

OPEN
LEARNING

openlearning.tru.ca

CALENDAR
2005–2006

In April 2005, the Government of British Columbia officially launched BC's newest university, Thompson Rivers University (TRU) in Kamloops.

TRU was created by granting full university status to the former University College of the Cariboo (UCC), originally founded in 1970, as Cariboo College. As part of the creation of TRU, all courses and programs of the former BC Open University (BCOU), founded in 1978, also became part of the new university, establishing the most flexible and comprehensive institution in Canada.

Thompson Rivers University, Open Learning Division (TRU-OL) continues to offer the many flexible programs and distance education options created by the former BCOU. TRU-OL will be managed from the former BCOU location in Burnaby, until operations are relocated to the main TRU Kamloops campus in March 2007.

All courses and programs in this calendar are now part of the much larger and diverse offerings of TRU. The addition of flexible, open degrees and diplomas, along with an expanded range of distance university courses offered by the new university, creates unique learning options for students across British Columbia and beyond.

FOR MORE INFORMATION

WEBSITE

openlearning.tru.ca

MAIL

TRU-OL
Student Services
Box 82080
Burnaby, BC V5C 6J8
Canada

EMAIL/PHONE/FAX

Student Services

Email student@tru.ca
Phone 604.431.3300
Toll-free 1.800.663.9711
Fax 604.431.3444

- TRU-OL calendar orders
- Course and program information
- Admission, transfer credit
- Registration
- Course materials, texts, supplies
- Course withdrawals, extensions
- Examination inquiries
- Student records
- Financial assistance

Disability Services Office

Email dso@tru.ca
Phone 604.431.3043
Toll-free 1.800.663.1663, ext. 3043
Fax 604.431.3444

TRU Library Burnaby

Email illn@tru.ca
Phone 604.431.3403
Toll-free 1.800.663.1699
Fax 604.431.3362

CERTIFICATE PROGRAMS

- ABE Intermediate
- ABE Advanced
- Business Skills
- General Studies
- Home Support Attendant
- Information Technology
- Management Studies
- Practical Nurse Access
- Practical Nurse Refresher
- Registered Nurse Refresher
- Social Service Worker

DIPLOMA PROGRAMS

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

POST-DIPLOMA PROGRAMS (or equivalent)

- Advanced Certificate in Liberal Arts
- Advanced Certificate in Management
- Advanced Diploma in Management

DEGREE PROGRAMS

- Associate of Arts
- Associate of Science
- Bachelor of Arts, General Program
- Bachelor of Arts, General Studies
- Bachelor of Arts, Major Program
- Bachelor of Business Administration
- Bachelor of Business in Real Estate
- Bachelor of Design
- Bachelor of Fine Art
- Bachelor of General Studies
- Bachelor of Health Science (Physiotherapy)
- Bachelor of Health Science (Psychiatric Nursing)
- Bachelor of Health Science (Respiratory Therapy)
- Bachelor of Music (Jazz Studies)
- Bachelor of Music (Performance)
- Bachelor of Science, General Program
- Bachelor of Science, Major Program
- Bachelor of Technology (Computing)
- Bachelor of Technology (Technology Management)
- Bachelor of Tourism Management
- Master of Music (Performance and Pedagogy)

POST-BACCALAUREATE PROGRAMS

- Post-Baccalaureate Certificate in Business Administration
- Post-Baccalaureate Certificate in Liberal Arts
- Post-Baccalaureate Diploma in Business Administration



It gives me great pleasure to welcome you to the first Thompson Rivers University (TRU) calendar of programs and distance courses offered through our new TRU Open Learning Division (TRU-OL).

The creation of TRU, BC's newest university, was achieved through the granting

of university status to the University College of the Cariboo (UCC) and, with it, responsibility for the courses and programs of the former BC Open University (BCOU).

The legislation creating this new university outlined TRU's provincial mandate, which includes serving the open learning needs of BC. The addition of open learning to the comprehensive mix of programs already in place at TRU creates a significant new opportunity for students across this province and beyond.

At TRU, British Columbians will be able to consolidate a wide variety of past learning experiences as credit toward certificate, diploma, and degree credentials. Further, those who have previously completed a college diploma have flexible opportunities to complete an undergraduate university degree.

While distance courses are also offered by many other institutions, the unique advantage of TRU Open Learning is the way in which it allows students to bring together credits and experience from a wide variety of sources to complete a certificate, diploma, or degree program.

Reducing, but not limiting, the time it takes to earn a degree by completing only courses that are required and offering the flexibility of choice between distance learning through TRU-OL, or in the more traditional campus environment of TRU, means students can complete the degree they need to advance their careers or meet personal goals.

In the months and years ahead, as our new university continues to grow, I anticipate we will see many more new program options offering students the advantage of flexible, open learning access to a variety of credentials. This is only the beginning of a new kind of university in BC.

Thank you in advance for choosing to be a part of something very exciting, and I know that the dedicated staff in our Open Learning Division will assist you in every way possible.

Roger H. Barnsley
*President and Vice-Chancellor
Thompson Rivers University*

TRU KAMLOOPS DISTANCE PROGRAMS

- Career Programs
- Health Sciences

Refer to page 176 for more information.

Calendar Notice

The 2005–2006 Thompson Rivers University, Open Learning (TRU-OL) Calendar is in effect from September 1, 2005, to August 31, 2006, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to the Web version of the TRU-OL calendar on the TRU-OL website at openlearning.tru.ca for information about new courses and programs and changes to courses, programs, or administrative and academic policies occurring after publication of the print calendar.

The Web version of the TRU-OL calendar is the official version of the calendar and takes precedence over information published in the print calendar.

Freedom of Information and Protection of Privacy

Personal information about students is collected and used under the *Freedom of Information and Protection of Privacy Act* (1992) for admission, registration, and other purposes consistent with Thompson Rivers University's educational mandate.

A signed Course Registration form or Program Admission/Transfer Credit form from a student gives Thompson Rivers University permission to use the personal information on the form for the above stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure.

For more information, contact the associate director of the TRU Library, responsible for Freedom of Information and Protection of Privacy at TRU-OL.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide variety of matters, including education. Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and phone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

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

For more information, refer to the Statistics Canada website at www.statcan.ca or write to the Post-Secondary Section, Centre for Education Statistics, 17 Floor, R. H. Coats Building, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

Disclaimer

The goal of the participating institutions is to serve students efficiently and effectively in their educational plans. In particular, the institutions seek to ensure that students are always treated justly, courteously, and sympathetically. However, eventualities may arise from time to time that require changes or amendments to some of the statements made in this calendar.

While every effort has been made to ensure accuracy in this publication, the contents of this calendar are subject to alteration or amendment without prior notice. The institutions expressly reserve the right to deviate from what appears in this calendar, in whole or part. Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, or schedules.

Many circumstances, both within and beyond the control of the institutions, may cause changes. Again, without limiting the generality of the foregoing, these may include:

- Changes to serve the better interests of the academic or student community, or of the institutions
- Changes occurring through the willful act or negligence of the institutions, their partner institutions, and their employees, or otherwise, and whether or not they are beyond the reasonable control of the institutions
- Changes in financial resources
- Natural catastrophes or disasters, labour disagreements, or disputes

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



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Thanks to the Calendar Project Team and Content Team.

Courses and Programs Overview

Thompson Rivers University, Open Learning (TRU Open Learning/TRU-OL) offers students independent-study courses and programs by distance to earn recognized credits and credentials.

Credentials awarded include adult secondary school completion, certificates and diplomas (including post-baccalaureate), associate degrees, bachelor's degrees, and one master's degree (doctoral degrees are not available at this time).

TRU-OL delivers over 200 distance courses of its own. Consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic) deliver over 200 courses on behalf of TRU-OL. Other courses and programs are offered in co-operation with various educational institutions, professional associations, workplaces, and community organizations.

Most universities, community colleges, provincial institutes, businesses, industries, and professional associations recognize the credits earned through TRU-OL courses and programs.

Professional associations that recognize credentials earned through TRU-OL include:

Applied Science Technologists and Technicians of BC
Appraisal Institute of Canada, BC
Association of Administrative Assistants
Association of Tourism Professionals
Canadian Alliance of Physiotherapy Regulators
Canadian Healthcare Association
Canadian Institute of Management
Canadian Payroll Association
Certified General Accountants Association
Certified Management Accountants Society of BC
College of Licensed Practical Nurses of BC
College of Physical Therapists of BC
College of Registered Nurses of BC
Credit Union Institute of Canada
Institute of Canadian Bankers
Institute of Chartered Accountants
Institute of Chartered Secretaries Association
Municipal Officers' Association
Purchasing Management Association of Canada
Real Estate Institute of BC

Independent Study with Tutor Support

TRU-OL distance courses are offered as independent-study courses. Students complete courses by studying on their own and receive instructional support from highly qualified tutors.

Students can communicate with their tutor by email, phone, or regular mail for most courses and also by electronic conference for paced courses.

Continuous Course Registration

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

Labs, clinicals, selected classroom offerings, and some *paced* courses have fixed start dates (see below).

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

Not all delivery formats are offered for each course.

Course materials may include audiocassettes, CDs, DVDs, videos, or computer disks.

Flexible Course Scheduling

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

Some print-based and Web-based courses are offered as *paced* where a group of students works through the course together. Paced courses have specific start and end dates. Students start the course at the same time, submit assignments (and project examinations when appropriate) by specific due dates, and write their final examination at a pre-determined session. Extensions are limited and granted only for exceptional circumstances.

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 a TRU-OL program.

General Educational Advising Services

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

Information is provided on the TRU-OL website to help students start and continue successfully as distance learners. A self-test is included that prospective students can take to assist in determining if distance learning fits their lifestyle.

Career planning resources are also provided on the TRU-OL website to assist students with making decisions about areas of study.

Students considering completing a program through TRU-OL should identify a program of interest to them and contact Student Services to:

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

English and Mathematics Assessments

For students wanting to upgrade their English or mathematics skills, there are voluntary assessments available to help determine skill levels.

- The English Language and Writing Assessment can help students choose 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.

Program Advising

After a student has received the program admission confirmation (including evaluation details), a program advisor is available to assist with selecting courses required to complete the program.

In some cases, students may use certificate, diploma, or associate degree studies toward a university degree. Prior learning assessment and recognition (PLAR), including course challenge and portfolio assessment credit, is also an option. Refer to PLAR information on page 6.

Not all courses required to complete certain programs are offered through TRU-OL. In many cases, students take courses at other post-secondary institutions with a Letter of Permission to complete program requirements.

Degree programs offered in association with institutions outside BC may specify fees that vary according to the relationship of TRU-OL with a particular institution.

All program students must meet all program requirements, including residency requirements, in order to graduate from TRU-OL programs. Residency requirements are the minimum number of TRU-OL courses or credits that must be completed, as specified in program descriptions.

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

(Students applying for financial assistance are required to meet specific financial aid residency requirements.)

Students completing TRU-OL certificate, diploma, or degree programs are awarded TRU credentials.

Financial Aid and Awards

The Financial Aid and Awards service of TRU-OL helps students access institutional and government financial assistance. Refer to pages 15–17.

First Nations Learning Centres

TRU-OL is assisting community-based First Nations Learning Centres across the province. At these centres, First Nations students study Adult Basic Education (ABE) upgrading courses and programs, business and other college-level courses, and some university-level courses.

Proficiency in English Requirements

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

- College and university courses offered by TRU-OL require post-secondary English reading and writing skills.
- Students registering for courses that do not specify prerequisites beyond English 12 should have sufficient English proficiency if they meet one of the following requirements (provided as a guideline):

Canadian Academic English Language (CAEL) Assessment with a minimum overall score of 70 and no part below 60, or

International English Language Testing System (IELTS) with a minimum score of 6.5, or

Language Proficiency Index (LPI) Level 5 with a minimum score of 30/40 on the essay section, or

For university-level courses, Test of English as a Foreign Language (TOEFL) Computer Based Test (CBT) with a minimum score of 250 (600 on the paper-based test), or

For college-level courses, TOEFL CBT with a minimum score of 230 (570 on the paper-based test) and a minimum essay (TWE) score of 4.5.

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.

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.

Language Proficiency Index (LPI) Score and Required Level of Study

LPI score levels and the corresponding levels of college-level and university-level English recommended are listed below.

Level 6

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level ENGL 107 if suitable for student's goals.

Level 5

(with minimum score of 30/40 on essay section)

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level course suitable for student's goals.

Level 4

Enrol in college-level ENGL 106 or (ABE) ENGL 030.

Level 3 and Below

Remedial English is required—discuss level with a Student Services or program advisor.

Language Testing Resources

LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC) Applied Research and Evaluation Services. Phone 604.822.4145 or refer to the UBC website at www.lpi.ubc.ca/LPI/index.html.

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

- www.ielts.org
- www.toefl.org

TRU-OL Services Provided in English

The language of business at TRU-OL is English, and therefore services are provided in English. Most courses and programs offered by TRU-OL have Canadian content, with course instruction provided in English.

Disability Services Office

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

Services provided by DSO may include:

- Course material and TRU-OL publications in alternative formats, e.g., electronic or large print
- Referrals for adaptive technology and equipment
- Special arrangements and modification for examinations (refer to the policy on page 28)
- Advice and assistance with applications for specialized tutoring
- Disability-related general guidance and support

Adaptive equipment or materials take time to arrange. Therefore, students are strongly advised to contact DSO to self-identify and indicate their intention to register a minimum of ten weeks before their intended course start date. Some arrangements may take a minimum of sixteen weeks, depending on the required service and available resources to obtain the service. Many arrangements require services to be completed by external agencies, and these services are outside the control of TRU-OL. Verification of disability is required to receive services from DSO.

The types of services available may be different for students residing outside British Columbia and for students taking TRU-OL courses delivered by SFU or UVic.

- Disability Services Office (DSO)
dso@tru.ca
604.431.3043
1.800.663.1663, ext. 3043 (toll-free in Canada)

TRU Library Services

Located at the Kamloops, Williams Lake, and Burnaby campuses, the TRU Library supports all current TRU students, staff, and faculty. Students taking TRU-OL courses are served primarily through the TRU Library in Burnaby.

The main library collection is housed at the Kamloops campus; smaller collections exist in Williams Lake and Burnaby to meet their users' needs. The TRU Library collection, which has over 200,000 volumes, 14,000 periodical subscriptions, 60 article databases, and an extensive collection of government documents, pamphlets, microforms, and audiovisual materials, is an important educational resource for the TRU community.

TRU Library Resources and Services

Resources and services are accessible via the Web, email, phone, fax, regular mail, or in person.

Library resources and services for students include:

- Use of the *How Do I . . .* section of the TRU Library website, which includes research tips, citation style guides, and subject-specific research guides for recommended article databases, reference books, and websites
- Research/Reference assistance from a librarian to find information on a particular topic or for assistance on how to use library tools (such as article databases) more effectively
- Access to the TRU Library catalogue to locate TRU Library's books, e-books, e-journals, government documents, pamphlets, and videos
- Loan of any circulating item (e.g., books and videos) in the TRU Library collection
- Access to the TRU Library's online article databases to find journal, magazine, or newspaper articles. A TRU Library account (based on the student number and six-digit birth date: YYMMDD) is required to access most of the library's online resources.
- Photocopies of articles from journals, magazines, or newspapers in the TRU Library collection
- Delivery of library materials (e.g., articles, books, and videos) to the student's home or workplace *
- Interlibrary loan service for journal/magazine articles, books, and videos that are not in the TRU Library's collection *
- Toll-free phone access to the library for students residing in Canada

* The TRU Library cannot send books/videos to students residing outside Canada or the United States.

Students are responsible for charges associated with 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.

- TRU Library Burnaby
4355 Mathissi Place, Burnaby, BC
www.tru.ca/library/distance.html
illn@tru.ca
604.431.3403
1.800.663.1699 (toll-free in Canada)
Fax 604.431.3362

Open Admission

All persons are eligible for general admission to TRU Open Learning and can apply for registration in courses and admission to programs. Differential fees and services may apply to applicants who are not permanent residents of British Columbia.

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 (a) who does not possess Canadian citizenship, or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Non-Canadian students who are temporarily resident in Canada are eligible to enrol in courses and programs provided all Employment and Immigration Canada regulations have been fulfilled. Categories include but are not limited to those on a student, visitor, or work authorization visa.

Non-Canadian students who are currently enrolled at another post-secondary institution in Canada are eligible to take courses, but are not eligible to enrol in programs unless the program is offered in collaboration with the institution they are attending. 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.
- Applicants registering in courses must self-declare that they have the required course prerequisites. Applicants who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 18–20).
- 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 TRU-OL courses and programs do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to page 3).

Admission to a Program

Students who plan to complete a credential with TRU-OL must complete and submit the TRU-OL Program Admission/Transfer Credit form, provided at the end of this calendar and on 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.

Students who have taken only individual courses previously with TRU-OL (were not admitted to a program) and now want to complete a program must apply for program admission.

Where TRU-OL offers degree programs in association with institutions outside BC, fees may vary according to TRU-OL's relationship with a particular institution.

Transferring Credit from Other Institutions

Students who want to apply to receive formal transfer credit for courses and programs completed elsewhere should follow these procedures:

- Identify the TRU-OL program to be completed. Applicants can refer to program information in this calendar and on the TRU-OL website and discuss choices with Student Services advisors.
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.
- Apply for program admission by completing and submitting the Program Admission/Transfer Credit form, with the program plan fee and transfer credit assessment fee.
- Arrange to have official transcripts from all post-secondary institutions attended sent directly to TRU-OL Admissions by the registrar's office of the post-secondary institution(s) where the program or courses were completed.
Documents from outside Canada may need to be evaluated by an accredited international credential evaluation service such as www.bcit.ca/ices.
- Provide additional supporting documentation with the application, particularly if the coursework is over seven years old or if the course(s) were completed outside BC.

TRU-OL begins the assessment of formal education on 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; and (3) official transcripts of all post-secondary studies. Results of the assessment and a program plan are sent to students.

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 (page 12).

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 assessment) or a combination of both.

Students should consult with their program advisor prior to registering in a course to ensure that the course satisfies program requirements. Students registering in courses without prior approval from an advisor bear the responsibility for taking courses that may not be applicable to program requirements.

Students admitted to a TRU-OL program who plan to take a course from an institution other than TRU-OL must first apply for a Letter of Permission, using the Letter of Permission form. One Letter of Permission per semester, per institution is required for such courses. Students who do not obtain a Letter of Permission risk taking a course that may not be transferable as suitable credit to their TRU-OL program and are required to pay the transfer credit fee.

To have their program plan updated, students are responsible for notifying their program advisor that additional courses have been completed and final grades assigned.

For courses taken through the Letter of Permission process, the program plan is updated when TRU-OL receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts.

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.

Prior Learning Assessment and Recognition

Students who have applied for or been admitted to a TRU-OL program 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 credential.

Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study, and work experience. (Students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed.)

Normally, TRU-OL assesses prior learning in one of two ways—challenge examination or prior learning assessment portfolio.

Challenge Examination

TRU-OL program students 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 174). The amount of credit awarded is the same as completing the course as a registered student. TRU-OL program students are required to complete and submit the Course Registration form and pay the tuition, course administration, and technology fees to be considered for a course challenge examination. Contact Student Services for more information.

Prior Learning Assessment Portfolio

Students demonstrate that their prior learning has provided them with a series of “competencies” (such as communication abilities or problem-solving abilities) that are critical for success in completion of a degree. Students are required to prepare and submit a learning portfolio with written documents and other materials and may be required to have an oral interview. The non-refundable PLAR fee is required in advance.

PLAR portfolio assessment varies by program area. Details are provided by each program area.

Note

- Normally, PLAR credit awarded by TRU-OL toward a TRU-OL credential cannot be transferred to other post-secondary institutions.
- PLAR credit may not be accepted for admission to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution prior to applying for PLAR. Transfer credit and program planning fees may apply.

Refer to PLAR policies on pages 22–23.

Transferring Credit to Other Institutions

BC's post-secondary education system has a well-established transfer credit system, particularly designed for students planning to take individual courses or a partial university program through a community college or university college.

Students planning to register in 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 Simon Fraser University (SFU) or the University of Victoria (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 studies by the institution delivering the course. 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. Refer to pages 178 and 179 for SFU and UVic contact information.

About Distance Education

Information is provided on the TRU-OL website at openlearning.tru.ca/services/resources/distance.html to help students start and continue successfully as distance learners. A self-test is included to assist prospective students in determining if distance learning fits their lifestyle.

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.

More Information

Refer to admissions and transfer information on the Web at www.bccat.bc.ca.

Career Planning

The TRU-OL website at openlearning.tru.ca/services/resources/careers.html 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

Registering Only for Courses

Students not intending to complete a TRU-OL certificate, diploma, or degree program may register directly for most courses. Refer to pages 8–14.

Courses Delivered by 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, paced courses have fixed start dates.

For information about course availability, refer to the TRU-OL website or contact Student Services.

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

Course Prerequisites

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. Students are not required to submit transcripts in order to register in a course that has prerequisites.

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for post-secondary courses requiring no formal prerequisites. Refer to page 3 for more information on the English proficiency requirement.

When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (pages 18–20).

Credit Courses

Credit courses require that students complete all mandatory coursework, including assignments and the final examination or project. Full tutorial support throughout the duration of the course is provided for all credit courses.

Credit-free Courses

Some courses offer a credit-free option. Students complete coursework, including assignments, with full tutorial support but are not required to write the final examination. Refer to the policy on page 23.

Contact Student Services for more information.

- Refer to page 12 for tuition and fees information.
- Refer to page 14 for information on how to register.

Course Packages

TRU-OL course packages include all the required texts and course materials unless otherwise noted. Students also receive information about their course tutor. Tutors contact students registered in courses, or students may choose to contact their tutor first.

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.

Completion of Courses with Continuous Registration

Completion of courses with continuous registration (e.g., do not have fixed start dates) delivered by TRU-OL is as follows:

- Most three-credit distance courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week.
- The maximum course completion time for these courses is thirty weeks from the date of registration (completion time for some ABE courses may be thirty-six weeks, as indicated on the TRU-OL website). The thirty weeks includes course package processing and delivery, study time, assignment and marks delivery, and final examination writing. As many courses are self-paced, students may choose to complete a course in less than the allowed maximum time. TRU-OL's most successful students complete continuous-registration three-credit courses in four months or less.
- It is recommended that students in courses delivered by TRU-OL complete their assignments in the order received and submit them to their tutor as they complete them (several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.
- By choosing an early examination session, students may complete a course in less than thirty weeks. Students may usually choose from six examination sessions over the thirty-week period from the date of registration. The schedule of eligible examination session dates, within the maximum course completion time, is included in the student's confirmation of registration package.

Note

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

Examinations

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 location arranged by the student. 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 27–28.

TRU-OL Supervised Examinations

Examination Session	Application Deadline
September 10–13, 2005	August 10, 2005
October 15–18, 2005	September 15, 2005
November 5–8, 2005	October 5, 2005
December 10–13, 2005	November 10, 2005
January 14–17, 2006	December 14, 2005
February 11–14, 2006	January 11, 2006
March 11–14, 2006	February 11, 2006
April 8–11, 2006	March 8, 2006
May 6–9, 2006	April 6, 2006
June 10–13, 2006	May 10, 2006
July 15–18, 2006	June 15, 2006
August 12–15, 2006	July 12, 2006
September 9–12, 2006	August 9, 2006
October 14–17, 2006	September 14, 2006
November 18–21, 2006	October 18, 2006
December 9–12, 2006	November 9, 2006

Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–27.

Transcripts

After completing a course, students automatically receive one unofficial transcript with their grade. TRU-OL students may order official transcripts via the Web at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

Non-Tuition Course Costs

Texts and Course Materials

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

Shipping Costs for Courses Delivered by TRU-OL

- Within Canada: No charge
- To the United States: \$30 CDN
- Outside Canada (excluding US): \$100 CDN

Rented Materials

Courses that have specified returnable materials (e.g., equipment and 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.

