children's Literature

The course was called EDUC 465. This course examines historical, sociological and literary perspectives on literature for children.

Prerequisites: 60 credits.

Note: EDUC 4659 may be applied toward the minor in early childhood education (offered through SFU).

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4679 **SFU EDUC 467**
WEB-BASED 3 UNIV

Curriculum and Instruction in Teaching English as an Additional Language

The course was called EDUC 467. 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 analyzes and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 90 credits including 3 credits in EDUC.

Note: EDUC 4679 may be applied toward the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4719 **SFU EDUC 471**
WEB-BASED 4 UNIV

Curriculum Development: Theory and Practice

The course was called EDUC 491. This course is an exploration of curriculum theory and processes of development with applications at different levels and in several subject areas.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4729 **SFU EDUC 472**
WEB-BASED 4 UNIV

Designs for Learning: Elementary Language Arts

The course was called EDUC 472. This course focuses on developing knowledge, skills, and strategies to create a rich and stimulating language arts program in the elementary classroom. Issues in reading, writing, speaking and listening are examined through current theory and teaching practice.

Prerequisites: SFU EDUC 401/402. Note: Students with credits for this course prior to SFU's 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

EDUC 4759 **SFU EDUC 475**
WEB-BASED 4 UNIV

Designs for Learning: Elementary Mathematics SFU-designated Quantitative (Q) course. Refer to [Page 16](#).

The course was called EDUC 475. This course focuses on teaching elementary school mathematics. Students explore mathematical learning, their own mathematical thinking, and curriculum and plan mathematical instruction within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for EDUC 4759 prior to SFU's 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



EDUC 4859 SFU EDUC 485W
WEB-BASED 8 UNIV

Designs for Learning: Writing SFU-designated Writing-Intensive (W) course. Refer to page 16.

The course was called EDUC 495. 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 practiced. Students observe, use and evaluate these techniques. Course content includes: Teacher as Writer-writing skills, audience, purpose, writing process, self-evaluation. Teaching writing-research, acquisition, self-disclosure, risk and creativity, thought and discipline and evaluation. Teacher as Researcher-reflective observation, analysis of data, program evaluation, peer support systems. Teacher as Developer of Curriculum-student writing, drama, literature and use of texts.

Prerequisites: SFU EDUC 401/402.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks. Registration deadline applies.

ENGL 0401
PRINT-BASED PREP

Reading and Writing English

The course was called ENGL 010. This course is designed to develop skills as a writer by practicing 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: It is recommended that you successfully complete Grade 8 English or equivalent before beginning this course.

Placement can be made on the basis of an English Assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Students Services.

Additional Requirements: A standard dictionary is required (e.g. The Gage Canadian Dictionary).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 0501
PRINT- or WEB-BASED PREP

Advanced English Skills

The course was called ENGL 028. 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) Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

Prerequisites: Grade 10 English, ENGL 0401 or equivalent. Placement can be made on the basis of an English Assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Students Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 0601
PRINT- or WEB-BASED PREP

Introduction to Literature

The course was called ENGL 030. This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. Grade 12 English equivalency.

Prerequisites: ENGL 0501 or English 11. Placement can also be made on the basis of an English Assessment, available on request.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Students Services.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 0641
PRINT-BASED PREP

Survey of British Literature

The course was called ENGL 034. ENGL 0641 is the equivalent of academic Grade 12 English. It presents a traditional survey of English Literature, from its earliest beginnings to the second half of the twentieth century.

Prerequisites: It is recommended that you successfully complete ENGL 0501 or English 11 before beginning this course. Placement can be made on the basis of an English assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Students Services.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





ENGL 0661

PRINT-BASED

PREP

Written Communication

The course was called ENGL 036. This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

Prerequisites: BC English 11 or equivalent.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 6). The form is available on the TRU-OL website and from Students Services. This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

ENGL 1001

PRINT- or WEB-BASED

3 UNIV

Literature and Composition 1

The course was called ENGL 100. This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays. ENGL 1011 (Literature and Composition II) is the continuation of ENGL 1001 and focuses on drama and poetry.

Prerequisites: English 12 or equivalent

Note: This course satisfies the first half of the introductory English literature and composition requirement of TRU-OL degrees. Students with credit for ENGL 1021 or ENGL 1019 may not take this course for further credit. Students with credit for ENGL 1001 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

ENGL 1011

PRINT- or WEB-BASED

3 UNIV

Literature and Composition II

The course was called ENGL 101. This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

Prerequisites: English 12 or equivalent. An English course at the 100-level (such as ENGL 1001) that includes the study of fiction and composition is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 1031 or 1029 may not take this course for further credit. Students with credit for ENGL 1011 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

Equipment: CD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

ENGL 1019

WEB-BASED

SFU ENGL 101W

3 UNIV

Introduction to Fiction

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called ENGL 104. This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the first half of the introductory English literature and composition requirements at TRU-OL. Students with credit for ENGL 1011 or 1021 or equivalent may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



ENGL 1021

PRINT-BASED

3 UNIV

Composition and Native Indian Literature I

The course was called ENGL 102. 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 CD's of 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 TRU-Open Learning degrees. Students with credit for ENGL 1001, ENGL 1019 or ENGL 1011 may not take this course for further credit. Students with credit for ENGL 1021 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 1029

WEB-BASED

SFU ENGL 102W

3 UNIV

Introduction to Poetry

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called ENGL 105. 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 students' skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 1011 or 1031 or equivalents may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ENGL 1031

PRINT-BASED

3 UNIV

Composition and Indigenous Literatures in Canada II

The course was called ENGL 103. This course is comparable to the second half of other first-year university English courses. Course requirements include reading: novels, a novel excerpt, one-act and full-length plays, and a wide range of poems. The six instructional units in this course cover a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the twentieth century. Students will develop an appreciation for both the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.

Prerequisites: English 12 or equivalent. ENGL 1001 or 1021 (or equivalent) is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement of TRU degrees. Students with credit for ENGL 1011 or ENGL 1029 may not take this course for further credit. If in doubt, please contact your academic advisor.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 1049

WEB-BASED

SFU ENGL 104W

3 UNIV

Introduction to Prose Genres SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called ENGL 112. This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a TRU-OL program advisor about the applicability of this course to programs offered through TRU-OL.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





ENGL 1061

PRINT- or WEB-BASED 3 UNIV

Written Communication

The course was called ENGL 106. This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by; CHA, CIM.

Prerequisites: BC English 11 or equivalent.

Note: Students who already have credit for a post-secondary English or Business Communications course will usually be exempted from having to take ENGL 1061. Please contact business_ol@tru.ca for further information. Also, please note that this course is not applicable to the general education requirements of any TRU-OL degree.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 16](#).

ENGL 1071

PRINT- or WEB-BASED 3 UNIV

Business Communication

The course was called ENGL 107. 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. Advanced standing may be approved by; AI, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA.

Prerequisites: Completion of ENGL 1061 or another post secondary English course such as ENGL 1001 or 1021 or 1999 or equivalent skills as demonstrated by an assessment.

Note: Only one of BBUS 3169 (UVIC ADMN 316) and ENGL 1071 may be taken for credit.

Exclusions: Please note that this course is not applicable to the general education requirements of any TRU-OL degree.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Text: A standard dictionary is recommended.

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 16](#).

ENGL 1101

PRINT- or WEB-BASED 3 UNIV

Composition

The course was called ENGL 108. The aim of this course is to prepare students to communicate and create new knowledge in the many different spheres - academic and business; personal and community - of life and work. The course is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from the Open Learning Faculty Member guiding the course. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and documenting research sources. Students will also learn to find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

Prerequisites: Any one of the following is recommended: 73% or better on the British Columbia combined English 12 or English 12 First Peoples and Government exam (within the last five years); or Level 4 on the composition section of the Language Proficiency Index (within the last two years); or Completion of TRU ENGL 0600 or TRU-OL ENGL 0601 or equivalent.

Note: Students with credit for TRU-OL ENGL 1061, SFU ENGL 199, or TRU ENGL 1100 may not take this course for further credit. If in doubt, please consult your academic advisor.

Equipment: Computer with Internet is required for web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: January.

Completion: 30 weeks. Refer to [page 16](#).

ENGL 1999 SFU ENGL 199W
WEB-BASED 3 UNIV

Introduction to University Writing SFU-designated Writing-Intensive (W) course. Refer to [Page 16](#).

The course was called ENGL 199. 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 credit hours.

Note: Students with credit for ENGL 1001, 1011, 1021 or 1031 may not take this course for further credit in some programs offered through TRU-OL.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ENGL 2059 SFU ENGL 205
WEB-BASED 3 UNIV

Restoration and Eighteenth Century Literature SFU-designated Breadth (B) course. Refer to [Page 16](#).

The course was called ENGL 205. This course is a survey of the literature of the period from 1660 to 1800, and may include some writing from North America.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



ENGL 2079 SFU ENGL 207
WEB-BASED 3 UNIV

Twentieth-Century Literatures in English

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called ENGL 207. This course covers a variety of literary genres including short stories, novels, poems and essays. It is intended to help improve critical and analytical skills and to engage students in these literary genres at a sophisticated level. Students are encouraged to pay close attention to style and technique, character and theme and other dimensions of the literary text. Improvements to writing skills will be gained by submitting written critical responses to the texts.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ENGL 2111
PRINT- or WEB-BASED 3 UNIV

English Literature from Chaucer to Milton

The course was called ENGL 220. 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 1001 and 1011, or ENGL 1021 and 1031, or ENGL 1019 (SFU ENGL101W) and 1029 (SFU ENGL102W), or equivalents.

Note: Students with credit for UBC's ENGL 201 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 2211
PRINT-BASED 3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

The course was called ENGL 221. This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 2111). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. Attention is also given to the political, philosophical, social and religious background.

Prerequisites: ENGL 1001 and 1011, or ENGL 1021 and 1031, or equivalents

Note: Students with credit for UBC's ENGL 201 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 3049 SFU ENGL 304
WEB-BASED 4 UNIV

Studies in Medieval Literature

The course was called ENGL 305. 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.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ENGL 3119 SFU ENGL 311
WEB-BASED 4 UNIV

Early Shakespeare

The course was called ENGL 311. This course introduces the world of Shakespeare through the study of six plays (and several of his sonnets) that centres on a common theme: love. In addition to reading the plays and background material, students read the work of critics and the writings of some of Shakespeare's contemporaries and predecessors. The combination of readings is designed to give a broad understanding of the literary and cultural context in which Shakespeare wrote and to advance students' skills in critical appreciation of England's foremost dramatist.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Note: Students may take both ENGL 3119 and SFU ENGL 313 for credit toward the English major. Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks. Registration deadline applies. Refer to page 13.





ENGL 3279 **SFU ENGL 327**
WEB-BASED 4 UNIV

Studies in Romantic Literature
SFU-designated Breadth (B) course. Refer to Page 16.

The course was called ENGL 327. This course studies the works of four major English romantic poets and a number of other important figures from this period. The focus includes the poets: William Blake, Wordsworth, John Keats and Percy Bysshe Shelly, though a number of other romantic writers will also be studied. The Romantic Manifesto is the organizing principle that serves as both a key to poetic orientation and to help students understand the verse through comparison with a readily available part of its context.

Prerequisites: Two 100 division English courses and two 200 division English courses.

Note: Students who have taken ENGL 325 for credit may not take ENGL 3279 for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ENGL 3309 **SFU ENGL 330**
WEB-BASED 4 UNIV

Studies in Victorian Literature

The course was called ENGL 330. In this course, we shall study five novels from the second half of the nineteenth century. We shall examine how these Victorian writers responded to the rapid changes in their society brought about by increasing urbanization, the advance of technology, the spread of literacy and the growth of the professions. Was this changing society actually progressing or falling apart? What role could or should the artists have? In seeking answers to these questions, we shall focus on the depiction of Victorian gender ideology, class stratification, the developments in the novel genre and the commoditization of the literary text.

Prerequisites: Two 100 division English courses and two 200 division English courses.

Note: Students with credit in SFU ENGL 329 or 333 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ENGL 3409 **SFU ENGL 340**
WEB-BASED 4 UNIV

Studies in Twentieth-Century British Literature before 1945

The course was called ENGL 340. This course studies selected works of British literature written from 1900 to 1945, and may be organized by various critical issues or approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ENGL 3599 **SFU ENGL 359**
WEB-BASED 4 UNIV

Studies in the Literature of British Columbia

The course was called ENGL 360 and has an interim code of ENGL 359.

This course is both a general survey of writing in British Columbia and an in-depth study of specific texts. To make this introduction to BC writing as inclusive as possible, works include several modes and genres from various geographical regions of the province and from different historical communities. Many of the readings focus on such issues as sexuality, the environment, immigration and the status of First Nations.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

ENGL 4241
PRINT- or WEB-BASED 3 UNIV

Modern British Fiction

The course was called ENGL 424. This course provides a survey of modern British fiction from its development early in the twentieth 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 1001 and 1011, or equivalents.

Note: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website. CD player is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).



ENGL 4321

PRINT- or WEB-BASED 3 UNIV

Modern Canadian Fiction

The course was called ENGL 432. 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 1001 and 1011, or equivalents

Note: Students with credit for UBC's ENGL 420 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website. CD player is recommended.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

ENGL 4341

PRINT-BASED 3 UNIV

Modern Canadian Theatre

The course was called ENGL 435. This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwrighting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

Prerequisites: ENGL 1001 and 1011 or equivalents.

Note: Required coursework includes the viewing of 12 one-hour video programs.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

ENGL 4351

PRINT-BASED 3 UNIV

Modern American Fiction

The course was called ENGL 442. 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 1001 and 1011 or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

ENGL 4879 SFU ENGL 487W

WEB-BASED 4 UNIV

Topics in Children's Literature:

Animal Stories

SFU-designated Writing-Intensive (W) course. Refer to Page 16.

The course was called ENGL 487. The focus of this course is animal literature written for children in English. Focus will be placed on the issues of Self and Other in the representation of animals as sentient races. Some issues that will be examined include: the extent to which adult authors use animal characters as surrogate children or surrogate humans; the representation of animals as alien; and the level to which readers are encouraged to think/perceive in non-human ways.

In choosing works which focus on cats, mice, and rats as characters, the course will also explore why stereotyping is allowable in animal stories where it would not be in realist fiction.

Note: The Writing-Intensive element of the course means that students will be getting feedback on their writing before handing in their assignments and that we will be reading several examples of academic writing in this area.

Prerequisites: Two 100-level English courses, two 200-level English courses and SFU ENGL 387 (except SFU ENGL 387 Fall 2005 or Summer 2006).

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

ENGL 4991

PRINT-BASED 3 UNIV

Directed Studies

The course was called ENGL 499. This course is a requirement for completion of the Bachelor of Arts, English major (page 47) and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts (page 51). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL Program Advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





ENVR 3119 **UVIC ER 311 S50**
WEB-BASED 3 UNIV

Principles and Concepts of Ecological Restoration

The course was called ENVR 311. This course introduces the field and issues involved in ecological restoration. It examines the physical and biological characteristic of ecosystems and processes and the need to maintain and restore them. The emphasis is on examples from BC, but the approach is applicable to issues around the globe. It examines natural and human-caused changes at ecosystem to species levels; discusses ecosystems and biodiversity; considers the philosophy and ethics of restoration; and introduces legal and policy frameworks. The course introduces process and techniques of assessing the ecosystems and developing recommendations through field visits.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

ENVR 3139 **UVIC ER 313 F50 or S50**
WEB-BASED 3 UNIV

Biodiversity and Conservation Biology

The course was called ENVR 313. This course provides students with an understanding of biodiversity and the role of conservation biology as the scientific discipline whose aim is to reduce impacts of human activities on the loss of biological diversity. Topics include the history and subject matter of conservation biology; values of biodiversity; important basic principles of ecology and how these principles are used to design conservation projects and to understand population biology processes and patterns; the status of biodiversity and the impacts of current threats; possible human interventions for stemming the loss of biodiversity.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: September or January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

ENVR 3149 **UVIC ER 314 F50**
WEB-BASED 3 UNIV

Ethical, Legal, and Policy Aspects of Environmental Restoration

The course was called ENVR 314. This course explores the relationship between environmental values and the regulatory and policy framework that currently exists. It deals with thorny questions such as recovery of endangered species, the role of First Nations, the responsibility of different levels of government for environmental protection and restoration, and the right of the state over the right of the individual in environmental matters. These are significant issues that underlie the entire practice of environmental restoration, and they play a critical role.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

ENVR 3329 **UVIC ER 332**
WEB-BASED 3 UNIV

Selection and Propagation of Native Plants

This course will introduce students to the principles of native plant selection and propagation within the context of meeting ecological restoration goals, and is of value to anyone wanting to know more about working with indigenous plants.

Topics include native plant propagation techniques; the role of artificial propagation in ecosystem rehabilitation and restoration; criteria for species selection; scientific and ethical principles for the collection of propagation materials; site stabilization; site preparation; out-planting; and bioengineering.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. DVD player required.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

ENVS 3991
WEB-BASED 3 UNIV

Environmental Studies: Sustainability

The course was called ENST 399. This course is a Web seminar course offering special topics in environmental studies for in-depth-study. This upper-level course focuses on topics that are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting our natural resources. Particular emphasis will be placed on water, energy, and biodiversity and on the attempts to balance the impact of our activities with the environment's capacity to absorb them. This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies.

Prerequisites: 60 Credits.

Equipment: Computer with Internet, CD-ROM drive, Anti-Virus software and QuickTime, is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).



ENVR 4019 UVIC NP 501
WEB-BASED 3 UNIV

Design Principles for Natural Processes

This course looks at ecosystem restoration attempts to create self-renewing plant and animal associations as well as design prescriptions needed to work with and expand on, existing natural processes. This course identifies natural processes involved in maintaining ecosystems and how they are recreated in restoration projects. It also addresses the element of design where a particular restoration project accommodates special requirements such as wildlife crossings. In an urban context, design considerations include low impact development and aesthetic appeal.

Prerequisites: See www.uvcs.uvic.ca/sustainability/register/nsnp/ for entrance requirements.

Equipment: Computer with Internet and an email account is required.

Refer to www.uvcs.uvic.ca/education/.

Start Date: September. Registration deadline applies. Refer to page 13.

Completion: 4 months.

ESLG 0051 ONLINE NC

Intermediate English I

This course offers an integrated approach to intermediate English language skills by focusing on listening comprehension activities, with follow up exercises that focus on grammar, oral skills, reading and writing. Language will be presented and practiced using multimedia software, while course activities provide opportunities for students to personalize and use the language in ways that are relevant to them. Students will practice the following language structures: past; present; future events and experience; present perfect tense; duration; future time and modals; conditional; already; yet; ever; yes/no and wh-question formation with present perfect and past tenses; cause/effect; conditionals; degrees of certainty; noun phrases; passive voice; and purpose (for). Topics include going on a trip, energy sources and giving directions.

Prerequisites: Placement test.

Equipment: Computer with Internet. Refer to pages 108-109 or the TRU-OL website.

Start Date: Paced. See page 13.

Completion: 16 weeks.

ESLG 0061 ONLINE NC

Intermediate English II

This course offers an integrated approach to intermediate English language skills by focusing on listening comprehension activities, with follow up exercises that focus on grammar, oral skills, reading and writing. Language will be presented and practiced using multimedia software, while course activities provide opportunities for students to personalize and use the language in ways that are relevant to them. Students will practice the following language structures: present perfect and past tenses; passive voice; gerunds and infinitives, reason/purpose; change; adverb clauses/phrases; modals of necessity; countable/uncountable amounts; adjective clauses/phrases; and approximation. Topics include past experiences, future hopes, occupations, places to go, ways to travel, things to wear, feelings, price, quality, country data and comparisons.

Prerequisites: Placement test.

Equipment: Computer with Internet. Refer to pages 108-109 or the TRU-OL website.

Start Date: Paced. See page 13.

Completion: 16 weeks.

ESLG 0071 ONLINE NC

Advanced English I

This course offers an integrated approach to advanced English language skills by focusing on listening comprehension activities, with follow up exercises that focus on grammar, oral skills, reading and writing. Language will be presented and practiced using multimedia software, while course activities provide opportunities for students to personalize and use the language in ways that are relevant to them. Topics include life choices (accidents, dilemmas), health issues and space and time sequences.

Prerequisites: Placement test.

Equipment: Computer with Internet. Refer to pages 108-109 or the TRU-OL website.

Start Date: Paced. See page 13.

Completion: 16 weeks.

ESLG 0081 ONLINE NC

Advanced English II

This course offers an integrated approach to advanced English language skills by focusing on listening comprehension activities, with follow up exercises that focus on grammar, oral skills, reading and writing. Language will be presented and practiced using multimedia software, while course activities provide opportunities for students to personalize and use the language in ways that are relevant to them. Students will practice the following language structures: adverb and noun clauses; past possibilities; past conditionals; modals and degrees of certainty and logical necessity; making conditionals and past inferences. Topics include mystery, investigation, evidence, historical figures, news events, great accomplishments, regions of the world and UFOs.

Prerequisites: Placement test.

Equipment: Computer with Internet. Refer to pages 108-109 or the TRU-OL website.

Start Date: Paced. See page 13.

Completion: 16 weeks.

FNST 1019 SFU FNST 101
WEB-BASED 3 UNIV

The Cultures, Languages, and Origins of Canada's First Peoples SFU-designated Breadth (B) course. Refer to Page 16.

The course was called FNST 101. This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures and aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and CD player are required. DVD player is optional. Refer to http://code.sfu.ca/.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





FNST 2019 SFU FNST 201
WEB-BASED 3 UNIV

Canadian Aboriginal Peoples' Perspectives on History
SFU-designated Breadth (B) course. Refer to Page 16.

The course was called FNST 201. 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: Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

FREN 1001
PRINT- or WEB-BASED 3 UNIV

Introduction to French I

The course was called FREN 100. 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.

Note: Students using Intel-based Macs will need to install a Windows Emulator to use the CD-ROM in this course. Please see the detailed course information page on the TRU-OL website for details.

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.

Exclusions: Students who speak French as their first language or who have taken either the French immersion program, or "Programme Cadre" may not take this course for further credit.

Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: CD and DVD players and phone are required. Access to a phone for communication with an Open Learning Faculty Member for oral assignments. Computer, with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

FREN 1011
PRINT- or WEB-BASED 3 UNIV

Introduction to French II

The course was called FREN 101. This course is a continuation of the work of FREN 1001 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 1001 or equivalent.