Long-distance Phone Charges

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

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

Assignment Submissions

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

Library Services

Some courses require students to access the TRU Library services. Refer to page 4 for applicable costs.

PLAR Applicants

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

TRU-OL Courses Delivered by 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.

Course Prerequisites

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 www.sfu.ca/cde. Students are not required to submit transcripts to register in a course with prerequisites, though they may be required to provide proof that they have met the prerequisites.

English Proficiency, Prerequisites Declaration

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 page 3 for more information on the English proficiency requirement.

When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (pages 18–20).

Course Packages

Students receive a letter from TRU-OL confirming course registration. SFU provides course packages, which include all required texts, course materials, information about tutor-marker support, and instructions on how to proceed. Additional research materials are available through SFU’s Library.

Course Completion

Students are required to complete the course in thirteen weeks from the course start date (normally the first Monday in September, January, or May) and submit assignments according to established timelines. 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 (CODE) for more details (page 178).

■ Refer to page 13 for tuition and fees information.

Examinations

Many courses have supervised mid-term examinations. Final examinations are scheduled on specific dates in weeks fourteen or fifteen and are arranged by SFU. Refer to SFU examination policies on pages 28–29.

Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–27.

Transcripts

After completing a course, students automatically receive one unofficial TRU-OL transcript with their grade. Students may order official transcripts via the Web at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

Non-Tuition Course Costs

Text and Course Materials

The cost of texts and course materials varies by course and is part of the total course fee due and payable to Thompson Rivers University at the time of registration. Students receive required texts with course packages. Other texts are available at the SFU Bookstore.

Rented Materials

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

Long-distance Phone Charges

Information about long-distance phone charges is provided in the course package.

Assignment Submissions

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

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 delivering institution. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to that institution. TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for TRU-OL programs.

TRU-OL Courses Delivered by 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 179). 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

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. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites.

English Proficiency, Prerequisites Declaration

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 page 3 for more information on the English proficiency requirement.

When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (pages 18–20).

Course Packages

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.

Course Completion

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area (page 179).

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.

Examinations

Examinations are arranged by UVic. Refer to UVic examination policies on page 29.

Registration Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–27.

Transcripts

After completing a course, students automatically receive one unofficial TRU-OL transcript with their grade. Students may order official transcripts via the Web at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

Non-Tuition Course Costs

Text and Course Materials

Students are responsible for purchasing the required texts for most courses. Specific program areas mail instructions to registered students on how to purchase course materials. Texts are available at the UVic Bookstore.

Rented Materials/Long-distance Phone Charges

Information about loans of materials and long-distance phone charges is provided by the specific program area at UVic (page 179).

Assignment Submissions

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

- Refer to page 13 for tuition and fees information.
- Refer to page 14 for information on how to register.

Distance Courses Delivered by UBC

Students may register through UBC Access Studies for distance courses delivered by UBC. Courses are listed on pages 175–176.

Students requiring a UBC course to complete a TRU-OL program 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.

Web: students.ubc.ca/accessstudies
det.ubc.ca

Email: access.studies@ubc.ca

Phone: 604.822.9836

Tuition and Fees

Courses Delivered by TRU-OL

Permanent Residents of BC

High-school Completion (ABE) Courses

\$0 tuition + \$75 course administration fee + \$5 technology fee + texts + course materials

College and University Courses

\$86.70 tuition per credit + \$75 course administration + \$5 technology fee per credit + texts + course materials

Seniors (65 years +)

\$21.68 tuition per credit + \$75 course administration + \$5 technology fee per credit + texts + course materials

Permanent Residents of Canada, Residing outside BC

High-school Completion (ABE) Courses

\$86.70 tuition + \$75 non-BC-resident fee + \$75 course administration + \$5 technology fee + texts + course materials

College and University Courses

\$86.70 tuition per credit + \$75 non-BC-resident fee + \$75 course administration + \$5 technology fee per credit + texts + course materials

International Students

High-school Completion (ABE) Courses

\$400 tuition + \$75 course administration fee + \$5 technology fee + texts + course materials

College and University Courses

\$400 tuition per credit + \$75 course administration fee + \$5 technology fee per credit + texts + course materials

- 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.

Credit-free Courses

Applicable tuition per credit + \$75 course + \$5 technology fee + texts + course materials

Course Extensions—All Students

\$80 per course (not all courses are eligible for extension)

Program Plans

\$50 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, post-baccalaureate program plan

\$125 per bachelor's, master's degree program plan

Repeat Registrations

Refer to policy on pages 26–27.

Formal Grade Appeals—All Students

\$100 per course. Refer to policy on pages 30–31.

Transfer Credit Assessments

\$40 BC documents only

\$75 Non-BC documents or combined

Course Materials Return: Restocking Fee

\$25 per return instance. Refer to policy on pages 24–25.

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- Some courses and programs delivered by TRU-OL are subject to alternate fee schedules.
- 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.

TRU-OL Courses Delivered by SFU

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

\$145.20 tuition per credit + \$70 course administration fee + texts + course materials

Seniors (60 years +)

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

International Students

\$478.60 tuition per credit + \$70 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to page 178 for contact information.

TRU-OL Courses Delivered by UVic

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

\$144.15 tuition per credit + \$35 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$466.50 tuition per credit + \$35 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to page 179 for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.
- Note: 3 TRU-OL credits = 1.5 UVic units.

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.

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 British Columbia (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 to the TRU-OL Office of the Registrar, Box 82080, Burnaby, BC V5C 6J8, Canada, or fax 604.431.3444.

Note: As an alternative to the above, Canadian citizens and permanent residents of Canada (landed immigrants) residing outside Canada may phone Student Services (604.431.3300) to register for courses and pay the fees applicable to Canadian citizens residing outside BC (verification of citizenship is required).

How to Register

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 met and declare when registering that the necessary prerequisites have been met.
3. Confirm access to equipment required (such as to the Internet for a Web-based course). Required equipment is noted in the course descriptions in this calendar and on the TRU-OL website.
4. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
5. Select one of the registration and payment methods listed.

Special Arrangements

If special arrangements are required because of a disability (refer to page 4), applicants should submit a written request to the Disability Services Office, including relevant medical documentation, a minimum of ten weeks prior to the course start date or earlier for complex arrangements (some arrangements can take a minimum of sixteen weeks).

Note

Before registering, review academic regulations, including course registration cancellation and course withdrawal policies, in this calendar (pages 18–32) or on the TRU-OL website.

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 fifty per cent on the tax receipt for the year when the course started and fifty per cent on the receipt for the following year. For information about income tax regulations, refer to the Canada Revenue Agency website at www.cra-adrc.gc.ca/menu-e.html.

Register Online openlearning.tru.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 604.431.3300 1.800.663.9711 (toll-free in Canada)

With American Express, MasterCard, or VISA

Phone Student Services, with course details and credit card information, on any weekday from 8:30 a.m. to 4:30 p.m. (Pacific Time); closed on statutory holidays.

Register by Fax 604.431.3444

With American Express, MasterCard, or VISA

Fax both sides of the completed Course Registration form to Student Services (do not mail the original Course Registration form when it is sent by fax).

Register by Mail Thompson Rivers University, Open Learning Student Services Box 82080 Burnaby, BC V5C 6J8 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 a completed 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.

Payment is refunded for registrations not processed.

- The Course Registration form is provided at the end of this calendar and on the TRU-OL website.

Applying for Financial Assistance

Students should contact Student Services for part-time or full-time application forms and information.

- Applicants may submit part-time application forms (originals only) to the TRU-OL Financial Aid and Awards office.
- Applicants may submit full-time application forms online at www.bcsap.bc.ca or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution, including on-campus courses at TRU Kamloops and Williams Lake (split-enrolled), must inform each institution's financial aid office before registering.

Residency Requirements

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

Full-time Assistance

The Canada Student Loans Program defines a student's province of residence for the purposes of full-time assistance as the last province lived in for twelve consecutive months as a non full-time student, or if the student has immigrated within the last year, the province in which they landed.

Canadian citizens or permanent residents (landed immigrants) who do not qualify as residents of BC may apply for full-time government loans and grants through the province of which they are considered to be residents. If the student's chosen program of study is available at institutions in their province of residence, the student may not be eligible for provincial loans and grants through some provinces while studying in BC.

Part-time Assistance

Applicants must be resident in BC at the time of application to receive part-time assistance through TRU-OL. For students not residing in BC, the Part-time Canada Study Grant (CSG) can be applied for directly through the government in the province in which the student is residing.

Comprehensive Financial Planning for Education

Funded by the BC Ministry of Advanced Education, this resource provides "hands-on" opportunities to explore financial planning through a series of learner-oriented modules. It is available on the Web at www.ucfv.ca/fineaid.

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

The Part-time Student Assistance Application form is provided on the TRU-OL website and by the Financial Aid and Awards office. Up to four weeks is required to process the application.

The programs listed in this section pay for all direct educational costs, including tuition, course administration fee, technology fee, and required textbooks, as well as supplies, a small miscellaneous living allowance, and some childcare when applicable.

Upon approval of a bursary or grant application, the student is registered in the requested course(s), or, if already registered, is reimbursed by cheque or credit card refund.

Bursaries and grants are available to applicants who demonstrate financial need (according to the formula used by the BC Student Assistance Program) and, for the Canada Study Grant only, are unable to study full-time or to fund part-time study through employment. Applicants must be in good standing with any previous Canada or BC student loans.

Adult Basic Education Student Assistance Program (ABESAP)

This provincial grant program provides funding to students registered in Adult Basic Education courses; Grade 10, 11, or 12 completion; ESL (English as a second language); or Basic Literacy.

Canada Study Grant for High-Need Students

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

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

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

Barbara Guttman-Gee Bursary Endowment

Established by BC Open University 1991 graduate Barbara Guttman-Gee, this endowment provides funding to women students. Preference is given to older women in financial need.

Open Learning Bursary Endowment Fund

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

Full-time Student Loans and Grants

Students may apply for the BC Student Assistance Program (BCSAP) on the Web at www.bcsap.bc.ca or may use a paper application, which must be submitted a minimum of four weeks before the funding is required.

Students may check their loan application status on the Web at www.bcsap.bc.ca.

BC Student Assistance Program (BCSAP)

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

The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$480 per week for eligible students with dependents.

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

For distance education students this is a shorter completion schedule than 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 twelve 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 a September start). Late phone and Web registrations are permitted up to the tenth of each month after the start date.

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 during the loan period in nine credits (the minimum required for full-time status). *Loan documents and grants are not released past the study period midpoint without sufficient academic progress.*

Final examinations may be written 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 ("over award" portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status, and other privileges associated with full-time status may be affected.

Interest Relief

Students who are required to begin repayment of their BC or Canada student loans but are unable to do so due to financial hardship may apply for interest relief through their lending institution (for risk-shared loans) or Student Loan Centre (for direct loans). Approval is based on financial need and can maintain the loans in interest-free status for up to three years (up to five years in some cases).

Full-time Single Parents Bursary Endowment

Established by the CKNW Orphans' Fund, this endowment provides funding to students who are single parents, have received the maximum student loan amount, and still have "unmet need." Applicants must be returning students and have successfully completed their last full-time term with TRU-OL.

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 \$700, interest-free, are provided for a period of up to sixty 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.

Government of Canada's Lifelong Learning Plan

Canadian residents and/or their spouses can withdraw up to \$10,000 per year from their Registered Retirement Savings Plan (RRSP) to finance full-time studies at post-secondary institutions, including TRU-OL. Refer to the Canada Revenue Agency website at www.cra-adrc.gc.ca/menu-e.html.

Other Sources of Assistance

Other private bursaries and scholarships are available to students, and most are available to students registered in TRU-OL courses. Application procedures for these awards vary, and most have restrictions and conditions. The Web provides information, e.g., at www.studentawards.com and www.aucc.ca/programs/scholarships/index_e.html.

Annual Awards and Bursaries

Achievement awards are made to students who have an excellent academic record in their particular program or course.

Certified General Accountants Award

One award, consisting of a \$2000 tuition scholarship toward the fees in the professional education program of the Certified General Accountants Association of BC, is made annually to a top management studies diploma or degree graduate. No application is required.

Institute of Chartered Accountants Awards

One award, consisting of a \$1,000 credit toward the course and registration fees in the Advanced Certificate Program of the Institute of Chartered Accountants of BC, is made annually to a top management studies diploma or degree graduate. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC. No application is required.

Rosemary Keene Zonta Club Bursary Endowment Fund

Established by the Zonta Club of Vancouver in memory of Rosemary Keene, this endowment provides annual bursaries to students pursuing a first credential in business and administrative studies or science and technology through TRU-OL. Awards are made once a year. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

Donald Weir Scholarship in Literature

One award of one free course is made annually to student(s) achieving the highest standing in any of the 400-level TRU-OL English courses. Recipients are pursuing a TRU-OL Bachelor of Arts degree with either a major or a concentration in English and have completed a minimum of 12 TRU-OL credits. No application is required.

Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Thompson Rivers University, Open Learning (TRU-OL). In the absence of other regulations, those of TRU may apply. A student is defined as anyone who requests and receives educational services from TRU-OL.

1. Student Conduct

The integrity of university and college life and of the academic credentials institutions confer is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct by any member of the institutional community that adversely affects this relationship or process is, therefore, considered a serious offence.

Educational institutions are defined by tradition as communities of people dedicated to the pursuit of truth and the advancement of knowledge and as places where there is freedom to teach and to learn. Since student misconduct threatens the proper functioning of TRU-OL, procedures have been established to investigate allegations of misconduct, to impose penalties, and to appeal these penalties. These procedures are provided in policies 1.1 through 1.5.

1.1 Unacceptable Student Conduct

The following are examples of unacceptable student conduct:

A. Plagiarism. Plagiarism is the presentation of another person's work, words, ideas, images, or data as one's own without acknowledging the source. A student should not submit the work, words, ideas, images, or data of another person and represent them as her/his own in any academic work.

B. Cheating. Cheating is obtaining information or academic advantage by dishonest means and includes, but is not limited to, the following:

1. Exchanging information with another student during an examination or using unauthorized material during an examination
2. Representing or impersonating another, or permitting oneself to be represented or impersonated by another, in taking an examination or submitting academic work
3. Submitting academic work containing a reference to a source that does not exist

4. Submitting, without first obtaining approval of the person to whom it is submitted, all or part of any academic work that has been co-authored

5. Submitting the same academic work for two courses without first obtaining approval of the second tutor or instructor

C. Submitting false information or misrepresenting facts to TRU-OL, or to a third party, for the purpose of securing admission or registration, obtaining academic or other advantage, or for any other improper purpose.

D. Conduct that disrupts normal course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

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

F. Causing or threatening harm to any person.

G. Assisting another person to engage in unacceptable conduct.

1.2 Written Complaints

A. Any student or any other member of the TRU-OL community who believes a student has engaged in unacceptable conduct may make written complaint to the Office of the Registrar. All supporting information should be provided with the complaint.

B. Upon receiving a complaint under 1.2.A., the registrar (or designate) reviews the complaint and the supporting information provided. If the registrar (or designate) decides there is a reasonable basis to conclude that the student may have engaged in unacceptable conduct for which consequences under this policy would be appropriate, the registrar (or designate) informs the student, in writing, of the complaint; establishes a Student Conduct Review Committee; and provides copies of the complaint and any supporting information to the student and to the chair of the committee. The registrar (or designate) appoints a chair and two other members to serve on the Student Conduct Review Committee.

C. A complaint under 1.2.A. should be made within thirty (30) calendar days of the occurrence of the alleged unacceptable conduct. The registrar (or designate) does not proceed under 1.2.B. with a complaint made more than thirty (30) days after the occurrence of the alleged unacceptable conduct, unless the person making the complaint explains, in writing, why she/he was unable to make a complaint within the time limit.

The registrar (or designate) may, in her/his discretion, extend the time limit to make a complaint on any terms the registrar (or designate) considers appropriate in the circumstances, or may refuse an extension of time and dismiss the complaint.

1.3 Review of Complaints

A. A student who is the subject of a complaint may provide a written response to the complaint, as well as any information supporting that response, to the Student Conduct Review Committee.

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

C. The committee may, at its discretion, hold a meeting with the student. If such a meeting is held, the committee may invite any other persons, other than legal counsel, it considers appropriate to attend, and the student may attend with a representative of her/his choosing, other than legal counsel.

D. After its review of the complaint (and any meeting held under 1.3.C.), the committee will decide if the student has engaged in unacceptable conduct, and, if so, the committee may take any action it considers appropriate.

E. The committee will provide a statement to the student, setting out the committee's decision under 1.3.D. and the reasons for its decision.

1.4 Consequences of Unacceptable Conduct

Action that may be taken by the university under this policy includes, but is not limited to, the following measures, which may be taken singly or in combination, as the committee considers appropriate in the circumstances:

1. Warning
2. Probation for a specified period of time, or indefinitely, together with any conditions the committee considers appropriate

3. Restriction or revocation of computing or other privileges

4. Failing grade or mark of 0 (zero) in the course, examination, or academic work in respect of which the unacceptable conduct occurred

5. Exclusion from a class, course, or program

6. Rejection of an application for admission or registration

7. Suspension for a specified period of time (which may include deferral of the granting of a credential during the period of the suspension)

8. Cancellation of registration

9. Suspension from TRU-OL

1.5 Interim Measures

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

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

B. Despite any other provision of this policy, if a tutor or instructor has reason to believe the integrity of an examination or academic work has been compromised by plagiarism or cheating, the tutor or instructor will assign a failing grade for the examination or academic work.

If an examination invigilator believes that the integrity of an examination session has been compromised by copying or cheating, she/he will immediately stop the examination and inform the registrar (or designate) who will assign a failing grade for the examination.

C. Any measures taken under 1.5.A. are interim in nature, may be varied by the registrar (or designate), and do not preclude further consequences under this policy.

D. The registrar (or designate) may also take such interim measures if she/he considers it appropriate. The provisions of 1.5.E. to 1.5.H. apply to any interim measures taken by the registrar (or designate), with the necessary changes.

E. Failure by a student to comply fully with measures taken under 1.5.A. is unacceptable conduct, independent of any other conduct of the student, and such failure may itself be subject to consequences under this policy.

F. Where measures are taken under 1.5.A., the tutor, instructor, program coordinator, supervisor, administrator, or executive informs the registrar (or designate) of the measures and the relevant circumstances. The registrar (or designate) informs the student of the measures and the reason they were taken and that the student may request a review under 1.5.G.

G. Where measures are taken under 1.5.A., the student may request a review by a Student Conduct Review Committee. The review proceeds under 1.3 as if a complaint regarding the student's conduct had been submitted to the registrar (or designate) under 1.2.B. and the registrar (or designate) had proceeded under 1.2.C. The committee will decide if the student engaged in unacceptable conduct, and, if so, may take any action it considers appropriate. The committee's decision replaces any interim measures taken under 1.5.A.

H. A request for review under 1.5.G. should be made to the registrar (or designate), in writing, within thirty (30) calendar days of the registrar's (or designate's) communication to the student under 1.5.F. The registrar (or designate) does not proceed with a request made more than thirty (30) calendar days after the registrar's (or designate's) communication, unless the student explains, in writing, why she/he was unable to make the request within the time limit. The registrar (or designate) may, at her/his discretion, extend the time limit to request a review on any terms the registrar (or designate) considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for review.

2. Formal Transfer Credit

2.1 Certificate, Diploma, and Degree Programs

A. Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution.

In BC, accredited institutions include those listed in the *Online Transfer Guide*, are members of the Association of Universities and Colleges of Canada, or are publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin are considered on an individual basis.

B. Transfer credit is awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by 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 TRU-OL programs; or (c) requirement to withdraw from a program.

D. Transfer credit is awarded only on the basis of official transcripts sent directly to TRU-OL by the institution, or 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 (7) 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.

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

2.4 Multiple Undergraduate Degrees

A minimum of 120 credits is required for the first undergraduate degree, and a minimum of 60 additional credits is required for all subsequent undergraduate degrees. The student can use credits only once toward a further degree. The degrees taken must be in different areas and approved by the dean (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 TRU-OL credential must obtain prior written permission in the form of a Letter of Permission from the program advisor (Letter of Permission Request 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 to be used from an uncompleted and expired master's degree program toward the completion of a TRU-OL credential.

2.7 Procedures: Application for Transfer Credit

A. Students applying for transfer credit are required to complete and submit the Program Admission/Transfer Credit form, with applicable fees, and arrange to submit 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. (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. TRU-OL recognizes that adults acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. TRU-OL offers methods to assess this non-formal or prior learning.

B. Prior learning assessment and recognition (PLAR) methods are available to TRU-OL program students and may include challenge examinations, portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods.

C. PLAR credit is not used in graduation grade point average (GPA) calculations.

3.2 Course Challenge

A. Course challenge is a method for assessing applicants who have acquired knowledge other than by formal study to receive credit for specified courses by examination. Tutorial support is not provided to applicants challenging a course.

Application for course challenge must be indicated at the time of course registration and is considered on an individual basis.

B. Depending on the course, a challenge examination may be a scheduled examination written at an examination centre, or it may be a project completed at the applicant's home or workplace.

C. TRU-OL courses delivered by SFU or UVic listed in this calendar and on the TRU-OL website are normally not available for challenge.

3.3 Portfolio-Assisted Assessment

Portfolio-assisted assessment allows an applicant to document and demonstrate her/his knowledge of a given discipline and placement-related skills appropriate to an educational goal by presenting a personal learning portfolio—either as a stand-alone document or as a set of documents or in combination with, for example, a performance tape, a demonstration of skills, or a personal interview. The assessment method depends on the subject area and the program requirements.

3.4 Eligibility and Scope

A. Eligibility for PLAR credit varies by TRU-OL program.

B. TRU-OL program areas determine which programs are eligible for PLAR and which PLAR methods are used.

C. TRU-OL program areas determine the amount of credit earned through PLAR that may be used to meet the requirements of a credential. Details are provided by TRU-OL program areas.

3.5 Residency Requirement

The residency requirement for a TRU-OL program may be met with credits earned by PLAR from TRU-OL.

3.6 Credit Transfer

- A. 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 TRU-OL program requirements.
- B. TRU-OL reserves the right to reassess credit awarded by other institutions through PLAR on an individual basis.
- C. It is the responsibility of applicants planning to transfer TRU-OL PLAR credits to another institution to check with the receiving institution to ensure that PLAR credits are acceptable.

3.7 Transcription

TRU transcripts identify credit earned through course challenge and other PLAR methods.

3.8 Grading

- A. TRU-OL program areas determine what is a passing grade for a challenge examination.
- B. An “S” (Satisfactory) grade is recorded on the transcripts of students who satisfactorily complete the PLAR process and are awarded credit.

3.9 Challenge Restrictions

- A. Students must be admitted to a TRU-OL program to be eligible for the course challenge method of PLAR.
- B. Students who are registered in a course and want to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines and submit a separate application with the required fees to write the challenge examination.
- C. 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.
- D. Students whose first language is other than English and who have received their secondary education in a language other than English normally have their language knowledge and skills assessed at a third-year university level. This restriction does not apply to lower-level literature courses.
- E. Applicants may not register for course challenge for any course that they have previously challenged unsuccessfully through TRU-OL.

3.10 Fees and Expenses

- A. The fees vary for portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods, excluding challenge; are dependent on the program; and are provided at the time of application for PLAR.
- B. All costs associated with PLAR for a course or program of study are the responsibility of the applicant. Such costs may include long-distance phone calls to an assessor, travel to an assessment site, and submitting a portfolio to an assessor.

3.11 Cancellation and Withdrawal

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

4. Registration

4.1 Credit-free Option

- A. Students who plan to pursue the credit-free option must declare their intention at the time of course registration.
- B. An “M” grade and 0 (zero) credits appear on a student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.
- C. Students who do not complete course requirements receive a final grade as per 6.2.
- D. Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course (4.2 and 4.4).

4.2 Cancellations—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 (5) weeks from their registration date. The course does not appear on their transcript.
- B. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.
- C. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

D. For specific cancellation deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs, students are to contact the program coordinator.