Note: Students who speak French as their first language or who have recently taken either the French immersion program or "Programme Cadre" may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously. Exclusions not applicable for non-credit option.

Equipment: CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

FRST 3053
PRINT- and WEB-BASED 3 UNIV

Silviculture 1

The course was called FRST 305. Silviculture is concerned with the art and science of controlling

the establishment, growth, composition, health and quality of stands of trees in forests. The objective is to meet the diverse needs and values of landowners and society on a sustainable basis. Silviculture 1 is the first of a two-part series in the study of silviculture concepts and principles. Silviculture I parallels, but is not identical to, Forestry 305, which is currently offered by the Faculty of Forestry at the University of British Columbia and each conforms to the ABCPF Silviculture Academic Standards.

Prerequisites: TRU's FRST 1120/1220, FRST 2100, FRST 2110 and FRST 2200.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

FRST 3073
PRINT- and WEB-BASED 3 UNIV

Forest Harvesting

The course was called FRST 307. This course addresses the engineering, economic, and environmental factors associated with transportation and harvesting systems used in integrated forest resource management. These include: forest road design and location, geotechnical engineering, and drainage; harvest planning, locating, and scheduling; and an international perspective on logging systems and their application in meeting silvicultural objectives.

Prerequisites: Graduate students from a recognized technical college or university, with majors in forestry, biology, wildlife, natural resources, or geography. Also eligible are senior students who have field experience and are enrolled in Thompson Rivers University's Natural Resource Sciences program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

**GEOG 1191**

PRINT- or WEB-BASED 3 UNIV

Introduction to Human Geography 1: People and the Environment

The course was called GEOG 230. 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: There are no prerequisites for the course, but a provincial Grade 12 diploma or equivalent is recommended. However, if you have taken other lower-level geography courses (such as GEOG 1221) or courses in other social sciences, the background information gained from them will be very useful.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GEOG 1221

PRINT- or WEB-BASED 4 UNIV

Introduction to Physical Geography

The course was called GEOG 110. 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

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

GEOG 2221

PRINT- or WEB-BASED 3 UNIV

Regional Geography of Canada

The course was called GEOG 200. 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.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GEOG 2231

PRINT- or WEB-BASED 3 UNIV

Geography of British Columbia

The course was called GEOG 270. This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province’s diverse physical and human landscapes. The course focuses particularly on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. It also examines how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

Prerequisites: None. Though they are not required, a first-year course in geography (e.g. GEOG 1221 or GEOG 1191), geology (e.g. GEOL 1011 or GEOL 1111) or equivalent skills and knowledge would provide useful background information.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GEOG 2649

WEB-BASED

SFU GEOG 264

3 UNIV

Canadian Cities

The course was called GEOG 264. This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

Prerequisites: SFU GEOG 100 or 162 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks. Registration deadline applies. Refer to page 13.





GEOG 3991

WEB-BASED 3 UNIV

Global Climate Change and Regional Impacts

The course was called GEOG 399. This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of various perspectives on the issues. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop knowledge of systems and energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

Prerequisites: Completion of 60 credits.

Equipment: Computer with Internet and QuickTime (version 5 or later), is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website. DVD player is optional.

Texts: Note that you will not receive a package of course materials; you are responsible for acquiring a copy of the textbook and access to the other resources some of which are available through library services at www.tru.ca/library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GEOL 1011

PRINT-BASED 3 UNIV

Introduction to Geoscience

The course was called GEOL 101. This is a one-semester non-lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves.

Prerequisites: None

Note: Students with credit for GEOL 1111 may not take GEOL 1011 for further credit. A student who has completed GEOL 1011 may take GEOL 1111 to gain a lab science credit.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GEOL 1111

PRINT- or WEB-BASED 4 UNIV

Introduction to Earth Science

The course was called GEOL 120. This is a one-semester lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves. The lab component of the course has a focus on identification and understanding of minerals and rocks, and on the interpretation of geological features from topographic maps.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for GEOL 1011 may not take GEOL 1111 for further credit.

Equipment: The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home. TV and DVD player are required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: GEP: 1111 Laboratory Kit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

GERM 1049

WEB-BASED SFU GERM 104 3 UNIV

German for Reading Knowledge I

The course was called GERM 104. This is an introductory course that covers reading strategies, grammar for reading purposes, learning resources and basic vocabulary. It offers a multimedia introduction to reading skills in German leading to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g. in a multimedia lab or on a home computer). The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students who have completed German 11 or German 12 in high school, have ANY college or university level German, or have completed German courses or have any German Preparation from European or other high school, or whose first language is German, or those who received their secondary education in a German-speaking community can NOT take GERM 1049 for further credit. The Department reserves the right to withdraw or transfer a student to a higher level course.

Note: Students with credit for SFU GERM 103 or higher may not take this course for further credit. Prior knowledge of German is not required. Students with prior knowledge of German should contact the Language Training Institute at 778-782-4790 before proceeding with this course.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



GERO 3009 **SFU GERO 300**
WEB-BASED 3 UNIV

Introduction to Gerontology SFU-designated Breadth (B) course. Refer to Page 16.

The course was called GERO 300. 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.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

GERO 3019 **SFU GERO 301**
WEB-BASED 3 UNIV

Research Methods in Gerontology

The course was called GERO 301. 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 SFU STAT 103) or equivalent is recommended.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

GERO 4039 **SFU GERO 403**
WEB-BASED 3 UNIV

Counselling Issues with Older Adults

The course was called GERO 403. This course is an examination of the ways of adapting counselling theory and practice to meet the needs of older adults and their families. Emphasis is placed on counselling techniques and outcomes appropriate to the needs of persons living independently, with their families or in institutional settings.

Prerequisites: GERO 3009 and SFU PSYC 357 or SFU GERO 420/SOCI 420.
Equipment: CD player and computer with Internet are required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

GERO 4049 **SFU GERO 404**
WEB-BASED 3 UNIV

Health and Illness in Later Life

The course was called GERO 404. 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 3009.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

GERO 4069 **SFU GERO 406**
WEB-BASED 3 UNIV

Death and Dying

The course was called GERO 406. This course focuses on providing the student with an in-depth understanding of the process of dying. By examining one's personal response to death as well as society's reaction and responsibilities toward dying, the student gains new insights in caring for the dying person.

Prerequisites: 60 credits. GERO 3009 is recommended.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

GERO 4079 **SFU GERO 407**
WEB-BASED 3 UNIV

Nutrition and Aging

The course was called GERO 407. This course examines specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological and physical factors that influence food choice and ultimately nutritional status in aging.

Prerequisites: 60 credits. GERO 3009 is recommended.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.





GREK 1109 **SFU GRK 110**
WEB-BASED 3 UNIV

Modern Greek for Beginners I

The course was called GREK 110. This course is an introduction to the Greek language intended to help beginners develop survival skills in the most frequently encountered communicative situations.

Prerequisites: Permission of the instructor.

Note: Students with credit for SFU LANG 110 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

GREK 1609 **SFU GRK 160**
WEB-BASED 3 UNIV

Modern Greek for Beginners II

The course was called GREK 160. This course aims to give a better understanding of basic Greek grammar to those who have acquired the basic language skills and to develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write small paragraphs are also emphasized.

Prerequisites: GREK 1109 or permission from the instructor.

Note: Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

HART 4819 **UVIC HA 488P**
WEB-BASED 3 UNIV

Human Resource Management in Cultural Organizations

The course was called GEST 481 and has an interim course code of HART 481.

This course (UVIC HA488P) is for anyone involved in supervising or managing staff or volunteers in cultural organizations and focuses on organizational dynamics, leadership and decision making, HR policy development, performance planning and communications.

Prerequisites: Permission from UVic's Cultural Resource Management program www.uvcs.uvic.ca/cultural. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, heritage site or cultural organization.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: May. Registration deadline applies. Refer to [page 13](#).

HART 4839 **UVIC HA 486B**
WEB-BASED 3 UNIV

Museum Principles and Practices II: Programming, Exhibitions, and Management

The course was called GEST 483 and has an interim course code of HART 483.

Exhibitions and programs are the primary means by which museums share their collections. This course focuses on ways in which museums present a diverse range of exhibitions, programs and other outreach activities to meet their educational mandate and then goes on to explore the governance and management structures needed to ensure that the museum meets its mission and goals.

Prerequisites: Permission of UVic's Cultural Resource Management program www.uvcs.uvic.ca/cultural. Students should work in or have access to a local museum, gallery, heritage site or related institution.

Note: Students with credit for UVIC HA 486 may not take this course for further credit. Students interested in this course may also wish to take UVIC HA 486A *Museum Principles and Practices: Creating and Preserving Knowledge*.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HART 4869 **UVIC HA 486A**
WEB-BASED 3 UNIV

Museum Principles and Practices I: Communities, Curatorship, and Collections

The course was called GEST 482 and has an interim course code of HART 486.

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums with particular emphasis on the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care.

Prerequisites: Permission from UVic's Cultural Resource Management Program (www.uvcs.uvic.ca/cultural). Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum gallery, historic site or related institution.

Note: Students with credit for UVIC HA 486 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Completion: 4 months.



HART 4879 **UVIC HA 487A**
WEB-BASED 3 UNIV

Heritage Resource Management

The course was called GEST 484 and has an interim course code of HART 487.

This course offers an intensive study of the nature and value of heritage resources worldwide, and of management approaches that support their preservation and presentation. Topics include identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, and cultural tourism.

Prerequisites: Permission from UVic's Cultural Resource Management Program (www.uvcs.uvic.ca/cultural). Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution.

Note: Students with credit for UVIC HA 487 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Completion: 4 months.

HART 4889 **UVIC HA 488D**
WEB-BASED 3 UNIV

Caring for Collections

The course was called GEST 488 and has an interim course code of HART 488.

An examination of the physical characteristics of various types of museum collections, the ways they are affected by a range of environmental factors, and the preventive conservation and treatment policies and procedures that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes.

Prerequisites: Permission of UVic's Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: not offered 2010/11 by distance. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HART 4909 **UVIC HA 488A**
WEB-BASED 3 UNIV

Managing Cultural Organizations

The course was called GEST 490 and has an interim course code of HART 490.

This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.

Prerequisites: Permission of UVic's Cultural Resource Management program www.uvcs.uvic.ca/cultural.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline/.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HART 4919 **UVIC HA 488B**
WEB-BASED 3 UNIV

Collections Management

The course was called GEST 491 and has an interim course code of HART 491.

Collections and the knowledge that they convey, remain the cornerstone of most museums. This course addresses both the roles of collections in the changing museum and heritage sector and the principles and practices that guide their acquisition, management and use.

Prerequisites: Permission from UVic's Cultural Resource Management Program www.uvcs.uvic.ca/cultural. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: TBA. Registration deadline applies. Refer to [page 13](#).

HART 4929 **UVIC HA 488S**
WEB-BASED 3 UNIV

Building Community Relationships

The course was called GEST 492 and has an interim course code of HART 492.

This course helps students reconsider the traditional role of a cultural worker to identify new ways of relating to the community and expanding visions outward toward the global trends that are affecting society today. Using a variety of learning tools, students will strengthen their ability to initiate, build and sustain inclusive and mutually beneficial relationships within communities. Learn new skills to map community assets, define potential community collaborations and balance diverse cultural perspectives.

Prerequisites: Permission of UVic's Cultural Resource Management Program.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline

Start Date: September.

Completion: 4 months.

HART 4939 **UVIC HA 488J**
WEB-BASED 3 UNIV

Curatorship: Contemporary Perspectives

The course was called GEST 493 and has an interim course code of HART 493.

As museums seek to engage with the diverse communities they serve and the cultures they study, curators are taking more inclusive approaches to their work. This course examines the core curatorial concepts of collections planning, research, analysis, documentation, management and exhibition development, and relates them to the evolving roles of museums in society. It explores the ways that emerging competencies blend with traditional curatorial skills and knowledge to build sustained and meaningful relationships with community partners.

Prerequisites: Permission of UVic's Cultural Resource Management Program. Students should work in or have access to a local museum, gallery, heritage site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.





HART 4949 **UVIC HA 489C**
WEB-BASED 3 UNIV

Determining Significant Heritage Resources

The course was called GEST 494 and has an interim course code of HART 494.

Defining the heritage value or significance of a historic place or resource is the foundation on which any heritage conservation process is built. This course begins with an exploration of the range of historical, aesthetic, social, and scientific values that establish the character-defining elements of historical resources, including buildings, structures, historic districts, and cultural landscapes. Various methods of inventory and evaluation, from numerical scoring systems to systems that establish historical contexts of thematic studies, are discussed, along with the roles in guiding subsequent conservation planning and decision-making.

Prerequisites: Permission of UVic's Cultural Resource Management Program www.uvcs.uvic.ca/cultural. Students should work in or have access to a local heritage program or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HART 4959 **UVIC HA 488C**
WEB-BASED 3 UNIV

Public Programming

The course was called GEST 495 and has an interim course code of HART 495.

This course examines the critical role of interpretation and public programming in helping museums and heritage organizations to engage their communities in meaningful and long-term ways. You will explore how organizations create memorable learning experiences for visitors, develop community outreach approaches, and plan for the delivery, staffing, management and evaluation of programs. You will explore and consider how museums and heritage organizations embrace learning as a valued outcome and develop effective, long-term community partnerships.

Prerequisites: Permission of UVic's Cultural Resource Management Program www.uvcs.uvic.ca/cultural. Students should work in or have access to a local museum, gallery, heritage site or related educational institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HART 4969 **UVIC HA 488U**
WEB-BASED 1.5 UNIV

Managing Archival Collections

This course provides a focus on archival collections as components of museum collections requiring specialized organization, management and care. Topics include the value and nature of archival materials; theories, principles and practices governing archival management; legal, administrative and frameworks; appraisal, acquisition, and accessioning; arrangement and description; physical processing and storage; preventive conservation; reference services and access; sharing archives and using them to enhance exhibits, education and outreach.

Prerequisites: Permission from UVic's Cultural Resource Management Program (www.uvcs.uvic.ca/cultural).

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/learnonline.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 4 months.

HIST 1121
PRINT- or WEB-BASED 3 UNIV

Canadian History to 1867

The course was called HIST 120. This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries;

the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

Prerequisites: None

Equipment: CD player is required. Computer with Internet is required for the web-based version of this course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

HIST 1161
PRINT-BASED 3 UNIV

Modern European History I: 1450-1800

The course was called HIST 241. 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.

Completion: 30 weeks. Refer to [page 16](#).

**HIST 1221**

PRINT- or WEB-BASED 3 UNIV

Post-Confederation Canadian History

The course was called HIST 121. This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

Prerequisites: None.

Note: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

Equipment: CD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HIST 2251

PRINT-BASED 3 UNIV

History of British Columbia

The course was called HIST 225. This course surveys the past two centuries of the history of Canada's west coast province. The thirteen 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.

Prerequisites: You need not have previously studied history to succeed in this course; however, successful completion of secondary school history coursework, or equivalent skills and knowledge, is recommended.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16

HIST 2779

WEB-BASED 3 UNIV

SFU HIST 277**History of Greek Civilization**

The course was called HIST 277. This course introduces the history of Greek civilization which dates back more than 3000 years, from the early Aegean civilizations to modern Greece. Greek civilization has influenced and been influenced by, centuries of migrations and shifting empires, from the Bronze Age, through the classical era of ancient Greece to Byzantium and the revival of Hellenism to the present. Greek civilization has influenced laws, languages, architecture, religion, politics and culture. Topics include the evolution of Greek civilization and the unique social and political structures that have emerged and reemerged in the territory of the Greek state and the eastern Mediterranean. Students will gain an appreciation of the periods in Greek history and how this history has influenced present-day Greece and contemporary civilization. This introductory course will familiarize students with Greek culture and history in preparation for more advanced courses in History and Hellenic studies.

Prerequisites: 45 credit hours, including 9 hours of lower division history credits.

Note: Students who have taken HIST 307 (SFU HIST 307 ST) may not take HIST 2779 (SFU HIST 277) for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

HIST 3089

WEB-BASED 3 UNIV

SFU HIST 308**Byzantine from Constantine to the end of the Dark Ages: 4th to the 9th Centuries**

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: 45 credits including 9 lower-level history credits.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

HIST 3389

WEB-BASED 4 UNIV

SFU HIST 338**World War II**

The course was called HIST 334 and has an interim code of HIST 338. 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: 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or equivalent) prior to registering in any upper-level history course.

Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





HIST 3399 **SFU HIST 339**

WEB-BASED 4 UNIV

The British Empire and Commonwealth

The course was called HIST 336 and has an interim code of HIST 339. This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the "Westminster Model" of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

HIST 3991

ONLINE 3 UNIV

Environmental History

The course was called HIST 399. This is an online seminar course that examines the reciprocal relations between humans and non-human nature through a historiographic perspective. The course addresses the changing impact of human populations, their technology and their ideas on the physical environment, as well as how climate, topography, plants and animals have enabled, constrained, and altered the path of human societies. The course emphasizes the North American context.

Prerequisites: 60 credits

Equipment: Computer with Internet and QuickTime (version 5 or later), is required for this web-based course. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 14 weeks

HIST 4991

PRINT-BASED 3 UNIV

Directed Studies

The course was called HIST 499. This course is a requirement for completion of the Bachelor of Arts, history major (page 44) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 41). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 16](#).

HLTH 1001

WEB-BASED NC

Math Review for Medication Administration

The course was called HLTH 100. This course reviews the mathematical concepts of whole numbers, fractions, decimals, percents, measurements, ratios and proportions in order to demonstrate the application of these concepts to medication administration. To verify their understanding of course content, students may choose to complete a pre-test at the beginning of the course. A Faculty Member is available to review the pre-test with the student. The course contains seven assignments illustrating the application of mathematical concepts to practice. A minimum overall grade of 80% is required on the final exam to successfully complete the course.

Prerequisites: None

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

HLTH 1021

ONLINE 3 UNIV

Nutrition for Health and Changing Lifestyles

The course was called HLTH 102. In this course, students are provided an introduction to the relationship between nutrition and health. The focus is on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture, and identifying standards of healthy eating in Canada.

Equipment: Computer with Internet is required.

Start Date: January 2011.

Completion: 13 weeks.

HLTH 1051

ONLINE 3 UNIV

Aboriginal Pathways to Health Careers

The course was called HLTH 105. In this course, students explore health careers using health-related scenarios to inform, enhance and prepare them to enter health-related educational programs. This course is nested in an Indigenous worldview. Within this context students expand their understanding of health-related professions. Students also develop their cognitive, relational and technical skills which are fundamental to accessing health-related careers. Health-based case activities are designed to engage students in achieving the course outcomes.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Refer to TRU-OL website (Courses) for course availability and schedule.

Completion: 12 weeks.



HLTH 1061

ONLINE 3 UNIV

Medical English

This course was called HLTH 106. This course will provide students with an opportunity to develop or strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development will be facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, medication administration as well health care contexts. Through the use of reading for general meaning, word expansions and vocabulary building, internationally educated health care providers will be able to acquire career-specific language development.

Prerequisites: Satisfactory completion of English Assessment as per TRU-OL guidelines if English is a second language. Previous health care education is recommended.

Equipment: Computer with Internet is required.

Start Date: Refer to TRU-OL website (Courses) for course availability and schedule.

Completion: 12 weeks.

HLTH 1121

WEB-BASED 3 UNIV

Foundational Human Anatomy-Physiology for Health Promotion

The course was called HLTH 112. This course is designed to promote the entry-level health professional's understanding, communication and application of foundational anatomy and physiology knowledge for the promotion of continuing physical health for people of all ages from birth to older adults. Foundational to the practice of health is awareness of body systems, recognition of body system changes across the lifespan, knowledge of appropriate interventions to maintain physical health and reduce the chances of disease from physiological dysfunction and the ability to communicate this knowledge to others.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 1131

PRINT- and WEB-BASED 1 UNIV

The Electrocardiogram

The course was called MLAP 113. This introductory course covers the theory behind the specific anatomy of the heart, the conduction system, and the electrocardiogram, as well as some diagnostic aspects of the heart as related to the medical laboratory assistant.

Prerequisites: Completion of HLTH 1981 is strongly recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

HLTH 1981

PRINT- or WEB-BASED 2 UNIV

Medical Terminology

The course was called CEHS 198. This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, allied health fields. The terminology covered in this course pertains to body systems, anatomical structures, medical processes and procedures, and a number of diseases.

Prerequisites: None.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 2121

WEB-BASED 3 UNIV

Pharmacology Principles and Applications

The course was called HLTH 212. This course explores basic concepts of pharmacology required to safely administer medications to a diversity of clients across the lifespan in a variety of health care contexts. It provides students with a working knowledge of drug therapy and prepares them to use a comprehensive, systematic and evidence-based approach to drug therapy when treating patients with various health challenges.

Drug therapy is present within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

Prerequisites: None

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 2911

WEB-BASED 3 UNIV

Perinatal Nursing: Foundational Concepts

The course was called HLTH 291. This course is designed to provide participants with the opportunity to gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

Prerequisites: Second year standing in nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course or permission of the Academic Director or delegate. Evidence of having met the CRNBC English requirements is essential when English is a second language.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





HLTH 2501

WEB-BASED 4 UNIV

Pathophysiology

The course was called CEHS 202. This course describes the general principles of disease and then presents information dealing with specific disorders of body systems or individual organs. This course is aimed for a target audience of health care practitioners.

Prerequisites: Completion of two semesters of Anatomy and Physiology is strongly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 2511

WEB-BASED/OPTIONAL PRINT 3 UNIV

Introduction to Pharmacology

The course was called CEHS 204. This course provides specific information regarding drugs related to the cardiorespiratory care of patients. Topics include the effects, side effects, route of administration and general clinical uses of pharmaceuticals. The possible benefits and hazards that these drugs impose upon a patient receiving respiratory care are also covered.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 2573

WEB-BASED/OPTIONAL PRINT 3 UNIV

Arterial Blood Gases

The course was called CEHS 201. This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The interpretation, collection and sampling of blood gases, and non-invasive measurements, are examined with particular emphasis on clinical applications.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 2931

WEB-BASED 3 UNIV

Psychiatric/Mental Health Nursing: Foundational Concepts

The course was called HLTH 293. This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, cultural aspects of psychiatric-mental health care, enhance therapeutic relational-communication skills, assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within interprofessional and intersectoral psychiatric-mental health practice.

Prerequisites: Either second year standing in a nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course, or permission of the Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HLTH 3101

WEB-BASED 3 UNIV

Client-Directed Care Management

The course was called HEAL 310. This online course is intended for professionals working in the health system and/or upper-level students in health degree programs who wish to develop their knowledge and skill in care management. The course deals with the theory of care management within a client-directed service philosophy. It includes discussion of ethical decision-making using bioethical principles, the balancing of autonomy and risk, the legal context of care management, and system barriers to client-directed service delivery. This course is delivered in the context of current and emerging health policy and organizational structures using both teleconferences and online discussions (mainly small-group seminars).

Prerequisites: Graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

Equipment: Computer with Internet and CD-ROM drive. Use of a printer.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and project exam must be completed within 20 weeks.



HLTH 3501

WEB-BASED

3 UNIV

Understanding Research in Health Sciences

The course was called HEAL 350. This course (which replaces APST 450) is for undergraduate students in health and human service professions (also called health sciences). It enables students to acquire knowledge and skills about the research process and prepares them to use these in their professional practice. Students learn how to locate, analyze, and critique peer-reviewed qualitative and quantitative research articles in their own disciplines.

They then determine whether they can adopt particular current published research for use in their clinical practice. To this end, they use due diligence and established standards for generalizing research findings to other settings and population groups. With the research knowledge and skills from this course, students can provide their clients with evidence-based care, which is a requirement for professional practice in all the health and human service professions.

Prerequisites: TRU-OL STAT 1201 or TRU's STAT 1020, or equivalent is strongly recommended, graduation with a Health Care diploma, experience in a health setting and recent upper-level HEAL course work are also recommended.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

HLTH 3611

WEB-BASED

3 UNIV

Professional Growth

The course was called HLTH 361. This course is designed to reacquaint health practitioners with the standards that govern professional practice; update participants' awareness of Canadian health care system trends and perspectives; and advance participants' understanding of disciplinary inquiry emerging from multiple ways of knowing.

Prerequisites: Admission to the Return to Registered Nurse Practice Program -or- Current CRNBC Registration -or- permission of Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks

HLTH 3621

WEB-BASED

3 UNIV

Relational Practice

The course was called HLTH 362.

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

Prerequisites: Admission to the Return to Registered Nurse Practice Program or Current CRNBC Registration or permission of Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks.

HLTH 3631

WEB-BASED

3 UNIV

Clinical Decision Making

The course was called HLTH 363.

This course is designed to enhance the professional health practitioner's clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

Prerequisites: Admission to the Return to Registered Nurse Practice Program or Current CRNBC Registration or permission of Academic Director or appropriate designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks.

HLTH 4011

WEB-BASED

3 UNIV

Issues in Health Care

The course was called HEAL 402.

This seminar-style course explores current issues in health, health care and the Canadian health care system from a range of perspectives. Students will develop critical thinking skills and knowledge of the Canadian health care system and will use current resources to investigate, analyze, discuss and evaluate relevant issues.

Prerequisites: Successful completion of HLTH 3501 is required. Graduation with a Health Care diploma, experience in a health setting and recent upper-level coursework are recommended.

Equipment: Computer with Internet and CD-ROM drive. Use of a printer.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.





HLTH 4021

WEB-BASED 3 UNIV

Health Policy

The course was called HEAL 401. This seminar-style course explores health policy in Canada from a range of perspectives. Students use current resources, knowledge of the Canadian health care system and policy analysis models and skills to analyze a range of Canadian health policies. By achieving the course outcomes, students are better prepared to analyze policies in ways that help them to succeed as health care professionals and ongoing students of health policy. **Prerequisites:** Successful completion of HLTH 4011 is required.

Equipment: Computer with Internet and CD-ROM drive. Use of a printer.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

HOME 1791

IN-PERSON 1.5 UNIV

Home Support Attendant Practicum

The course was called HOME 179. 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 Attendant program; HOME 143, HOME 144, HOME 150, HOME 160, HOME 1701, HOME 181, HOME 187 and HOME 1901 are required.

Texts: The Practicum includes a Course Manual with Assignments, Mid-Point and End-Point Evaluations. Evaluation forms and manuals are on file with Practicum sponsors.

Start Date: Continuous registration.

Completion: 30 weeks.

HOME 1991

IN-PERSON 1.5 UNIV

Preceptorship

The course was called HOME 199. 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 50 hours respectively.

Prerequisites: Admission to the Home Support Attendant program; Successful completion of HOME 140 (or 143 and 144), 150, 160, 1701, 1791, 181, 187, 1901 - recommended to take courses in that order.

Start Date: Continuous registration.

HSDA 4009 UVIC CYC-HSD 400

WEB-BASED 3 UNIV

Policy in the Human Services

The course was called HSDA 400. This course's objectives are to provide an introduction to the main organizational structures of and stages in the social policy-making process in Canada; to strengthen skills in the analysis of policies and programs in Canadian human services; to examine critically different ideologies and theories through which the welfare stage has been examined in various countries; and to develop an appreciation of the interdisciplinary nature of social policy as a field of academic and applied activity.

Prerequisites: Second-year standing or permission of the instructor.

Equipment: Computer with Internet is required.

Start Date: January. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

HUMN 1029

WEB-BASED SFU HUM 102W 3 UNIV

Classical Mythology

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called HUMN 102. This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

HUMN 1309

WEB-BASED SFU HUM 130 3 UNIV

Introduction to Religious Studies

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called HUMN 230 and has an interim code of HUMN 130.

This course is an introduction to concepts central to the academic study of religion exploring various relevant methodologies. It provides a framework for understanding the many ways in which humans experience the phenomenon of the sacred through symbol, ritual, doctrine and experience in a variety of religious traditions and cultures.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HUMN 1309 (SFU HUM 230) prior to 2007 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



HUMN 3011

PRINT- or WEB-BASED 3 UNIV

History of Science

The course was called HUMN 301. This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world. The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists and the effect on future generations of today's social policies regarding science. Central questions include: What and who, is science for? How has science changed over time? How does and should, society use science?

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. University-level studies in history, science or social sciences are recommended.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HUMN 3981

WEB-BASED 3 UNIV

Issues in Latin American Studies

The course was called HUMN 398. This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education and general studies. This course

is one in a series of upper-level critical analysis and research courses offered by TRU-Open Learning. Other courses offered in the 399 series are; ENVS 3991, VISA 3991, GEOG 3991, HUMN 3991, POLI 3991, PSYC 3991, and SOCI 3991.

Prerequisites: 60 credits

Equipment: DVD player is required. Computer with Internet and QuickTime player (version 5 or later) are required. Refer to pages 108-109 or the TRU-OL website.

Texts: Students can order required texts through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HUMN 3991

WEB-BASED 3 UNIV

Issues in Science and Society

The course was called HUMN 399. This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does-and how should-society use science? This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business and general studies.

Prerequisites: 60 credits. It is recommended that you have previous university-level courses in history, science, or social science to enrol in this course.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

HUMS 1091

PRINT-BASED 4 COL

Introductory Counselling Skills

The course was called SSWP 109. 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, practice and demonstrate new skills. Before completing the final assignment, students are required to complete HUMS 1101. This course begins with an exploration of the concept of relationship as the critical ingredient to effective helping. The course ends with the opportunity to acquire basic communication and interviewing skills in working with clients to resolve issues using the problem-solving model, empowering and relationship building. You will be required to demonstrate personal integration of the helping skills covered in this course in simulated practice sessions using learning partners, teleconferencing, video viewing and the production of a video with critique.

Prerequisites: No prerequisites, but you are required to work with a self-selected volunteer learning partner to complete some of your assignments.

Corequisites: HUMS 1101.

Note: This course will be accepted in the Social Service Program. Once the replacement courses are available students will be expected to take HUMS 1541 and 1611. Check the Social Service Worker webpage for updates. Students who have taken HUMS 1091 and 1101 (previously SSWP 109 and 110) will not be expected to take HUMS 1541 and 1611.

Equipment: Video camera to record an interview assignment is required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.





HUMS 1101

WEB-BASED or IN-PERSON 1 COL

Introduction to Counselling Skills

The course was called SSWP 110. Taken concurrently with HUMS 1091, is designed to give students the opportunity to practice 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.

Prerequisites: HUMS 1091 including the completion of three HUMS 1091 course assignments or approval of the program area.

Note: This course is offered through distance. If the student is attending the in-person course, travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited in the workshop. This course will be accepted in the Social Service Program until the replacement course is available. The replacement course will be HUMS 1611. Check the Social Service Worker webpage for updates.

Equipment: Webcam or Video Camera.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

HUMS 1541

WEB-BASED 3 UNIV

Interpersonal Communications and Helping Relationships

The course was called HUMS 154. Self-awareness is a foundation for the development of competent Human Service workers. By focusing on personal development this course offers an opportunity to learn and use interpersonal communication skills effectively. Students will be introduced to knowledge and skills that increase effectiveness in helping relationships with client populations. Topics such as group dynamics, assertive behaviour and conflict management will be covered.

Prerequisites: None.
Note: This course is part of the Social Service Certificate Program and may also be taken as an independent course if not accepted into the program. Once available, HUMS 1541 will replace HUMS 1091. However, HUMS 1091 will be accepted in the Social Service Program until HUMS 1541 is available and students who have taken HUMS 1091 (previously SSWP

109) will not be expected to take HUMS 1541.

Equipment: Computer with Internet is required. Video camera or webcam, to record interview assignments is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.

Completion: 16 weeks. Refer to page 16.

HUMS 1581

WEB-BASED 3 UNIV

Introduction to Professional Human Service Practice

The course was called HUMS 158. This course orients students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one week field work experience for students.

Prerequisites: None.
Note: This course is part of the Social Service Certificate Program and may also be taken independently if not accepted into the program.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.

Completion: 16 weeks. Refer to page 16.

HUMS 1611

WEB-BASED 3 UNIV

Interviewing Skills

The course was called HUMS 161. This course introduces students to the skill of interviewing. Students will develop the skills to complete informational and referral interviews as well as facilitate problem-solving interviews. Students will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging and influencing. Client observation skills, the ability to demonstrate empathy and the ability respond to multicultural encounters are also reviewed.

Prerequisites: None.
Note: This course is part of the Social Service Certificate Program and may also be taken if not accepted into the program. Once available, this will replace part of HUMS 1091 and 1101. However HUMS 1091 and 1101 will be accepted in the Social Service Program until HUMS 1611 is available.

Equipment: Computer with Internet is required. Video camera or webcam, to record interview assignments is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.

Completion: 16 weeks. Refer to page 16.

HUMS 1671

PRINT- or WEB-BASED 6 COL

Social Service Field Practicum

The course was called SSWP 215. An understanding of field practice is a crucial component of social service worker training, as generalist social service workers are exposed to a great variety of problem situations in the course of their duties. This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice.

Prerequisites: This course is only available to students who have been admitted to the Social Service Worker Certificate program, and who have successfully completed the entrance requirements for admission to the program and all other required courses in the program.

Note: It is expected that students will complete the practicum hours in a social service agency other than their present place of employment. This course was formerly numbered SSWP 107 and 207.

Equipment: Access to a video camera or webcam is required. Computer with Internet is required for the web-based version of this course. Refer to page 14 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 15 weeks. Maximum completion: 30 weeks. Varies.



HUMS 1771

WEB-BASED 3 UNIV

Introduction to First Nations Studies and Human Service Practice

The course was called HUMS 177. This course will introduce students to the historical process of colonization in Canada, and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within a context of self-government, healing and empowerment. A focus will include an introduction to the knowledge, skills and attitudes towards the development of culture and competence and decolonizing practice in the Human Service field.

Prerequisites: None.

Note: This course is part of the Social Service Certificate Program and may also be taken as an independent course, if not accepted into the program.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.

Completion: 16 weeks. Refer to page 16.

JAPN 1009 SFU JAPN 100
WEB-BASED 3 UNIV

Introduction to Japanese

The course was called JAPN 100. This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with knowledge or experience in Japanese beyond the level of this course may not register in this course. Students with some previous knowledge of Japanese should consult with the instructor for course placement.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

KINE 1059 SFU KIN 105
WEB-BASED 3 UNIV

Fundamentals of Human Structure and Function

The course was called KINE 105. This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune and reproductive systems.

Prerequisites: Grade 11 biology, chemistry and physics (recommended).

Note: Kinesiology majors and honours students may not take this course for credit. SFU KIN 205 or 208 may be used as a substitute for KIN 1059 by students in the Kinesiology Minor and Certificate programs. No student may take both KIN 1059 and SFU KIN 208 for credit. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

KINE 1109 SFU KIN 110
WEB-BASED 3 UNIV

Human Nutrition: Current Issues SFU-designated Breadth (B) course. Refer to page 16.

The course was called KINE 110. This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
Completion: 13 weeks.

KINE 1119 SFU KIN 111
WEB-BASED 3 UNIV

Food and Food Safety

The course was called KINE 111. This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 chemistry is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





KINE 1409 **SFU KIN 140**
WEB-BASED 3 UNIV

Contemporary Health Issues
SFU-designated Breadth (B) course. Refer to Page 16.

The course was called KINE 140. 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. Students should feel comfortable they can meet the requirements listed on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqrequirements.html>.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

KINE 1429 **SFU KIN 142**
WEB-BASED 3 UNIV

Introduction to Kinesiology
SFU-designated Breadth (B) course. Refer to Page 16.

The course was called KINE 142. This course examines the basic procedures for the assessment of the status and performance of the individual according to principles of anthropometry, functional anatomy, biomechanics, exercise physiology and motor learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 biology, chemistry and physics are recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

KINE 1439 **SFU KIN 143**
WEB-BASED 3 UNIV

Exercise: Health and Performance
SFU-designated Breadth (B) course. Refer to Page 16.

The course was called KINE 143. This course introduces the student to exercise physiology and focuses on personal exercise prescription to improve aerobic capacity, muscular strength and endurance and flexibility. Topics such as athletic conditioning (e.g. speed and power training), the effects of nutritional and environmental factors on exercise and the role of exercise in weight control and stress management, are also considered.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Medical clearance from the student's personal physician is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to page 13.

Completion: 13 weeks.

KINE 2129 **SFU KIN 212**
WEB-BASED 3 UNIV

Food and Society

The course was called KINE 212. This course examines the relationship between society and the food we eat by evaluating how cultural, social and economic forces interact to influence health and nutritional status. Attention is given to cultures in British Columbia. Impact of national policies and marketing on food choice are discussed.

Prerequisites: KINE 1109. Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

KINE 3109 **SFU KIN 310**
WEB-BASED 3 UNIV

Exercise/Work Physiology

The course was called KINE 310. This course is the study of human physiological responses and adaptations to acute and chronic

exercise or work, with particular focus on cardiorespiratory, cellular, and metabolic adaptations. Topics cover how the body accommodates the increased demands associated with exercise or work training, how the body's responses to exercise or work require a coordinated integration of physiological systems, the effects of environmental factors on the physiological responses to exercise or work, and how to assess the physical demands of exercise or work.

Prerequisites: SFU KIN 205, SFU MBB 201 (or MBB 231). SFU KIN 201 is recommended.

Note: Students with credit for SFU KIN 410 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

KINE 3119 **SFU KIN 311**
WEB-BASED 3 UNIV

Applied Human Nutrition

The course was called KINE 311. In this course, the principles of nutritional biochemistry are applied to nutrition in life cycle—pregnancy, lactation, infancy, childhood, adolescence and aging. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context and features sources of help on Canadian practice, standards and regulations.

Prerequisites: KINE 1059 (or SFU KIN 205) and KINE 1109. Students with credit for SFU KIN 220 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



KINE 3129 **SFU KIN 312**
WEB-BASED 3 UNIV

Nutrition for Fitness and Sport

The course was called KINE 312. 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 1059 (or SFU KIN 205) and 1109.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

KINE 3259 **SFU KIN 325**
WEB-BASED 3 UNIV

Basic Human Anatomy

The course was called KINE 325. This course is for students interested in physical education, health science professions and liberal arts. It includes discussions on applied anatomy, aging and common dysfunctions and diseases, to enable students to see the relationship between structure and function.

Prerequisites: KINE 1429 and 1059 (C grade or higher) or SFU KIN 205.
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. Available only through distance, this course will not be counted as an upper-level optional course for a major in kinesiology.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

KINE 3429 **SFU KIN 342**
WEB-BASED 3 UNIV

Active Health

The course was called KINE 342. An extension of KIN 1439, Exercise Management; this course parallels the on-campus course SFU KIN 343. This course is designed for students completing the Health and Fitness Certificate and/or a Kinesiology minor. The goal of the course is to provide students with an opportunity to appreciate the principles of exercise leadership, assess individual fitness needs, design programs and monitor effects of prescribed exercise.

Prerequisites: KINE 1059 (or SFU KIN 205) and KINE 1429 and 1439.
Note: The course is designed for students completing SFU's Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 3429 and SFU KIN 343 may be taken for credit. Kinesiology major and honours students may not receive credit for KINE 3429.

Equipment: CD player and computer with Internet are required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

KINE 3759 **SFU KIN 375**
WEB-BASED 3 UNIV

Human Growth and Development

The course was called KINE 375. This course focuses on the fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

Prerequisites: KINE 1059 (or SFU KIN 205) and 1429.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

KINE 4449 **SFU KIN 444**
WEB-BASED 3 UNIV

Cardiac Disease: Pathology and Assessment

The course was called KINE 444. This course examines the etiology, prevention and rehabilitation of cardiovascular disease. Students will learn patient risk factor and non-invasive cardiovascular assessment techniques. Particular emphasis will be placed upon the recording and interpretation of the electrocardiogram in health and disease.

Prerequisites: SFU KIN 305. KINE 1109, SFU KIN 306 and 343 are recommended.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

KINE 4619 **SFU KIN 461**
WEB-BASED 3 UNIV

Physiological Aspects of Aging

The course was called KINE 461. 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 1059 or SFU KIN 205 (formerly KIN 100) KINE 1429, and a minimum of 90 credits.
Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.





LEAD 3511

WEB-BASED 3 UNIV

Occupational Health and Safety Legislation and Standards

The course was called LEAD 351. This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties within the workplace, students will be able to interpret and apply statute and best practices to the workplace in a manner that will provide for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

Prerequisites: The prerequisite for LEAD 3511, is third-year standing, or by permission (contact business_ol@tru.ca). Completion of at least one of BBUS 3811, MNGT 1111, or MNGT 1211 is strongly recommended.

Equipment: Computer with Internet and Windows Media Player or QuickTime, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

LEAD 4901

WEB-BASED 3 UNIV

Strategic Thinking for Leadership

The course was called LEAD 490. This capstone course is designed to provide learners with an opportunity to draw together all of their previous coursework. The focus for this capstone experience is the development and presentation of a strategic plan for an organization/organizational unit of their choice.

Prerequisites: TBA. Refer to the TRU-OL website for updates.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MACM 1019

WEB-BASED

SFU MACM 101

3 UNIV

Discrete Mathematics I

SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 16.

The course was called MACM 101. This course is an introduction to counting, induction, automata theory, formal reasoning and modular arithmetic.

Prerequisites: BC Math 12 or SFU MATH 100 or equivalent, SFU MATH 151 or 152.

Note: Although not a requirement, taking a prior introductory course at the university level, such as SFU MATH 151, enhances students' logical reasoning skills and is beneficial in the successful completion of this course.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

MATH 0101

PRINT-BASED PREP

Practical Mathematics

The course was called MATH 010 before Fall 2010.

This is a course at the Fundamental Level in the ABE program. It is the adult equivalent to completion of grade 9 Math. It deals with many practical applications of basic arithmetic and mathematics.

It is especially recommended for students who do not plan to take further mathematics courses or who do not intend to pursue a career in science or technology.

Prerequisites: None. Mathematics Self-Assessment Tests are available from Student Services.

Equipment: Calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

MATH 0401

PRINT-BASED PREP

Intermediate Mathematics

The course was called MATH 014. This ABE intermediate-level math course is equivalent to Grade 10

Algebra. Once you have mastered the mathematics found in MATH 0401, you will be well prepared for the ABE advanced-level course, MATH 0523 or Algebra 11. MATH 0401 is also good preparation for studies in a variety of technical, business and scientific fields requiring an understanding of this level of mathematics.

Prerequisites: Grade 9 Math is recommended. Mathematics Self-Assessment Tests are available from Student Services.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services (page 7).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 0523

PRINT-BASED PREP

Advanced Mathematics

The course was called MATH 024. 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 0401, Grade 10 algebra or equivalent is required. Mathematics Self-Assessment Tests are available online at www.truopen.ca.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services. See page 7 for more information.

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 0633

PRINT-BASED PREP

Pre-Calculus

The course was called MATH 034. 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. MATH 0633 fulfils the requirement for Provincial Level Math.

Prerequisites: MATH 0523 or Grade 11 mathematics or equivalent. Some basic algebra is required.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services. See page 7 for more information.

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1001

PRINT- or WEB-BASED 3 UNIV

Pre-Calculus Mathematics

The course was called MATH 100. 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: Completion of Principles of 12, Pre-calculus 12, or Math 0633 or equivalent course is strongly recommended.

It is also strongly recommend that students complete a Mathematics Assessment at www.tru.ca/shared/assets/Math_Assessment_July073802.pdf.

Note: This course is designed for students who are planning to enrol in Calculus courses and as such, this course may not be suitable as a math requirement for teaching, liberal arts, humanities, or social sciences. Students with credit for MATH 1157, 1171, 1141, or equivalent, may not take this course for further credit.

Equipment: Good-quality scientific calculator is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1071

PRINT-BASED 3 UNIV

Fundamentals of Mathematics for Business and Economics

The course was called MATH 127. This course is designed for Business and Economic students. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).

Prerequisites: Principles of Math 11, pre-calculus 11, foundations 12 or MATH 0523 (all must have been completed within the last two years) or equivalent skills as established by the math placement test found at www.tru.ca/shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Note: In exceptional cases, entry to MATH 1071 may be permitted based on placement test administered by the Department of Mathematics and Statistics. Students who already have credit for Math 1091 may not take Math 1071 for further credit.