Procedures

E. Students may request to cancel their course registration by accessing forms on the TRU-OL website 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 ten (10) calendar days by sending a letter or fax to Student Records.

Tuition Refunds

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

G. Students who cancel their registration in a lab course as per 4.2.B. receive a 75 per cent refund of their tuition fee and a 75 per cent refund of their lab fees.

H. Tuition refunds are not processed until the Web form or print form to cancel a course registration is received by Student Records.

I. The course administration and technology fees are non-refundable.

4.3 Cancellations—SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing forms on the TRU-OL website and via myTRU, by regular mail, email, or fax. Students must notify TRU-OL Student Records within five (5) weeks from the first day of the month in which the course starts in order to receive a 75 per cent refund of tuition. 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 thirteen (13) of the course and receive a “W” (Withdrawal) grade.

B. Students who do not formally withdraw within thirteen (13) weeks of their course start date receive a final grade of “I” (Incomplete) as per 6.2.B.

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

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

E. For specific withdrawal deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs, students are to contact the program coordinator.

Procedures

F. Students may request a withdrawal by accessing forms on the TRU-OL website and via myTRU, by regular mail, email, or fax. Students may also request a withdrawal by phone and confirm their request in writing within ten (10) calendar days by sending a letter or fax to TRU-OL Student Records.

Tuition Refunds

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

H. The course administration and technology fees are non-refundable.

4.5 Withdrawals—SFU, UVic

Students may withdraw without refund up to the end of week thirteen (13) from the first day of the month in which the course begins. A “W” (Withdrawal) grade is entered on their transcript. After that, students who do not complete the course by the course completion date receive an “I” (Incomplete) grade.

Procedures

Students registered in TRU-OL courses delivered by SFU or UVic follow TRU-OL procedures to request a withdrawal.

4.6 Returning Course Materials—TRU-OL

Materials Refund Eligibility

A. Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated below.

TRU-OL course material items must:

1. Be returned no later than five (5) weeks after the course registration date using an acceptable method (4.6.B.)

2. Be in resale condition (like new)
3. Be completely unmarked (no markings, including highlighting, names, erasures, grime, bent pages, covers, and spines)
4. Have shrink wrap intact (e.g., software and printed course materials) if shipped (received) shrink-wrapped

Materials Return Methods

B. Course materials must be returned using one of the following methods:

1. Be postmarked prepaid within five (5) weeks of the course registration date to TRU-OL, PO Box 82080, Burnaby, BC, V5C 6J8.
2. Be delivered in person within five (5) weeks of the course registration date to TRU-OL, 4355 Mathissi Place, Burnaby, BC.

Other return methods are not accepted for course materials refunds.

Materials Refunds

C. The materials refund is calculated as the amount paid for each eligible item in the return (4.6.A.) less the restocking fee.

D. Each instance of a materials return is subject to the restocking fee.

E. A refund is processed within four to six (4–6) weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.

F. No refund is given for items that do not meet all conditions in 4.6.A. Students *should not* return course materials to TRU-OL unless items meet all conditions. Items that are not eligible for refund are not returned to students.

G. Returned course materials become the property of TRU-OL, regardless of whether a refund is issued.

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

I. Students are required to return rental and loan items (e.g., videos and equipment). The restocking fee does not apply to returns of rental and loan items.

4.7 Returning Course Materials—SFU, 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

A. Students are entitled to the normal course completion time. For most self-paced, independent-study 3-credit courses, students have an option to extend their course period. A course designed to be completed in four (4) months has a maximum course completion time of thirty (30) weeks from the date of registration, and a six (6)-month course has a maximum completion time of forty-seven (47) weeks from the date of registration.

B. Students registered in a self-paced, independent-study course are permitted one eighteen (18)-week course extension for a fee. Full tutorial support is provided throughout the extension.

C. Students are not entitled to additional time to compensate for postal or other delays. If additional time beyond the normal course completion is required, the student must apply for an extension and pay all related fees.

D. Normally, extensions are not permitted for courses that are delivered as paced. Paced courses include those courses that start on a specific date and bring students together in a variety of ways. The courses may, for example, include teleconferences, classroom instruction, clinicals, labs, and computer mediation.

E. Students who have received a Canada student loan or BC student loan are eligible for a course extension as per 4.8.A. but may jeopardize their awards status.

Procedures for Paid Extensions

F. For a paid course extension, students submit their request and the required fee to TRU-OL Student Records by accessing forms on the TRU-OL website and via myTRU, by regular mail, email, or fax. TRU-OL must receive the request and payment before the course completion date. Students receive a letter outlining their extended completion date and examination options (if applicable).

Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

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

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

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

If course requirements are not met before the expiration of the extension, students receive a final grade of “I” (Incomplete) as per 6.2.B.

J. Students who do not request an extension before their course completion date receive a final grade of “I” (Incomplete) as per 6.2.B. Students who subsequently want to complete the course are required to register again and pay the full course tuition and course administration and technology fees (4.10).

Procedures for Fee-Waived Extensions

K. Students with a disability or medical condition or with exceptional extenuating circumstances (such as a long illness) that prevent them from working on the course for longer than eight (8) weeks may apply in writing to TRU-OL for a course extension with fee waiver. Requests must be supported with documentation (such as a physician’s statement) stating dates and the duration of the illness and prognosis.

Students who are already registered with the Disability Services Office (DSO) should submit their fee-waived extension application directly to DSO.

All other applications should be directed to the Office of the Registrar.

Refer to policy 4.4.D. for course withdrawal on medical or compassionate grounds.

L. For a fee-waived extension request to be considered, the extension request must be received by TRU-OL no later than the course completion date stated in the student’s welcome letter.

M. In all cases where an extension has been requested and approved, students are required to establish an action plan, outlining a time schedule and support services to enhance their chances of successful completion.

N. Extensions are based on the following criteria:

1. Nature of the student’s disability, medical condition, or extenuating circumstances
2. Length of time student may be affected by the stated circumstances
3. Additional supporting information about the stated circumstances
4. Medical diagnosis and prognosis if applicable
5. Progress in the course(s)
6. Other relevant information

O. The student is informed by DSO or the Office of the Registrar in writing that the extension has been approved, and a letter is sent under separate cover to the student indicating the new completion time for the course(s) and available examination sessions.

4.9 Extensions—SFU, UVic

A. Normally, extensions are not granted to students registered in TRU-OL courses delivered by SFU.

B. Extension policies for TRU-OL courses delivered by UVic vary by program. Students must contact the specific UVic program area for policy details.

4.10 Repeat Registrations—TRU-OL

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

B. Students must pay the full fees, including the course administration and technology fees.

C. Assignment marks may be brought forward to the new registration if the repeat registration is within twelve (12) months of the original registration date and the course has not been revised. Otherwise, students are required to obtain approval after registering from the course tutor or program coordinator for assignments to be brought forward.

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

E. Final examination marks are not brought forward to the new registration.

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

G. Normally, a student may repeat a course only once. Applications for a third registration are referred to the program area for approval. All attempts at a course are included on the student's transcript, but credit is granted only once.

4.11 Repeat Registrations—SFU, UVic

A. Students who repeat TRU-OL courses delivered by SFU or UVic must pay the full fees and complete all required coursework.

5. Examinations

All regulations and standards governing the final examination are established and enforced by the institution delivering the course and are contained in the institution's calendar or student handbook. For more details, consult the institution delivering the course.

5.1 Eligibility—TRU-OL

A. A student is eligible to write a TRU-OL examination provided that the student is registered for the course leading to that examination, or provided that the student has been specifically authorized to write the examination under the other sections of these regulations.

B. Before applying to TRU-OL to write an examination, it is recommended that students contact their tutor to discuss preparedness for the examination.

5.2 Examination Centres—TRU-OL

A. Examination centres are established at the discretion of TRU-OL, and, wherever possible, students are assigned to centres that are convenient to them.

B. Students may be permitted to change their examination centre provided they notify TRU-OL a minimum of fourteen (14) days prior to the scheduled starting date of the examination session.

5.3 Examination Schedule—TRU-OL

A. Each examination is conducted on the date and time assigned to the student by Student Services, Examinations. No departure is made from this scheduled examination time, except under very extenuating circumstances, which must be approved in advance by the examinations administrator.

B. Students may reschedule their examination to another examination session date if there is a session available before their course completion date.

5.4 Examination Supervision—TRU-OL

In each examination centre or for a special examination arrangement, there is an invigilator approved by TRU-OL who is responsible for conducting the examination.

5.5 Examination Time—TRU-OL

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

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

5.6 Admission to the Examination—TRU-OL

A. Students are required to identify themselves in the examination room by producing their Examination Confirmation letter. A photographic identification acceptable to the invigilator is also required (e.g., driver's licence, passport). Students who do not produce photo identification are not permitted to write the examination.

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

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

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

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

5.7 Examination Special Arrangements—TRU-OL

In extenuating circumstances, if a student residing in BC is unable to attend a regular examination centre, she/he may request approval from the examinations administrator to write the examination at another location with an approved invigilator present (5.9.B.). Normally, TRU-OL does not recognize employment commitments or vacation as acceptable reasons for examination special arrangements.

5.8 Examination Modification—TRU-OL

A. Students with a disability are to make requests for examination special arrangements through the Disability Services Office (DSO).

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

C. The Disability Services Office informs the applicant of the results of their request within two (2) weeks of receiving the complete application.

5.9 Students Outside BC or Outside Canada—TRU-OL

A. Students residing in Canada but outside BC and within 100 km of one of the centres on TRU-OL's Canadian Invigilator Network are required to contact the centre to arrange an examination date and time and then submit the completed CIN Exam Application form to Student Services, Examinations, by the examination application deadline.

Student Services provides information for students intending to write their examination in Hong Kong.

B. 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 Student Services, 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.

TRU-OL requires that presiding examination invigilators of TRU-OL examinations must be persons fluent in written and spoken English, be employed as an educator in a teaching or administrative capacity, or be a full-time regular employee of TRU-OL (not a current TRU-OL student). Invigilators cannot be related to the student.

Invigilators may request a fee to invigilate student examinations. Students are responsible for all costs incurred for this service.

5.10 Illness During an Examination—TRU-OL

If a student becomes ill while writing an examination, the invigilator should be notified immediately. Full particulars of the circumstances are taken by the invigilator, and a report, the partially completed script, and all other examination materials are sent to the examination administrator.

The student must submit, within seven (7) days, to Student Services, Examinations, the documentation supporting the illness.

5.11 Misconduct Related to Evaluation—TRU-OL

In instances where TRU-OL has reason to believe that the integrity of an essay, project, assignment, or examination has been violated by misconduct on the part of a student or group of students, or by failure of the invigilator or by any other person associated with the course and/or evaluation process to follow proper procedures, TRU-OL has the discretion to declare the evaluation results void for the group of students in question and to require the(se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate.

Refer to student conduct policies 1.1 through 1.5.

5.12 Simon Fraser University

A. Students completing a TRU-OL course delivered by SFU are expected to write their mid-term and final examinations at SFU if they live in the Lower Mainland. Final examinations are scheduled during the examination period at the end of the session. The course package provides complete information regarding examination policies and procedures.

B. All students are required to write examinations at specific dates and times. Rescheduling examinations is subject to approval, and a fee is charged. The examination schedule is provided with each student's letter of registration confirmation.

C. Students who require the information prior to registration should contact the SFU Centre for Online and Distance Education. (Normally, SFU does not normally employment commitments or vacation as legitimate reasons for rescheduling an examination.)

D. Students residing outside the Lower Mainland must make arrangements to write examinations in their community under the supervision of a proctor approved by the SFU Centre for 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.

5.13 University of Victoria

Some TRU-OL courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information regarding examination policies and procedures.

6. Final Grades

6.1 General Information

- A. Only TRU-OL Student Records is empowered to release final grades.
- B. When a final grade is entered on a student's permanent record and the grade appeal period has expired, no changes are made to the grade.
- C. Definitions in 6.4 show the grades and numerical equivalents that are used and included when calculating the grade point average (GPA) (6.5).

6.2 Assignment of Final Grade

Courses Delivered by TRU-OL

- A. Students who have formally withdrawn from a course as per 4.4.A. 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 an "I" (Incomplete) 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 with thirteen (13) weeks of the start of the course, as per 4.4 (B), are considered to have not started the course. These students are assigned a "W" (Institutional Withdrawal) grade thirty (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 (0) mark assessed for all coursework outstanding.

TRU-OL Courses Delivered by SFU, UVic

E. Final grades for TRU-OL courses delivered by SFU or UVic are assigned by the delivering institution and appear on the TRU-OL transcript. An "I" (Incomplete) grade is assigned for courses that have not been completed.

6.3 Procedures

- A. A final grade is awarded after all components of the course are completed or the course completion time has expired.
- B. After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address (students should update their address by accessing myTRU on the TRU-OL website or contacting Student Services). Students may also view their grades on myTRU.
- C. All final course grades are entered into, and remain part of, a student's permanent record.
- D. Any errors or omissions are to be reported to TRU-OL Student Records on receipt of the grades. TRU-OL releases final grades four to six (4–6) weeks after final examinations.
- E. Students should contact TRU-OL Student Records if they do not receive their grade within ten (10) weeks after submitting all assignments and writing the final examination.

6.4 Grade/Numerical Equivalent/Definition

Courses Delivered by TRU-OL

- A+ 4.33
- A 4.00
- A– 3.67
Consistently distinguished performance in assignments and examinations.
- B+ 3.33
- B 3.00
- B– 2.67
Above-average achievement, with the student exhibiting consistent mastery of the subject material.
- C+ 2.33
- C 2.00
- C– 1.67
Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.
- D 1.00
Bare passing grade. A student receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.

- F 0.00
Fail grade, assigned to a student who has not successfully met the requirements of the course, such as failing mandatory coursework (e.g., the final examination) or finishing with a weighted average on coursework that is below the passing level.

6.5 Grade Point Average (GPA)

A. The grade point average (GPA) is a means of expressing the student's performance. For TRU-OL programs, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values, and dividing by the total number of course credits.

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 Other Grades

The following are used but not included in the calculation of the GPA for TRU-OL courses:

- AG Aegrotat
Credit granted. Awarded in exceptional circumstances, though course requirements not met.
- FC Failed Challenge
No credit granted. Failed attempt at credit examination.
- I Incomplete
No credit granted. Mandatory course component(s) not completed.
- J Non-credit Course
Course requirements met.
- K Non-credit Course
Course requirements not met.
- M Credit-free Option
Assignments completed. Examination not required.
- PC Passed Challenge
Credit granted. Passed attempt at credit examination.
- S Satisfactory
Credit granted. Course requirements met.

- U Unsatisfactory
No credit granted. Course requirements not met.
- W Withdrawal
No credit granted. Withdrawn from course according to established policy.
- XT Extension
No credit granted. Grade deferred.

6.7 Transcripts (Official and Unofficial)

A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or delegate's) signature on security paper. After completing a course, students automatically receive one unofficial transcript with their grade. Students may order official transcripts by accessing myTRU on the TRU-OL website or by completing and submitting the Transcript Request form, available on the TRU-OL website and from Student Services.

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

7. Academic Appeals

7.1 Policy

Students may request a review of a TRU-OL academic decision.

7.2 Procedures: Assignment Reviews

Students who disagree with an assignment mark should discuss it with their tutor upon receipt of the marked assignment. Assignments are reviewed at the tutor's discretion. An assignment review may or may not result in a higher grade but never results in a lower grade.

7.3 Procedures: Formal Reviews

A. Students may request a formal review of a TRU-OL academic decision. Requests for formal reviews (academic appeals) are accepted only for final letter grades, not for assignment marks. A request for a formal review of an academic decision must be submitted in writing on the Formal Review Request form, together with relevant information and the appropriate fee, to the Office of the Registrar within thirty (30) calendar days of the date on which the decision was mailed. The fee is refunded if the student's appeal is successful.

The request must include:

1. A clear and concise statement of the decision that is being appealed.
 2. A chronology of events involved in the appeal, including details of attempts to resolve the issue informally.
 3. The desired outcome sought.
 4. All documentation the applicant wants to be reviewed. Students requesting a review of a decision on work which has been returned to them must submit the original work with their request.
- B.** The registrar (or designate) reviews the request for a review and supporting information provided. If the registrar (or designate) decides there is a reasonable basis for the review, she/he forwards it to the Standing Committee on Academic Reviews.
- C.** The registrar (or designate) does not proceed with a request made more than thirty (30) calendar days after the date on which the decision was mailed, unless the student explains in writing why she/he was unable to submit the request within the time limit.
- D.** The registrar (or designate) may, at her/his discretion, extend the time limit to request a review on any terms the registrar (or designate) considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.
- E.** The registrar (or designate) appoints a committee chair and two members, one of which is a tutor or instructor, to serve on the Standing Committee on Academic Reviews.
- F.** The committee reviews the information submitted by the student and any other information provided.
- G.** The committee, at its discretion, may hold a meeting with the student. If such a meeting is held, the committee may invite any other person(s) it considers appropriate to attend, other than legal counsel, and the student may attend with a representative of her/his choosing, other than legal counsel.
- H.** After its review, the committee informs the registrar (or designate) in writing of the decision within thirty (30) calendar days. The committee may rescind or vary any previous academic decisions made.
- I.** The registrar (or designate) informs the student of the decision in writing.
- J.** No further reviews are permitted.

8. Program Completion and Graduation

8.1 Graduation Requirements—Certificate and Diploma Programs

A. There are no minimum grade point average (GPA) requirements for the Intermediate and Advanced Certificate programs or for the BC Adult Graduation Diploma of the Adult Basic Education program.

B. To qualify for TRU-OL certificates or diplomas, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through TRU-OL or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded.

8.2 Graduation Requirements—Degree Programs

A. To qualify for TRU-OL degrees, 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 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 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 Office of the Registrar before an application for graduation is taken forward.

C. Graduation applications are reviewed on an ongoing basis. Normally, credentials are sent to students approximately six (6) 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.

8.4 Graduation Ceremony

A graduation ceremony (Celebration of Learning) is held annually to recognize all students who have completed or graduated from TRU-OL programs. Normally, this ceremony occurs in spring. All students who have had their certificates, diplomas, or degrees approved and who have completed a TRU-OL program two months prior to the ceremony will be invited to attend.

8.5 Duplicate Parchments

A. TRU issues one duplicate parchment on request.

B. 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.

C. Individuals requesting a duplicate parchment must submit a request in writing to the Office of the Registrar.

D. Individuals requesting a change of name on the duplicate parchment must submit notarized documentation from Vital Statistics to support a legal change of name.

9. Release of Student Information

9.1 Disclosure to Students of Their Own Records

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

A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to TRU-OL Student Records. 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 examinations are normally retained for a one-year period after the examination has been written. Examinations are then destroyed.

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

9.2 Disclosure to Tutors 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. Other than in the above situations, information on students is released to third parties only with the written permission of the student.

TRU OPEN LEARNING PROGRAMS

Programs Overview

Thompson Rivers University, Open Learning (TRU-OL) offers adult basic education programs and certificate, diploma, and degree programs, as described on the following pages. Co-operative arrangements with other educational institutions, community organizations, industry, business, and professional associations provide students with choice in earning recognized credentials.

Thompson Rivers University credentials are recognized in British Columbia's public post-secondary system and by other educational institutions, government, and employers.

Adult Basic Education (ABE) Programs

TRU-OL assists students with career and college preparation through ABE courses and programs. A range of distance courses is offered in career and education planning, English, mathematics, science, social science and other areas of humanities, and other disciplines. Students find TRU-OL's courses a flexible way to take a prerequisite needed for entry to a college or career program.

TRU-OL's ABE Intermediate Certificate program (Grade 10 equivalency) and Advanced Certificate program (Grade 11 equivalency) are offered to adult learners interested in entering the workforce, vocational programs, or Grade 12 studies.

The BC Adult Graduation Diploma program (Grade 12 equivalency) replaces the former ABE Provincial Diploma option and the "Adult Dogwood." Through this program, TRU-OL provides adult learners with the opportunity to complete their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.

Certificate and Diploma Programs

TRU-OL offers certificate, diploma, and post-diploma programs in business and management studies, health and human services, and general studies.

Specialities include quality career training, credit-laddering options, and continuing skill development. In addition to serving individual students, TRU-OL works with employers throughout British Columbia, Canada, and beyond to provide solutions for workplace education and professional needs.

Degree Programs

TRU-OL offers degree programs in the areas of arts and science, business and management studies, health science, general studies, and information technology.

Students may earn degrees by completing courses available from TRU-OL or in conjunction with campus-based studies at other institutions. Some TRU-OL degrees are offered in association with colleges, university colleges, and universities in British Columbia and elsewhere in Canada.

TRU Credentials

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

TRU Kamloops Distance Programs

www.tru.ca/new_students/distance.html

Thompson Rivers University in Kamloops offers a selection of distance programs and courses. Refer to page 177 for more information.

CVU-UVC

www.cvu-uvc.ca

TRU-OL is a member of Canadian Virtual University-université virtuelle canadienne (CVU-UVC), a collaboration of nine 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 1,800 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.

Adult Basic Education Programs

TRU-OL's Adult Basic Education (ABE) programs, designed for adults by the Ministry of Advanced Education, are similar to ABE programs offered by other colleges in BC. TRU-OL provides:

- A partial program at the fundamental level and a wide range of courses at the Intermediate Certificate (Grade 10), Advanced Certificate (Grade 11), and BC Adult Graduation Diploma (Grade 12) levels
 - The flexibility to transfer courses from other colleges and schools or to demonstrate knowledge acquired through less formal learning
 - The opportunity to take prerequisites needed for entry to other post-secondary institutions
 - A wide range of related services, including English and mathematics assessments
- 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 3.
- The courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the 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 [at minimum be nineteen (19) years of age, or be eighteen (18) years of age and have been out of the public school system a minimum of twelve (12) months]. A minimum of one of the required courses must be completed through TRU-OL 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.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- Students who are undecided about their educational and career goals, or who need to improve their time-management and study skills, may register in an education and career planning (EDCP) course.
- Most ABE courses should be completed in seven and a half or nine months (30 or 36 weeks). Students have the option to finish sooner.

Intermediate Certificate

(Grade 10 equivalency)

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

Certificate Requirements

Four courses are required as follows:

English (one required)

ENGL 010, *Reading and Writing English*

ENGL 013, *Studying English*

Mathematics

MATH 014, *Intermediate Mathematics*

Science

SCIE 010, *General Science*

Elective (one required)

EDCP 010, *Intermediate Education and Career Planning*

EDCP 030, *Provincial Education and Career Planning*

Residency Requirement

Minimum of one of the required courses must be completed through TRU-OL.

- 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.
- Refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

Advanced Certificate

(Grade 11 equivalency)

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

Certificate Requirements

Four courses are required as follows:

English

ENGL 028, *Advanced English Skills*

Mathematics

MATH 024, *Advanced Mathematics*

Science (one required)

BISC 023, *General Biology*

CHEM 024, *Principles of Chemistry*

EASC 024, *Earth Science*

PHYS 024, *Introductory Physics*

Elective (one required)

BISC 023, *General Biology* *

CHEM 024, *Principles of Chemistry* *

EASC 024, *Earth Science* *

MATH 024, *Advanced Mathematics* *

PHYS 024, *Introductory Physics* *

SOST 024, *Exploring Canadian Issues*

SOST 028, *Canada and the Contemporary World*

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

Residency Requirement

Minimum of one of the required courses must be completed through TRU-OL.