Equipment: Scientific calculator.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

MATH 1091

WEB-BASED 3 UNIV

Business Mathematics

The course was called MATH 109. 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.

Prerequisites: Principles of Math 11, pre-calculus 11, foundations 12, or MATH 0523 or equivalent skills as established by the math placement test found at www.tru.ca/shared/assets/Math_Assessment_July073802.pdf, is

strongly recommended.

Note: This course is NOT the equivalent of TRU's on-campus MATH 1070. Students with credit for TRU-OL MATH 1070 and 1071 may not take TRU-OL MATH 1091 for further credit. Normally, students in business programs offered through TRU-OL take only one of MATH 1091 and 101. This course does not meet the mathematics/science requirement for arts and science degree programs offered through TRU-OL.

Equipment: Calculator with financial functions including power, reciprocal, natural logarithmic and memory, is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1101

PRINT-BASED 3 UNIV

Finite Mathematics

The course was called MATH 150. 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: Principles of Math 11, pre-calculus 11, foundations of Math 11, or MATH 0523 or equivalent skills as established by the math placement test found at www.tru.ca/shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Note: Students with credit for MATH 1091 or equivalent may not be required to take this course in business programs offered through TRU-OL. Students in TRU-OL business programs may take only one of MATH 1091 or MATH 1101 for credit.

Equipment: Good-quality scientific calculator is required. Calculators or computing devices that do symbolic calculations are not permitted.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





MATH 1141

PRINT-BASED 3 UNIV

Calculus I

The course was called MATH 120. 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 the Principles of MATH 12, Pre-calculus 12, MATH 1001or, MATH 0633 or equivalent skills as established by the math placement test found at www.tru.ca/shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Note: Only one of MATH 1157, 1171 and 1141 may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1157

PRINT-BASED 3 UNIV

Calculus for Biological and Social Sciences

The course was called MATH 101. This course emphasizes applications rather than theory. The course begins with a 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. During the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory and criminology.

Prerequisites: One of the Principles of MATH 12, Pre-calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the math placement test found at www.tru.ca/_shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Note: Only one of MATH 1157 and MATH 1171, or MATH 1141 may be taken for credit.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1171

PRINT-BASED 3 UNIV

Calculus for Business and Management Sciences

The course was called MATH 104. This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima.

Prerequisites: One of the Principles of MATH 12, Pre-calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the math placement test found at www.tru.ca/_shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Note: Only one of MATH 1157, MATH 1171, and MATH 1141 may be taken for credit.

Equipment: Good-quality scientific calculator with scientific notation and logarithmic, exponential, and trigonometric functions including inverse functions is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1241

PRINT-BASED 3 UNIV

Calculus II

The course was called MATH 121. 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 1141 or equivalent is strongly recommended.

Note: Only one of MATH 1241 and TRU-OL's former introductory calculus courses (MATH 110 and

111) may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Texts: Students can order required texts from Students Services.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 1519 SFU MATH 150
WEB-BASED 4 UNIV

Calculus I with Review

SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called MATH 151. This course is designed for students specializing in mathematics, physics, chemistry, computing science and engineering. Topics are; logarithmic and exponential functions, trigonometric functions, inverse functions, limits, continuity and derivatives, techniques of differentiation, including logarithmic and implicit differentiation, the Mean Value Theorem, applications of differentiation including extrema, curved sketching, related rates, Newtons Method, antiderivatives and applications, conic sections, polar coordinates and parametric curves. As well this course includes a more extensive review of functions, their properties and graphs than most Calculus I courses. This course is recommended for students with no previous knowledge of Calculus.

Prerequisites: BC principles of mathematics 12 (or equivalent) with a grade of at least B+ (75%), or MATH 100 with a grade of at least B-, or achieving a satisfactory grade on the SFU Calculus Readiness Test. Students with credit for either MATH 151, 154, or 157 may not take MATH 150 for further credit.

Note: Students enrolled in this course are encouraged to come for assistance to the Calculus Workshop (Burnaby, BC), or the Math Open Lab (Surrey, BC).

Equipment: Computer with Internet, are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



MATH 1901

WEB-BASED 3 UNIV

Principles of Mathematics for Teachers

The course was called MATH 191.

This course is primarily for students who wish to enter the Elementary Teaching program. Basic Mathematical concepts are examined, with emphasis on teaching techniques applicable in the classroom. Topics include measurement, problem solving, number systems, probability, statistics, counting theory, numeration, exponents, ratios and geometry.

Prerequisites: Principles of Math 11, pre-calculus 11, foundations 11, or MATH 0523 or equivalent skills as established by the math placement test found at www.tru.ca/_shared/assets/Math_Assessment_July073802.pdf, is strongly recommended.

Equipment: Computer and Internet access.

Start Date: September, January and May. Refer to the TRU-OL website (Courses) for availability and schedule.

Completion: 20 weeks.

MATH 1909 SFU MATH 190

WEB-BASED 4 UNIV

Principles of Mathematics for Teachers

SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called MATH 190. This course covers mathematical ideas involved in number systems and geometry in the elementary and middle school curriculum. It includes an overview of the historical development of these ideas and their place in contemporary mathematics; language and notation of mathematics; problem solving; whole number, fractional number, and rational number systems; plane geometry, solid geometry, metric geometry and geometry of the motion; and an introduction to probability and statistics.

Prerequisites: BC Principles of Mathematics 11 (or equivalent) with a grade of at least B- or SFU FAN 099 with a grade of at least C or achieving a satisfactory grade on the SFU Quantitative Placement Test.

Note: this course may not be counted towards an SFU Mathematics minor, major or honours degree requirement. Students who have either taken, have received transfer credit for, or are currently taking SFU MATH 150, 151, 154, or 157 may not take MATH 1909 for credit without permission from the Department of Mathematics. This course is intended to be particularly accessible to students who are not specializing in Mathematics.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

MATH 2111

PRINT-BASED 3 UNIV

Calculus III-Multivariable Calculus

The course was called MATH 210.

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 1141 and 1241. Students should have done well in these courses in order to succeed in this difficult course.

Equipment: Good programmable scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MATH 2121

PRINT-BASED 3 UNIV

Linear Algebra

The course was called MATH 230.

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 the Principles of MATH 12, or MATH 0633 or MATH 1001 or equivalent skills as established by assessment. MATH 1141, or equivalent skills as established by assessment is also strongly recommended.

Equipment: Calculator may be used during the course however, they are not allowed in the final examination.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MDLB 0511

IN-PERSON NC

Phlebotomy Workshop

The course was called MLAP 051.

This practical course allows students to develop and demonstrate the skills learned in MDLB 1311 and to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture under the guidance of experienced MLAs.

Prerequisites: Admission to the Medical Laboratory Assistant Program and completion of all theory courses is required. Exemption may be made for students who have completed at least half of MDLB 1311.

Completion of MDLB 0511 is required before starting MDLB 1411, the practicum course.

Note: All areas of the province of British Columbia now require that students complete the Workshop (MDLB 0511) prior to beginning the practical skills component of the program (MDLB 1411).

Start Date: Offered monthly.

Completion: Two-and-a-half-day workshop. All components of the workshop must be completed successfully during the workshop.





MDLB 1121

WEB-BASED/OPTIONAL PRINT 2 UNIV

Anatomy, Physiology and Medical Terminology

The course was called MLAP 112. This course uses a consistent, systematic approach that not only provides students with a system for analyzing medical terminology, but also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures and diseases.

Prerequisites: Admission to the Medical Laboratory Assistant Program is required.

Equipment: Computer with Internet is required. CD-ROM drive is recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MDLB 1211

WEB-BASED/OPTIONAL PRINT 3 UNIV

Professional and Safety Issues

The course was called MLAP 121. This is an in-depth course examining the basic principles of professional and safety issues. The main objectives are to clarify the role of the medical lab assistant in health care, to promote the need for professionalism in MLAs and to develop a positive attitude towards safety in the workplace.

Prerequisites: Completion of HLTH 1981 and 1131.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

MDLB 1311

WEB-BASED/OPTIONAL PRINT 3 UNIV

Laboratory Procedures and Protocols

The course was called MLAP 131. This is an in-depth course designed to clarify the medical laboratory assistant's role in specimen collection, specimen handling and distribution, body fluid analysis and culture media preparation. General record keeping and office procedures are also discussed.

Prerequisites: Completion of HLTH 1981, HLTH 1131 and MDLB 1211, is strongly recommended.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MDLB 1411

PRINT-BASED and IN-PERSON 3 UNIV

Evaluation of Competencies

The course was called MLAP 141. This practicum course is designed to evaluate specific technical and non-technical aspects of the medical laboratory assistant's work, according to criteria and curriculum developed by the British Columbia Society of Laboratory Science (BCSLs). The evaluation is normally be conducted by a medical laboratory technologist in a supervisory position at the clinical facility in which the medical laboratory assistant is training. The practical skills associated with electrocardiography are included in this course.

Prerequisites: Admission to the Medical Laboratory Assistant Program and completion of HLTH 1131, MDLB 1121 (or HLTH 1981), 1211, 1311 and 0511 is required.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Four to eight weeks, full-time, requiring a minimum of 200 venipunctures.

MDLB 1511

WEB-BASED and IN-PERSON (OPTIONAL PRINT) 3 UNIV

General Pre-Analytical Specimen Preparation

The course was called MLAP 151. This course is designed for the working Medical Laboratory Assistant covers the basic concepts of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments and urinalysis.

Prerequisites: Admission to the program or proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical lab and a letter from a qualified employer stating they are willing to support the training required for this course.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MDLB 1611

WEB-BASED and IN-PERSON (OPTIONAL PRINT) 3 UNIV

Pre-Analytical Procedures for Histopathology

The course was called MLAP 161. This course is designed for the working Medical Laboratory Assistant and the basic concepts of pre-analytical histopathology including: anatomic pathology/ histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

Prerequisites: This course requires proof of graduation from a recognized Medical Laboratory Assistant Program (previous TRU students do not need to supply this); current employment in a clinical laboratory environment or admission to the Medical Laboratory Assistant Program and a letter from a qualified employer stating they are willing to support the training required for this course.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.



MNGT 1111

PRINT- or WEB-BASED 3 UNIV

SUPERVISION

The course was called BUSM 111. 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, counseling and appraising employee performance. The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. TRU-OL recommends the Web-based version of the course where students participate in asynchronous discussions within TRU-OL's WebCT environment. Students in the Print-based version are provided access to optional Web enhancements. Advanced standing may be approved by: CPA; CUIC; and QAA.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

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

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Additional Requirements: Students in the Web option are responsible for having full Internet access through an Internet Service Provider (ISP). The minimum requirement is a 56K connection speed, but high-speed Internet access is recommended (i.e. ADSL or cable modem).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MNGT 1211

WEB-BASED 3 COL/UNIV

Management Principles and Practices

The course was called BUSM 121. 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. (CIM, CPA, CUIC, LGMA, PMAC, QAA).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. MNGT 1701, or business experience is recommended.

Note: Only one of MNGT 1211, ADMN 122 and BBUS 3129 may be taken for credit.

Equipment: Computer, with Internet and CD-ROM drive, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MNGT 1701

WEB-BASED 3 UNIV

Doing Business in Canada

The course was called BUSM 100. This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Each module is designed to guide students in the application of business theory to a selected business idea of their own choosing. Students read about business trends and the business environment; investigate forms of business ownership and issues of corporate governance; analyze functional areas of business such as marketing, accounting, financial management, operations and information systems; and examine the management process, including organizational structure, leadership

and motivation. Advanced standing may be approved by; CIM, PMAC.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent and strong reading, writing and basic mathematics skills are assumed.

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

Equipment: Computer with Internet and MS Office applications including Word and Excel, and Adobe Acrobat Reader, is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

MNGT 2131

PRINT-BASED 3 UNIV

Motivation and Productivity

The course was called BUSM 213. 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. Advanced standing may be approved by; CA, CIM, CMA, CPA, PMAC.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. 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 BBUS 4135 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





MUSC 3109 **UVIC ME 310**
WEB-BASED 3 UNIV

Learning to Listen to Music

The course was called MUSC 310. What to listen for and how to listen to music of diverse styles and genres.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet and email account are required. Refer to www.uvcs.uvic.ca/education/.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 2921 **UVIC NURS 292**
WEB-BASED 3 UNIV

Perinatal Nursing Practice: Developing Competence

The course was called NURS 292. This course will help you apply the theory you have learned in HLTH 2911 to a clinical setting, under the supervision of an Open Learning Faculty Member and onsite preceptor. NURS 2921, along with HLTH 2911, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). This course is designed to introduce participants to perinatal nursing and develop participants practice of foundational perinatal competencies expected of entry-level nurses by providing meaningful practice-based learning experiences, guided practice and self-reflection. The majority of your clinical experience in perinatal nursing will take place in a hospital. You will develop nursing competencies in antepartal assessment and care, nursing care during labour and delivery and postpartal care of women and stable newborns. You will also spend some time in an outpatient setting developing skills in assessing and providing nursing care and support for pregnant women and their families in the antepartal period.

Prerequisites: HLTH 2911 or equivalent course completed within the last two years, and a Letter of Assessment from the College of Registered Nurses of British Columbia or another provincial

Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in perinatal practice or permission of the TRU-OL Nursing Academic Director or delegate.

Note: NURS 2921 must be taken in a Canadian clinical setting.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 16 Weeks, 120 clinical hours; this course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on your particular clinical environment and scheduling and your individual nursing competencies.

NURS 2941 **UVIC NURS 294**
WEB-BASED 3 UNIV

Psychiatric/Mental Health Nursing: Developing Competence

The course was called NURS 294. This course is part of the Transition to Canadian Nursing Series, which is designed to meet the educational needs of internationally educated nurses making a transition to nursing practice in BC. The series helps nurses from other countries enter the Canadian health care system with confidence and validated competence. This course, along with the theory course, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this clinical experience are professionalism, skills and competency development, scope of practice for psychiatric/mental health nursing, professional communication skills and therapeutic use of self. The main emphasis in the clinical course is developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies, and common mental health interventions.

Prerequisites: You need to complete NURS 2931 before taking NURS 2941.

Additional Requirements: Computer and Internet access is required. Uniform and shoes as required by clinical setting.

Start Date: Continuous registration
Completion: 16 weeks; 120 clinical hours; this course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on the particular clinical environment and scheduling and individual nursing competencies.

NURS 3259 **UVIC NURS 325**
WEB-BASED 3 UNIV

Explorations of Nursing Knowledge and Practice

The course was called NURS 325. This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 3419 **UVIC NURS 341**
WEB-BASED 3 UNIV

Professional Growth IV: Nursing Inquiry

The course was called NURS 341. This course explores knowledge for the discipline of nursing as well as various modes of nursing inquiry. Relationships between practice, theory, and research are explored.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



NURS 3459 **UVIC NURS 345**
WEB-BASED 6 UNIV

Family Nursing

The course was called NURS 345. This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practice and ethics.

Prerequisites: Registered nurse qualification.

Equipment: CD player, audio recorder and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 3609 **UVIC NURS 360**
WEB-BASED 3 UNIV

Professional Practice VI: Nursing Research

The course was called NURS 360. This course is intended to enhance a students' understanding of nursing scholarship and abilities to comprehend, critique and utilize nursing research. Students critically reflect on various scholarly works and research methodologies. Students experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 3641 3 UNIV
WEB-BASED

Principles and Skillfulness: Theory

The course was called NURS 364. This course is designed to focus on the theoretical principles underpinning of day-to-day technical skills required for safe nursing practice common to diverse practice settings. Participants are required to demonstrate knowledge of the principles of various nursing skills.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration or permission of the Academic Director or appropriate designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Maximum 30 weeks. Refer to [page 16](#).

NURS 3643 NC
IN-PERSON

Principles and Skillfulness: Lab

The course was called NURS 364. This laboratory experience is designed for students to develop and demonstrate the day-to-day technical skills required for safe nursing practice introduced in NURS 3641. Participants are required to demonstrate knowledge of the principles of various nursing skills and to demonstrate their ability to perform skills safely. Attendance at a face-to face laboratory workshop to demonstrate safe nursing practice in a simulated environment is required.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration, or permission of the Academic Director or appropriate designate. Participants in the Return to Registered Nurse-Practice Program are recommended to complete this course just prior to registering for NURS 3651 and after completion of HLTH 3611, 3621, 3631 and NURS 3641.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Refer to TRU-OL website (Courses) for course availability and schedule.

Completion: Four days in-person laboratory.





NURS 3651

WEB-BASED and IN-PERSON 5 UNIV

Return to Registered Nurse Practice

The course was called NURS 365. This course analyzes the participant's previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/or experience. This practice course focuses on redeveloping the participant's confidence and competence. In addition, it serves to help establish their ability to resume the responsibilities of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups or communities) context. The course is designed to support the participant's capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

Prerequisites: Either admission to the Return to Registered Nursing Practice Program or current CRNBC Registration. If an RRNP student; completion of HLTH 3611, 3621, 3631 and NURS 3641 within two years of commencing NURS 3651 is required or waived by Permission of Academic Director or designate. Additional requirements: Current Criminal Record Check (within one year of registering in NURS 3651). Current CPR- Level C Certificate. Workplace Hazardous Material Information System training. Up-to-date Immunization Record. HSPnet Consent Form. Health Status Declaration.

Note: Upon recommendation of the Program Coordinator or Academic Director, NURS 3661 can become a pre-requisite when potential program participants opt for a preceptored practice placement in an area of nursing wherein they have little or no previous education or employment experience. In the event the potential participant is placed in a practice setting that frequently admits clients for purposes of respiratory isolation and for which such a placement

may require an N95 Mask Fit Testing, the associated testing and costs are the responsibility of the student. In the event the potential participant is placed in a practice setting that requires a non-violent crisis intervention certificate, such as offered by the Crisis Prevention Institute (CPI), cost of this training is the responsibility of the student. In the event that the potential participant is to be placed in a practice setting for which they have limited educational or work experience they are required to take a theoretical course to support this practice transition prior to registering in NURS 3651.

Texts: Students are recommended to acquire a textbook related to the specifics of their related practicum including clients and location. A foundational textbook in one of the following is recommended: Critical Care, Emergency, Gerontology, Maternity and Women's Health, Medical, Surgical, Oncology, Pediatric, Psychiatric-Mental Health, Public Health, Community Health or Home Health.

Equipment: Computer with Internet is required. Stethoscope.
Start Date: Continuous registration.
Completion: Maximum 30 weeks. Refer to [page 16](#).

NURS 3661

WEB-BASED 3 UNIV

Nursing Knowledge for Practice Transition

The course was called NURS 366. This course is designed to facilitate nurses' knowledge preparatory to returning to Registered Nurse practice in an area in which they do not have previous or sufficient experience and require theoretical updating.

Prerequisites: Admission to the Return to Registered Nurse Practice Program, completion of HLTH 3611, 3621, 3631 and permission of the Academic Director or appropriate designate.

Note: This is a shell course which allows returning RNs to transfer credit into from specialty courses acquired at other institutions.

Start Date: Registration deadline applies. Refer to [page 13](#).
Completion: 13 weeks.

NURS 4259

WEB-BASED

UVIC NURS 425

3 UNIV

Qualitative and Quantitative Analysis

The course was called NURS 425. This course provides students with a grounding in the techniques involved in the analysis of both quantitative and qualitative data. Students will 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 are examined using a computer-based system.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 4509

WEB-BASED

UVIC NURS 450

3 UNIV

Nursing Leadership and Management

The course was called NURS 450. This course is intended to enhance the students' understanding of the meaning of leadership and the tasks of management. World views that influence perceptions of health care and health organizations and current approaches to managing health care are studied. Nursing leadership in establishing a climate in which quality of care and quality work environments can become a reality are emphasized in this course.

Prerequisites: Registered nurse qualification.

Equipment: CD player and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



NURS 4819 **UVIC NURS 481C**
WEB-BASED 3 UNIV

Nursing Practice in Hospice Palliative Care

The course was called NURS 481. This course explores nursing practice in the area of hospice palliative care. Historical, theoretical, personal and professional perspectives are presented for ongoing examination and analysis in relation to their impact on and guidance for nursing practice. Central to this exploration is a growing understanding of the human experience of persons living their dying and how nurses choose to engage with and serve hospice palliative care patients. Through examination of these various dimensions, students are guided to practice with persons living their dying in ways that uphold human dignity and honour human uniqueness.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: January. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 4849 **UVIC NURS 484**
WEB-BASED 3 UNIV

Nursing with Aboriginal Peoples in Canada

The course was called NURS 480 and has an interim course code of NURS 484.

This course is an introduction to nursing with Aboriginal peoples in Canada. Through the use of storytelling, self-reflection and critical framework, students are invited to enter into a “dialogue” with Aboriginal and non-Aboriginal individuals, community members and nurses. Together, we will explore the essential concepts of relationship and power as related to working with Aboriginal people and communities. Major themes covered in the course materials and through course interactions include an examination of colonialism in Canada and its impacts, particularly on Aboriginal people; cultural safety; ethical relationships; and the responsibilities of nurses working in this context. While primarily focused on nursing, all human service professionals are invited to participate in this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 4869 **UVIC NURS 486**
WEB-BASED 3 UNIV

Mental Health Challenges in Later Life

The course was called NURS 486. This course is designed to assist front-line professionals to work 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. The course provides multiple opportunities to apply theory in practice and to develop attitudes conducive to effecting positive changes in the workplace.

Prerequisites: Registered nurse or registered practical nurse qualification.

Equipment: Audio player and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

NURS 4879 **UVIC NURS 487**
IN-PERSON 3 UNIV

Health Care Law

The course was called NURS 487. This full-time, one week, on-site condensed course offered through the University of Victoria, is designed to allow students to develop an understanding of the origin and sources of the law as it applies to the Canadian health care system. It stimulates an appreciation for legal terminology, reasoning and processes as well as the basic principles of law, which apply to and govern the delivery of health care services in Canada. The course is also designed to develop an ability to identify the legal aspects of health care practice, information systems and

management as well as an ability to determine when and how to use legal counsel effectively.

Prerequisites: Registered nurse or registered practical nurse qualification.

Start Date: April. Registration deadline applies. Refer to [page 13](#).

Completion: 1 week, full-time.