- 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.
- Refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

BC Adult Graduation Diploma

(Grade 12 equivalency)

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

Diploma Requirements

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

Five courses, a minimum three of which are normally completed as an adult [at minimum be nineteen (19) years of age, or be eighteen (18) years of age and have been out of the public school system a minimum of twelve (12) months], are required as follows:

English (one required)

ENGL 030, *Introduction to Literature*

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

Mathematics (one required)

MATH 024, *Advanced Mathematics*

BUSM 131, *Accounting I* or an approved mathematics or accounting course at the Grade 11 level or higher

Electives (three required)

BISC 030, *Provincial Biology*

EDCP 030, *Provincial Education and Career Planning* (provided not used to fulfill the requirements for the ABE Intermediate Certificate)

ENGL 034, *Survey of British Literature* (assumes not used for English requirement)

FNST 030, *First Nations Studies I*

FNST 040, *First Nations Studies II*

GEOG 030, *Physical and Human Geography*

MATH 034, *Provincial Mathematics*

PHYS 034, *Senior Physics*

SOST 024, *Exploring Canadian Issues* or SOST 028, *Canada and the Contemporary World* (or Socials 11)

Residency Requirement

Minimum of one of the required courses must be completed through TRU-OL.

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 35) is not mandatory, although certain courses do have prerequisites.

Any course that is ministry-authorized by either the Ministry of Education (4 secondary-school credits) or the Ministry of Advanced Education as meeting the requirements for graduation may be used toward the BC Adult Graduation Diploma.

Courses taken through TRU-OL or at other recognized schools or colleges in BC or elsewhere can be assessed for credit toward the Advanced Certificate (page 35) and/or the BC Adult Graduation Diploma. A completed Program Admission/Transfer Credit form, provided at the end of this calendar and on the TRU-OL website, official transcripts from all schools and institutions attended, and the appropriate fee are required for an assessment. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs, or 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 have also been assessed as providing transferable credit. Credit can also be earned by demonstrating knowledge through challenge examinations or through the assessment of a portfolio. Refer to page 6 for more information.

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

Credit courses from BC post-secondary institutions used to meet the requirements of the Advanced Certificate or the BC Adult Graduation Diploma qualifications may also be used to meet the requirements of a TRU-OL program qualification.

- 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.
- Refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

Associate of Arts

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

The TRU-OL Associate of Arts degree program provides students with a broad academic education to prepare them for the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university transfer courses or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to admissions and transfer information on the Web at www.bccat.bc.ca. Courses used to complete this degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Arts degree ladders into the TRU-OL Bachelor of Arts (page 41) or Bachelor of General Studies (page 74) degrees. Course credit may also be used to complete other TRU-OL degrees.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

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

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

6 credits in natural science (e.g., astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a lab science

3 credits in mathematics, statistics, or computer science

9 credits of first-year or second-year university-level courses

Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

The first-year science requirement includes a 1-credit hands-on lab component (e.g., TRU-OL's BISC 120/125, 121/126; CHEM 110/115, 111/116; GEOG 110; GEOL 120; PHYS 110/115, 111/116). 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.

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

Associate of Science

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

The TRU-OL Associate of Science degree program provides students with a broad academic education to prepare them for the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university transfer courses or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to admissions and transfer information on the Web at www.bccat.bc.ca. Courses used to complete this degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Science degree ladders into the TRU-OL Bachelor of Arts (page 41) or Bachelor of General Studies (page 74) degrees. Course credit may also be used to complete other TRU-OL degrees.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's 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 TRU-OL's MATH 150, 230, STAT 102), of which 3 credits must be in calculus (e.g., TRU-OL's MATH 120 or 121; TRU-OL's MATH 101 and 104 do not meet this requirement)

18 credits of second-year courses in two or more of the following subject areas: natural science, mathematics (including statistics), or engineering science

6 credits of first-year or second-year university-level courses

Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

The first-year science requirement must include a minimum of one course with a hands-on lab component (e.g., TRU-OL's BISC 120/125, 121/126; CHEM 110/115, 111/116; GEOG 110; GEOL 120; PHYS 110/115, 111/116).

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

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.

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

Advanced Certificate in Liberal Arts

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

The TRU-OL Advanced Certificate in Liberal Arts provides students with a foundation for lifelong learning in liberal arts. This certificate provides opportunity to study in three designated arts and science areas: the humanities (including English), the social sciences, and science. Emphasis is on 300-level and 400-level curriculum.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

3 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Certificate Requirements

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

Note: One TRU-OL 399 course must be included.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Post-Baccalaureate Certificate in Liberal Arts

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

The TRU-OL Post-Baccalaureate Certificate in Liberal Arts 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 (including English), the social sciences, and science. 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

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website, including TRU-OL's 499, *Directed Studies*.

Directed Studies consists of concentrated study of a topic selected by the student in consultation with a tutor. 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-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 TRU-OL 399 course

3 credits TRU-OL 499, *Directed Studies*

3 credits of upper-level electives

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

Bachelor of Arts, General Program

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

The TRU-OL Bachelor of Arts, General Program provides students with a broad education in arts, with specialization in two subjects (15 upper-level credits each). Students may complete the program with concentrations in arts and science (English, economics, fine art, geography, history, psychology, or sociology), or in a combination of a business administration and an arts and science concentration. TRU-OL offers many courses that fulfill the degree requirements. Students may be required to complete additional courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Lower-level Requirements

Number of credits varies depending on the area of specialization

Upper-level Requirements (45 credits)

15 credits in each of two areas of specialization (e.g., business and administrative studies, English, economics, fine art, geography, history, psychology, sociology) for a total of 30 credits

15 upper-level elective credits

Elective Requirements

Number of credits varies depending on the area of specialization

May be lower-level or upper-level credit

Note

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied 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 page 6 for more information.

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

Bachelor of Arts, General Studies

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

The TRU-OL Bachelor of Arts, General Studies degree program provides students with a broad education in arts. Students complete the program with 30 credits of upper-level study in courses within the arts and science disciplines. 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 (pages 5–6).

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Upper-level Requirements (45 credits)

30 credits in arts and science disciplines (refer to page 44; most disciplines listed on page 44 are considered "arts"; education, business, and administrative studies courses are reviewed on a case-by-case basis; applied credit may not be used to meet arts requirements)

15 upper-level elective credits

Elective Requirements (51 credits)

May be lower-level or upper-level credit

Note

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied 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 page 6 for more information.

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

Bachelor of Arts, Major Program

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

The TRU-OL Bachelor of Arts, Major Program is designed for students wanting to specialize in one discipline. Students may complete one of the following four major programs: English, history, psychology, sociology.

The program requirements and any specific courses needed to complete the program are defined on the following pages. TRU-OL offers many courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the TRU-OL degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

Admission Requirements—All Majors

Open admission (pages 5–6).

Residency Requirements—All Majors

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Directed Studies—All Majors

Directed Studies consists of concentrated study of a topic in the discipline of the major selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major, and a minimum of 15 credits of upper-level courses in the subject of their major. As registration procedures differ for *Directed Studies* courses, students are required to consult with their 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 page 6 for more information.

Degree Requirements—English Major

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

Lower-level English Requirements (6 credits)

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

ENGL 221, *English Literature of the Eighteenth and Nineteenth Centuries* (3) 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 TRU-OL's ENGL 432)

3 credits in twentieth-century poetry and/or drama (may be TRU-OL's 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 TRU-OL's ENGL 424, 442)

3 credits of *Directed Studies* (ENGL 499)

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

Note: Technical and business writing courses, e.g., TRU-OL's ENGL 301, cannot be used to meet the upper-level English requirements.

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

Degree Requirements—History Major

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in mathematics and/or science

6 credits in social science

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

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

Lower-level History Requirements (6 credits)

6 credits of second-year history courses (may be TRU-OL's HIST 225, 241)

C average is required in lower-level HIST courses (including HIST 120 and 121).

Upper-level History Requirements (30 credits)

27 credits of upper-level history courses (may include TRU-OL's HUMN 301)

3 credits of *Directed Studies* (HIST 499)

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements—Psychology Major

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

3 credits in mathematics and/or science

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

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

PSYC 220, *Statistics in the Social Sciences* (3) or STAT 102, *Introduction to Probability and Statistics* (3) 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 TRU-OL's 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 TRU-OL's PSYC 344, 345, 346, 361)

3 credits of *Directed Studies* (PSYC 499)

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

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower-level or upper-level elective courses

Degree Requirements—Sociology Major

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

3 credits in mathematics and/or science

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

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

PSYC 220, *Statistics in the Social Sciences* (3) or STAT 102, *Introduction to Probability and Statistics* (3) 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 TRU-OL's 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 TRU-OL's POLI 399, SOCI 399, 422, 430, 431; or CNST, CRIM, HIST, WOST courses with approval of the program area)

3 credits of *Directed Studies* (SOCI 499)

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

Elective Requirements (57 credits)

15 credits of upper-level elective courses

42 credits of lower-level or upper-level elective courses

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

General Education Requirements—Arts and Science Degree Programs

TRU-OL degrees in arts, fine and performing arts [e.g., design, fine art, music (jazz studies; performance)], and science require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, the degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science. Courses in other discipline areas may not be used to meet general education requirements of specific programs; program descriptions identify these exclusions. 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 meet general education requirements for arts and science degrees.

Humanities

Art History
Classical Languages and Literature
Classical Studies
Comparative Literature
Communications
Creative Writing
Cultural Studies
History
Humanities
Journalism
Linguistics
Media Studies
Modern Languages and Literature
Music History
Philosophy
Religious Studies
Theatre Studies

Mathematics and/or Science

Astronomy
Biochemistry
Biology
Botany
Chemistry
Computer Science
Earth Science
Ecology
Environmental Science
Geology
Geophysics
Mathematics

Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Statistics
Zoology

Social Science

Anthropology
Archaeology
Criminology
Economics
International Relations
Political Science
Psychology
Regional/Human/Cultural Geography
Sociology

Other Disciplines

Administrative Studies
Asian Studies
Canadian Studies
Education
Environmental Studies
Gender Studies
Indigenous (First Nations) Studies
Kinesiology
Latin American Studies
Legal Studies
Urban Studies
Women's Studies

Bachelor of Design

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

The TRU-OL Bachelor of Design 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-level and upper-level degree requirements. However, students are required to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the TRU-OL degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 5–6). Contact a TRU-OL program advisor to determine eligibility.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Students residing outside BC must complete 6 credits of TRU-OL coursework.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements

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

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes art history and English)

6 credits in mathematics and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include TRU-OL's 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 page 6 for more information.

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

Bachelor of Fine Art

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

The TRU-OL Bachelor of Fine Art degree program balances and integrates the academic and studio requirements specific to fine art with general education requirements. The program is open to graduates of Georgian College of Applied Arts and Technology (Ontario) and to other applicants. TRU-OL offers some courses that fulfill both lower-level and upper-level degree requirements. However, students are required to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the TRU-OL degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

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 5–6). Contact a TRU-OL program advisor to determine eligibility.

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Students residing outside BC must complete 6 credits of TRU-OL coursework.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. 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.

Degree Requirements

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

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

Georgian College Students/Graduates

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

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

3 credits in mathematics and/or science

6 credits in social science

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

Other Applicants

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes art history and English)

6 credits in mathematics and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include TRU-OL's 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 page 6 for more information.

- For information on Georgian College's Fine Arts Advanced Diploma, contact Georgian College of Applied Arts and Technology:
www.georgianc.on.ca
705.728.1968

Bachelor of Music (Jazz Studies)

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

The TRU-OL Bachelor of Music (Jazz Studies) degree program balances and integrates the instruction of jazz, traditional music, and general education requirements. It is designed for self-employed professionals, those who want to continue their musical development as part of a liberal arts education, and those interested in teaching music. The program is open only to graduates of the Humber Institute of Technology and Advanced Learning (Ontario).

Admission Requirements

Completion of Humber's Music program (arranging/composition profile).

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Students residing outside BC must complete 6 credits of TRU-OL coursework.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. 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.

Degree Requirements

Completion of Humber's Music program and completion of additional credit, with a grade point average (GPA) of 2.0, to total 120 credits as required for the degree.

Specific categories of degree requirements are as follows:

General Education Requirements (27 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes music history and English)

3 credits in mathematics or science

6 credits in social science

6 credits of academic electives

Music/Jazz Studies History and Theory Requirements (30 credits, 24 at the upper level)

Contact a TRU-OL program advisor or Humber's Music program staff for specific requirements.

Jazz Studies Performance Requirements (63 credits, 21 at the upper level)

Contact a TRU-OL program advisor or Humber's Music program staff for specific requirements.

Note

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

- For information on Humber's Music program, contact Humber Institute of Technology and Advanced Learning:
www.humberc.on.ca
416.675.6622, ext. 3349

Bachelor of Music (Performance)

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

The TRU-OL Bachelor of Music (Performance) degree program balances and integrates academic and performance requirements in music with general education requirements. The program is open only to graduates of The Vancouver Academy of Music (BC) and The Glenn Gould School of The Royal Conservatory of Music (Ontario).

Admission Requirements

Completion of The Vancouver Academy of Music program (since 1994) or The Royal Conservatory of Music Performance Diploma program (since 1997).

Residency Requirements

6 credits of university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Students residing outside BC must complete 6 credits of TRU-OL coursework.

- For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music:
1270 Chestnut Street, Vancouver, BC V6J 4R9
604.734.2301
- For information on The Glenn Gould School program, contact the registrar of The Glenn Gould School of The Royal Conservatory of Music:
www.rcmusic.ca
416.408.2824
- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements

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

Specific categories of degree requirements are as follows:

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities (excludes English and music history)

3 credits in mathematics or science

6 credits in social science

Music History and Theory Requirements (number of credits varies)

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 page 6 for more information.

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

Master of Music (Performance and Pedagogy)

Offered in association with The Glenn Gould School of The Royal Conservatory of Music (Ontario)

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

The TRU-OL Master of Music (Performance and Pedagogy) degree program is offered for piano students who want to combine performing career objectives with outstanding teaching skills. The need for a graduate-level program in Canada to prepare musicians for a teaching career, particularly of senior music students, has been identified and recognized by The Glenn Gould School of the Royal Conservatory of Music and TRU-OL. Music professionals from across the country have expressed their desire to see the development of such a program to train a small but extremely influential group of pedagogical leaders for the twenty-first century.

Students benefit from practical, hands-on experience in technology, communications, and career management, as they delve into developmental psychology, physiology, learning theory, analysis for performers, and private studio teaching. The thesis offers students the opportunity to contribute to scholarship by designing and implementing instructional recitals or demonstrations that may be specific to their area of music discipline.

The program is open only to graduates of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance).

Contact the registrar of The Glenn Gould School of The Royal Conservatory of Music and the TRU-OL program advisor for more information.

Admission Requirements

Completion of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance).

Residency Requirements

Graduation project that synthesizes and reports on theoretical, experimental, clinical, or historical research and relies on research literature to develop and test new instructional activities for specific use in music pedagogy.

Degree Requirements

Completion of The Glenn Gould School of The Royal Conservatory of Music Artist Diploma (Performance) (44 credits) and the graduation project (6 credits), which may take the form of a document, lecture-recital, or multimedia project.

- The Glenn Gould School of The Royal Conservatory of Music
www.rcmusic.ca
416.408.2824

Bachelor of Science, General Program

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

The TRU-OL Bachelor of Science, General Program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required. 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. Students may be required to complete further specialized courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science

6 credits in social science

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Lower-level Requirements (24 credits)

MATH 120, *Calculus I* (3) and 121, *Calculus II* (3) or equivalents (TRU-OL's 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., TRU-OL's BISC 120, 121, 210, 220, 230, 260)

Chemical science (chemistry, biochemistry, e.g., TRU-OL's CHEM 110, 111)

Physical science (astronomy, physics, e.g., TRU-OL's PHYS 110, 111)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g., TRU-OL's GEOG 110, GEOL 120)

Mathematics (including statistics, e.g., TRU-OL's MATH 150, 210, 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

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) (page 6).

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

Bachelor of Science, Major Program

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

The TRU-OL Bachelor of Science, Major Program is designed for students wanting to specialize in biology/life science. TRU-OL defines the program requirements but does not offer all the required curriculum. Therefore, students need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and apply to transfer the credit to the TRU-OL degree program.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

6 credits of upper-level university coursework selected from university courses listed in this calendar or on the TRU-OL website.

Directed Studies

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

Degree Requirements

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

General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 44 for disciplines)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 do not meet this requirement)

6 credits in humanities other than English

6 credits in mathematics and/or science (these meet lower-level requirements)

6 credits in social science

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

Lower-level Requirements (27 credits)

MATH 120, *Calculus I* (3) and 121, *Calculus II* (3) or equivalents (TRU-OL's MATH 101 and 104 do not meet this requirement)

STAT 102, *Introduction to Probability and Statistics* (3) 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., TRU-OL's BISC 120, 121, 210, 220, 230, 260)

Chemical science (chemistry, biochemistry, e.g., TRU-OL's CHEM 110, 111)

Physical science (astronomy, physics, e.g., TRU-OL's PHYS 110, 111)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g., TRU-OL's GEOG 110, GEOL 120)

Mathematics (including statistics, e.g., TRU-OL's MATH 150, 210, 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); may be TRU-OL's BISC 350, 360, BOTA 399, ENST 399, 3 credits of *Directed Studies*

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

15 upper-level elective credits (may be science or non-science courses)

General Elective Requirements (24 credits)

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

Note

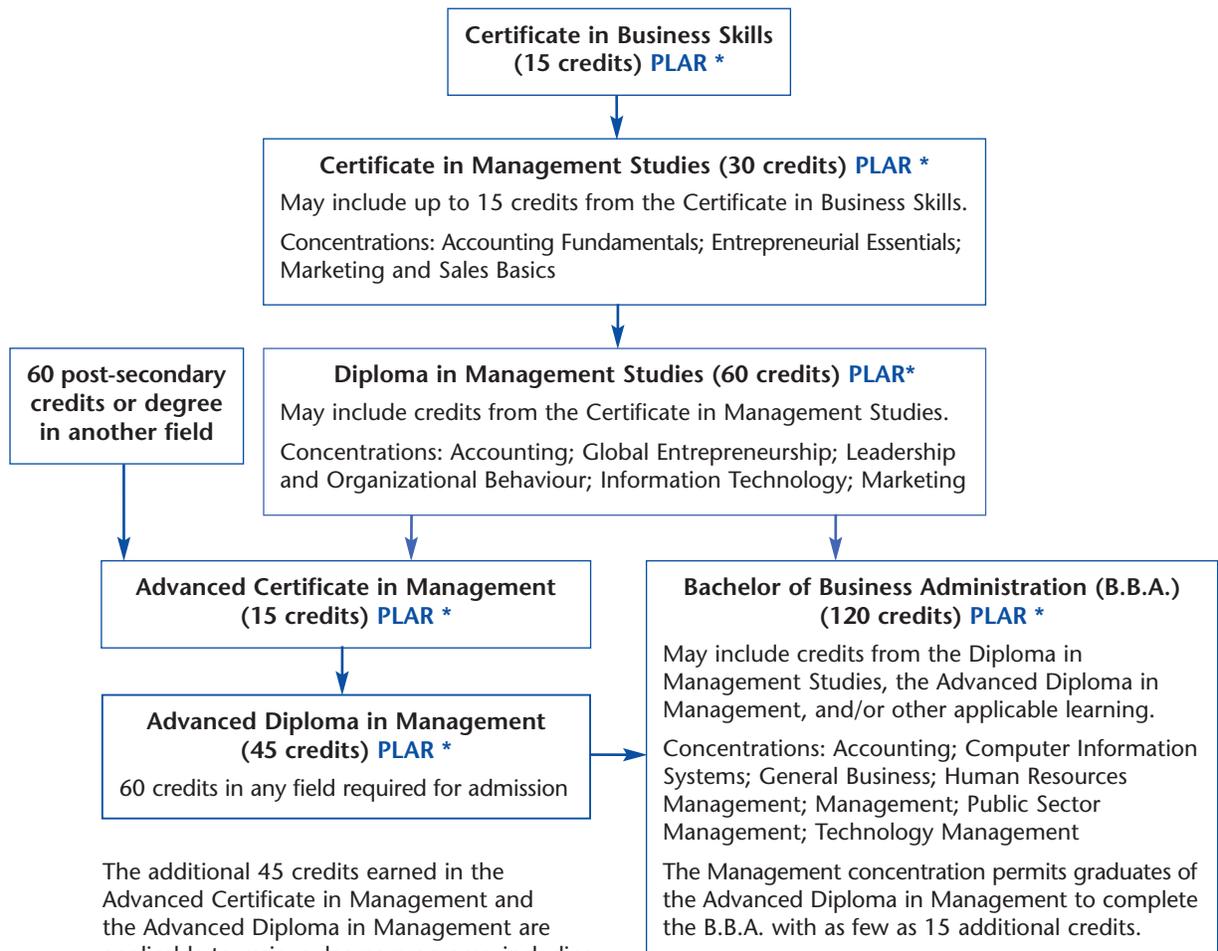
30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g., fine and performing arts studio courses and technology courses. Education, business, and administrative studies courses are reviewed on a case-by-case basis.

Selected Business and Management Studies Programs

TRU-OL offers a number of programs designed to develop supervision, business, and management skills. The chart illustrates the flexible structure of these business programs.

The chart is intended only to illustrate laddering opportunities. The pages following provide more information on each program's requirements. Refer to the TRU-OL website or contact Student Services for program updates.

- Students may earn a certificate, diploma, or degree by fulfilling the requirements of individual programs.
- Upon completion of a credential, students may receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- For the Certificate in Management Studies and Diploma in Management Studies, students may want to follow a program plan that fits their education goal.



The additional 45 credits earned in the Advanced Certificate in Management and the Advanced Diploma in Management are applicable to various degree programs, including the Bachelor of Business Administration and the Bachelor of General Studies.

* PLAR

Prior Learning Assessment and Recognition

Refer to page 6 for general information about PLAR. Students may receive up to fifty per cent 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.

Certificate in Business Skills

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

This certificate program, equivalent to a four-month classroom program, enables students to develop practical skills to work in businesses.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

Minimum 3 credits of TRU-OL coursework.

Certificate Requirements

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

Specific Course Requirements (6 credits)

ENGL 106, *Written Communication* (3)

3 credits in computer studies [TRU-OL's CMPT 118 or 119 (formerly CMPT 108 and 109) or CMPT 150 or equivalent]

Elective Requirements (9 credits)

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

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

Supervisory Option (9 credits)

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

BUSM 111, *Supervision* (3)

ADMN 222, *Introduction to Human Resource Management* (3) (under development) or equivalent

BUSM 213 (or ADMN 413), *Motivation and Productivity* (3)

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 approval from a TRU-OL program advisor, these courses can be included as electives in a TRU-OL certificate or diploma program.

Certificate in Management Studies

- This 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 and 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 or by completing 30 credits of coursework specified below. This program requires the same core courses as the Diploma in Management Studies (pages 54–55).

Admission Requirements

Open admission (pages 5–6). Students should have a grounding in quantitative courses, including Math 11 (Principles), MATH 024, or equivalent.

Residency Requirements

Minimum 3 credits of TRU-OL coursework.

Certificate Requirements

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

Required Core Courses (minimum 15 credits)

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

Minimum one of ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262), MATH 107, *Business Mathematics* (3), MATH 150, *Finite Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3)

ENGL 106, *Written Communication* (3)

ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)

3 credits in computer studies [TRU-OL's CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent]

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

Elective Requirements (up to 15 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses). Up to 9 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval.

Note

Students who started their studies in this certificate program prior to September 2002 may complete the program under the previous requirements.

Areas of Specialization (Optional)

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

Accounting Fundamentals

BUSM 131, 132; MATH 107 and/or MATH 150. Students completing ADMN 231 instead of BUSM 131/132 select an additional CGA or CMA transferable course.

Entrepreneurial Essentials

BUSM 100 (or 104); BUSM 131 or ADMN 231; ADMN 250 (formerly ADMN 350 or BUSM 151)

Marketing and Sales Basics

BUSM 100 (or 101), 155; ADMN 250 (formerly ADMN 350 or BUSM 151)

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

Mathematics Self-Assessment

A voluntary mathematics self-assessment is available from Student Services to help students select a mathematics course at the appropriate level. Refer to page 2 for more information.