NURS 4889 **UVIC NURS 488**
WEB-BASED AND IN-PERSON 3 UNIV

Women’s Health

The course was called NURS 488. The focus of this full-time, one week, on-site condensed course offered through the University of Victoria, is current women’s health issues. Students have the opportunities to critically explore a broad array of women’s health concerns from various philosophical perspectives including feminist, critical and phenomenological perspectives. Women’s health issues may include topics such as reproductive health, menopause, violence, aging, breast cancer, depression and sexuality. The class is taught in an interactive format through group discussion, presentations and the participation of guest speakers. The course focuses on the consideration and critique of current influences on women’s health including the effect of the health care system, the impact of the social and cultural context and the influence of evolving technology.

Prerequisites: Registered nurse or registered practical nurse qualification.

Note: Completion of readings and online assignments are required prior to the start of the onsite portion of the course.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: August. Registration deadline applies. Refer to [page 13](#).

Completion: 1 week, full-time; prior online participation required.





NURS 4899 **UVIC NURS 489**
WEB-BASED AND IN-PERSON 3 UNIV

Culture and Health

The course was called NURS 489. This course provides a critical examination of the relationship between culture and health as well as the impact of immigration, colonialism and racialization. The course explores approaches to take in order to foster cultural safety when working within a diverse social environment. Emphasis is placed on health care for First Nations and immigrant people. **Prerequisites:** Registered nurse or registered practical nurse qualification. **Note:** Completion of readings and online assignments are required prior to the start of the condensed, one week, on-site portion of this course offered through the University of Victoria. **Equipment:** Computer with Internet is required. Refer to <http://nursing.uvic.ca>. **Start Date:** August. Registration deadline applies. Refer to [page 13](#). **Completion:** 1 week, full-time; prior online participation required.

NURS 4939 **UVIC NURS 493A**
WEB-BASED 3 UNIV

Community Health Nursing

The course was called NURS 493. This course focuses on the theoretical and conceptual foundations of community health nursing practice. Students explore and critique nurses' roles in community health nursing, particularly in public health and in primary health care settings. The course provides opportunities for students to advance and/or to add to their nursing knowledge and experience. Community health assessment, individual health assessment, population-focused practice, epidemiology, communicable disease control and health-promoting practice with specific populations and in relation to specific health issues are explored and critiqued. **Prerequisites:** Registered nurse qualification. **Equipment:** Computer with Internet is required. Refer to <http://nursing.uvic.ca>. **Start Date:** May. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

NURS 4959 **UVIC NURS 493C**
WEB-BASED 3 UNIV

Lived Experience of Health in Aging

The course was called NURS 495. This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice and environments that support healthy aging are integral to this course. **Prerequisites:** Registered nurse qualification. **Equipment:** Computer with Internet is required. Refer to <http://nursing.uvic.ca>. **Start Date:** May. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

PHED 1439 **UVIC EPHE 143**
WEB-BASED 3 UNIV

Multidisciplinary Foundations of Physical Activity

The course was called PHED 143. The relationship of physical activity to education, kinesiology, athletics, health, recreation and leisure. The contributions made by the sciences of physiology, motor learning and biomechanics are discussed. Students gain an understanding of the historical, philosophical and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. **Note:** This course is a prerequisite for admission to UVic's School of Physical Education programs (B. Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration). **Equipment:** Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/education/. **Start Date:** September, January. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

PHED 2439 **UVIC EPHE 243**
WEB-BASED 3 UNIV

Foundations of Recreation and Leisure

The course was called PHED 243. An introduction to: the nature and scope of recreation; a consideration of past influences and future trends; and the role of the recreational professional. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. **Equipment:** Computer with Internet and an email account is required. Refer to www.uvcs.uvic.ca/education/. **Start Date:** September. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

PHED 2529 **UVIC EPHE 252**
WEB-BASED 3 UNIV

Leadership Methods for Recreation and Health Education

The course was called PHED 252. Theoretical and practical introduction to leadership, teaching, communication, and decision making skills in recreation/leisure services, sport, and fitness. Field experience is required as part of this course. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. **Equipment:** Computer with Internet and an email account is required. Refer to www.uvcs.uvic.ca/education/. **Start Date:** January. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.



PHIL 1011

PRINT- or WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

The course was called PHIL 101. This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining The Euthyphro, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

Prerequisites: None.

Note: Students with credit for PHIL 100, or for UBC's PHIL 100, or PHIL 401, may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PHIL 1021

PRINT- or WEB-BASED 3 UNIV

Introduction to Ethics, Political Philosophy, and Aesthetics

The course was called PHIL 102. This course engages students in careful study of ethics (theories of right and wrong), political philosophy (theories of justifiable social organization), and aesthetics (theories of beauty and specifically Philosophy of Art). What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft?

These are some of the central questions explored using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wil Waluchow's introductory text takes the student through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato's dialogues The Crito and The Apology will assist the student in examining theories of political governance. Finally, readings in the Philosophy of Art will challenge the student to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: None.

Note: Students with credit for PHIL 100, or for UBC's PHIL 100, PHIL 400, may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PHYS 0501

PRINT- or WEB-BASED PREP

Introductory Physics

The course was called PHYS 024. This advanced-level PREP course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity and nuclear physics. Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

Prerequisites: MATH 0523 or Mathematics 11 (may be taken concurrently)

Equipment: TV and DVD player are required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PHYS 1103

PRINT-BASED 3 UNIV

General Physics I

The course was called PHYS 110. This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level. PHYS 1105, the laboratory component of PHYS 1103, is usually offered once per year in the summertime in Kamloops BC.

Prerequisites: One of the Principles or Foundations of MATH 12, or MATH 0633 or MATH 1001. Physics 11 or PHYS 0501 and a Calculus course (such as MATH 1157, 1171 or 1141) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

Note: The combination of PHYS 1103 and 1203, with their corresponding laboratory courses PHYS 1105 and 1205, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PHYS 1105

IN-PERSON 1 UNIV

Physics Laboratory I

The course was called PHYS 115. In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1103.

Prerequisites: PHYS 1103 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Start Date: Refer to the TRU-OL website or contact Students Services to confirm course availability and the registration deadline.
Completion: 1 week.





PHYS 1203
PRINT-BASED 3 UNIV

General Physics II

The course was called PHYS 111. This one-semester course is an introduction to electricity and magnetism, optics and modern physics at a first-year university level.

Prerequisites: PHYS 1103 and a calculus course (such as MATH 1157, 1171 or 1141).

Note: The combination of PHYS 1103 and 1203, with their corresponding laboratory courses PHYS 1105 and 1205, provides the equivalent of a full first year of university-level physics.

Texts: Students can order required texts from Student Services.

Equipment: Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

PHYS 1205
IN-PERSON 1 UNIV

Physics Laboratory II

The course was called PHYS 116. In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1203.

Prerequisites: PHYS 1103, 1203, 1105 or equivalents.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. The combination of PHYS 1103 and 1203, with their corresponding laboratory courses PHYS 1105 and 1205, provides the equivalent of a full first year of university-level physics.

Start Date: Refer to the TRU-OL website or contact Students Services to confirm course availability and the registration deadline.

Completion: 1 week.

POLI 1019 **SFU POL 101W**
WEB-BASED 3 UNIV

Introduction to Politics and Government
SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called POLI 101. This course provides a comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course will explore the major concepts, methods, approaches and issues in political science, as well as the primary components of government structure and the political process.

Prerequisites: None.

Note: This course is identical to SFU POL 100-3 and students may not take both courses for credit.

Equipment: Computer with Internet, are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

POLI 1111
PRINT- or WEB-BASED 3 UNIV

Canadian Government and Politics

The course was called POLI 200. This course investigates Canada's system of government and central questions in this country's political life. Students will learn about our constitutional arrangements, the structure and processes of our national government and the relationship between politics and society. You will explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power and the ideology of limited government.

Prerequisites: None

Note: Students with credit for SFU POLI 221 may not take this course for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

POLI 1519 **SFU POLI 151**
WEB-BASED 3 UNIV

The Administration of Justice
SFU-designated Breadth (B) course. Refer to Page 16.

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet, are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

POLI 2219 **SFU POL 221**
WEB-BASED 3 UNIV

Introduction to Canadian Government

The course was called POLI 221. This course is an introduction to the institutional order and political structure of the Canadian state. The course includes topics such as the constitution, parliament, cabinet, judiciary, public service and federal-provincial relations.

Prerequisites: SFU POL 100, 101W or 151 or permission of the department.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.



POLI 2229 **SFU POL 222**
WEB-BASED 3 UNIV

Introduction to Canadian Politics

The course was called POLI 222. The purpose of this course is to introduce students to the underlying political, social, cultural, and historic dimensions that define the democratic experience in 21st century Canada. By starting off with discussing the role of national identity and political culture in Canada, the course sets the stage for an examination of the various divisions, differences, debates and issues that influence Canadian political life. Serving as a backdrop to the discussion will be some focus on the nature of political parties and democratic participation, but it will also feature important topics such as regionalism, linguistic tensions, multiculturalism, gender issues, globalization interest groups and new social movements. **Prerequisites:** SFU POL 100, 101W, 151, or permission of department. **Equipment:** Computer with Internet is required. Refer to <http://code.sfu.ca/>. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

POLI 2329 **SFU POL 232**
WEB-BASED 3 UNIV

US Politics

The course was called POLI 232. This course is an examination of the American political system, including the presidency, the congress, the courts, the bureaucracy, and the party system. **Prerequisites:** SFU POL 100, 101W or permission of the department. Students with credit for SFU POL 332 may not take this course for further credit. **Note:** Students with credit for SFU POL 332 may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to <http://code.sfu.ca/>. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

POLI 2419 **SFU POL 241**
WEB-BASED 3 UNIV

Introduction to International Politics

SFU-designated Breadth (B) course. Refer to [Page 16](#). The course was called POLI 241. 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, 101W or permission of the department. **Equipment:** Computer with Internet is required. Refer to <http://code.sfu.ca/>. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

POLI 2529 **SFU POL 252**
WEB-BASED 3 UNIV

Local Democracy and Governance

SFU-designated Breadth (B) course. Refer to [Page 16](#). The course was called POLI 252. This course examines the political process in the urban municipality from a comparative perspective. **Prerequisites:** SFU POLI 100, 101W or 151, or permission of the department. **Equipment:** Computer with Internet is required. Refer to <http://code.sfu.ca/>. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

POLI 3279 **SFU POL 327**
WEB-BASED 4 UNIV

Globalization and the Canadian State

The course was called POLI 327. This course examines the challenge that globalization poses for the Canadian political system. In an era of globalization, what scope remains for national politics? Does globalization lead to a deficit of democracy? Emphasis is placed on globalization's impact on the organization, activities and role of the Canadian state. **Prerequisites:** 6 lower-level credits in political science or permission of the department. **Equipment:** Computer with Internet is required. Refer to <http://code.sfu.ca/>. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#). **Completion:** 13 weeks.

POLI 3991
WEB-BASED 3 UNIV

Globalization and Its Discontents: The Politics of Economic Change

The course was called POLI 399. This Web seminar course examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political origins and current social consequences of these organizations and examining related issues of global governance, corporate accountability and global justice. **Prerequisites:** This course requires 60 credits. **Equipment:** Computer with Internet is required. Refer to [pages 108-109](#) or the TRU-OL website. **Texts:** Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca. **Start Date:** Continuous registration **Completion:** 30 weeks. Refer to [page 16](#).





POLY 3011

WEB-BASED/OPTIONAL PRINT 3 UNIV

Polysomnography Sleep and Sleep Disorders

The course was called ASHS 301. This course is designed to introduce students pursuing careers in sleep medicine and polysomnography. POLY 3011 also serves as an adjunct to other health professionals, such as respiratory therapists and registered nurses, who would like to have a better understanding of sleep and sleep disorders.

Prerequisites: Health professional diploma is strongly recommended. Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

POLY 3021

WEB-BASED/OPTIONAL PRINT 3 UNIV

Polysomnography Instrumentation

The course was called ASHS 302. This course introduces the student to the instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.

Prerequisites: Completion of POLY 3011 and a health professional diploma is strongly recommended.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://thebookstore.tru.ca>.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

POLY 3031

WEB-BASED/OPTIONAL PRINT 3 UNIV

Principles of Polysomnography

The course was called ASHS 303. This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory. This course includes patient interaction and describes the capture of bioelectric activity, overnight recording techniques, the interpretation of data and data presentation for the compilation of the final report.

Prerequisites: Completion of POLY 3011, 3021 and a health professional diploma are strongly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PREP 001

PRINT-BASED NC

Planning Your Future

The course was called PREP 001. In this non-credit course, exercises and the Open Learning Faculty Member guiding the course, help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

Prerequisites: None.
Note: Course materials are supplied.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

PSYC 1111

PRINT- or WEB-BASED 3 UNIV

Introductory Psychology I

The course was called PSYC 101. This companion course to PSYC 1211 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 (SFU PSYC 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

PSYC 1211

PRINT- or WEB-BASED 3 UNIV

Introductory Psychology II

The course was called PSYC 102. This companion course to PSYC 1111 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 human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

Note: The required texts as listed in the detailed course description are not included in the PSYC 1211 course package. Students who have previously taken PSYC 1111 may already have the required texts. Please refer to the detailed course description for specific text information. Students who do not already have these texts will need to acquire them before registering in PSYC 1211. Please contact Student Services to obtain the textbooks.

Prerequisites: None
Exclusions: Students with credit for PSYC 107 (SFU PSYC 1211) may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.



PSYC 2101

PRINT-BASED 3 UNIV

Statistics in the Social Sciences

The course was called PSYC 220. 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 Mathematics 12 or MATH 0633 or 1001. It is recommended that psychology majors take PSYC 2111 before taking PSYC 2101.

Note: Only one of PSYC 2101, SFU STAT 101 and STAT 1201 (formerly MATH 102) may be taken for credit in a program offered through TRU-OL.

Equipment: Calculator is required.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

PSYC 2111

PRINT- or WEB-BASED 3 UNIV

Introduction to Research in Experimental Psychology

The course was called PSYC 210. This course introduces the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. In this course you will read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide you with an appreciation for the type of knowledge psychological research has produced. As well, you will develop your own research, which will use some of these tools to scientifically investigate a phenomenon that you have selected.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. PSYC 1111 and 1211 or PSYC 106 and 107 are also recommended.

Note: Only one of PSYC 2111 and PSYC 201 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to page 16.

PSYC 2131

PRINT- or WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

The course was called PSYC 255. This introductory course in developmental psychology will expose you to the key issues, methods, theories, and research findings in this field. The course content is organized chronologically-beginning at the point of conception and following the trajectory of human development through to the teen years. A key theme in the course is the interconnectedness of developmental processes. Interrelations between the child's physical, cognitive, social, and emotional development are explored along with the intricate relation between the child and the contexts-family life, peers and culture-that support his/her development.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Students with credit for PSYC 3151, 3451, SFU PSYC 250, 351, 355 or UBC PSYC 301, 315 may not take this course for further credit.

Equipment: DVD player is required. Computer with Internet, Windows Media Player and CD-ROM drive, is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

PSYC 2161

PRINT-BASED 3 UNIV

Abnormal Psychology

The course was called PSYC 245. 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 1111 and 1211 or PSYC 106 and 107 are recommended.

Note: Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.

PSYC 2311

WEB-BASED 3 UNIV

Psychology of Sex Differences

The course was called PSYC 231. This course examines the psychology of one of society's most important current interests-how and why females and males differ - and in what ways are they more similar than we sometimes think. The development of gender roles affects nearly every aspect of life: family, education, work, sexuality, culture, emotional problems and the like. We examine different views of the biological and social influences on developing gender roles.

Prerequisites: 6 credits of Introductory Psychology.

Equipment: DVD player is required. Computer with Internet, Windows Media Player and CD-ROM drive, is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 16.





PSYC 2809 **SFU PSYC 280**
WEB-BASED 3 UNIV

Introduction to Biological Psychology

SFU-designated Breadth (B) course. Refer to page 16.

The course was called PSYC 280. 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 1111 or SFU PSYC 100. SFU BISC 101 is recommended.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

PSYC 3151
PRINT-BASED 3 UNIV

Developmental Psychology of Children

The course was called PSYC 344. 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 1111 and 1211 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit. Students with credit for PSYC 3151 may not take SOCW 3551 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

PSYC 3451
PRINT-BASED 3 UNIV

Adolescent Development

The course was called PSYC 345. This course covers the adolescent years, continuing from where PSYC3151 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 1111 and 102 or PSYC106 (SFU PSYC 106) and 107 (SFU PSYC 107), or equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended to facilitate 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. Students with credit for PSYC 3451 may not take SOCW 3551 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

PSYC 3461
PRINT-BASED 3 UNIV

Psychology of Adulthood and Aging

The course was called PSYC 346. 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 1111 and 1211 or PSYC 106 (SFU PSYC 106) and 107 (SFU PSYC 107), or equivalents. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SFU PSYC 357 may not take this course for further credit. Students with credit for PSYC 3461 may not take SOCW 3551 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

PSYC 3611
PRINT-BASED 3 UNIV

Social Psychology I

The course was called PSYC 361. This course introduces the field of social psychology, focussing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice and interpersonal relations.

Prerequisites: PSYC 1111 and PSYC 1211 or PSYC 106 and PSYC 107, or equivalent skills and knowledge. PSYC 2111 is also recommended to facilitate the understanding of research methodology.

Note: Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

Equipment: Access to a DVD player.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.



PSYC 3621

PRINT-BASED

3 UNIV

Social Psychology II

The course was called PSYC 362. This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity - the elements of social identity; conformity, compliance, and obedience - processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision making and leadership. At the end of the course, students examine applications of social psychology principles in six areas: population control, health promotion, the environment, law, politics and the workplace.

Prerequisites: PSYC 3611, or its equivalent. A course such as TRU-OL's Introduction to Research in Experimental Psychology (PSYC 2111) is recommended.

Texts: Students who did not take PSYC 3611 will need to order textbooks locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

PSYC 3991

WEB-BASED

3 UNIV

Psychology of Human Resilience

The course was called PSYC 399. This course focuses on the study of human resilience. Students examine research evidence on individual, family and community factors that have been found to promote resilience in at-risk children, adolescents and adults. Students explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

Prerequisites: This course requires 60 credits.

Texts: You will be consulting a variety of resources throughout the course, including peer-reviewed journal articles, selected web resources and video clips of interviews.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

PSYC 4991

PRINT-BASED

3 UNIV

Directed Studies

The course was called PSYC 499. This course is a requirement for completion of the TRU-OL Bachelor of Arts, psychology major (page 48) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 51). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

RESP 1683

WEB-BASED/OPTIONAL PRINT

4 UNIV

Respiratory Therapy Equipment

The course was called CEHS 214. This course is designed for respiratory therapists and covers a wide variety of equipment used by the therapist. Topics studied include: medical gases and their delivery systems; humidity and aerosol devices; artificial airways; resuscitators; patient monitoring devices; and suction.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program. Respiratory therapy students entering on the BSc fast track stream are required to take this course.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

RESP 1691

WEB-BASED

3 UNIV

Pulmonary Physiology and Introduction to Ventilation

The course was called CEHS 169.

This course focuses on the fundamentals needed to understand the basic anatomy and physiology of ventilation, as well as mechanical ventilation and its clinical applications. In this course, pulmonary physiological processes are related to therapy, diagnostics and technology. These topics will assist in providing the much needed background a student requires to progress into the comprehensive curriculum of Respiratory Therapy. A prerequisite knowledge of basic anatomy is assumed for this course.

This course consists of 2 major sections: "Pulmonary Physiology" and "Mechanical Ventilation."

Prerequisites: Knowledge of basic anatomy.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

RESP 2161

WEB-BASED/OPTIONAL PRINT

3 UNIV

Mechanical Ventilation

The course was called CEHS 216. This self-study program is intended for individuals interested in enhancing their understanding of the clinical applications of mechanical ventilation. The course is designed to meet two objectives: to reinforce the core components of mechanical ventilation and to address advances in ventilatory care.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





SCDE 2019 SFU SCD 201
WEB-BASED 3 UNIV

Introduction to Sustainable Community Development

The course was called SCDE 201. This course builds on understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and of development; and essential components for creating local economic development strategies. Sustainable community development is introduced as a framework to meet current social and economic needs, while ensuring adequate resources are available for future generations.

Prerequisites: 30 credits. SFU's Sustainable Community Development (SCD) certificate program approval or permission of SFU's Director of SCD.

Note: Students may not take this course for credit toward SFU's SCD post-baccalaureate diploma. Students with credit for SFU CED 201 may not take this course for further credit. Students may not take this course concurrently with upper-level SFU SCD courses.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SCDE 3019 SFU SCD 301
WEB-BASED 4 UNIV

Sustainable Community Development Theory and Practice

The course was called SCDE 301. This course is a theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic and social aspects of development. The course emphasizes economic and policy instruments and planning tools for engaging in and implementing sustainable community development.

Prerequisites: SFU's Sustainable Community Development (SCD) certificate program approval and SFU CED or SCD 201; or SCD diploma program approval; or 60 credits; or permission of SFU's Director of SCD.

Note: Students with credit for SFU CED 301 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SCDE 4019 SFU SCD 401
WEB-BASED 4 UNIV

Social Enterprise for Sustainable Community Development

The course was called SCDE 401. This course is an introduction to the theory and practice of social enterprise within a sustainable community development context, including the appropriate form of social enterprise for a particular purpose, essential elements of business planning, fundamental skills, such as market research and operating within a dynamic environment and organizational development and change.

Prerequisites: SFU CED 301 or SCD 301 or permission of the Director of SCD.

Note: Students with credit for SFU CED 401 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SCDE 4039 SFU SCD 403
WEB-BASED 4 UNIV

Leadership in Sustainable Community Development

The course was called SCDE 403. This course is concerned with approaches sustainable community development leaders require as agents of change, including tackling complex community issues in addition to offering innovative tools for engaging others in a meaningful collaborative process.

Prerequisites: SFU CED 301 or permission of the SFU Director of SCD.

Note: Students with credit for SFU CED 403 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SCDE 4109 SFU SCD 410
WEB-BASED 4 UNIV

Special Topics in Sustainable Community Development

The course was called SCDE 410. This course focuses on a specific topic within the field of sustainable community development not covered by regularly scheduled, required courses in the program. Prerequisites: SFU CED 301 or SCD 301 or permission of SFU's Director of SCD.