Diploma in Management Studies

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

This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two-year full-time program. The diploma recognizes a student's achievement in completing a broad program of management studies. It is workplace-centred, which assumes that students have opportunities to apply many of the course concepts in their jobs or businesses. The program design allows students to complete their credentials in phases, starting with an introductory 15-credit credential, such as the Certificate in Business Skills (page 53), and then adding additional credentials. Many students complete the Certificate in Management Studies (pages 53–54) or an equivalent one-year program from another institution or college and then complete 30 credits primarily at the second-year level with TRU-OL to earn the diploma. The Diploma in Management Studies ladders into the TRU-OL Bachelor of Business Administration (pages 58–64).

Admission Requirements

Open admission (pages 5–6). Students should have a grounding in quantitative courses, including Math 11 (Principles), MATH 024, or equivalent.

Residency Requirements

Normally, minimum 6 credits of TRU-OL coursework.

Diploma Requirements (under review)

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

Required Core Courses (minimum 15 credits)

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

Minimum one of ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262), MATH 107, *Business Mathematics* (3), MATH 150, *Finite Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3),

ENGL 106, *Written Communication* (3)

ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)

3 credits in computer studies [TRU-OL's CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent]

Substitution of similar courses may be considered.

Elective Requirements (up to 45 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses) with 21 credits at the 200 level or higher. Up to 15 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval. Such credit may not be applicable to all degree programs.

Note

Students who started their studies in this diploma program prior to September 2002 may complete the program under the previous requirements.

Areas of Specialization (Optional)

Several areas of specialization are available or under development. Selection of appropriate electives and options leads to a Diploma in Management Studies with an optional specialization in one of the following fields (courses may not be listed in study sequence):

Accounting

ADMN 231 (BUSM 131 and 132 may replace ADMN 231), 233, 331, 333, 336, 341, 390; ECON 200, 201; MATH 150 and/or 107; STAT 102

Global Entrepreneurship in the Twenty-first Century

ADMN 250, 362 (formerly ADMN 262) and/or STAT 102; ADMN 365 or 380, 477; BUSM 100 (or 104); BUSM 131 or ADMN 231; ECON 200, 201. A course in international marketing (e.g., Athabasca University's MKTG 414) is also recommended.

Information Technology

ADMN 362 (formerly ADMN 262); BUSM 131 or ADMN 231; CMPT 212, 215, and at minimum 9 credits of other approved CMPT or CPSC courses. BUSM 100 (or 101 or 104), ADMN 233, 315, and 477 are also recommended.

Leadership and Organizational Behaviour

ADMN 320; BUSM 121 and ADMN 222 or ADMN 366 or another approved human resources management course; BUSM 213 (or ADMN 413). ADMN 367 and 483 are also recommended.

Marketing (under review; refer to the TRU-OL website for updates)

ADMN 250, 362 (formerly ADMN 262) and/or STAT 102, ADMN 363, 365; BUSM 100, 155; ECON 200. Courses in psychology and e-business or Web-based marketing, consumer behaviour and marketing research (under development) are also strongly recommended.

Laddering the Diploma to the TRU-OL B.B.A.

Students considering laddering the Diploma in Management Studies into the TRU-OL Bachelor of Business Administration (B.B.A.) (page 58–64) should consider including the courses listed below in their diploma program.

ADMN 250, *Introduction to Marketing* (3)

ADMN 336, *Financial Management* (3)
(formerly BUSM 236)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262)

ADMN 390, *Business Law* (3)

BUSM 131, *Accounting I* (3) and BUSM 132, *Accounting II* (3), or ADMN 231, *Introduction to Financial Accounting* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

MATH 107, *Business Mathematics* (3)

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

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

Advanced Certificate in Management

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

This advanced certificate program provides a sophisticated yet practical approach to the personnel and decision-making skills required by today's managers. Students should be working in or preparing for a supervisory or management position.

The program consists of 15 credits that can be applied to the TRU-OL Advanced Diploma in Management (page 57) and other TRU-OL programs.

The program has some unique features, policies, and procedures. Refer to the TRU-OL website at openlearning.tru.ca/management/ for details.

Courses in the program are Web-based, paced (delivered on the Web, with specific start and end dates) and are competency-based (minimum 70 per cent average on assignments and final project is required). Refer to the TRU-OL website at openlearning.tru.ca/programs/bus_mgmt/management/faq.html 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 page 6), is strongly recommended. Those employed in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements

While a minimum of 3 credits in the program must be completed through TRU-OL, normally all 15 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Certificate Requirements

15 credits, with a minimum grade of B- in each course, are required as follows:

Specific Course Requirements (15 credits)

ADMN 361, *Open Thinking* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) [students with an exemption for ADMN 362 can take ADMN 369, *Transition and New Beginnings* (3)]

ADMN 363, *Open Communication* (3)

ADMN 364, *Interpersonal Skills* (3)

ADMN 367, *The Inquiring Leader* (3) or ADMN 369, *Transition and New Beginnings* (3)

Students benefit by taking ADMN 361 before ADMN 363 and 364.

All courses offer condensed-study and challenge options to accommodate prior learning.

Up to two approved alternate courses (6 credits) can be considered on an individual basis.

Direct equivalency for the stated courses is restricted to similar competency-based courses.

Students may not take ADMN 362 (formerly ADMN 262) for further credit if they have credit for an equivalent course.

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

Advanced Diploma in Management

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

This advanced diploma program provides students with applied, recognized, and industry-standard business skills and knowledge. The program is designed for students with post-secondary diplomas (not necessarily in a business or management field) or equivalent and a minimum of two years' work experience. Credits earned can be applied to meet administrative studies or elective requirements in various TRU-OL degree programs, including the Bachelor of Business Administration (pages 58–64) and the Bachelor of General Studies (page 74).

This diploma program focuses on applied studies and real-world cases. Students work both independently and collaboratively to demonstrate industry-recognized standards of excellence. The resulting skill set enables graduates either to begin entrepreneurial ventures or to assume more senior management roles.

The program has some unique features, policies, and procedures. Refer to the TRU-OL website at openlearning.tru.ca/management/ for details.

Courses in the program are Web-based, paced (delivered on the Web, with specific start and end dates) and are competency-based (minimum 70 per cent average on assignments and final project is required). Refer to the TRU-OL website at openlearning.tru.ca/programs/bus_mgmt/management/faq.html for computer requirements.

Admission Requirements

Minimum of 60 credits of post-secondary studies and two years of relevant work experience. Applicants are required to submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form. Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) (page 6).

Courses in introductory financial accounting (ADMN 231) and introductory marketing (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 6 credits in the program must be completed through TRU-OL, normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

45 credits, with a minimum grade of B– in each course, are required as follows:

Required Courses (or equivalents)

- ADMN 361, *Open Thinking* (3)
- ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) [students with an exemption for ADMN 362 can take ADMN 369, *Transition and New Beginnings* (3)]
- ADMN 363, *Open Communication* (3)
- ADMN 364, *Interpersonal Skills* (3)
- ADMN 365, *Marketing for Managers* (3)
- ADMN 366, *Strategic Human Resource Management* (3)
- ADMN 367, *The Inquiring Leader* (3)
- ADMN 370, *Accounting for Managers* (3)
- ADMN 372, *Finance for Managers* (3)
- ADMN 390, *Business Law* (3) (formerly BUSM 241)
- ADMN 460, *Business and Society* (3) or ADMN 483, *Effective Leadership* (3) or approved equivalent
- ADMN 468, *Leading Projects to Success* (6) or approved equivalent

Additional Courses

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

- ADMN 369, *Transition and New Beginnings* (3)
- ADMN 468, *Leading Projects to Success* (6)
- ADMN 477, *E-Business in a Competitive Environment* (6)
- ADMN 483, *Effective Leadership* (3)

Students benefit by taking ADMN 361 before ADMN 363 and 364.

All courses offer condensed-study and challenge options to accommodate prior learning.

Students may not take ADMN 362 (formerly ADMN 262), 370, 372, 390 for further credit if they have received credit for an equivalent course.

General Education Requirements— Business Degree Programs

Some TRU-OL business degrees require 3 to 6 credits of university-level English and completion of requirements in humanities, natural science, and social science. Students are advised to consult with their 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 degrees.

Social Science/ Humanities

Social Science

Anthropology
Archaeology
International Relations
Political Science
Psychology
(not statistics/data
analysis courses)
Regional/Human/
Cultural Geography
Sociology

Humanities

Art History
Classical Languages
Classical Studies
Cultural Studies
History
Humanities
Journalism
Linguistics
Modern Languages
Music History
Philosophy
Religious Studies
Theatre Studies
(not Acting, Speech,
or Stage Craft)

Natural Science

Astronomy
Biochemistry
Biology
Botany
Chemistry
Earth Science
Ecology
Environmental Science
Geology
Geophysics
Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Zoology

Arts and Science Electives

Arts and science
electives include all
disciplines listed under
humanities, social
science, and natural
science, plus the
following disciplines:
Computer Science
Economics
English
Mathematics

B.B.A. Marketing Concentration in Development

In association with the Okanagan University College and BCcampus, TRU-OL is developing a series of new and revised marketing courses. It is anticipated that a concentration in Marketing will be offered within the TRU-OL B.B.A. in 2006. Refer to the TRU-OL website for updates.

Bachelor of Business Administration

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

The TRU-OL Bachelor of Business Administration (B.B.A.) degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators, and entrepreneurs in today's competitive economy. The degree offers both a practical management education and enough breadth in complementary academic subjects to prepare students to function effectively in complex organizations, small to medium enterprises, or the public sector.

Concentrations in Accounting, Computer Information Systems, General Business, Human Resources Management, Management, Public Sector Management, and Technology Management are offered within the TRU-OL B.B.A.

Admission Requirements

Formal admission is normally granted at the beginning of the third-year level of the B.B.A. While direct entry to 100-level and 200-level courses applicable to the program is possible, these are often taken as part of a qualifying program such as the TRU-OL Diploma in Management Studies (pages 54–55), Diploma in General Studies (page 74), Diploma in Information Technology and Management (page 85), Associate of Arts (page 37), or Associate of Science (page 38).

Formal admission, unless stated otherwise, requires completion of a minimum of 60 applicable credits or a suitable two-year diploma program. Refer to concentrations following and the TRU-OL website.

Applicants who do not meet stated requirements but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for courses taken and/or through prior learning assessment and recognition (PLAR).

Those applying with non-traditional credentials and/or experiential learning must submit a separate Application for Prior Learning Assessment and Recognition and required fee. Refer to the TRU-OL website or contact Student Services.

Those assessed as lacking some requirements may be admitted to the B.B.A. provisionally (pending completion of qualifying coursework).

Note the following points:

- Those with a BC community college diploma receive a block transfer of up to 60 credits toward the degree.

- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with the Certified General Accountants' Association (CGA) foundation, advanced, and PACE levels receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those who have completed the Certified Management Accountants (CMA) program may apply and normally are 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 program are eligible for provisional admission to the B.B.A. and may take TRU-OL courses concurrent to their CMA program.
- Those applying for the concentrations in Management, Public Sector Management, or Technology Management are required to meet additional admission requirements as stated on the following pages.
- Those who completed diplomas prior to 1998 are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.
- Those applying for selected collaborative offerings of the B.B.A. may be subject to unique admission requirements and procedures.

Concentration Requirements

Residency and degree requirements for the B.B.A. concentrations are listed on the following pages.

Degree requirements for all B.B.A. concentrations include general education requirements as follows:

General Education Requirements (18 credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102)

3 credits in natural science

6 credits in social science/humanities (other than economics, computer science/studies, mathematics, or English)

6 credits in arts and science electives [may include economics, mathematics, computer science (CPSC), and English]

B.B.A. Accounting Concentration

Generally, accounting diploma graduates and those pursuing a professional designation in accounting study this concentration. The courses prepare students for the Certified General Accountants (CGA), Certified Management Accountants (CMA), and Chartered Accountants (CA) professional-level programs.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3)
(formerly ADMN 232)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 336, *Financial Management* (3)
(formerly BUSM 236)

ADMN 366, *Strategic Human Resource Management* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)

ADMN upper-level course in advanced management accounting or advanced finance or ADMN 465, *Management Decision Making* (3)

ADMN 470, *Business Policy and Strategy* (3)

BUSM 121, *Management Principles and Practices* (3)

CMPT 215, *Systems Analysis and Design I* (3) *

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3) *

ENGL 107, *Business Communication* (3) *

MATH 150, *Finite Mathematics* (3) *

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

* Or approved alternative

Concentration Requirements (18 credits)

ADMN 331, *Intermediate Financial Accounting I* (3)
 ADMN 333, *Intermediate Management Accounting* (3)
 ADMN 341, *Intermediate Financial Accounting II* (3)
 ADMN 351, *Taxation* (3)
 Approved course in internal audit and control (3)
 Minimum one course in advanced financial accounting or accounting theory (3)
 Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (30 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements). Remaining professional association requirements not specified above may be applied here.

B.B.A. Computer Information Systems Concentration

This concentration is best-suited for students with a diploma in computing or information technology from an accredited institution.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (57 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3)
 ADMN 233, *Management Accounting* (3) or ADMN 370, *Accounting for Managers* (3)
 ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)
 ADMN 320, *Organizational Behaviour I* (3)
 ADMN 325, *Labour Relations* (3) or ADMN 366, *Strategic Human Resource Management* (3)
 ADMN 336, *Financial Management* (3) (formerly BUSM 236) or ADMN 372, *Finance for Managers* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)

ADMN 470, *Business Policy and Strategy* (3)

BUSM 121, *Management Principles and Practices* (3)

CMPT 212, *Database Concepts* (3)

CMPT 215, *Systems Analysis and Design I* (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)

or approved alternative

ENGL 107, *Business Communication* (3)

or approved alternative

MATH 100, *Pre-Calculus Mathematics* (3)

or MATH 104, *Calculus for Business and Management Sciences* (3) or approved alternative

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

Concentration Requirements (21 credits)

Approved upper-level computing courses (12 credits), including CMPT 300 (3), 315 (3), 350 (3), 412 (3), or similar courses approved for transfer credit

ADMN 477, *E-Business in a Competitive Environment* (6)

Project management course, e.g., ADMN 468 (6), or CMPT 407 (3) and additional approved 3-credit upper-level course

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

Elective Requirements (24 credits)

Normally, courses from the computing or computer science field (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. General Business Concentration

Generally, business/management diploma graduates pursue this concentration. This concentration enables students to take courses from a broad range of business administration subject areas or to focus on specialized fields such as accounting, marketing, human resources, and organizational leadership.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3)
(formerly ADMN 232) or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366,
Strategic Human Resource Management (3)

ADMN 336, *Financial Management* (3) (formerly
BUSM 236) or ADMN 372, *Finance for Managers* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)

ADMN 470, *Business Policy and Strategy* (3)

BUSM 121, *Management Principles and Practices* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)
or approved alternative

ENGL 107, *Business Communication* (3)
or approved alternative

MATH 104, *Calculus for Business and Management Sciences* (3) or MATH 107, *Business Mathematics* (3)
or approved alternative

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

Concentration Requirements (15 credits)

Approved upper-level administrative studies or economics courses (minimum 6 credits at 400 level)

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

Elective Requirements (33 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Human Resources Management (HRM) Concentration

Business and management diploma graduates may pursue this concentration. It is also open to students from a variety of two-year, post-secondary backgrounds such as an Associate of Arts (page 37), emphasizing the social sciences. This concentration enables students to take courses from a broad range of administrative subject areas, while focusing on courses particularly relevant to the HRM profession.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 222, *Introduction to Human Resource Management* (3) (under development)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3)
(formerly ADMN 232) or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 336, *Financial Management* (3) (formerly
BUSM 236) or ADMN 372, *Finance for Managers* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3))

ADMN 470, *Business Policy and Strategy* (3)

BUSM 121, *Management Principles and Practices* (3)

CMPT 212, *Database Concepts* (3)
or CMPT 215, *Systems Analysis and Design I* (3)

ECON 200, *Principles of Microeconomics* (3)
 ECON 201, *Principles of Macroeconomics* (3)
 ENGL 106, *Written Communication* (3)
 or approved alternative
 ENGL 107, *Business Communication* (3)
 or approved alternative
 MATH 107, *Business Mathematics* (3)
 or approved alternative
 STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (15 credits)

ADMN 325, *Labour Relations* (3)
 Minimum one of ADMN 366, *Strategic Human Resource Management* (3) or *Human Resource Planning* (BCIT)
 Minimum six approved 400-level credits, e.g., ADMN 466, *Managing Change* (3), ADMN 468, *Leading Projects to Success* (6), ADMN 483, *Effective Leadership* (3); courses from other institutions subject to approval
 Minimum one HRM speciality course, e.g., ADMN 413, *Motivation and Productivity* (3), *Occupational Health and Safety* (BCIT or Athabasca University), *Salary Administration* (BCIT), *The Canadian Training System* (Athabasca University)
 Minimum grade of C+ is required in each upper-level concentration course (minimum C+ grade requirement is not averaged).

Elective Requirements (33 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Management Concentration

This concentration is designed for students with experience working in a supervisory or management position. When possible, students in this concentration complete some or all of the following requirements within their first two years (or equivalent): general education courses, introduction to financial accounting, introduction to marketing, principles of microeconomics and/or macroeconomics, mathematics, and statistics. Those with a Diploma in Management Studies (pages 54–55) or Diploma in Business may receive more credit toward the B.B.A. with a concentration in General Business than for the B.B.A. with a concentration in Management.

The TRU-OL Advanced Certificate in Management (page 56) and Advanced Diploma in Management (page 57) ladder into this B.B.A. concentration.

Applicants submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form, unless they have already been formally admitted to the TRU-OL Advanced Diploma in Management (page 57).

Refer to the TRU-OL website at openlearning.tru.ca/management/ for more information.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (51 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3)
 ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)
 ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or ADMN 465, *Management Decision Making* (3) or equivalent
 ADMN 363, *Open Communication* (3) or equivalent
 ADMN 364, *Interpersonal Skills* (3) or equivalent
 ADMN 366, *Strategic Human Resource Management* (3) or equivalent
 ADMN 367, *The Inquiring Leader* (3) or equivalent
 ADMN 370, *Accounting for Managers* (3) or equivalent
 ADMN 372, *Finance for Managers* (3) or equivalent
 ADMN 390, *Business Law* (3) (formerly BUSM 241) or equivalent
 ADMN 460, *Business and Society* (3) or ADMN 483, *Effective Leadership* (3) or approved equivalent
 ADMN 470, *Business Policy and Strategy* (3) or approved equivalent
 ECON 200, *Principles of Microeconomics* (3)
 ECON 201, *Principles of Macroeconomics* (3)
 MATH 100, *Pre-Calculus Mathematics* (3) or MATH 107, *Business Mathematics* (3) or approved equivalent
 STAT 102, *Introduction to Probability and Statistics* (3)

Concentration Requirements (12 credits)

ADMN 361, *Open Thinking* (3)

ADMN 365, *Marketing for Managers* (3) or equivalent

ADMN 468, *Leading Projects to Success* (6)
or ADMN 477, *E-Business in a Competitive Environment* (6)

Minimum grade of B– is required in all competency-based courses [includes ADMN 361, 362 (formerly ADMN 262), 363, 364, 365, 366, 367, 369, 370, 372, 468, 477, 478, 479, 483].

Elective Requirements (39 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

B.B.A. Public Sector Management Concentration

Offered in collaboration with the University of Victoria (UVic) (BC), this program is available to applicants residing in Canada or outside Canada, subject to the approval of UVic. This concentration is designed for those who are, or aspire to be, managers in various levels of government, Crown agencies and corporations, and the non-profit sector.

Initial study toward this B.B.A. concentration can be in a wide variety of disciplines. Students ideally should complete 60 credits acceptable for this TRU-OL degree, including general education requirements, foundation courses in accounting and computing, and university-level electives. At the core of this concentration is the UVic Diploma in Public Sector Management or in Local Government Management. On completion of the UVic diploma, students normally can transfer all 32 to 36 credits to this B.B.A. concentration. Refer to the UVic website at web.uvic.ca/padm or email UVic at padm@uvic.ca or phone 250.721.8074.

Upon completion of the UVic diploma, students generally take a minimum of 24 additional credits, including 15 at the upper (300 or 400) level, and fulfill any outstanding general education, specific, or elective requirements to complete the total credit requirements of 120.

Admission Requirements

Admission to the UVic Diploma in Public Sector Management program or Diploma in Local Government Management program. Students usually submit the TRU-OL Program Admission/Transfer Credit form at the beginning of “third year,” once admitted to the UVic diploma program, together with confirmation of admission to the UVic diploma program and details of any advanced standing granted toward the diploma.

Residency Requirements

6 credits of TRU-OL coursework (normally, the residency requirements for the UVic diploma are 27 credits or 13.5 units of approved UVic School of Public Administration coursework).

Degree Requirements

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

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

Approved upper-level courses in administrative studies, generally including the 32–36 credits from the UVic Diploma in Public Sector Management or Local Government Management programs.

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3) (formerly ADMN 232) or ADMN 370, *Accounting for Managers* (3) or approved alternative

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 310, *Public Sector Economics* (3) *

ADMN 312, *Public and Non-Profit Sector Management* (3) *

ADMN 317, *Written Communications in the Public and Non-Profit Sectors* (3) *

ADMN 336, *Financial Management* (3) (formerly BUSM 236) or ADMN 372, *Finance for Managers* (3) or ADMN 421, *Financial Management* (3) *
or ADMN 448, *Local Government Finance* (3) *

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241) or ADMN 452, *Local Government Law* (3) *
or approved alternative

ADMN 409, *Leading and Managing in the Non-Profit Sector* (3) *

ADMN 422, *Ethical Public Management* (3) *
or approved alternative

ADMN 431, *Public Sector Human Resources and Labour Relations* (3) * or approved alternative

ADMN 434, *Serving Citizens: Managing Information and Engagement* (3) *

ADMN 454, *The Public Policy Process* (3) *

* Taken through UVic diploma programs

ECON 201, *Principles of Macroeconomics* (3)
or ADMN 445, *Urban and Regional Economics* (3)*

ENGL 199, *Introduction to University Writing* (3)
or approved alternative

MATH 107, *Business Mathematics* (3)
or MATH 150, *Finite Mathematics* (3)
or approved alternative

STAT 102, *Introduction to Probability and Statistics* (3)
or approved alternative

Concentration Requirements (12 credits)

ADMN 311, *Introduction to Public Administration* (3) *
or ADMN 423, *Local Government in BC* (3)

ADMN 314, *Public Sector Research and Analysis* (3) *
or approved alternative

ADMN 477, *Strategic Planning and Project Management* (3) *

Approved 400-level ADMN elective (3)

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

* Taken through UVic diploma programs

Elective Requirements (37 credits)

Courses from any discipline (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements). Many of these elective requirements can be satisfied in the initial two years of post-secondary education generally required prior to admission to the UVic Diploma in Public Sector Management program.

B.B.A. Technology Management Concentration

This concentration is intended for students with a Diploma in Technology, since electives normally are credits from a student's field of technology training, earned prior to enrolling in the B.B.A. Applicants should be employed in a suitable field to succeed in the designated applied courses, particularly project management. ADMN 477 (6) is recommended to students with remaining elective credits to fulfill. Applicants are required to submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form.

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (18 credits)

Refer to page 59.

Core Requirements (54 credits)

ADMN 231, *Introduction to Financial Accounting* (3)
or BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3)
or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366, *Strategic Human Resource Management* (3)

ADMN 336, *Financial Management* (3) (formerly BUSM 236) or ADMN 372, *Finance for Managers* (3)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262) or ADMN 465, *Management Decision Making* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)

ADMN 470, *Business Policy and Strategy* (3)

BUSM 121, *Management Principles and Practices* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

ENGL 106, *Written Communication* (3)
or approved alternative

ENGL 107, *Business Communication* (3)
or approved alternative

MATH lower-level course (3) (likely included in technology diploma program)

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

Concentration Requirements (9 credits)

Approved upper-level administrative studies course (3)

Project management course, e.g., ADMN 468, *Leading Projects to Success* (6) or suitable course focused on technology (6)

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

Elective Requirements (39 credits)

Normally, courses from the technology field (must include any upper-level credits outstanding toward a minimum of 45 credits for degree requirements)

Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of BC and the University of British Columbia (UBC)

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

Designed for members of the real estate industry wanting to upgrade their education, the TRU-OL Bachelor of Business in Real Estate degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be laddered into the degree.