Note: Students with credit for SFU CED 410 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



SCIE 0101

PRINT-BASED

PREP

General Science

The course was called SCIE 010. 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: None

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 1009

WEB-BASED

SFU SA 100W

4 UNIV

Perspectives on Canadian Society (S or A)

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.

The course was called SOCI 103 and has an interim code of SOCI 100.

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 and Native issues.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to http://code.sfu.ca/.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

SOCI 1111

PRINT- or WEB-BASED

3 UNIV

Introduction to Sociology I

The course was called SOCI 101. Together with SOCI 1211, 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 1509 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course for further credit. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 1211

PRINT- or WEB-BASED

3 UNIV

Introduction to Sociology II

The course was called SOCI 102. Together with SOCI 1111, this course is an introduction to 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 1111, 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.

Note: The required texts as listed in the detailed course description are not included in the SOCI 1211 course package.

Students who have previously taken SOCI 1111 may already have the required texts. Please refer to the detailed course description for specific text information and instructions on acquiring the texts needed. Students who do not already have these texts will need to acquire them before registering in SOCI 1211.

Prerequisites: None. SOCI 1111 or equivalent skills and knowledge are recommended.

Exclusions: Students with credit for SOCI 1509 (formerly SFU SOCI 100) may not take this course for further credit

Equipment: Computer with Internet is required for the web-based version of this course for further credit. Refer to pages 108-109 or the TRU-OL website.

Texts: If required, students can order texts from Students Services.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 1509

WEB-BASED

SFU SA 150

4 UNIV

Introduction to Sociology (S) SFU-designated Breadth (B) course. Refer to Page 16.

The course was called SOCI 150.

This course is the study of basic concerns of sociology, such as social order, social change, social conflict and social inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to http://code.sfu.ca/.

Note: Students with credit for SOCI 1111 or 1211 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





SOCI 2501

PRINT-BASED 3 UNIV

The Sociology of Crime

The course was called SOCI 222. This course adopts a radically sociological view of crime that focuses on the ways that crime is socially constructed, and in so doing, it challenges many of our assumptions about the criminal justice system. It focuses on the creation of law, police work, activities of the courts and the experience of incarceration, and it provides an excellent introduction to the application of social theory.

Prerequisites: None

Note: Students who take this course may not take SOCI 4221 for further credit. Students with credit for SOCI 4221 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course for further credit. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).

SOCI 2509

WEB-BASED SFU SA 250 4 UNIV

Introduction to Sociological Theory (S)

The course was called SOCI 250. An account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

Prerequisites: SFU SA 150.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SOCI 3169

WEB-BASED SFU SA 316 4 UNIV

Tourism and Social Policy (S or A)

The course was called SOCI 316. An examination of tourism from the perspectives of sociology and anthropology, focusing primarily upon the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: SFU SA 101 or SFU SA 150 or SFU SA 201.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SOCI 3459

WEB-BASED SFU SA 345 4 UNIV

Race, Immigration, and the Canadian State (S or A)

SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called SOCI 245. This course provides an introduction to critical perspectives on the social construction of race, nation building and transnational migration, with an emphasis on state policies and the experiences of immigrants. The course will cover a review of colonialism and the construction of a racialized labour market. Core topics may include: racialization of space; anti-racist feminist thought; immigration policy; settlement services; multiculturalism; citizenship; racial profiling; diasporas; and refugees. Comparative material will be used to complement the Canadian focus.

Prerequisites: SFU SA 101, 150 or 201.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SOCI 3569

WEB-BASED SFU SA 356W 4 UNIV

Ethnography and Qualitative Methods (S or A)

SFU-designated Writing-Intensive (W) course. Refer to Page 16.

The course was called SOCI 356. This course examines the qualitative field methods, including participant observation, interviewing, archival research, cross-cultural research, life histories, network analysis, mapping and ethical problems, of fieldwork.

Prerequisites: SFU SA 255.

Equipment: Computer with Internet, is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SOCI 3589

WEB-BASED SFU SA 358 4 UNIV

The Philosophy of the Social Sciences (S or A)

The course was called SOCI 358. This course analyzes the nature of explanation in the social sciences: 'mind' and action; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity; forms of relativism; and the concept of rationality.

Prerequisites: SFU SA 101, 150 or 201.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.



SOCI 3991

WEB-BASED

3 UNIV

Sociology of Diversity: Issues for Canadians

The course was called SOCI 399. This course offers special topics in the sociology of diversity for in-depth study. This upper-level sociology course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions to be explored include the following: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status? This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies. Please note that you will need to obtain your textbooks prior to registering for the course.

Prerequisites: 60 Credits.

Note: This course meets the upper-level requirement for the Bachelor of Arts, sociology major (page 45).

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 4209

WEB-BASED

SFU SA 420

4 UNIV

Sociology of Aging (S or A)

The course was called SOCI 420. 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: Minimum 72 credits, including SOCI 1509, ANTH 1019 or ANTH 2019.

Note: This course is the same as SFU GERO 420 and students may take only one for credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

SOCI 4221

PRINT-BASED

3 UNIV

The Social Construction of Crime and Deviance

The course was called SOCI 422. This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It 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.

Prerequisites: SOCI 1111 or SOCI 1211 or equivalent.

Note: Students with credit for SOCI 2501 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 4301

PRINT-BASED

3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

The course was called SOCI 430. Using a comparative and historical approach, this course examines the Canadian family, both on its own and in relation to family structures in other parts of the world. Sociological constructs are used to explain the causes and consequences of the

transformations of family life - those that have already occurred and those that continue to take place worldwide, including changes in family bonds and relationships, gender roles, marriage, partnership breakdown and domestic conflict.

Prerequisites: An introduction to sociology, such as the TRU, Open Learning's SOCI 1111 or SOCI 1211, or the equivalent.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCI 4311

PRINT-BASED

3 UNIV

Sociology of the Family: Families in a Multicultural World

The course was called SOCI 431. 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 1111 or equivalent skills and knowledge

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





SOCI 4991

PRINT-BASED 3 UNIV

Directed Studies

The course was called SOCI 499. This course is a requirement for completion of the Bachelor of Arts, sociology major (page 48) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 51). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature, and submit a major research paper based on the course reading list.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCW 2061

PRINT-BASED 3 COL/UNIV

An Introduction to Social Work Practice

The course was called SSWP 200. This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners. This course also provides an overview of the roles in which social workers become involved, for example, as advocates, policy analysts, administrators, activists, educators, counsellors, facilitators, mediators, organizers and researchers. Social workers are committed to working for social justice, so the course also examines the social structures influencing people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

Prerequisites: There are no prerequisites for this course. It is recommended that you take this course, SOCW 2061 before taking SOCW 2121.

Note: This course is equivalent to Social Work 200A and is the entrance requirement for the TRU-OL Social Service and Social Work program.

Equipment: DVD player is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16

SOCW 2121

PRINT- or WEB-BASED 3 COL/UNIV

Social Welfare in Canada

The course was called SSWP 212. This course provides an overview of the income security system in Canada - its development, programs and the major policy debates. It is intended for those seeking an understanding of the many income security programs and policies, how they reflect ideologies and how they work (or fail to work) in practice.

Prerequisites: None. It is recommended, though not necessary, that students take SOCW 2061 before taking SOCW 2121, as some of the theoretical concepts in SOCW 2061 provide a foundation for the material in SOCW 2121.

Note: SOCW 2121 is a core course in the TRU-OL Social Service Worker Certificate Program. It is also one of two prerequisite courses for all students seeking admission to the School of Social Work. This course was formerly numbered SSWP 112. This course is the equivalent of Social Work 200b.

Equipment: DVD player is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SOCW 3551

PRINT- or WEB-BASED 3 COL/UNIV

Human Development

The course was called SSWP 355. An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course differs from many others in the field in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups. Human development and behaviour will be viewed through the lens of Aboriginal, feminist and anti-oppressive approaches to practice.

Prerequisites: None

Note: This course is required for the TRU-OL Social Service Certificate Program. Students with credit for PSYC 2131, 3151, 3451 or 3461 may not take this course for further credit. Students may not take this course for credit in some programs offered through TRU-OL (consult the program advisor).

Equipment: CD and access to CD recording equipment are required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.



SPAN 1001

PRINT-BASED

3 UNIV

Introduction to Spanish I

The course was called SPAN 100. This humanities course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the 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 strongly recommended. The course is also designed for students who have studied Spanish previously, allowing them to refresh their language skills.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Video recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

SPAN 1011

PRINT-BASED

3 UNIV

Introduction to Spanish II

The course was called SPAN 101. This humanities course is the continuation of SPAN1001. 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 1001 or the equivalent.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Texts: Students can order the required text from Students Services.

Equipment: Video recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

SPAN 1029

WEB-BASED

SFU SPAN 102

3 UNIV

Introductory Spanish I

The course was called SPAN 102.

This course introduces the fundamentals of the Spanish language, while developing basic communicative proficiency in the four language skills: listening, speaking, reading, and writing. The course also includes grammar explanations, readings, vocabulary building and listening comprehension activities. Finally, it attempts to promote cultural awareness by exploring Hispanic culture, history and geography. Each lesson forms a coherent set of activities that build upon each other. The syllabus is organized according to topics, functions of the language and grammatical goals.

Prerequisites: None.

Note: Students with secondary school Spanish 12 will not normally be allowed to take SPAN 102 for credit. Contact advisor for placement.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

SPAN 1039

WEB-BASED

SFU SPAN 103

3 UNIV

Introductory Spanish II

The course was called SPAN 103.

This course is the second-half of first year Spanish. As in SPAN 1029, the course emphasizes oral skills and grammar while continuing to develop reading and writing proficiency.

By the end of the semester, students will be able to communicate in Spanish using a wide range of grammatical structures and vocabulary. SPAN 1039 should be taken in the semester immediately following SPAN 1029.

Prerequisites: SPAN 1029, grade 12 Spanish or equivalent.

Note: Students with Grade 12 Spanish will need to get clearance from the department before registering at this level. Please call 778-782-4790.

Equipment: Computer with Internet, are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

STAT 1019

WEB-BASED

SFU STAT 101

3 UNIV

Introduction to Statistics

SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called STAT 101. This course looks at the collection, description, analysis and summary of data, including the 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: To receive credit for both SFU STAT 100 and STAT 1019, SFU STAT 100 must be taken first. The course is intended to be accessible to students who are not specializing in Statistics. Students with credit for SFU ARCH 376, SFU BUEC 232 (formerly 332) or STAT 2709 (formerly MATH 272 and 371), may not subsequently receive credit for STAT 1019. Students with credit for STAT 1201, 2019, SFU STAT 203 (formerly STAT 103), SFU STAT 301, MATH 1157 or SFU MATH 102, may not take STAT 1019 for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





STAT 1201

PRINT-BASED 3 UNIV

Introduction to Probability and Statistics

The course was called STAT 102. This is an introductory course on the concepts and methods of statistics, covering topics such as variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based upon statistical data. To help with these kinds of decisions, the course shows how to collect, analyze, and interpret data correctly. The course also shows how to present data to others in ways that are clear and accurate.

Prerequisites: Although this course does not involve complex mathematics, Principles of Math 11, pre-calculus 11, foundations of math 11, Math 0523 or equivalent skills as established by the math placement test found at www.tru.ca/_shared/assets/Math_Assessment_July073802.pdf, is strongly recommended. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy is recommended.

Note: This course was formerly numbered STAT 102. Students with credit for STAT 102 may not repeat this course for further credit. Only one of STAT 1019 (SFU STAT 101), STAT 1201, and PSYC 2101 may be taken for credit in programs offered through TRU-OL.

Equipment: TI-83 ®, TI-83 Plus ®, or a TI-84 Plus ® calculator for assignments and the final exam. Computer with Internet and CD-ROM drive, is required for the print-based and the web-based version of this course. Software for the course can only be used in a Windows environment and not on Macintosh computers. Refer to [pages 108-109](#) or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 16](#).

STAT 2019

WEB-BASED

Statistics for the Life Sciences SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called STAT 201.

This course provides an introduction into research methodology and associated statistical analysis techniques for students with training in the life sciences.

Prerequisites: 30 credits.

Note: Students with credit for SFU STAT 101, 102, 203 (formerly 103), 270 (formerly MATH 272) or 301 may not take SFU STAT 201 for further credit. Intended to be particularly accessible to students who are not specializing in Statistics.

Equipment: Computer with Internet, are required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SFU STAT 201

3 UNIV

STAT 2709

WEB-BASED

Introduction to Probability and Statistics

SFU-designated Quantitative (Q) course. Refer to Page 16.

The course was called STAT 270.

This course is an introduction to statistical inference and applications. Topics include basic laws of probability and sample distribution. Students are encouraged to attend workshops for assistance during posted times.

Corequisites: SFU MATH 152 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to initially take SFU STAT 100, 101, 201, 203, 270 and 302.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

SFU STAT 270

3 UNIV

VISA 1049

WEB-BASED

Music Fundamentals

The course was called FINA 106 and has an interim code of VISA 104.

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature are accompanied by practical exercises. The course is designed for students with no formal music training.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 13](#).

Completion: 13 weeks.

VISA 1101

PRINT-BASED

3 UNIV

Colour: An Introduction

The course was called FINA 110. This studio course in art, based on ten half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature and colour schemes. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None

Note: Additional common items may be required to complete assignments. Refer to the detailed course description on the TRU-OL website or contact Student Services.

Equipment: DVD player is required. Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 16](#).



VISA 1111

PRINT- or WEB-BASED 3 UNIV

A Survey of Western Art I

The course was called FINA 104. This humanities course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

Prerequisites: None

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

VISA 1121

PRINT- OR WEB-BASED 3 UNIV

A Survey of Western Art II

The course was called FINA 105. This humanities course, a continuation of VISA 1111, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None

Texts: Students can order required texts from Student Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

VISA 1201

PRINT-BASED 3 UNIV

Mark and Image

The course was called FINA 120. 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 includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

VISA 1301

PRINT-BASED 3 UNIV

Material and Form

The course was called FINA 130. 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

Note: Students are required to document their work with photography or videotaping and submit a working notebook to their Open Learning Faculty Member.

Equipment: DVD player and camera or video camera are required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

VISA 1419

WEB-BASED

SFU FPA 140

3 UNIV

Music after 1900

SFU-designated Breadth (B) course. Refer to Page 14.

The course was called FINA 141 and has an interim code of VISA 141.

This course is an introductory survey of major historical trends and practices of music in the 20th and 21st centuries as revealed by the study of selected music examples. Critical issues fundamental to an understanding of contemporary composition will be examined (e.g. impressionism, twelve-tone music, indeterminacy, the role of technology, improvisation).

Prerequisites: SFU FPA 104.

Equipment: Computer with Internet is required. Refer to http://code.sfu.ca/.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.

VISA 1479

WEB-BASED

SFU FPA 147

3 UNIV

Introduction to Electroacoustic Music

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called FINA 147 and has an interim code of VISA 147.

This course is an introduction to the application of electroacoustic technology to music, including the concepts of the audio signal, signal processing and sound synthesis in their musical applications. The techniques of tape music, electronic music and computer music composition are introduced, and their role in both studio composition and live performance are discussed. Practical experience in several of these areas is included in the lab component.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and CD player are required. Refer to http://code.sfu.ca/.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

Completion: 13 weeks.





VISA 3991

WEB-BASED

3 UNIV

Cultural Theory and Images

The course was called FINA 399. This interdisciplinary course offers special topics in cultural theory and images for in-depth study. The course examines the ways different theories of culture inform the processes and practices of visual production, circulation and reception. It focuses on the ideas of major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall and Said, whose work on the intersection/interaction of power and meaning has influenced much current research on representation. Working individually or with a partner, you select issues or research problems that interest you, conduct literature research, assess sources of information, and present your findings. During this process, you are able to interact with an experienced faculty member as well as with other learners from various backgrounds. Critically engaging with and responding to, the thoughts and opinions of other participants is one of the most significant activities in this course. Theory is for thinking, and in this case, it is specifically for thinking about looking. Learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to pages 108-109 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WOST 1019

WEB-BASED

SFU WS 101

3 UNIV

Introduction to Women's Issues in Canada

SFU-designated Breadth (B) course. Refer to Page 16.

The course was called WOST 103 and has an interim code of WOST 101.

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. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to page 13.

Completion: 13 weeks.

WOST 1029

WEB-BASED

SFU WS 102

3 UNIV

Introduction to Western Feminism SFU-designated Breadth (B) course. Refer to Page 16.

The course was called WOST 102.

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WS 100 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to <http://code.sfu.ca/>.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to page 13.

Completion: 13 weeks. Registration deadline applies.

WTTP 1171

WEB-BASED

1 UNIV

Environmental Legislation

The course was called WTTP 117.

The course provides students with an understanding of the basic principles of law, with an emphasis on Statutes, Environmental law and the legislative framework under which most water suppliers must legally operate. This section also covers the concepts of due diligence, standards of care and liability while looking at torts and case law.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1181

WEB-BASED

1 UNIV

Occupational Health and Safety

The course was called WTTP 118.

This course covers the issues and responsibility of health and safety as it applies to operators in water and wastewater treatment operations. General course topics include occupational health safety regulations, construction/plant safety procedures and occupational hygiene.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1191

WEB-BASED

1 UNIV

Communications

The course was called WTTP 119.

The intent of the course is to introduce an operator to the practice of good community relations and the communications skills that are necessary to effectively provide timely, concise and accurate information to the public and to the media. Some of the topics covered will be risk and media communications, interpersonal skills as it applied to oral and written communications and correct system documentation.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.



WTTP 1291

PRINT- and WEB-BASED 1 UNIV

Moving Water

The course was called WTTP 129. This course is designed to teach the student the process and the direction of water movement through the treatment facility. Topics include hydraulic profile, overflow and spill protection, process and instrumentation drawings and formula calculation. Pump identification, selection and maintenance are also covered in this course.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1301

WEB-BASED 1 UNIV

Major Process Equipment

The course was called WTTP 130. This course covers different types of equipment used in the treatment of water including: mixing; flocculation; solid separation; filtration; water conditioners; disinfection; and various filter systems. Flow charts and the ability to analyze historical data are also covered.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1311

WEB-BASED 1 UNIV

Secondary Process Equipment

The course was called WTTP 131. This course covers support systems typical in treatment facilities such as high pressure air systems, blowers, compressors, vacuum pumps, pneumatic valve operator systems and process air systems. It is also designed to teach the student about chemicals used in water treatment, along with the associated hazards. Additionally, topics such as sludge and residual handling, building mechanical systems, maintenance and associated responsibilities will be discussed.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1701

PRINT- and WEB-BASED 3 UNIV

Water Sources

The course was called WTTP 170. This course provides training in the development of new and existing water sources. It focuses on ground and surface water sources as they relate to the way drinking water is treated and distributed. Areas of study include basic water supply hydrology, groundwater sources, surface water sources, emergency and alternate water sources, source water conservation, source water quality and source water protection.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1711

PRINT- and WEB-BASED 3 UNIV

Water Treatment I

The course was called WTTP 171. This is emphasizes environmental applications focusing on past, present and future technologies concerned with water treatment. The major emphasis will cover: operator responsibilities, water sources, reservoir management, coagulation and flocculation processes, sedimentation, filtration, disinfection, corrosion control and basic water treatment sampling procedures.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1721

PRINT- and WEB-BASED 3 UNIV

Applied Math and Science

The course was called WTTP 172. This course covers the essential elements of mathematics and science which will to enable students to be successful in the program. In mathematics, the concepts of fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs and the conversion of units are covered. The science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics, the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in details. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.





WTTP 1731

WEB-BASED 3 UNIV

Mechanical Systems I

The course was called WTTP 173. This course covers principles of piping, pumps and valves as they apply to the support systems in water treatment facilities. The principles of cross connection control will also be covered.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1801

WEB-BASED 3 UNIV

Electrical Fundamentals 1

The course was called WTTP 180. This course offers an introduction to the electrical trade as it applies to the daily operation of water/waste water treatment plants. Topics discussed include basic: electrical principles; electrical safety; motor control principles; and the fundamentals of electric motors. It is important to note that this course is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow students to function more effectively.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1821

PRINT- and WEB-BASED 3 UNIV

Instrumentation I

The course was called WTTP 182. This course offers an introduction to the instrumentation trade as it applies to the day to day operation of water/waste water treatment plants. Topics discussed include process control principles, terminology and trouble shooting techniques. It is important to note that this course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow them to function more effectively.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

WTTP 1851

PRINT- and WEB-BASED 3 UNIV

Water Treatment II

The course was called WTTP 185. This course is a continuation of Water Treatment 1. More advanced topics such as water softening, ph control, pre-oxidation and dissolved metals removal will be covered. An overview of chemical feed systems as well as chemical dosage calculations will also be covered.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 1891

IN-PERSON 3 UNIV

Practicum I

The course was called WTTP 189. This course offers hands-on practical training, which is integral to the development of future operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals.

Prerequisites: Industry experience or completion of all previous level two courses within the Water Treatment Technology program.

Note: Due to the facility location, some students are unable to attend the on-site practicum in Kamloops. However, the flexible program format means plant operators can apply to have the practicum performed at a more convenient location. Practicum details will be organized between the operator, employer and program facilitator. The program also recognizes past education and work experience through Prior Learning Assessment.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTTP 2051

PRINT- AND WEB-BASED 1 UNIV

Introduction to Water Chemistry

The course was called WTTP 205. This course will provide the fundamentals of chemistry as it applies to the water industry. The intent is to lay the foundation so operators can understand more advanced theories involving chemical reactions in water. The topics will include the theory behind pH, alkalinity and titrations. These topics are supported by concepts such as chemical equations, equilibriums, acid base theory and buffering capacity.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.



WTTP 2131

WEB-BASED 1 UNIV

The History, Mechanisms, and Classifications of Filters

The course was called WTTP 213. There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTTP 1711. Topics will include filter design concepts, regulatory standards, filter mechanisms, filter classification and media selection techniques. Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments. **Start Date:** Continuous registration. **Completion:** 30 weeks. Refer to page 16.

WTTP 2141

WEB-BASED 1 UNIV

Slow and Rapid Sand Filtration

The course was called WTTP 214. This course covers in detail, the process of slow and rapid sand filtration as introduced in part of WTTP 1711. Topics will include filter operation, performance optimization, maintenance and backwashing techniques. Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments. **Start Date:** Continuous registration. **Completion:** 30 weeks. Refer to page 16.