The degree is based on a foundation of 45 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (DULE) and related offerings or approved equivalents. The other 75 credits include a combination of electives, general academic requirements, and courses in general business and administrative studies offered in a distance format through 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

6 credits of TRU-OL coursework.

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

TRU-OL 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 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102)

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 Courses (45 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3) or UBC BUSI 293 (3)

ADMN 233, *Management Accounting* (3) or ADMN 370, *Accounting for Managers* (3)

ADMN 250, *Introduction to Marketing* (3) (formerly ADMN 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3) or ADMN 366, *Strategic Human Resource Management* (3)

ADMN 336, *Financial Management* (3) (formerly BUSM 236) or ADMN 372, *Finance for Managers* (3)

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or CMPT 214 (UVic), *Decision Support Applications* (3)

ADMN 390, *Business Law* (3) (formerly BUSM 241)

ADMN 460, *Business and Society* (3)

ADMN 470, *Business Policy and Strategy* (3)

ECON 200, *Principles of Microeconomics* (3) or UBC BUSI 100, *Micro Foundations of Real Estate Economics* (3)

ECON 201, *Principles of Macroeconomics* (3) or UBC BUSI 101, *Capital Markets and Real Estate* (3)

ENGL 107, *Business Communication* (3) or UBC ENGL 301, *Technical and Business Writing* (3)

MATH 107, *Business Mathematics* (3) (exempt if UBC BUSI 121 taken)

STAT 102, *Introduction to Probability and Statistics* (3) (exempt if UBC BUSI 121 taken)

Real Estate Core Courses (24 credits) (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, 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:
www.realestate.ubc.ca
info@realestate.sauder.ubc.ca
 604.822.8444
 1.888.776.7733 (toll-free)

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

Bachelor of Technology (Technology Management)

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

The TRU-OL Bachelor of Technology (Technology Management) degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors, and managers in small and medium-sized organizations within a changing business and technical environment.

Admission Requirements

A two-year diploma in technology, or its equivalent. Admission into the degree program is determined on the basis of previous studies, work experience, and availability of suitable advanced technical specialty courses. Applicants are required to submit a résumé and letter of application (describing how they hope to benefit from the program) with their Program Admission/Transfer Credit form.

Those with a standard Diploma of Technology receive a block transfer of 60 lower-level credits.

Residency Requirements

6 credits of TRU-OL coursework.

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 58 for disciplines)

3 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102)

3 credits in humanities (generally upper level)

3 credits in economics (generally ECON 200)

3 credits in natural science (generally upper level)

3 credits in liberal arts and science elective

(may be upper level)

Management Requirements

(21 credits with minimum 12 upper-level credits)

ADMN 250, *Introduction to Marketing* (3)
(formerly ADMN 350 or BUSM 151)

ADMN 362, *Analytical Decision Making* (3)
(formerly ADMN 262)

ADMN 366, *Strategic Human Resource Management* (3)

Business development course, e.g., BUSM 100,
Doing Business in Canada (3) or ADMN 477,
E-Business in a Competitive Environment (6)

6–9 credits of approved business and
management electives

Advanced Technical Requirements

(15 upper-level credits)

Appropriate courses currently offered by TRU-OL
include some courses in computer studies (CMPT).
Transfer of advanced technical courses offered by
other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

3 credits in research methods (e.g., ADMN 314, *Public
Sector Research and Analysis* or BCIT TMGT 8102)
and/or individually approved alternatives

Minimum 6 credits in applied project management
[e.g., ADMN 468, *Leading Projects to Success* (6) or
CMPT 407, *Project Management* (3) and UVic CBIS
Directed Studies (3)]

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. 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.

Bachelor of Tourism Management

Offered with partner institutions

- Currently, this program is available only to applicants able to take certain courses in BC.

The TRU-OL Bachelor of Tourism Management degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration, and outdoor recreation, and for those with related programs and educational backgrounds. The degree forms an integral part of the BC Tourism Learning System.

Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before or after completion of the diploma program. Upper-level tourism courses should be taken last.

Note

Though TRU-OL does not offer most of the tourism/hospitality-specific courses in this program, a number are available (or under development) via online delivery through BCCampus (www.bccampus.ca). Various tourism/hospitality courses are also offered to part-time students through other BC post-secondary institutions, including Capilano College (www.capcollege.bc.ca; 604.984.4960), Malaspina University-College (web.mala.bc.ca/online/courses.htm; 250.740.6396), and TRU Kamloops (www.tru.ca; 250.371.5988).

Admission Requirements

Graduation from a recognized two-year tourism/hospitality program, with a grade point average (GPA) of 2.67 or higher, for the maximum block transfer toward the degree.

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

Residency Requirements

6 credits of TRU-OL coursework.

Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 58 for disciplines)

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

3 credits in statistics (e.g., STAT 102)

3 credits in humanities (other than English, e.g., HIST 225 or SPAN 100)

3 credits in introductory economics (e.g., ECON 200)

3 credits in approved geography (e.g., human, cultural, or regional geography relevant to tourism)

3 credits in natural science (e.g., BISC 100, GEOG 110, or GEOL 120)

Core Business and Tourism/Hospitality Course Requirements (typically part of approved diploma programs) (30–36 credits)

Tourism Management Stream

Minimum of one course from six of the following areas:

- Accounting (e.g., ADMN 231 and 233) *
- Computer Applications (e.g., CMPT 119) *
- Marketing (e.g., ADMN 250)
- Entrepreneurship I
- Business Communication (e.g., ENGL 106 and/or 107)
- Human Resource Management (e.g., ADMN 222)
- Organizational Behaviour (e.g., ADMN 320)

Minimum four courses in the following areas:

- Introduction to Tourism
- Tourism Business Law (e.g., ADMN 390)
- Co-op or Practicum *
- Community and Cultural Issues
- Environmental Stewardship

* Required to be taken in degree completion program if not taken in diploma or equivalent

Hospitality Administration Stream

Includes courses in all the following areas:

- Accounting (e.g., ADMN 231 and 233)
- Computer Applications (e.g., CMPT 119)
- Marketing (e.g., ADMN 250)
- Accommodations
- Hospitality Marketing
- Co-op or Practicum
- Business Communication (e.g., ENGL 106 and/or 107)
- Human Resource Management (e.g., ADMN 222)
- Organizational Behaviour (e.g., BUSM 320)
- Food and Beverage Service
- Hospitality Law

Other Elective Requirements (24–30 credits)

Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs.

Upper-level Requirements (24 credits)

Advanced courses in all the following areas:

- Tourism Policy and Planning (3)
- Financial Management for Tourism (3) (e.g., ADMN 336 or 370)
- Entrepreneurship II (3)
- Community and Cultural Issues II (3)
- People Management/Human Relations (3) (e.g., ADMN 366)
- Organizational Leadership (3) (e.g., ADMN 483)
- Advanced Communication (3) (e.g., ADMN 363)
- Graduating Seminar (3)

Upper-level Tourism or Hospitality Specialty Course Requirements (15 credits)

Minimum one course in the following areas:

- Marketing Research (3) **
- Promotions Management (3) **
- Consumer Behaviour (3) **
- International Tourism Marketing (3) **

Plus additional upper-level tourism or hospitality specialty courses (up to 12 credits), approved by a TRU-OL program advisor

** Suitable TRU-OL courses under development

Post-Baccalaureate Certificate in Business Administration

- This 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 program provides students with the conceptual, people-management, and decision-making tools often needed for successful career progression or transition into management. 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 four-year/120-credit baccalaureate degree in a field *other than* business administration or commerce.

Residency Requirements

Minimum 3 credits of TRU-OL coursework.

Certificate Requirements

15 credits, with a minimum 6 credits at the upper (300 or 400) level and minimum graduating grade point average (GPA) of 2.0, are required. Students cannot have applied any of the 15 credits to meet requirements of a previous baccalaureate degree. Students select 3 credits from each of Groups A, B, and C, plus 6 elective credits from Group D, and take courses in an order that ensures adequate prerequisite preparation. Students may be exempt from certain prerequisites based on work experience, related coursework, or other skills and knowledge (students should consult with the program advisor).

Students with credit as part of their prior degree(s) for courses equivalent or similar to some courses in Groups A, B, C, and D are required to complete alternative coursework approved by TRU-OL.

Group A (Decision Making) (3 credits)

- ADMN 233, *Management Accounting* (3)
- ADMN 315, *Production and Operations Management* (3)
- ADMN 333, *Intermediate Management Accounting* (3)
- ADMN 336, *Financial Management* (3) (formerly BUSM 236) or ADMN 372, *Finance for Managers* (3)
- ADMN 361, *Open Thinking* (3)
- ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262)

- ADMN 365, *Marketing for Managers* (3)
- ADMN 370, *Accounting for Managers* (3) (not with ADMN 232 or 332)
- ADMN 465, *Management Decision Making* (3)
- ADMN 477, *E-Business in a Competitive Environment* (6) (only 3 credits can be applied)
- ECON 200, *Principles of Microeconomics* (3)
- ECON 310, *Economic and Business Statistics* (3)

Group B (Interpersonal/People Management) (3 credits)

- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Labour Relations* (3)
- ADMN 363, *Open Communication* (3)
- ADMN 364, *Interpersonal Skills* (3)
- ADMN 366, *Strategic Human Resource Management* (3)
- ADMN 367, *The Inquiring Leader* (3)
- ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)
- ADMN 413, *Motivation and Productivity* (3)
- ADMN 468, *Leading Projects to Success* (6) (only 3 credits can be applied)
- ENGL 107, *Business Communication* (3)

Group C (Conceptual) (3 credits)

- ADMN 380, *International Business* (3)
- ADMN 460, *Business and Society* (3)
- ADMN 468, *Leading Projects to Success* (6) (only 3 credits can be applied)
- ADMN 470, *Business Policy and Strategy* (3)
- ADMN 477, *E-Business in a Competitive Environment* (6) (only 3 credits can be applied)
- ADMN 483, *Effective Leadership* (3)

Group D (Business/Management Electives)

Recommended courses:

- ADMN 231, *Introduction to Financial Accounting* (3)
 - ADMN 250, *Introduction to Marketing* (3)
 - ADMN 390, *Business Law* (3)
 - STAT 102, *Introduction to Probability and Statistics* (3)
- Additional courses from Groups A, B, or C, or other approved courses in administrative studies, business, computer studies (200 level or above), mathematics, or economics

Post-Baccalaureate Diploma in Business Administration

- This 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 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 or human resources. The wide choice of courses permits students to meet individual needs and interests and offers sufficient depth and rigour to challenge degree holders. Students may specialize in the diploma program. Optional areas of specialization currently available are listed; a marketing specialization is under development.

On completion of the first 15 credits of the diploma program, students may be eligible to graduate with a Post-Baccalaureate Certificate in Business Administration.

Admission Requirements

Recognized four-year/120-credit baccalaureate degree in a field *other than* business administration or commerce.

Residency Requirements

Minimum 6 credits of TRU-OL coursework.

Diploma Requirements (under review)

30 credits, with a minimum 15 credits at the upper (300 or 400) level and minimum graduating grade point average (GPA) of 2.0, are required. Students cannot have applied any of the 30 credits to meet requirements of a previous baccalaureate degree. Students first complete the 15-credit TRU-OL Post-Baccalaureate Certificate in Business Administration (page 69) (includes at minimum one course from decision making, interpersonal/people management, and conceptual competency areas, plus at minimum 6 credits at the upper level). The remaining 15 credits are selected in consultation with a program advisor and may include most courses in administrative studies, business management, computer studies (200 level or above), economics, mathematics (normally, MATH 104 or 107), and statistics.

Students with credit as part of their prior degree(s) for courses equivalent or similar to some of the diploma courses are required to complete 30 credits of alternative coursework approved by TRU-OL.

Specializations

Specializations require completion of specific courses as follows (can take some prior to final 15 credits):

Accounting and Finance

Prerequisites: ADMN 231 and STAT 102 (or equivalents). Some background in the mathematics of finance is also beneficial (suitable courses can be included in the Post-Baccalaureate Certificate in Business Administration).

ADMN 233, *Management Accounting* (3)

ADMN 331, *Intermediate Financial Accounting I* (3)

ADMN 333, *Intermediate Management Accounting* (3)

ADMN 336, *Financial Management* (3) (formerly BUSM 236)

ADMN 341, *Intermediate Financial Accounting II* (3)

Human Resources and Organizational Behaviour

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3)

ADMN 366, *Strategic Human Resource Management* (3)

Minimum one of ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)

Minimum one of ADMN 413, *Motivation and Productivity* (3) or ADMN 468, *Leading Projects to Success* (6)

Leadership

Prerequisite: ADMN 367 (included in the Post-Baccalaureate Certificate in Business Administration)

ADMN 460, *Business and Society* (3)

ADMN 468, *Leading Projects to Success* (6)

ADMN 483, *Effective Leadership* (3)

Minimum one of ADMN 369, *Transition and New Beginnings* (3) or ADMN 466, *Managing Change* (3)

Strategic Management

Prerequisites: ADMN 231 (or equivalent) and ADMN 367. ADMN 250 and ECON 200 or ADMN 310 may be helpful, depending on suitability (suitable courses can be included in the Post-Baccalaureate Certificate in Business Administration).

ADMN 370, *Accounting for Managers* (3) or ADMN 233, *Management Accounting* (3)

ADMN 372, *Finance for Managers* (3) or ADMN 336, *Financial Management* (3)

ADMN 460, *Business and Society* (3)

ADMN 470, *Business Policy and Strategy* (3)

ADMN 483, *Effective Leadership* (3)

Business Courses Chart Guide

The chart on the following pages shows:

- By subject, 100-level and 200-level business and management studies courses delivered by TRU-OL.
- By subject, 300-level and 400-level administrative studies courses delivered by TRU-OL.
- Courses delivered by other educational institutions and applicable to business credentials.
- Courses marked “M” carry a credit-free option. Refer to page 23 for more information.
- Checked (✓) boxes indicate the professional associations that grant exemptions for courses delivered by TRU-OL.

Not all business and management studies courses are listed on the chart. Refer to the course descriptions for specific course details.

Professional Associations

Professional associations oversee standards of practice and qualifications for certain occupations. In most cases, a professional designation can be earned by combining appropriate work experience (determined by the association) with a prescribed program of studies. Employers often use these designations, or enrolment/registration in these programs, in their hiring decisions. Many professional associations recognize the credits earned through 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. 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 association examinations/assessments, and course transfer is not applicable, though some TRU-OL courses are suggested.

- Contact the specific professional association for more information.

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

ICB Institute of Canadian Bankers
www.icb.org
 514.282.9480 or 1.800.361.7339

II Insurance Institute of Canada
www.iic-iac.org
 416.362.8586
 (TRU-OL-delivered courses only, upon approval)

LGMA Local Government Management Association
www.lgma.ca
 250.383.7032

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
 info@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 71 for more information.

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
Accounting and Finance																
ADMN 231	<i>Introduction to Financial Accounting</i>	3	M	✓	✓			✓	✓	✓			✓	✓		
ADMN 233	<i>Management Accounting</i>	3	M		*			✓	✓	✓	✓		✓			
ADMN 331	<i>Intermediate Financial Accounting I</i>	3	M	*	✓			*					✓			
ADMN 333	<i>Intermediate Management Accounting</i>	3	M	✓	*			✓					✓			
ADMN 336	<i>Financial Management</i>	3		✓	✓		✓	✓		✓			✓			
ADMN 341	<i>Intermediate Financial Accounting II</i>	3	M	*	✓			*					✓			
ADMN 351	<i>Taxation</i>	3														
ADMN 370	<i>Accounting for Managers</i>	3	M										✓			
ADMN 372	<i>Finance for Managers</i>	3	M													
ADMN 461	<i>Accounting Theory</i>	3														
BUSM 131	<i>Accounting I</i>	3		✓	*		✓	*	✓	*	*	✓	*	✓		
BUSM 132	<i>Accounting II</i>	3		✓	*		✓	*	✓	*	*	✓	*	✓	✓	✓
Business and Management Studies																
ADMN 315	<i>Production and Operations Management</i>	3	M					✓					✓			
ADMN 361	<i>Open Thinking</i>	3	M													
ADMN 362	<i>Analytical Decision Making (was ADMN 262)</i>	3														
ADMN 369	<i>Transition and New Beginnings</i>	3	M													
ADMN 380	<i>International Business</i>	3	M					✓								
ADMN 390	<i>Business Law</i>	3		*	✓	✓	✓	✓	✓	✓		✓	✓	✓		
ADMN 460	<i>Business and Society</i>	3	M		✓					✓	✓					
ADMN 465	<i>Management Decision Making</i>	3	M						✓							
ADMN 468	<i>Leading Projects to Success</i>	6	M													
ADMN 470	<i>Business Policy and Strategy</i>	3			✓		✓	✓		✓	✓		✓			
BUSM 100	<i>Doing Business in Canada</i>	3					✓						✓	✓		
Communication																
ADMN 363	<i>Open Communication</i>	3	M		✓											
ENGL 106	<i>Written Communication</i>	3					✓	✓								
ENGL 107	<i>Business Communication</i>	3		✓	*		✓		✓	✓		✓	✓	✓		
Economics																
ECON 200	<i>Principles of Microeconomics</i>	3	M	✓	*	*	✓	✓	*		✓	*	✓	✓	✓	✓
ECON 201	<i>Principles of Macroeconomics</i>	3	M	✓	*	*	✓	*		✓	*	✓	✓	✓		
ECON 350	<i>Managerial Economics</i>	3	M								✓		✓			

✓ Course exemption granted by professional association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

◇ No exemption—challenge examination granted.

BUSINESS AND MANAGEMENT STUDIES

			Credits	Credit-free	AI	CA	CGA	CHIA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
Information Technology																	
ADMN 477	<i>E-Business in a Competitive Environment</i>	6	M														
CMPT 118	<i>Introduction to Information Technology</i>	3	M		*								✓	✓		*	
CMPT 119	<i>Computer Applications in Business</i>	3	M		*					✓			✓	✓		*	
CMPT 150 (UVic)	<i>Computer Concepts</i>	3			◆					✓		✓	✓			*	
CMPT 212 (UVic)	<i>Database Concepts</i>	3										✓					
CMPT 214 (UVic)	<i>Decision Support Applications or equivalent</i>	3										✓	✓				
CMPT 215 (UVic)	<i>Systems Analysis and Design I</i>	3			◇				✓								
CMPT 407 (UVic)	<i>Project Management</i>	3															
CMPT 412 (UVic)	<i>Human Side of Information Systems</i>	3										✓					
Marketing and Sales																	
ADMN 250	<i>Introduction to Marketing</i>	3	M		✓			✓	✓		✓	✓	✓	✓	✓	✓	✓
ADMN 365	<i>Marketing for Managers</i>	3	M														
BUSM 155	<i>Selling Professionally</i>	3	M														
Mathematics and Statistics																	
ECON 310	<i>Economic and Business Statistics</i>	3				*			✓			✓		✓			
MATH 104	<i>Calculus for Business, Management Sciences</i>	3	M														
MATH 107	<i>Business Mathematics</i>	3			*◇												
STAT 102	<i>Introduction to Probability and Statistics</i>	3	M		* ✓	*			✓								
Organizational and Human Resource Management																	
ADMN 222	<i>Intro to Human Resource Management</i>	3															
ADMN 320	<i>Organizational Behaviour I</i>	3	M		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ADMN 325	<i>Labour Relations</i>	3	M							✓			✓				
ADMN 364	<i>Interpersonal Skills</i>	3	M								✓						
ADMN 366	<i>Strategic Human Resource Management</i>	3	M		✓				✓						✓		
ADMN 367	<i>The Inquiring Leader</i>	3	M														
ADMN 413	<i>Motivation and Productivity</i>	3	M						✓	✓	✓	✓					
ADMN 466	<i>Managing Change</i>	3	M							✓							
ADMN 483	<i>Effective Leadership</i>	3															
BUSM 111	<i>Supervision</i>	3								✓	✓						✓
BUSM 121	<i>Management Principles and Practices</i>	3								✓	✓	✓	✓	✓	✓	✓	✓
BUSM 213	<i>Motivation and Productivity</i>	3	M						✓	✓	✓	✓					
Public Sector Management																	
ADMN 310 (UVic)	<i>Public Sector Economics</i>	3															
ADMN 311 (UVic)	<i>Introduction to Public Administration</i>	3															
ADMN 312 (UVic)	<i>Managing in Public and Non-Profit . . .</i>	3									✓	✓		✓			
ADMN 314 (UVic)	<i>Public Sector Research and Analysis</i>	3															
ADMN 317 (UVic)	<i>Written Communications . . .</i>	3															
ADMN 409 (UVic)	<i>Leading and Managing . . . Non-Profit Sector</i>	3															
ADMN 421 (UVic)	<i>Financial Management</i>	3															
ADMN 422 (UVic)	<i>Ethical Public Management</i>	3															
ADMN 423 (UVic)	<i>Local Government in British Columbia</i>	3															
ADMN 431 (UVic)	<i>Public Sector HR and Labour Relations</i>	3															
ADMN 434, 445, 448, 452, 454 (UVic)		3															

General Studies Program

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 all 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 recognition for prior learning.

Certificate, diploma, and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) (page 6).

Certificate in General Studies or Diploma in General Studies

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

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

3 credits of university coursework, selected from university courses listed in this calendar or on the TRU-OL website.

Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 100 or above are required. 15 of these credits may be applied 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

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

The TRU-OL Bachelor of General Studies degree program allows students to structure their program with as much or as little subject specialization as they want. 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 (pages 5–6).

Residency Requirements

6 credits of upper-level university coursework, selected from university courses listed in this calendar or on the TRU-OL website.

Degree Requirements

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

General Education Requirements (6 credits)

6 credits in English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103; TRU-OL's ENGL 106 and 107 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-level 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.

Courses Apply to Other TRU-OL Credentials

Courses taken for the Certificate in General Studies or the Diploma in General Studies may be applied toward other TRU-OL credentials.

Home Support Attendant Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is primarily designed for people working at minimum part-time in home support or volunteering at related community service organizations who want to upgrade their knowledge and skills and obtain a certificate. Those not yet working in the field are required to confirm that a local home support agency will support a 110-hour supervised practice placement (60-hour practicum and 50-hour preceptorship) and a long-term care/residential facility will support a 75-hour preceptorship. Upon submission of the agency/facility contact information, TRU-OL negotiates the site(s) on the applicant's behalf.

Students complete the certificate requirements through home study and supervised practice in community and lab settings. Home study aids include study guides with learning activities, tutor support, tutor-marked assignments, readings files, and educational videos to complement the readings.

TRU-OL reserves the right to alter the schedule and availability of courses in the program. When feasible, practicum and clinical experiences take place in the student's region. However, when this is not the case, any travel and accommodation costs required to attend are at the student's expense.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses with practicum/lab activities are held in BC and are available only to students residing in BC. Applicants residing outside BC who want to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance with active participation in all prescribed practicum/lab activities is required. Students are responsible for all costs associated with practicum/lab activities. Practicum/lab activities may be limited by location, time of year, and space. Enrolment may be limited.

Courses that do not have practicum/clinical/workshop/lab activities are available to students in any location. Students residing outside BC are responsible for additional costs.

Admission Requirements

Proof of employment in home support (or volunteer work in community service agencies) and/or an interest in pursuing a career in home support; proof of English reading comprehension and writing ability at the Grade 10 level as measured by a standardized test; satisfactory medical declaration from a general or family physician or a family nurse practitioner; references/recommendation to confirm suitability for this occupation; completed Program Admission/Transfer Credit form; up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); current, valid First Aid Certificate (covering infants and adults); current, valid CPR Level C Certificate (covering infants and adults); satisfactory current criminal records search (page 77); phone interview with program coordinator.