WTTP 2151

WEB-BASED 1 UNIV

Membrane and Alternative Filtration Techniques

The course was called WTTP 215. There are many other filtration processes available in the water treatment apart from the conventional media processes. Alternative and membrane filtration techniques have recently become more widely used in the water treatment industry. Each of these processes has its advantages and disadvantages depending on source water and finished water requirements. This course covers alternative and membrane filtration as introduced in part of WTTP 1711. Topics include Pressure filtration, iron and manganese removal, activated carbon, Diatomaceous earth, cartridge filters and membrane filtration. Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration. **Completion:** 30 weeks. Refer to page 16.

WTTP 2171

WEB-BASED 1 UNIV

Basic Principles of Disinfection

The course was called WTTP 217. This course is designed to cover the basic principles of water disinfection. Topics include history of disinfection, causes of waterborne diseases and disinfection goals. Basic properties and uses of chlorine and disinfection by-products will also be discussed. Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments. **Start Date:** Continuous registration. **Completion:** 30 weeks. Refer to page 16.

WTTP 2291

WEB-BASED 1 UNIV

Computers in Industry

The course was called WTTP 229. This course will introduce the student to the components of a computerized system. The understanding of the personal computer will help the student understand other micro processed-based control equipment as well as how to use the personal computer more effectively. The course topics will cover the personal computer hardware, operating system and typical software applications found in industry. Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. **Start Date:** Continuous registration. **Completion:** 30 weeks. Refer to page 16.

WTTP 2301

WEB-BASED 1 UNIV

Advanced Programmable Logic Controller

The course was called WTTP 230. This course will take the student beyond the entry-level and introduce them to more advance topics such as analogues signal handling, more sophisticated instructions than just timers and counters, as well as how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and Ethernet communication will be included in the course. Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program. **Equipment:** Computer with Internet required. **Start Date:** Continuous registration. **Completion:** 30 weeks. Refer to page 16.





WTTP 2311

WEB-BASED 1 UNIV

Industrial Communication and SCADA Systems

The course was called WTTP 231. This course will give the student the basics on a modern plant-wide control system that relies on merging such technology as computers, PLCs, Operator Interfaces and micro processor based plant-floor devices together into a Supervisory, Control and Data Acquisition (SCADA) System.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 2331

WEB-BASED 1 UNIV

People Management

The course was called WTTP 233. This course covers the foundations of managing people and is designed for personnel who have been promoted from within the ranks or for those who need a reminder of the range of management skills and techniques which can be applied to improve performance. Subject matter ranges from the study of manager roles and responsibilities to disciplining employees.

Prerequisites: Industry experience or completion of Level Three of the Water Treatment Technology Program.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 2341

WEB-BASED 1 UNIV

Asset and Operations Management

The course was called WTTP 234. The course is designed for personnel who need a basis in plant management for water and wastewater facilities. Subject matter ranges from the fundamentals of management and asset maintenance to record keeping.

Prerequisites: Industry experience or completion of Level Three of the Water Treatment Technology Program.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 2351

WEB-BASED 1 UNIV

Financial Management

The course was called WTTP 235. This course is designed to teach the student about basic financial matters as they apply to utility management in the water industries. Topics covered are forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

Prerequisites: Industry experience or completion of Level Three of the Water Treatment Technology Program.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 2701

WEB-BASED 3 UNIV

Electrical Fundamentals II

The course was called WTTP 270. This course is a continuation of Electrical Fundamentals I which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory is to be covered, such as solid-state electronics and numbering systems, the majority of the information covered in these modules will reference practical applications.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

WTTP 2721

PRINT- and WEB-BASED 3 UNIV

Advanced Coagulation and Particle Removal

The course was called WTTP 272. This course is a continuation of Water Treatment 2 where coagulation in general terms was introduced. This course takes an in-depth look at coagulation and particle removal. Topics discussed include the advanced principles of coagulation, emerging technologies, jar testing, and clarification methods and equipment. The course aims to provide operators with information that will improve their ability to assess conditions in the water treatment plant and make decisions to ensure the smooth operation of their treatment process.

Prerequisites: Industry experience or completion of the Level 1 portion of the program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for assignments.

Additional Requirements: Web CT, internet capability.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.



WTTP 2801

PRINT- and WEB-BASED 3 UNIV

Microbiology and Toxicology

The course was called WTTP 280. The goal of this course is to introduce you to some of the unifying concepts of biology, microbiology and toxicology relating to water, the most common and significant source of infectious diseases caused by microbial contamination. The course will explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 16.

WTTP 2891

IN-PERSON 3 UNIV

Practicum II

The course was called WTTP 289. This course will represent the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. The students will be led through a series of topics covered in terms three and four, such as advanced process control concepts, SCADA systems and Microbiological laboratory procedures.

Note: Due to the facility location some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location. The details of the practicum will be organized between the operator, employer and program facilitator. The program also recognize past educational and work experience through Prior Learning Assessment.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 16.

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Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn up to six credits toward completion of their degree for oral and written fluency in languages other than English by writing a language course challenge examination.

More information on restrictions regarding the challenging of language courses by students, for whom the challenged course is their first language, is listed on [page 7](#).

TRU-OL currently offers the following three-credit language course challenge examinations for students as part of the prior learning and recognition (PLAR) option ([pages 11 and 27-29](#)).

For more information, contact Student Services.

CROA 3001
Advanced Croatian I (3)

CROA 3011
Advanced Croatian II (3)

DUCH 1001
Introduction to Dutch I (3)

DUCH 3001
Advanced Dutch Composition I (3)

DUCH 3011
Advanced Dutch Composition II (3)

DUCH 4001
Advanced Dutch Composition III (3)

DUCH 4011
Advanced Dutch Composition IV (3)

FREN 1001
Introduction to French I (3)

FREN 1011
Introduction to French II (3)

FREN 3021
Advanced French Composition I (3)

FREN 3031
Advanced French Composition II (3)

GERM 1001
Introduction to German I (3)

GERM 1011
Introduction to German II (3)

GERM 3001
Advanced German Composition I (3)

GERM 3011
Advanced German Composition II (3)

GREK 3001
Advanced Greek Composition I (3)

GREK 3011
Advanced Greek Composition II (3)

HEBR 2001
Second-Year Hebrew I (3)

HEBR 2011
Second-Year Hebrew II (3)

HUNG 3001
Advanced Hungarian Composition I (3)

HUNG 3011
Advanced Hungarian Composition II (3)

ITAL 1001
Introduction to Italian I (3)

ITAL 1011
Introduction to Italian II (3)

ITAL 3001
Advanced Italian Composition I (3)

ITAL 3011
Advanced Italian Composition II (3)

KORE 3001
Advanced Korean Composition I (3)

KORE 3011
Advanced Korean Composition II (3)

MAND 3001
Advanced Mandarin Composition I (3)

MAND 3011
Advanced Mandarin Composition II (3)

POLS 3001
Advanced Polish Composition I (3)

SPAN 1001
Introduction to Spanish I (3)

SPAN 1011
Introduction to Spanish II (3)

SPAN 3001
Advanced Spanish Composition I (3)

SPAN 3011
Advanced Spanish Composition II (3)



University Consortium

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency was selected to be the central administrative headquarters for the University Consortium. Simon Fraser University (SFU), the University of Victoria (UVic) and the University of British Columbia (UBC) were original members. The current arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the delivering institution. TRU-OL distance courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL. Students may register through UBC Access Studies for distance courses delivered by UBC (refer to [pages 220-221](#)) with special access privileges awarded to TRU-OL program students. Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) are also members of the BC University Consortium. Their courses are not available for registration through TRU-OL. Contact individual institutions for more information.

Royal Roads University (RRU)
www.royalroads.ca
 250.391.2511
 1.800.788.8028

University of Northern British Columbia (UNBC)
 Regional Operations Office
www.unbc.ca/regops
 250.960.6300
registrar-info@unbc.ca

Simon Fraser University

<http://code.sfu.ca>

Simon Fraser University (SFU) offers several certificate, diploma and degree programs, in part or completely by distance. 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. TRU-OL courses delivered by SFU, as noted in the course section of this calendar, transfer credit to SFU (subject to transfer credit regulations).

Refer to or contact the Admissions Office by phone at 778.782.6930 or visit <http://code.sfu.ca/> to access more information about applying for admission to SFU.

To access course availability and program requirements refer to <http://code.sfu.ca> or contact the Centre for Online and Distance Education by email at codehelp@sfu.ca or phone at 778.782.3524 or at 1.800.663.1411 (toll-free in Canada).

The following programs are available in part or entirely through distance education.

- Certificate in Sustainable Community Development
- General and Advanced Certificates in Criminology
- Certificate in Health and Fitness Studies
- Certificate in Applied Human Nutrition
- Certificate in Liberal Arts
- Post-Baccalaureate Diploma in Sustainable Community Development
- Post-Baccalaureate Diploma in Criminology
- Post-Baccalaureate Diploma in Early Childhood Education
- Post-Baccalaureate Diploma in Education
- Post-Baccalaureate Diploma in Gerontology
- Bachelor of Communication, Art and Technology — Communication Minor
- Bachelor of Arts and Social Sciences — Criminology Minor and Major
- Bachelor of Arts and Social Sciences — English Minor and Major
- Bachelor of Arts and Social Sciences — Joint Sociology/Anthropology and Criminology Major
- Bachelor of Arts and Social Sciences — Sociology Minor
- Bachelor of Arts and Social Sciences — Publishing Minor
- Bachelor of Education — Curriculum and Instruction Minor
- Bachelor of Education — Early Childhood Education Minor
- Bachelor of Education — Physical Education Minor
- Bachelor of Education — Educational Psychology Minor
- Bachelor of Education — Environmental Education Minor
- Bachelor of Education — Learning Disabilities Minor

Note: A minor or major program can only be awarded upon the successful completion of a bachelor's degree from SFU.





University of Victoria

<http://distance.uvic.ca>

Through its Division of Continuing Studies and the Faculty of Human and Social Development, the University of Victoria (UVic) has pioneered a number of different approaches to the delivery of distance programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions. For information about UVic programs offered by distance, refer to the website or contact the department by email or phone, as listed. TRU-OL courses delivered by UVic, and noted in the course section of this calendar, are considered transfer credit to UVic.

Contact UVic Student Services for more information at:
<http://distance.uvic.ca>
distance@uvcs.uvic.ca
250.721.8471

For information about UVic programs offered by distance, refer to the website or contact the department by email or phone, as listed.

Certificate in Adult and Continuing Education

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=ACECERT
libbym@uvic.ca
250.721.7860

Professional Specialization Certificate in Collections Management

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=PSC%20CM
posynick@uvic.ca
250.721.6119

Certificate in Computer Based Information Systems

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=CBIS
bmt@uvcs.uvic.ca
250.721.8072

Graduate Professional Certificate in Cultural Sector Leadership

<http://publicadmin.uvic.ca/programs/graduate/graduateCertificates/graduateCertificates.php#section0-4>
hkirkham@uvic.ca
250.721.8067

Certificate in Environmental and Occupational Health

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=HEPO
eoh@uvcs.uvic.ca
250.721.6129

Certificate in Local Government Management

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/certificates.php>
hkirkham@uvic.ca
250.721.8067

Certificate in Performance Management

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/certificates.php>
hkirkham@uvic.ca
250.721.8067

Certificate in Public Policy and Governance

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/certificates.php>
hkirkham@uvic.ca
250.721.8067

Certificate in Public Relations

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=HPPR
publicrelations@uvcs.uvic.ca
250.721.6129

Certificate in Public Sector Management

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/certificates.php>
hkirkham@uvic.ca
250.721.8067

Certificate in Voluntary and Nonprofit Sector Management

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/certificates.php>
hkirkham@uvic.ca
250.721.8067

Certificate in Business Administration

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=BUSADM CERT1
bmt@uvcs.uvic.ca
250.721.8073

Certificate in Restoration of Natural Systems

jpivnick@uvcs.uvic.ca
250.721.8463

Diploma in Restoration of Natural Systems

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=RESNATSYS
jpivnick@uvcs.uvic.ca
250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=CULRESMNG
posynick@uvic.ca
250.721.8462

Diploma in Local Government Management

<http://publicadmin.uvic.ca/programs/undergraduate/diplomas/diplomas.php#section0-6>
hkirkham@uvic.ca
250.721.8067

Diploma in Public Sector Management

<http://publicadmin.uvic.ca/programs/undergraduate/diplomas/diplomas.php>
hkirkham@uvic.ca
250.721.8067

Bachelor of Arts in Child and Youth Care

www.cyc.uvic.ca/distance/index.php
rayaelm@uvic.ca
250.721.6278

Minor in Public Administration

<http://publicadmin.uvic.ca/programs/undergraduate/minorInPA/minorInPA.php>
hkirkham@uvic.ca
250.721.8067

Bachelor of Science in Nursing

jgillie@uvic.ca
250.721.7961

Bachelor of Social Work

<http://socialwork.uvic.ca/prospective/bsw/distance.php>
socw@uvic.ca
250.721.8036

Education

www.uvcs.uvic.ca/aspnet/Program/Detail/?code=DISTANCE
libbym@uvic.ca
250.721.8944





Consortium Distance Programs and Courses

University of British Columbia (UBC)

<http://ctlit.ubc.ca>

The University of British Columbia's (UBC's) online and print-based courses carry full credit toward degree or certificate programs in accordance with the requirements of the UBC faculty concerned. To learn more about course information, course schedules and registration information, refer to the above Office of Learning Technology website. Students may register through UBC Access Studies for most distance courses delivered by UBC. Students requiring a UBC course to complete a program offered through TRU-OL should obtain approval from TRU-OL, register through UBC Access Studies, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Access Studies for more information at:

http://olt.ubc.ca/distancelearning/courses/course_catalog/
(course descriptions)

<http://students.ubc.ca/nondegree>
(UBC Access Studies application)

non.degree@ubc.ca

604.822.1428

604.822.5945 (Fax)

Students may register through UBC Access Studies for the following distance courses delivered by UBC.

APBI 418, Intensive Fish Production (3)

APBI 419, Fish Diseases (3)

APBI 428, Integrated Pest Management (3)

ARST 556E, Topics in Archival Automation Record Systems in the Digital Environment (3) ***

AUDI 402, Neuroanatomy for Audiology and Speech Language Pathology (3) *

AUDI 403, Introduction to Neurolinguistics (1.5) *

BIOL 200, Cell Biology I: Structural Basis (3)

CIVL 200, Engineering and Sustainable Development (3)

CLST 301, Technical Terms of Medicine and Biological Science (3)

DHYG 400, Current Issues in Oral Health Sciences (6) **

DHYG 401, Oral Epidemiology (6) **

DHYG 402, Dental Hygiene Practice I (6) **

DYHG 404, Dental Hygiene Practice II (6) **

DHYG 405, Oral Microbiology and Immunology (3) **

DHYG 433, Assessment and Treatment Planning for Advanced Periodontal Diseases (3) **

DHYG 435, Oral Medicine and Pathology (3) **

DHYG 461, Literature Review I (4) **

DHYG 462, Literature Review II (4) **

ENGL 112, Strategies for University Writing (3)

ENGL 222, Literature in Canada (3)

ENGL 301, Technical Writing (3)

ENGL 303, Intermediate Composition (6)

ENGL 304, Advanced Composition (6)

ENGL 320, History of English Language (6)

ENGL 321, English Grammar and Usage (3)

ENGL 322, Stylistic Variations (3)

ENGL 329, The Structure of Modern English (6)

ENGL 330A, The Structure of Modern English: Sounds and Words (3)

ENGL 348A, Shakespeare and the Renaissance: Shakespeare (3)

ENGL 348C, Shakespeare and the Renaissance: Shakespeare (6)

ENGL 354C, Milton and the Seventeenth Century: Milton (6)

ENGL 358, Studies in an Eighteenth-Century Genre: The English Novel (3)

ENGL 359C, Studies in Romanticism: Romantic Poetry (6)

ENGL 364A, Nineteenth-Century Studies: The Victorian Novel (3)

ENGL 402D, Studies in Poetry: Victorian Poetry (6)

ENGL 462A, Twentieth-Century British and Irish Studies: The Modern British Novel (3)

ENGL 468A, Children's Literature (3)

ENGL 470A, Canadian Studies: Canadian Literary Genres (3)

EOSC 114, The Catastrophic Earth: Natural Disasters (3)

ENGL 116, Mesozoic Earth: Time of the Dinosaurs (3)

EOSC 118, Earth's Treasures: Gold and Gems (3)

EOSC 310, The Earth and the Solar System (3)

EOSC 311, The Earth and Its Resources (3)

EOSC 314, The Ocean Environment (3)

EOSC 315, The Ocean Ecosystem (3)

FIST 332, Studies in Genre or Period: Irish Cinema and Culture (3)

FMST 316, Family Studies: Human Sexuality (3)

FNH 200, Exploring Our Food (3)

FNH 250, Nutrition: Concepts and Controversies (3)

FNH 454, Fish Nutrition (3)

FOPR 162, Basic Geomatics for Natural Resources (2)

FOPR 262, Forest Access and Transportation (3)

FOPR 362, Sustainability and Forest Operations (3)

FREN 348, French Literature in Translation I (3)

FREN 349, French Literature in Translation II (3)

FRST 202, Forest Ecology (3)

FRST 231, Introduction to Biometrics (3)

FRST 308, Forest Entomology (2)

FRST 309, Forest Pathology (2)

FRST 319, Principles of Forestry Economics (3)

FRST 421, Integrated Resources Management I (3)

FRST 449A, Directed Studies in Forestry: Wood Uses (1)

FRST 449B, Directed Studies in Forestry: Wood Properties and Identification (2)



(UBC) > Continued

GEOG 350, Introduction to Urban Geography (3)
 HIST 102, World History from 1500 to the Twentieth Century (6)
 HIST 104, Topics in World History: Cultures in Contact (3)
 HIST 106, Global Environmental History (3)
 HIST 303, History of the Canadian West (6)
 HIST 329, Canadian Social History (6)
 HIST 432, International Relations of the Great Powers of the Twentieth Century (6)
 HIST 434, Gender, Politics, and Culture in Modern Europe (6)
 HIST 444, Slave Societies in the Americas (3)
 HIST 451, Family and Community in Latin America (3)
 HIST 480, Social History of Modern China (6)
 HIST 481, Education and Society in Modern China (3)
 IHHS 411, Violence Across the Lifespan: Contexts, Causes, Changes (3)
 LIBR 500, Foundation of Information Technology (3) ***
 LIBR 501, Foundations of Society and Information Organizations (3) ***
 LIBR 526, Literature and Other Materials for Young Adults (3) ***
 LIBR 548F, History of the Book (3) ***
 LIBR 559M, Social Media for Information Professionals (3) ***
 LIBR 561, Information Policy (3) ***
 LIBR 562, International Librarianship: Issues and Innovations (3) ***

LIBR 575, Academic Libraries (3) ***
 LFS 302, International Field Studies in Sustainable Agriculture: Cuba (3)
 LFS 490A, Topics in Agricultural Sciences (3)
 MUSC 103, Introduction to the Theory of Music (3)
 MUSC 326, Music Appreciation (6)
 NURS 502, Ethics and Politics of Nursing (3) ****
 NURS 504, Research and Evidence-Based Practice (3) ****
 NURS 512 Leadership in Nursing (3) ****
 NURS 540, Educational Processes in Nursing (3) ****
 NURS 586V, Advanced Understanding of and Response to Violence in Families (3) ****
 PATH 417A, Bacterial Infection in Humans (3) *****
 PATH 417B, Bacterial Infections in Humans (6) *****
 PATH 427, Basic Principles of Infection Prevention and Control (3) *****
 PATH 467, Basic Microbiology for Infection Control (3) *****
 PATH 477, Basic Epidemiology for Infection Control (3) *****
 PHIL 120, Introduction to Logic and Critical Thinking (3)
 PHIL 220A, Symbolic Logic I (3)
 PHIL 349A, Philosophy of Religion (3)
 PHIL 400A, Morals, Politics, and the Individual (3)
 PHIL 401A, Knowledge, Explanation, and the Nature of Things (3)
 PHIL 433A, Biomedical Ethics (3)
 PHIL 434A, Business and Professional Ethics (3)

PHIL 435A, Environmental Ethics (3)
 PSYC 300B, Behaviour Disorders (6)
 PSYC 302, Infancy (3)
 PSYC 304, Brain and Behaviour (6)
 PSYC 307, Cultural Psychology (3)
 PSYC 308A, Social Psychology (3)
 PSYC 309B, Cognitive Processes (6)
 PSYC 314, Health Psychology (3)
 PSYC 315, Childhood and Adolescence (3)
 PSYC 320, Psychology of Gender (6)
 SOCI 100, Introduction to Sociology (6)
 SOCI 430, Perspectives on Global Citizenship (3)
 APBI 200, Introduction to Soil Science (3)
 SOWK 570E, Advanced Understanding of and Response to Violence in Families (3)
 SURG 510, Surgical Care in International Health (3)
 WMST 224C, Women in Literature (6)
 WMST 300, Introduction to Gender Relations (3)
 WOOD 475, Wood Properties, Identification, and Uses (3)

* For more information contact inquiry@audiospeech.ubc.ca
 ** For more information visit www.dentistry.ubc.ca/Education/Hygiene/
 *** For more information visit www.slais.ubc.ca/
 **** For more information visit www.school.nursing.ubc.ca
 ***** For more information contact medlab@pathology.ubc.ca





Administrative Staff

Administrative Staff

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(Interim - Nov. 30 2010)

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B.A. Hons. (Victoria)

M.A., Ph.D. (McGill)

President and Vice-Chancellor

(as of Dec. 1, 2010)

Alan Shaver

B.Sc. Hons. (Carleton)

Ph.D. (Massachusetts Institute of Technology)

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Judith Murray

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M.A. (Mount Saint Vincent)

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Open Learning

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Enrolment Services

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M.Ed. (Toronto)

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M.A. (Victoria)

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Gordon Down

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Valerie Peachey

Professional Teaching Cert. (SFU)

B.A. (Alberta)

M.Ed., ED.D. (British Columbia)

Associate Director, Program Delivery

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B.A.Hons., M.Sc., Pg.Cert.