Certificate Requirements

Specific Course Requirements (15.5 credits)

HOME 143, *Nutrition for Home Support* (0.5)

HOME 144, *Work Role and Home Safety, Management* (1)

HOME 150, *Health: Lifestyle and Choices* (1.5)

HOME 160, *Interpersonal Communications* (2)

HOME 170, *Health and Healing* (3)

HOME 179, *Practicum* (1.5)

HOME 181, *Personal Care Skills* (Theory) (2)

HOME 187, *Personal Care Skills Lab* (1)

HOME 190, *Special Needs* (1.5)

HOME 199, *Preceptorship* (1.5)

Students with extensive home support experience may be eligible for modified versions of the practicum and preceptorship courses.

- Contact Student Services for the program admission package.
- 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.
- Refer to the TRU-OL website or contact Student Services for program updates.

Practical Nurse Access Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed to provide those who have a Resident Care Attendant Certificate (RCA) or combined Home Support Attendant/Resident Care Attendant Certificate (HSA/RCA) from a BC public post-secondary institution with the opportunity to become eligible for registration as a licensed practical nurse (LPN) in BC. Applicants with Long-term Care Aide certification are required to upgrade their knowledge to meet the competencies as an RCA, (e.g., by completing PNAP 101, *Care for Special Needs Adults*). Applicants with other education or experience must demonstrate their eligibility for entrance. All students must successfully complete PNAP 100, *Pre-Nursing Mathematics* before starting this certificate program.

Approved by the College of Licensed Practical Nurses of BC (CLPNBC), this certificate program consists of ten courses taken over two semesters (access and third), plus a practicum and five-week preceptorship. The first semester (access) addresses health promotion and illness prevention in community care and gerontology. The third semester focuses on health promotion in an acute care setting. Generally, the practicum experience is organized in a group format with an assigned clinical instructor. The preceptorship may take place in a variety of practice environments, including community, gerontology, and acute care. The selection of student placement for the preceptorship is based as much as possible on student preference, depending on placement availability.

On successful completion of the certificate program, students are eligible to write the Canadian Practical Nurse Registration Examination. Passing the examination is one requirement for licensure in BC. The CLPNBC can provide information about additional requirements.

Note

Courses with clinical activities are held in BC and are available only to students residing in BC. Applicants residing outside BC who want to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance with active participation in all prescribed lab and clinical activities is required. Students are responsible for all costs associated with clinical activities. Clinical activities may be limited by location and time of year. Clinical placement cannot be guaranteed in the student's home region.

Admission Requirements

Following with proof must accompany applications (refer to the TRU-OL website or contact Student Services about options to admission prerequisites): BC Grade 12 or equivalent with minimum grades of C in BC Biology 12 or equivalent, English 12 or equivalent, BC Math 10 or equivalent; acceptable RCA or HSA/RCA Certificate from BC public post-secondary institution, or as assessed by TRU-OL on an individual basis (LTCA and CCA graduates are required to upgrade their certificates to RCA level), or successful completion of PNAP 101; completion of ABE English test; 850 hours of employment as an RCA in the last five years; recommendation by current or recent employer to apply for program admission; current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C); completion of PNAP 100 (NC), with a minimum grade of 90 per cent.

Following are required upon acceptance into the program: satisfactory medical declaration from a general or family physician or a family nurse practitioner; up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); satisfactory current criminal records search (page 77); nurse's uniform and shoes appropriate to the clinical agency.

Certificate Requirements

Specific Course Requirements (39.5 credits)

- PNAP 112, *Human Anatomy and Physiology* (2.5)
- PNAP 110, *Foundations and Human Relationships* (3)
- PNAP 114, *Health and Healing A* (5)
- PNAP 116, *Nursing Arts A* (4) (course under review)
- PNAP 118, *Practicum A* (4) (course under review)
- PNAP 122, *Health B and Professional Issues* (1.5) *
- PNAP 124, *Healing B* (3.5) *
- PNAP 126, *Nursing Arts B* (5.5) *
- PNAP 128, *Practicum B* (5.5) *
- PNAP 138, *Preceptorship* (5) *

* Course in development (refer to the TRU-OL website or contact Student Services for updates)

Students may take courses on a part-time basis and may take some courses concurrently. Students must complete program requirements in a maximum time of two and a half years. In some instances, students may move ahead with their courses while waiting for a practicum placement or exam session.

- Contact Student Services for the program admission package.

Practical Nurse Refresher Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed to help applicants update their nursing knowledge, skills and competencies to return to active nursing practice. Approved by the College of Licensed Practical Nurses of British Columbia (CLPNBC), this program is self-paced and may be available on a part-time or full-time basis; however, TRU-OL reserves the right to alter the scheduling of courses in the program.

The program combines theoretical study, lab, and clinical practice to enable students to re-enter practical nursing with competence and confidence. All theory coursework, including the theoretical portions of lab course(s), may take place in any setting. Lab skills demonstration, supervised practice, and assessments of student performance of lab skills and competencies take place in laboratory settings. More specifically, “hands-on” physical assessments and skills in the form of demonstration, supervised practice, and the student’s application of skills and competencies take place in a lab setting in one of the following locations (student numbers permitting): TRU-OL Burnaby, TRU Kamloops, or other labs in the Lower Mainland or Vancouver Island.

If possible, clinical/practice activities take place in long-term care, community, and acute-care institutions or agencies in the student’s home region.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses with lab and clinical/practice activities are held in BC and are available only to students residing in BC. Applicants residing outside BC who want to complete the program may register in lab and clinical/practice courses provided that TRU-OL is able to secure appropriate lab facilities and clinical/practice placements. Punctual attendance with active participation in all prescribed lab and clinical/practice activities is required. Students are responsible for all costs associated with clinical/practice activities. Clinical/practice activities may be limited by location and time of year. Clinical/practice placement cannot be guaranteed in the student’s home region.

Admission Requirements

Educational requirements: successful completion of a licensed practical nurse (LPN) or registered nurse (RN) program recognized by the CLPNBC and current licence or assessment by the CLPNBC (official transcripts required); BC Grade 12 or equivalent with minimum grade of C+ (official transcripts required); proof of verbal and written English proficiency (official transcripts or document required). Refer to the CLPNBC website at www.clpnbc.org or the TRU-OL website or contact Student Services for details about currency of grades and scores.

General requirements: satisfactory medical declaration from a general or family physician or a family nurse practitioner; satisfactory current criminal records search (refer to policy on this page).

Specific requirements for the lab skills and competencies part of the program: up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); prior learning assessment and recognition (PLAR) of applicant’s lab knowledge, skills, and competencies for determining the length of lab courses.

Specific requirements for the clinical/practice part of the program: satisfactory medical declaration from a general or family physician or a family nurse practitioner; satisfactory current criminal records search (refer to policy on this page); up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); current Cardiopulmonary Resuscitation Certificate (CPR) at the Basic Life Support—Level C; prior learning assessment and recognition (PLAR) of applicant’s lab knowledge, skills, and competencies for determining the length of lab and clinical/practice courses.

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.

Certificate Requirements

Specific Course Requirements (35–38 credits)

- PNRP 100, *Nursing Mathematics* (1)
 PNRP 112, *Human Anatomy and Physiology* (3)
 PNRP 120, *Professionalism in Practical Nursing* (3)
 PNRP 121, *Professional Communication in Practical Nursing* (3)
 PNRP 122, *Pharmacology for Health Care Professionals* (3)
 PNRP 123, *Health through the Life Span* (3) *
 PNRP 124, *Healing through the Life Span* (4) *
 PNRP 125, *Nursing Arts I Theory—Assessments, Medications, IVs, and Blood Products* (3) *
 PNRP 126, *Nursing Arts I Lab* (1) *
 PNRP 127, *Nursing Arts II Theory—Assessments, Wounds and Dressings, Tube Care, Suctioning, etc.* (3) *
 PNRP 128, *Nursing Arts II Lab* (1) *
 PNRP 129, *Caring for Clients in Long-Term Care I* (2) *
 PNRP 130, *Caring for Clients in Long-Term Care II* (3) *
 PNRP 131, *Caring for Clients in the Community* (1) *
 PNRP 132, *Caring for Clients in Acute Care Settings I* (4) *
 PNRP 133, *Caring for Clients in Acute Care Settings II* (6) *

* Course in development (refer to the TRU-OL website or contact Student Services for updates)

Students use WebCT to communicate with their peers, tutors, and program staff for most of the theoretical and all lab and clinical/practice courses in the program.

PLAR—Course Challenge

Although program completion requires a minimum of 35 credits, students may complete the program requirements in a shorter time frame through prior learning assessment and recognition (PLAR), specifically course challenge (page 6). Students with the knowledge, skills, and competencies may challenge any of the theory and lab courses. Course challenge may require a written challenge examination or other suitable assessment of student knowledge and competence of specific course content. Students should contact the program area for course challenge details.

- Contact Student Services for the program admission package.

Professional Development

Those who do not intend to complete the Practical Nurse Refresher Certificate program may register in the following program courses for professional development or personal interest:

- PNRP 100, *Nursing Mathematics* (1)
 PNRP 112, *Human Anatomy and Physiology* (3)
 PNRP 120, *Professionalism in Practical Nursing* (3)
 PNRP 121, *Professional Communication in Practical Nursing* (3)
 PNRP 122, *Pharmacology for Health Care Professionals* (3)
 PNRP 123, *Health through the Life Span* (3) *
 PNRP 124, *Healing through the Life Span* (4) *
 PNRP 125, *Nursing Arts I Theory—Assessments, Medications, IVs, and Blood Products* (3) *
 PNRP 126, *Nursing Arts I Lab* (1) *
 PNRP 127, *Nursing Arts II Theory—Assessments, Wounds and Dressings, Tube Care, Suctioning, etc.* (3) *
 PNRP 128, *Nursing Arts II Lab* (1) *

* Course in development (refer to the TRU-OL website or contact Student Services for updates)

Other Professional Development

The following courses are open to those who want to or are required to upgrade their skills and knowledge.

- PNRP 260, *Head-to-Toe Assessment* (2)
 (under review)
 PNRP 280, *Pharmacology for Practical Nurses* (2)
 (under review)

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

Transition to Canadian Nursing

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

These courses are designed to assist nurses who completed their basic nursing education in countries other than Canada to meet registration requirements with the College of Registered Nurses of BC (CRNBC) and prepare for nursing practice in British Columbia.

Intended to enhance learning and ease the transition to nursing in Canada, these courses cannot be taken as replacement for the Registered Nurse Refresher Certificate program (page 80).

With the exception of courses with clinical experience requirements, courses are offered by distance as print-based and/or Web-based.

Note

Courses with clinical activities are held in BC and are available only to students residing in BC. Punctual attendance with active participation in all prescribed clinical activities is required. Students are responsible for all costs associated with clinical activities. Clinical activities may be limited by location and time of year. Clinical placement cannot be guaranteed in the student's home region.

Courses that do not have practicum/clinical/workshop/lab activities are available to students in any location. Students residing outside BC are responsible for additional costs.

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.

Course Registration Eligibility

Graduation from a nursing program recognized by the CRNBC and eligibility for registration with the CRNBC. Applicants with English as a second language need to meet the CRNBC language requirement before registering in a course.

Clinical Courses

Above requirements and satisfactory medical declaration from a general or family physician or a family nurse practitioner; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within one year); up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); satisfactory current criminal records search (refer to policy on this page); nurse's uniform and shoes appropriate to the clinical agency. Stethoscope is recommended.

Transition to Canadian Nursing Courses

Consultation with program staff is required prior to registering in any course.

NURS 291, *Maternal/Newborn Nursing Qualifying Theory* (3)

NURS 292, *Maternal/Newborn Nursing Qualifying Clinical* (1.5)

NURS 293, *Psychiatric/Mental Health Nursing Qualifying Theory* (1.5)

NURS 294, *Psychiatric/Mental Health Nursing Qualifying Clinical* (1.5)

NURS 352, *Nursing in Canada* (3)

NURS 356, *Clinical Experience* (1.5)

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

Registered Nurse Refresher Certificate

- This program is available to applicants residing in Canada or outside Canada. However, the clinical practice takes place in BC and the Yukon (refer to note below).

This certificate program is designed for nurses who have been away from active nursing practice for five or more years. It is available to nurses who are required by the College of Registered Nurses of BC (CRNBC) to complete a refresher program to be eligible for reinstatement of membership as a practising registered nurse or prior to registration with the CRNBC. Approved by the CRNBC, this part-time or full-time self-paced program combines theoretical study and clinical practice to help nurses update their nursing knowledge, prepare them to re-enter nursing employment with confidence, and provide them with the skills needed to keep pace with ongoing changes in nursing. The program focuses on nursing competency. Students do the theoretical study at home, and clinical practice takes place in a clinical agency in their region if possible (in BC or the Yukon).

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Courses with clinical activities are held in BC and the Yukon and are available only to students residing in BC and the Yukon. Applicants residing outside BC who want to complete the program may participate at clinicals/preceptorship sites in BC or the Yukon if appropriate arrangements can be made. Punctual attendance with active participation in all prescribed clinicals/preceptorship is required. Students are responsible for all costs associated with clinical activities. Clinical placement cannot be guaranteed in the student's home region.

The theory part of NURS 340 and 344 is available worldwide. However, the hands-on nursing skills training (NURS 346) occurs in a nursing skills lab in Burnaby, Kamloops, or other locations as enrolment warrants. Students are required to reside in BC to take the clinicals/preceptorship in NURS 350. Students residing outside BC are responsible for additional costs such as teleconferencing. The schedule of teleconferences may not be convenient for students residing outside BC.

- Contact Student Services for the program admission package.

Admission Requirements

Graduation from a nursing program recognized by the CRNBC and current registration, or eligibility for registration, as a non-practising member of the CRNBC. Applicants who have not yet met CRNBC registration requirements are eligible for admission in some instances. Applicants whose CRNBC registration has lapsed are required to apply to the CRNBC for non-practising or student membership.

Satisfactory medical declaration from a general or family physician or a family nurse practitioner; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within one year); up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); satisfactory current criminal records search (page 79); nurse's uniform and shoes appropriate to the clinical agency. Stethoscope is recommended.

Applicants required by the CRNBC to provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) must pass the TRU-OL English Language and Writing Assessment (available from Student Services). Applicants who fail the TRU-OL assessment may be advised to complete a prerequisite English course to upgrade their proficiency.

TRU-OL assesses all applicants on an individual basis. In addition, the following CRNBC policy is effective September 1, 2005:

Nurses who have been away from the practice of nursing for greater than ten (10) years will be required to make a written submission to the Registration Committee regarding their eligibility for re-entry to nursing practice. The Registration Committee will determine if additional eligibility requirements need to be met. Decisions will be based on the length of time out of practice, future practice plans, consolidation of nursing practice since graduation, and connection to the nursing profession while away from practice. Additional requirements could include, but are not limited to, completion of an extended clinical preceptorship, or conditional registration for a pre-determined length of time followed by a satisfactory employer reference.

Certificate Requirements (under review)

Specific Course Requirements (18 credits)

NURS 340, *Health Review* (3)

NURS 344, *RN Nursing Skills Theory* (2)

NURS 346, *RN Nursing Skills Lab* (1)

NURS 350, *Nursing Update* (12)

Admission to NURS 350 is dependent on successful completion of NURS 340, 344, 346, and the availability of appropriate clinical placement. Eligibility for course challenge (page 6) of NURS 340 is assessed on an individual basis. Students who complete only NURS 344, 346, and 350 receive a letter of completion rather than the certificate.

Social Service Worker Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed for those seeking the knowledge and skills to enter the field of social services or to upgrade a current position. Employment opportunities for social service workers exist in child and youth care settings, schools, transition houses, group homes, peer counselling programs, and other social service agencies. 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, and social science. Program students also attend a practicum in a social service setting in their own communities and complete one weekend workshop, normally held in the Vancouver area. Students are responsible for all costs associated with workshops. Workshops are held once or twice a year.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

Applicants residing outside BC who want to complete the program may participate on the condition that appropriate practicum arrangements at a social service agency in BC can be made.

Students who do not intend to complete the program may register in SSWP courses, except the practicum course. Courses other than the field practicum and workshop are available to applicants residing in Canada or outside Canada.

Bachelor of Social Work

Requirements for application to Bachelor of Social Work degree programs include the completion of introductory courses such as SSWP 200 and 212. Completing courses in the Social Service Worker Certificate program is a way to acquire new skills and transfer credits toward a Bachelor of Social Work degree program. Refer to admissions and transfer information on the Web at www.bccat.bc.ca.

Admission Requirements

ENGL 106, *Written Communication* or equivalent

PSYC 102, *Introductory Psychology II* or equivalent

Sixty (60) documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years; satisfactory current criminal records search (page 79); personal statement (minimum three typed pages); completion of a situational questionnaire; phone interview with program coordinator. Completion of a Grade 12 program or the BC Adult Graduation Diploma (page 36) is recommended.

Students who have completed Grade 12 English with a B average may complete the voluntary English Language and Writing Assessment (available from Student Services) or the Language Proficiency Index and be exempted from ENGL 106 if they obtain a writing level score of 5 (page 3).

Certificate Requirements

Specific Course Requirements (29 credits)

ENGL 107, *Business Communication* (3)

SOCI 102, *Introduction to Sociology II* (3)

SSWP 109, *Introductory Counselling Skills* (4)

SSWP 110, *Weekend Workshop for Introductory Counselling Skills* (1)

SSWP 200, *An Introduction to Social Work Practice* (3)

SSWP 212, *Social Welfare in Canada* (3)

SSWP 355, *Human Development* (3)

SSWP 215, *Social Service Field Practicum* (6)

One 3-credit elective (generally a liberal arts/science course at any level) approved by program coordinator

TRU-OL may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.

- Contact Student Services or refer to the TRU-OL website for the program admission package.
- 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.
- Refer to the TRU-OL website or contact Student Services for program updates.

Bachelor of Health Science (Physiotherapy)

Offered in association with the College of Physical Therapists of BC and the Canadian Alliance of Physiotherapy Regulators

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

The TRU-OL Bachelor of Health Science (Physiotherapy) degree program is available to physiotherapists in the following two groups. Students may complete most of the academic requirements of the degree program at any time, with TRU-OL courses or their equivalents.

Group 1

Physiotherapists in BC who are fully licensed members of the College of Physical Therapists of BC (CPTBC) and want to develop the skills and knowledge necessary to progress to senior practice positions or apply to graduate school.

Group 2

Physiotherapists seeking licensure in Canada whose qualifications have been reviewed by the Canadian Alliance of Physiotherapy Regulators (the Alliance), who are required to complete a degree program and then pass the Physiotherapy National Examination in order to obtain full licensure as physiotherapists, and who are recommended to the program by the Alliance. Applicants may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with the Alliance.

Note

Practising physiotherapists who meet requirements of the Alliance and other health professionals who are not working toward a degree may register in health-related or health-issues courses, provided they meet other course prerequisites and admission requirements.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Admission Requirements

Students in both groups are subject to the academic policies of TRU-OL and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution. In addition, the following admission requirements apply:

Group 1

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

Group 2

Students referred by the Alliance are required to provide documentation showing that the only requirements they need to obtain full licensure in a jurisdiction affiliated with the Alliance are completion of a degree program and a pass grade on the Physiotherapy National Examination. All other licensure requirements, set by the CPTBC and the Alliance, including completion of a program with sufficient physiotherapy content and successful completion of a TOEFL test, are to be completed prior to admission to the program.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two health issues (HEAL) courses delivered by TRU-OL.

Degree Requirements

Diploma in physiotherapy from a recognized institution and documentation of full licensure, or progression to full licensure as outlined, are required. Typically, up to 90 credits are granted for a three-year diploma in physiotherapy.

6 credits in first-year English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103) (if not taken in the diploma) are required.

Additional University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through TRU-OL)

3 credits in introductory statistics

3 credits in social and behavioural research methods (upper level)

3 credits in humanities (other than English)

15 credits of academic electives selected in consultation with a TRU-OL program advisor (minimum 6 credits at the upper level)

6 credits in health issues (upper level, taken through TRU-OL)

Bachelor of Health Science (Psychiatric Nursing)

Offered in collaboration with Douglas College (BC)

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

The TRU-OL Bachelor of Health Science (Psychiatric Nursing) degree program is designed to give registered psychiatric nurses (RPNs) and registered nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a bachelor's degree, following completion of the Advanced Diploma program in Psychiatric Nursing at Douglas College (BC).

Admission Requirements

Open to students who are enrolled in or have completed the Advanced Diploma program in Psychiatric Nursing at Douglas College, who are (1) psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan, or Manitoba; or (2) registered nurses working in psychiatric nursing.

Students applying for admission to the degree program are required to provide documentation of admission to or completion of the Advanced Diploma program at Douglas College.

Entry to the Advanced Diploma program requires that the student possess current active practising registration as an RPN or RN and recent appropriate psychiatric nursing experience. Graduates of general nursing programs are required to demonstrate knowledge and skills comparable to current psychiatric nursing diploma programs.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two health issues (HEAL) courses delivered by TRU-OL.

- For information on the Douglas College Advanced Diploma program in Psychiatric Nursing, contact Douglas College:
www.douglas.bc.ca
604.527.5025
- Refer to the TRU-OL website or contact Student Services for updates on the degree program.

Degree Requirements

Diploma in psychiatric nursing or nursing from a recognized institution and completion of the Douglas College Advanced Diploma in Psychiatric Nursing are required.

Additional University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through TRU-OL)

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

3 credits in mathematics or computing science (an introductory statistics course is recommended)

3 credits in research methods (upper level)

6 credits in social science

3 credits in humanities (other than English)

6 credits in health issues (upper level, taken through TRU-OL)

3 credits in administrative studies

Health Science Degree Programs

The TRU-OL Bachelor of Health Science degree programs—Physiotherapy, Psychiatric Nursing, Respiratory Therapy—have been designed to:

- Provide academic recognition for advanced-level training in selected health disciplines and specialties.
- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options, and academic credentials without having to leave the workforce for an extended period.
- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

Information about degree programs provided on these pages is a general guide. Each student's degree program plan reflects her/his previous education as it applies to the degree.

Note

Some of the courses required for program completion include participation in mandatory teleconferences at the student's expense. Differences in time zones between BC and the student's location may make participation in teleconferences inconvenient.

Bachelor of Health Science (Respiratory Therapy)

Offered in collaboration with Thompson Rivers University (Kamloops, BC)

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

The TRU-OL Bachelor of Health Science (Respiratory Therapy) degree program is designed to provide respiratory therapists with the opportunity to obtain a bachelor's degree in their discipline. The degree is available to graduates of accredited diploma programs in respiratory therapy who have a registration number with the Canadian Society of Respiratory Therapists (CSRT) and have completed one year of employment as a respiratory therapist.

Admission Requirements

Diploma in respiratory therapy from a recognized institution.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two health issues (HEAL) courses delivered by TRU-OL.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.
- For information on a diploma in respiratory therapy and advanced certification programs, contact TRU Kamloops:
www.tru.ca
250.828.5465
- Refer to the TRU-OL website or contact Student Services for updates on the degree program.

Degree Requirements

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

Specific Requirements

Diploma in respiratory therapy from a recognized institution. Graduates of accredited three-year diploma programs in respiratory therapy are awarded up to 75 credits, including 21 upper-level credits, toward degree completion. Graduates of accredited two-year diploma programs in respiratory therapy are awarded up to 60 credits, including 21 upper-level credits, toward degree completion. Credits awarded for diploma programs are under review and subject to change.

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

Upper-level Requirements (15 credits)

3 credits in social and behavioural research methods

6 credits in health issues courses (taken through TRU-OL)

6 credits in administrative studies or 6 additional credits in health issues courses, or 3 credits in each

General Education and Elective Requirements

(minimum 9 credits at the upper level)

3 credits in humanities (other than English)

6 credits in social science

3 credits in statistics

3 credits in computer applications

Academic elective credits. The number of elective credits required depends on the number of credits awarded for the diploma program. Normally, graduates of three-year programs are required to complete 9 elective credits, and graduates of two-year programs are required to complete 24 elective credits.