(Sheffield Hallam)

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M.B.A. (Royal Roads)

Director, Strategic Partnerships

Donald Poirier

B.A., M.A., M.B.A. (Calgary)

Director, Strategic Partnerships

Peter Robertson

B.Mgmt. (Lethbridge)

M.B.A., Advanced Grad Mgmt Dipl.

(Athabasca)

Director, University Library

Nancy Levesque

B.A. (Washington U., St. Louis)

M.L.S. (Emory)

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Andrew McKay

B.A. (Victoria)

D.B.A. (Charles Stuart)

Academic Director, Education

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B.A. (Tabor)

M.Sc. (Emporia State)

Ph.D. (Kansas State)

Academic Director, Sciences

Bryan Daly

R.R.T. (Algonquin)

Instruct.Dip. (British Columbia)

M.A. (Gonzaga)

Acting Academic Director, Nursing

Donna Daines

B.Sc.N. (University of Victoria)

Med, Ed.D. (SFU)

Program Coordinators

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B.Sc., M.Sc. (British Columbia)

Dale Wagner

R.N. B.S.N. (Lethbridge)

M.S. (C.C.H.S.)

Program Administrator, Science

Jean Crowe

B.A. (Fraser Valley)

M.Ed. (British Columbia)

Program Administrator, Water

and Wastewater Education

Satwinder Paul (Water Treatment)

B.Sc., M.Evds. (Calgary)

Enrolment Services Advisors

Pamela Niehaus

B.S.W. (Thompson Rivers)

Scott Walker

B.A. (Thompson Rivers)

Trina Valin

B.A. (British Columbia)

Program Advisors

Tony Kuczma (Supervisor)

B.A. (British Columbia)

Chanté Aubuchon

B.A. (Calgary)

Marianne Dietrich

B.A. (British Columbia)

Kristin Webb

B.A. (Humboldt)

M.A. (UC San Diego)

Margaret West

B.A. (Thompson Rivers)

P.I.D. (Vancouver Community)

Advisor, PLAR

Adina Gray

B.B.A. (Thompson Rivers)

Certificate in Intercultural Studies

(British Columbia)

Instructional Design

Donna DesBiens

B.A.Hons. (SFU)

M.A. (Calgary)

Ethel Enstrom

B.A. Hons., M.A. (Lakehead)

Michelle Harrison

B.Sc. (Victoria)

P.D.P. (Simon Fraser)

M.A.D.L. (Royal Roads)

Melissa Jakubec (Chairperson)

B.A. Hons. (Victoria)

M.A. (Dalhousie)

Ted Keating

B.Sc., B.Ed., M.Ed. (Manitoba)

Gail Morong

B.Sc. (Manitoba)

M.Ed. (West Indies)





Open Learning Faculty Members

Veda Abu-Bakare
B.Sc. (Toronto)
M.Math. (Waterloo)
M.A. (British Columbia)

Eric Agyekum
B.Sc. (Hons.) (KNUST, Ghana)
C.A.S.M. (Cambridge)

Rosalyn Alexander
B.A. (Southampton)
M.A. (British Columbia)
Teach.Dip. (Victoria)

Rob Anderson, C.G.A.
B. Comm. (Mount Allison)
MBA (City University, Seattle)

Anne Baker
B.A. (Hons.) (Waterloo)
M.A. (British Columbia)

Michael Baker
Dip. Applied Science (Acadia)
B.A. (Nova Scotia Technical College)

Chandra Balakrishnan
M.Sc. (Simon Fraser)

John Barber
B.A.Sc. (British Columbia)
M.A. (Simon Fraser)

Bob Barlow
B.Sc. (Hons.) (Victoria)
M.Sc.I.S. (Athabasca)

Allison Barnes
B.A., M.A. (Ottawa)
Ph.D. (Waterloo)

Kevin Barrie
B.Sc. (Queen's)

Simon Beck
B.A., M.Ed. (Victoria)

Steve Benoit
Class A Certified Electrician, I.D.
(British Columbia)
Core Electronics Certificate
(Thompson Rivers)

Alexander Beveridge
B.Sc. (Hons.), Ph.D. (Glasgow)
M.B.A. (Alberta)
L.L.B. (British Columbia)

Anne Beveridge
B.Sc. (Glasgow)
L.L.B., L.L.M. (British Columbia)

Philip Blanchard
B.S.F., R.P.F. (British Columbia)

Paul Bradbury
F.I.M.L.S. (England)
A.R.T. (Canada)

Dawne Bringeland
M.B.A. (Asia Pacific International
Graduate Institute)
E.B.C. (Fielding Graduate University)

Linda Bruneau
B.A. (Québec)
M.Ed. (Simon Fraser)

Mark Butorac
B.A. (McMaster)
M.A. (Windsor)
Ph.D. (McGill)

Juan Caldera-Noriega
B.Sc., M.A., M.B.A.
(Monterrey Institute of Technology)
M.Ed. (Simon Fraser)
Ph.D. (Royal Melbourne Institute
of Technology)

Maria Carbonetti
Ph.D. (British Columbia)

David Chan, C.A.
B.Comm. (Simon Fraser)
M.B.A. (British Columbia)

Peter Chevrier
B.B.A. (British Columbia)
M.B.A. (Colorado)

Derek V. Cook
CGA, CFP, CIM, MBA (Toronto)

Shannon Cox
B.B.A., M.B.A. (Simon Fraser)

Tracy Dembicki
B.Ed. (Simon Fraser)
M.A. (Athabasca)

Thomas Dorval
R.R.T. (Algonquin College)
I.D. (British Columbia)
M.Ed. (Simon Fraser)

Robert Drislane
B.Sc. (Hons.), M.Sc., Ph.D. (England)

Anton Du Toit
B.Ed. (Potchefstroom)
M.Comm., Ph.D. (Rand Afrikaans)

Richard Duguay
B.Sc. (Waterloo)
M.H.Sc. (Toronto)
C.I.H. (U.S.)
C.R.S.P. (Canada)
R.O.H. (Canada)

Steven Earle
B.Sc. (British Columbia)
Ph.D. (London)

Mike Edgell
B.A. (Hons.), Ph.D. (Birmingham)
M.Sc. (London)

Shona Ellis
B.Sc., M.Sc. (British Columbia)

Joanne Fennell
A.R.T. (Canada)
R.L.T. (BCIT)

Sean Finucane
C.F.A., C.I.P.M., B.Math., M.Math.
(Waterloo)
Ph.D. (British Columbia)

Allan Fletcher
B.A., M.A., Ph.D. (British Columbia)

Dexter Forbes
B.A. RRT (AA) (Thompson Rivers)

Laura Ford
R.N. (Cariboo College)
B.Sc.N. (Victoria)
M.N. (Athabasca)

Normand Fortier
B.Sc. (Ecole Polytechnique)
M.Sc., Ph.D., P. Eng. (British Columbia)

Scott Fry
WQT (Okanagan)
AScT (British Columbia)

Connie Game
Anaesthesia Assistant (UCC)
Dip. CHA (Ottawa)
R.T. (Cariboo College)



Open Learning Faculty Members

Avinder Gill
B.Eng. (Punjab)
M.Sc., Ph.D. (Manitoba)

Bernadette Harris
B.Sc. (Illinois)
M.Sc. (San Diego State)
Ph.D. (Virginia)

Percy Hebert
B.Sc., M.Sc., Ph.D. (Manitoba)
B. Journalism (Thompson Rivers)

Lona Heinzig
B.S.N. (Victoria)
M.A.Ed. (San Diego)

Rosalie Hilde
MBA (Durham)

Diana Holland
B.A. (Ottawa)
B.Ph. (St. Paul)

Janyse Hrynkow
ECE (Langara)
B.A. (Simon Fraser)
M.A. (Adler, Illinois)

Melodie Hull, R.P.N.
B.A. (Simon Fraser)
M.Sc. (Southwest)
M.Ed (Wollongong)
PID (VCC)
TESOL (Wollongong and Winfield)

Bruce Irving
B.Ed., M.Ed. (Victoria)

Virginia Jacklin, R.N.
B.S.N., M.A. (Hons.) (Victoria)

Iserdeo Jainarain
Ph.D. (Manitoba)

Douglas Jontz
Industrial Electrical Red Seal
I.D. (British Columbia)
Electronics diploma (DeVRY)

Kearnon Kanne
B.A. (Simon Fraser)
M.F.A. (Mills)

Salman N. Khan
B.Sc. (Simon Fraser)
M.Sc. (Lahore)

Sean Kheraj
B.A. (Hons.) (British Columbia)
M.A. (York)
Ph.D. (York)

Mary Ann King
B.A. (Prince Edward Island)
M.A., Ph.D. (British Columbia)

Richard Bruce Kirkley
Ph.D. (Toronto)

Derek Knox
B.Sc., Teach. Cert., M.Ed. (British Columbia)

Mary Kruger
B.S.N., M.S.N., Ed.D. (British Columbia)

Shana Kushniruk
R.L.T. (UCC)

Ronald Lakes
B.Comm., B.A. (Saskatchewan)
M.A. (Toronto)
M.B.A. (British Columbia)

Shari Laliberte, R.N.
B.S.N. (Victoria)
M.N. (Calgary)

Laura Lamb
B.A. (Winnipeg)
M.A., Ph.D. (Manitoba)

Grant Larson
B.A. (Oral Roberts)
B.S.W., M.A. (S.W.) (Calgary)
Ph.D. (Texas)

Andre Le Dressay
B.A. (Regina)
M.A. (Victoria)
Ph.D. (Simon Fraser)

Michael Lemphers
R.R.T. (Thompson Rivers)
M.A. (Royal Roads)

Lynnette Lettinga
B.Sc., Chem, TWU, (British Columbia)
Prov. Instructors diploma, VCC
(British Columbia)

Robert Lewis
B.Ed. (Alberta)
Post Bacc. Dip. (Simon Fraser)
M.Ed. (British Columbia)

James Lindfield
Dip. (ECCAD)
M.A. (Cardiff Institute)

Sheila Lindfield
B.Sc. (McGill)
M.A. (Simon Fraser)
R.C.C.

Robert Lindsay
B.Comm., M.A. (British Columbia)

Douglas Loblaw
B.A. (Toronto)

A. Kelly Low, RPF
B.Sc.F., Dip. Advanced Siviculture
(British Columbia)

Marie Low
B.A., Ph.D. (Washington)
M.S. (Columbia)

Ken Lum
B.A. (Hons.) (British Columbia)
M.Sc., Ph.D. (Purdue)

Jodi Lundgren
B.A. (Hons.) (Victoria)
M.A. (Queen's)
M.A. (Concordia)
Ph.D. (Washington)

Penny MacCourt
B.S.W., M.S.W. (Manitoba)
Ph.D. (Victoria)

Fatima Marankan
B. Sc. (Niamey)
M.Sc. (Laval)
Ph.D. (Illinois)

John Marasigan
P.I.D.P. (VCC)
B.A. (Hons.), B.S.Ed. Hons. (St. Louis, Philippines)
M.Ed. (Loyola)
M.A., Cslg. Spec., M.B.A. Spec., Ph.D. (Louvain)

Debora Marchant
B.Com (Accounting), M.B.A. (Finance),
M.A. (Alberta)

Marie Matthew
M.Ed. (British Columbia)



Open Learning Faculty Members



Alicia Mazari-Andersen
B.Sc., M.Sc. (Universidad Nacional
Autonoma de Mexico)
Ph.D. (British Columbia)
PIDP (VCC)

Stephen M. McGilligan
B.A. (Dalhousie)
L.L.B., Ph.D. (British Columbia)
L.L.M. (Manitoba)

Dennis W. H. McGuire
B.A. (Hons.) (Windsor)
M.A. (McMaster)
Ph.D. (Simon Fraser)

Gary McLaughlin
R.R.T. (NAIT)
R.P.S.G.T. (U.S.)

Doug Medley
Certified Instrument Mechanic,
Water Treatment Plant Operation
(California State)

Art Meger
Heavy Duty Mechanics (BC)
Dip. Technology (BCIT)
I.D. (British Columbia)
M.Ed. (Simon Fraser)

Laurain Mills
B.A. (Victoria)
M.A., Ph.D. (Western Ontario)

Rocky Mirza
B.Sc. (London)
Ph.D. (Simon Fraser)

Tim Mitchell
B.A.H. (Queen's)
M.F.A. (British Columbia)

Christina Mohr
B.Sc. (Thompson Rivers)

Chris Morgan
B.Sc. (Hons.), M.Sc., Ph.D. (Memorial)

Yolande Morin
M.A. (British Columbia)

Joseph Morong
B.Sc. (Winnipeg)
M.Sc. (London)

Sandra Morrow, RN
B.Sc.N. (British Columbia)
M.N. (Athabasca)
ENC, PNC
(Canadian Nursing Association)

Linda Mueller
R.R.T. (UCC)
I.D. (VCC)
M.Ed. (Simon Fraser)

Jeanette Murray
B.Sc.N. (Toronto)
M.A. (Gonzaga)

Valerie Murray, C.G.A.
B.Comm. (Manitoba)
M.Ed. (British Columbia)

Elliott Muscar
B.A. (York)
B.Ed. (Toronto)
M.S.W. (Buffalo)

Wayne Nickel
R.S.W., M.S.W. (Carleton)

Phyllis Norris
B.S.W., Linguistics, ESL
Methodology (British Columbia)

Heather Noyes
R.R.T. (Cariboo College)
I.D. (VCC)
B.H.Sc. (B.C. Open University)
M.Ed.(c) (Thompson Rivers)

John O'Brien, C.G.A.

Susan O'Connor
M.B.A. (Simon Fraser)

Kevin O'Neil
B.Sc. (CS), M.Sc. (CS) (New
Brunswick)

Iain Pardoe
B.Sc. (Hons.) (Birmingham, UK)
M.Sc., Ph.D. (Minnesota)

Frances Paski
B.Sc. (Carleton)
P.D.P., P.B.D. (Simon Fraser)

Shemina Patni
B.Sc. (British Columbia)
MBA (City University, Vancouver)

John Patterson
B.A., Teach.Cert. (Simon Fraser)

John Patton
R.T., Anaesthesia Assistant
(Thompson Rivers)

Christine Petersen
B.Sc., Cert. Ed. (British Columbia)
R.T. (UCC)
M.Sc. candidate

Ron Polischuk
B.Sc. (British Columbia)
DipT ENPY (BCIT)
R.P.G.S.T. (US)

Ann Pollock
B.A. (British Columbia)
M.A. Equiv.
(National Gallery of Canada)

Marie L. Potvin
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LL.M. (Victoria)

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B.A. (St. Mary's)
M.B.A., D.B.A. (Asia Pacific)

Susan Purdy
B.Sc. (Durban)
M.N.R.M. (Manitoba)

Diane Purvey
B.A., Ph.D. (British Columbia)
M.A. (Victoria)

Norman Reed
B.Sc., M.Sc., Ph.D. (Waterloo)

Cameron Reid
B.A. (Hons.)
(Waterloo and British Columbia)
M.A., Ph.D. (Waterloo)

Dan Ricciuti
WQT, ASCT (Okanagan)
WT II, WD II, WWT I, CH, SWS,
CC (British Columbia)

Sheila Rice
R.M.T. (BC)

Bryan Richards
B.A., Teach.Cert.
(British Columbia)



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Robert Rippin
B.Sc. (Victoria)
Dip. Tech. (BCIT)
CPHI (Canada)

David Rittenhouse
B.Sc. (Lethbridge)
M.Sc. (Calgary)

John M. Roberts
B.Sc., M.Sc. (Victoria)

Donna Rosentreter, R.N.
B.Sc.N., M.Ed. (Alberta)

Kathie Ross
C.G.A., B.B.A. (Hons.) (SAIT Polytechnic)
M.B.A. (Laurentian)

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Maya Rupert
Ph.D. (Lyon, France)

Mark Salopek
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Ph.D. (Cambridge)

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A.C.E. (Scotland)

Aditya Sharma
B.Sc., M.Sc. (Tribhuvan)
M.Sc. (UNBC)

Linda Sheehan
B.A., M.A., Teach. Cert. (Victoria)

David Sheets
R.R.T. (Thompson Rivers)
I.D. (Vancouver Community College)
M.A. (Royal Roads)

Donald Sinclair
B.Sc., M.Sc. (Manitoba)
Ph.D. (British Columbia)

Carol Smith
R.R.T. (Thompson Rivers)
R.P.S.G.T. (U.S.)

Fraser Smith
B. Music (Dalhousie)
B.Sc. (British Columbia)
M.B.A. (Simon Fraser)

Maureen Smith
B.A. (Calgary)
Teaching Certificate (Alberta)
M.Ed.St. (Queensland)

Ronald G. Smith
B.Sc. (Calgary)
M.Sc. (Simon Fraser)
Ph.D. (Dalhousie)

Donald Stanley
B.A. (British Columbia)
M.A. (SUNY at Binghamton)
Ph.D. (British Columbia)

Bruce Stevens
M.A. (Windsor)
Registered Clinical Counsellor (BCACC)

Sara Stevens
B.Sc. (Victoria)
M.A., M.Sc. (British Columbia)

Jim Stump
R.C.T. (BCIT)

Mary Taitt
B.Sc. (London, England)
M.Sc. (Durham, England)
Ph.D. (British Columbia)

Trudy Temple
B.B.A. (Simon Fraser)
M.Sc. (U of Leicester)
CHRP, PID (Provincial Instructor's
Diploma)

Brian Thorburn
WQT (Okanagan)
AScT (BC)

Amy Tucker
B.A. (Winnipeg)
Post-Bacc. Business Admin
(Thompson Rivers)
M.A. (Royal Roads)

Susan Turner
B.A. (Concordia)
M.Ed. (Victoria)
M.A., Ph.D. (Alberta)

Rishma Vedd, C.G.A.
M.B.A. (City)
Ph.D (Dundee)

Robert Verner
B.Sc., Teach.Cert. (British Columbia)
M.Sc. (Eastern Washington)

Tracy Vickers
BBA (Thompson Rivers)
EMBA (Royal Roads)

Jill Wade
B.A. (Manitoba)
M.A., B.L.S., M.A. (British Columbia)
Ph.D. (Simon Fraser)

Eileen Walsh, R.N.
B.S.N. (Victoria)
M.H.S. (Athabasca)

Edie Wan, C.G.A.
B.A. (Winnipeg)
B.Comm. (Hons.) (Manitoba)

Bernie Warren
B.Sc. (Toronto)
M.Eng. (Waterloo)
Post Grad. Dip. (British Columbia)

Keith Webster
B.A. (Hons.), M.A. (Victoria)

Keith Whitmore, C.G.A., P.Eng.
C.H.E., C.C.E.
B.Sc., M.Sc., M.B.A. (Alberta)

Dale Wik
B.A. (British Columbia)
M.A. (Washington State)

June Williams
B.Sc. (Hons.) (St. Francis Xavier)
M.Sc. (Alberta)

Marnie Wright
B.A. (Saskatchewan)
M.A. (Phoenix)

Tigerson Young
B.A. (Washington)
Graduate study in Psychology (Harvard)
Ph.D. (Capella)

Mahmoud Ziaei
B.Sc. (Tabriz)
M.Sc. (Essex)
Ph.D. (Oxford)





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- » Prior Learning Assessment & Recognition (PLAR)
- » About Us
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REGISTER NOW

Share your **TRUe story** and be entered to win \$500 off your Open Learning education.

Why did you enroll in online and distance education? What motivated you to return to education or add online courses to your studies? The story behind your Open Learning education through Thompson Rivers University could be important, motivating and even life changing for someone who is unsure about returning to school or beginning their post secondary studies and it could also win you \$500 towards your education. The winning submission will be featured in our new **TRUe story book**. Your story could be next.

Note: By submitting your TRUe story, you agree to the rules and regulations of this contest. Please answer all questions and describe your TRU, Open Learning experience along with a photo of yourself. The minimum photo size should be 300 pixels x 300 pixels at 300 dpi. This contest is open exclusively to both current TRU-OL and TRU-OL alumni students.

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Unlock the possibilities

www.truopen.ca

HOW TO REGISTER FOR AN OPEN LEARNING PROGRAM

1. Select a program and confirm availability and program details by visiting www.truopen.ca.
2. Ensure you have reviewed the requirement information that is outlined in the program descriptions listed in this calendar and at www.truopen.ca.
3. Review academic regulations, including transfer credit and prior learning assessment and recognition information in this calendar or at www.truopen.ca.
4. Fill out the Program Admission/Transfer Credit Form available online at www.truopen.ca in the Program Section. Either fax or mail the completed PDF to TRU admissions. Alternatively, program applications can be filled in online at the Post-Secondary Application Service BC website (<http://portal.bccampus.ca>). Ensure that additional information, such as official transcripts or other documentation, are also sent to TRU-OL.



Register by Mail
TRU, Open Learning, Student Services
4th Floor, BCCOL Building
900 McGill Road, Box 3010
Kamloops, British Columbia
Canada V2C 5N3



Register by Fax
Attention To:
TRU, Open Learning, Student Services
250.852.6405

HOW TO REGISTER FOR AN OPEN LEARNING COURSE

1. Select a course(s) and confirm availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure you have reviewed the prerequisite information (outlined in the course description sections of this calendar and at www.truopen.ca) and declare when registering that the prerequisites have been met.
3. Review academic regulations, including registration, cancellation and withdrawal policies, in this calendar or at www.truopen.ca.
4. Confirm access to equipment required (e.g. Computer with Internet access, required for web-based courses). Required equipment is noted in the Course description section of this calendar and at www.truopen.ca.
5. Be aware of the application deadline and the start date, if one applies, especially if the course is paced.
6. Select one of the registration and payment methods listed.



Register Online
www.truopen.ca

*Register online with American Express, MasterCard, VISA or approved student loan
Use the "Register Now" system on the TRU-OL website to register quickly and conveniently.*



Register by Phone
1.866.581.3694
(toll-free in Canada)
250.852.7000
(Kamloops and International)

*Register by phone with American Express, MasterCard or VISA
Phone Student Services, with course details and credit card information, on weekdays from
8:30 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).*

Applicants with a documented disability requesting services and/or accommodations are required to contact Disability Services at 1.888.828.6644 (toll-free in Canada) or 250.828.5023 (Kamloops and International), twelve weeks prior to their intended course start date.



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THOMPSON RIVERS  UNIVERSITY

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th Floor
900 McGill Road, Box 3010
Kamloops, British Columbia
Canada V2C 5N3

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