Note

Exemptions without credit may be granted for appropriate courses taken within the diploma program (excluding courses needed to fulfill the residency requirements). This may increase the number of elective credits required for degree completion.

Credit is not automatically granted for a computer course taken more than seven years previously.

- Contact Student Services for the program admission package.

Certificate in Information Technology

- This program is available only to applicants residing in Canada (as per availability of some courses).

This open and flexible certificate program allows students the freedom to pursue a wide variety of complementary courses within information technology (IT)-related courses delivered by TRU-OL, offered by TRU-OL's partner institutions (SFU's CPSC courses and UVic's CMPT courses), and through other consortia such as the Canadian Virtual University (page 33). This "generalist" certificate also provides a path for students who choose to redirect their focus midstream or seek recognition for mixed IT skills from recognized sources.

The shorter Certificate in Business Skills program (page 53) may be undertaken as a laddering goal in pursuit of this certificate. On completion of the Certificate in Information Technology, students may continue on to the TRU-OL Diploma in Information Technology and Management (page 85) or Diploma in Management Studies (pages 54–55).

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).

Certificate Requirements

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

BUSM 100, *Doing Business in Canada* (3) or approved equivalent

ENGL 106, *Written Communication* (3) or approved alternative

3–6 credits in introductory IT and computer application courses (e.g., CMPT 118 and 119, or 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-OL IT-related courses, transfer credit courses, or PLAR credit (page 6); courses may include TRU-OL CMPT or CPSC courses, ADMN 373 (in development), and ADMN 477 (6), subject to appropriate prerequisites

3-credit elective (may include MATH 100 or 103 if required to meet prerequisites for optional courses)

Diploma in Information Technology and Management

- This program is available only to applicants residing in Canada (as per availability of some courses).

This diploma program supports the academic pursuits of students who have completed the TRU-OL Certificate in Information Technology. Normally, students complete diploma courses on a part-time basis while employed in the industry. Those taking the TRU-OL Diploma in Management Studies (pages 54–55) may not pursue this diploma.

Admission Requirements

Successful completion of one of the following:

- TRU-OL Certificate in Information Technology
- UVic Computer Based Information Systems Certificate
- Other recognized IT or computing certificate, including most formerly offered through OLA Skill Centres (for certificates less than 30 credits or 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, CPSC)

Diploma Requirements

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

ADMN 390, *Business Law* (3) (formerly BUSM 241)

BUSM 111, *Supervision* (3) or BUSM 121, *Management Principles and Practices* (3)

BUSM 213 (or ADMN 413), *Motivation and Productivity* (3)

ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)

18 credits of approved electives. Suggested electives include courses that do not overlap with previous studies and 200-level or above CMPT courses, subject to appropriate prerequisites and TRU-OL approval. Suggested business and management studies electives include ADMN 231, *Introduction to Financial Accounting*; ADMN 233, *Management Accounting* or ADMN 370, *Accounting for Managers*; ADMN 250, *Introduction to Marketing*; ADMN 362, *Analytical Decision Making*. 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)

Offered with partner institutions

The computing requirements must be satisfied at other universities, colleges, or institutes as most of the courses are not available through TRU-OL at this time.

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

The TRU-OL Bachelor of Technology (Computing) degree program fills a need for a university-level degree in applied computing. This degree is offered in conjunction with other institutions where appropriate coursework is available. It is a technically oriented program that requires courses in program design, database technologies, operating systems, software engineering, and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.

The program is aimed at 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 computer science (CPSC) courses. 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 (not available through TRU-OL). Normally, Mathematics and English 12 are prerequisites.

- 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 to register in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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-level or upper-level university courses at TRU-OL or elsewhere; refer to page 58 for disciplines)

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

3 credits in applied communication (normally ENGL 107)

9 credits in mathematics (normally MATH 120, 150, STAT 102)

3 credits in social science

6 credits in liberal arts

Minimum 3 credits in lab science (may be 4 credits at some institutions)

3 credits in humanities

Lower-level Requirements (30 credits)

First-year and second-year computing courses, including required courses in programming and program design, operating systems, databases, and data structures

Upper-level Requirements (45 credits)

Computing courses, normally numbered at the 300 and 400 level, including required courses in software engineering, databases, operating systems, networks, and algorithms

Minimum 15 elective credits at the third-year or fourth-year level

Other Elective Requirements (12 credits)

Approved electives (upper or lower level)

Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus (for science students) and probability/statistics. All electives must be approved by a TRU-OL program advisor.

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

COURSES

Reading a Course Description

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

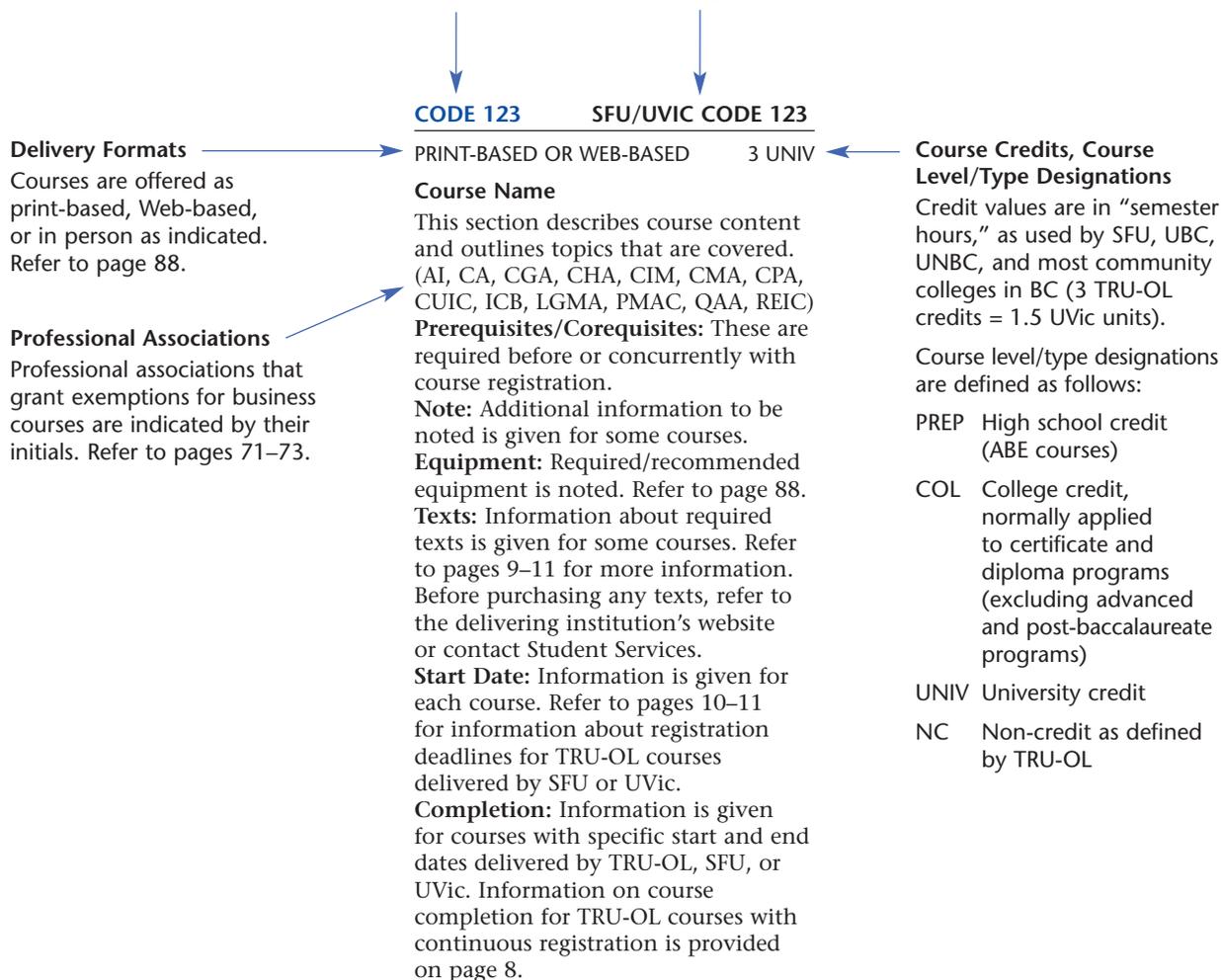
- Three-digit course numbers beginning with 0 indicate high-school level.
- 100-level courses are generally taken in the first year of a program and usually have no prerequisites.
- 200-level courses are generally taken in the second year of a program. Some 200-level courses may have prerequisites.
-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

Courses Delivered by TRU-OL

Courses delivered by TRU-OL are indicated by the **blue course code**.

TRU-OL Courses Delivered by SFU or UVic

The delivering institution's course code is on the right of TRU-OL's course code.



Delivery Formats

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. Students can communicate with their tutor by email, phone, or regular mail.

Web-based—Course is Web-based. Most Web-based courses have some printed materials. All Web-based courses have mandatory Web content, and most have Web student-to-student interaction. Internet access is required to complete the course. Students can communicate with their tutor by email, phone, electronic conference, or regular mail.

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 require Internet access and CD-ROM drives as specified. 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 audiocassettes, CDs, DVDs, videos, teleconferencing, or TV broadcasts, which require access to equipment as specified below and in the course descriptions.

Audiocassette player/recorder access is required for supporting material on audiocassette or to record assignments.

CD/DVD player/VHS video recorder (VCR) access is essential for courses requiring students to view CDs, DVDs, or videos for course completion. CDs, DVDs, or videos are included in course packages for some courses; for others, videos are loaned to students by the TRU Library or are rented to students through Student Services (a rental form is included in the course package). Refer to materials rental and purchase policies on pages 9 and 24–25.

Phone access is required when the course includes a teleconferencing component.

Television access is required for courses that require students to watch Knowledge Network broadcasts. Videos may be available for rent or purchase from the delivering institution.

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

Macintosh users must have:

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

Software Requirements

- Word-processing program—compatibility with Word 97, Office 2000 or XP, or RTF-compatible word processor is recommended unless otherwise specified in the course description.
- Email account that supports file attachments.
- Java-enabled Web browser, e.g., Internet Explorer 6.0 or higher or Netscape 6.2 or higher.
- Adobe Acrobat Reader 5.0 or higher.

Computer Skill Requirements

Students should be able to:

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

Index to Courses

Courses are listed alphabetically by the TRU-OL course code. Index 1 lists the subject area followed by the letter code(s). Index 2 lists the course letter code followed by the subject area(s). Locate courses in subject areas by the course letter codes.

Index 1

- accounting **ADMN, BUSM**
- administrative studies (interpersonal skills, labour relations, leadership, organizational behaviour, policy, strategy) **ADMN, BUSM**
- animal science **BISC**
- anthropology **ANTH**
- archaeology **ARCH**
- astronomy **EASC**

- biological sciences **BISC**
- botany **BOTA**
- business communication **ADMN, ENGL**
- business/management (interpersonal skills, information technology, labour relations, leadership, organizational behaviour, policy, strategy) **ADMN, BUSM, CMPT**
- business mathematics **MATH**

- calculus **MATH**
- Canadian studies **CNST, SOST**
- career planning **EDCP, EDUC, PREP**
- chemistry **CHEM**
- child and youth care **CYCA**
- commerce **ADMN, BUSM, ECON**
- communication **ADMN, CMNS, ENGL**
- community economic development **CEDE**
- computer applications **CMPT**
- computer science **CPSC**
- computer studies **CMPT**
- counselling **SSWP**
- criminology **CRIM, SOCI**

- database management **CMPT**

- Earth and ocean studies **EASC**
- economics **ADMN, CEDE, ECON**
- education **EDUC**
 - adult **EDUC**
 - career planning **EDCP, EDUC**
 - curriculum development **EDUC**
 - early childhood **EDUC**
 - educational psychology **EDUC**
 - information technology **EDUC, LSYS**
 - language and literacy **EDUC**
 - law **EDUC**
- English **ENGL**
- environmental studies **EASC, ENST**
- family studies **CYCA, HSDA, NURS, SOCI**
- finance **ADMN, BUSM**
- fine art **FINA**
- First Nations studies **FNST**
- food science **KINE**
- French language **FREN**

- geography **EASC, GEOG**
- geology **EASC, GEOL**
- German language **GERM**
- gerontology **GERO**
- Greek language **GREK**

- health **APST, GERO, HEAL, HOME, HSDA, KINE, NURS, SSWP**
- history **HIST**
- home care nursing **NURS**
- home support attendant **HOME**
- humanities **HUMN**

- information technology **CMPT**
- Japanese language **JAPN**

- kinesiology **KINE**

- Latin American studies **LAST**
- law **ADMN, CRIM, EDUC, PSYC**
- linguistics **ENGL, LING**
- literature **ENGL**

- management studies **ADMN, BUSM, ENGL**
- marketing **ADMN, BUSM**
- mathematics **MACM, MATH**
- museum studies **GEST**
- music **FINA, MUSC**

- nursing **APST, NURS, PNAP, PNRP**
- nutrition **GERO, HOME, KINE**

- oceanography **EASC**

- philosophy **PHIL**
- physical education **KINE, PHED**
- physics **PHYS**
- political science **POLI**
- practical nursing **PNAP, PNRP**
- psychology **EDUC, PSYC**
- publishing **CMNS**

- recreation **PHED**
- research methodologies **APST, CRIM, PSYC**

- science **BISC, BOTA, CHEM, EASC, ENST, GEOG, GEOL, MATH, PHYS, SCIE**
- social science **ANTH, CRIM, ECON, POLI, PSYC, SOCI, SOST**
- social service worker **SSWP**
- sociology **SOCI**
- Spanish language **SPAN**
- statistics **ADMN, ECON, MATH, PSYC, STAT**

- women's studies **CRIM, WOST**

Index 2

ADMN accounting, administrative studies, business, commerce, communication, economics, finance, interpersonal skills, labour relations, law, leadership, management studies, marketing, organizational behaviour, policy, statistics, strategy

ANTH anthropology, social science

APST health, nursing, research methodologies

ARCH archaeology

BISC animal science, biological sciences, science

BOTA botany, science

BUSM accounting, administrative studies, business, commerce, finance, law, management, marketing

CEDE community economic development, economics

CHEM chemistry, science

CMNS communication, publishing

CMPT computer applications/studies, database management, information technology

CNST Canadian studies

CPSC computer science

CRIM criminology, law, research methodologies, social science, women's studies

CYCA child and youth care, family studies

EASC astronomy, Earth and ocean studies, environmental studies, geography, geology, oceanography, science

ECON commerce, economics, social science, statistics

EDCP education and career planning

EDUC education (adult, career planning, curriculum development, early childhood, educational psychology, information technology, language and literacy, law), research methodologies

ENGL business/management communication, communication, English, linguistics, literature

ENST environmental studies, science

FINA fine art, music

FNST First Nations studies

FREN French language

GEOG geography, science

GEOL geology, science

GERM German language

GERO gerontology, health, nutrition

GEST museum studies

GREK Greek language

HEAL health

HIST history

HOME health, home support attendant, nutrition

HSDA family studies, health

HUMN humanities

JAPN Japanese language

KINE food science, health, kinesiology, nutrition, physical education

LAST Latin American studies

LING linguistics

LSYS information technology education

MACM mathematics

MATH business mathematics, calculus, mathematics, science, statistics

MUSC music

NURS family studies, health, home care nursing, nursing

PHED physical education, recreation

PHIL philosophy

PHYS physics, science

PNAP nursing, practical nursing

PNRP nursing, practical nursing

POLI political science, social science

PREP career planning

PSYC law, psychology, research methodologies, social science, statistics

SCIE science

SOCI criminology, family studies, social science, sociology

SOST Canadian studies, social science

SPAN Spanish language

SSWP counselling, health, social service worker

STAT statistics

WOST women's studies

■ Blue course code indicates that TRU-OL delivers the course.

Course Descriptions

ACCOUNTING COURSES

Refer to ADMN 231, 233, 331, 333, 341, 351, 461; BUSM 131, 132; and the Business Courses Chart on pages 72–73.

ADMN 231

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Financial Accounting

This course is designed to introduce students to the principles, concepts, and applications of financial accounting. It aims to address such questions as what is financial accounting, what are financial statements, how and why are they prepared, and what are some of the elementary rules governing their preparation. Students are exposed to the process by which financial transactions and events are recorded and learn how to compile and interpret rudimentary financial statements. The course provides an accelerated alternative to BUSM 131 and 132. (AI, CGA, CMA, CPA, CUIC, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Some basic accounting and mathematics (Grade 11) is recommended.

Note: Students with credit for BUSM 131 and/or 132 may not take this course for further credit.

Equipment: Calculator is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU Open Learning website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 222

WEB-BASED 3 UNIV

Introduction to Human Resources Management

This course is designed to provide students with an understanding of the human resource management (HRM) function within organizations, including an appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM policies and practices.

Prerequisites: Introductory course in business, management, or supervisory skills is recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 233

WEB-BASED 3 UNIV

Management Accounting

This course offers an introduction to the fundamentals of management accounting. Topics include cost accounting terminology, job costing, process costing, activity-based costing, cost-volume-profit analysis, budgeting, standard costing, variance analysis, responsibility accounting, variable costing, transfer pricing, and decision making. (CGA, CIM, CMA, CPA, CUIC, ICB, PMAC)

Prerequisites: ADMN 231, BUSM 131 and 132, or equivalent course in introduction to financial accounting.

Note: Normally, only one of ADMN 232, 233, and 370 may be taken for credit.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 250

WEB-BASED 3 UNIV

Introduction to Marketing

In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis to the product decisions we make as consumers to our needs to communicate with and persuade others in order to accomplish personal and professional goals. Students go behind the scenes played out in retail, manufacturing, and other marketing organizations to learn how key marketing decisions are made. Students also learn how key marketing concepts, principles, and theories help marketers make effective decisions. (CA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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

Equipment: Computer with Internet is required. CD-ROM drive is recommended. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to BUSM, CMPT, and ECON courses; ENGL 106, 107; MATH 107; and the Business Courses Chart on pages 72–73.

ADMN 310 **UVIC ADMN 310**
 PRINT-BASED 3 UNIV

Public Sector Economics

This 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.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit or who are taking UVIC ECON 103 (formerly ECON 201) or TRU-OL ECON 200 may not take this course for further credit.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 311 **UVIC ADMN 311/
 POLI 350**

WEB-BASED 3 UNIV

Introduction to Public Administration

This course is an exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged, and how those processes are changing. The course focuses primarily on the federal and provincial governments, with references also made to public administration at other levels.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 311, UVIC HSD 404, or UVIC POL 350 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 312 **UVIC ADMN 312**
 WEB-BASED 3 UNIV

Public and Non-Profit Sector Management

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; conflict resolution, motivation, and teamwork. Managing organizational change is used as a way to connect manager behaviours and organizational processes. (CUIC, ICB, PMAC)

Prerequisites: Third-year university standing is recommended.

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

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 314 **UVIC ADMN 314**
 WEB-BASED 3 UNIV

Public Sector Research and Analysis

This course is an introduction to research methods in public-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.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 315
 PRINT-BASED 3 UNIV

Production and Operations Management

This course examines the functional area of production and operations management as practised in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. (CMA, PMAC)

Prerequisites: Completion of the first year of a business diploma program and STAT 102. Students are required to be comfortable with basic algebra. MATH 104, 107, or 150 is recommended.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 317 **UVIC ADMN 316**
 WEB-BASED 3 UNIV

Written Communications in the Public and Non-Profit Sectors

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.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit for ENGL 107, 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 11.

Completion: 4 months.

ADMN 320

PRINT-BASED 3 UNIV

Organizational Behaviour I: The Individual and Work Groups

No matter the level of work, in what industry or discipline—whether accounting, law, marketing, or engineering—in order to be effective, it is necessary to know about the factors that affect people's attitudes and behaviour at work. This course is a first step toward knowledge of these factors. It focuses on factors found in both the individual and work groups. Some major topics covered are motivation, perception, power, leadership, and decision making in groups. The course not only cultivates knowledge and skills in each topic area, it also develops understanding of how these subjects connect. (CA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: BUSM 121, ADMN 122, or 312 is strongly recommended. Some work experience is also recommended.

Note: This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 325

WEB-BASED 3 UNIV

Labour Relations

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 TRU-OL business or management program. Business law course (ADMN 390) is helpful.

Note: Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

Equipment: VCR and computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 331

WEB-BASED 3 UNIV

Intermediate Financial Accounting I

In this intermediate course, students build on the foundations established in an introductory accounting course such as ADMN 231 and BUSM 131 and 132. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course are understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments, and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement, the statement of retained earnings, and the balance sheet. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 231, or BUSM 131 and 132. MATH 107 is recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 333

WEB-BASED 3 UNIV

Intermediate Management Accounting

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 extensively to reinforce course concepts. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 233 or equivalent course in introduction to managerial accounting. MATH 150 or alternative course providing exposure to linear programming is recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to BUSM, CMPT, and ECON courses; ENGL 106, 107; MATH 107; and the Business Courses Chart on pages 72–73.

ADMN 336

PRINT-BASED OR WEB-BASED 3 COL

Financial Management

This course teaches the concepts and skills of financial planning within a business and builds an understanding of accounting, business, economics, and mathematics. Students learn how to use financial statements, plan appropriate action, prepare budgets, analyze investment options, and determine the best means of financing business endeavours. Students also discover ways of assessing both the return and the risk involved in a firm's financial decisions. The focus is on solving practical business problems, similar to those students encounter in their own workplace. (CA, CGA, CIM, CMA, CUIC, PMAC)

Prerequisites: Background in business fundamentals, accounting, and mathematics is recommended.

Appropriate prerequisite courses are BUSM 100 or 101, 131 and 132 (or ADMN 231), and MATH 107.

Note: 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 calculator and regular access to a financial newspaper such as *The Globe and Mail* (financial section), the *Financial Post*, or *The Economist* are required. Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ADMN 341

WEB-BASED 3 UNIV

Intermediate Financial Accounting II

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. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 231 (or BUSM 131 and 132) and ADMN 331 or equivalent. MATH 107 or a similar introduction to the mathematics of finance is also recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 351

WEB-BASED 3 UNIV

Taxation

This course covers 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.

Prerequisites: ADMN 331 and 341, or recognized equivalents. ADMN 390 and other introductory accounting program 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 page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 361

WEB-BASED 3 UNIV

Open Thinking

This Web-based, competency-based, *paced* course examines “open thinking”—good strategic thinking and good creative thinking. Neither is separate from the other. Students explore open thinking by practising techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 362

WEB-BASED 3 UNIV

Analytical Decision Making

This Web-based, 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 a business/management diploma or ADMN 313 and 314.

Note: Students with credit for ADMN 262 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 363

WEB-BASED

3 UNIV

Open Communication

This Web-based, competency-based, *paced* course teaches the theories and strategies that sustain and foster effective communication skills. As part of the TRU-OL Bachelor of Business Administration (Management Concentration) program (pages 62–63), 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 university standing is recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 364

WEB-BASED

3 UNIV

Interpersonal Skills

This Web-based, 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, practise skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees. (CUIC)

Prerequisites: Third-year university standing is recommended.

Equipment: VCR and computer with Internet are required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 365

WEB-BASED

3 UNIV

Marketing for Managers

This Web-based, competency-based, *paced* course provides a framework that students may use to access marketing possibilities, analyze all aspects of a marketing plan, and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. Students read research articles on key aspects of marketing in today's world, play a marketing simulation game in which they make key marketing decisions, and examine the marketing practices that are relevant to their work and interests.

Prerequisites: Introductory marketing course (e.g., ADMN 250 or 350 or BUSM 151), or approval of the program area. Students are required to apply course content to a real-life situation. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 366

WEB-BASED

3 UNIV

Strategic Human Resource Management

This Web-based, 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 course, or approval of the program area. Third-year university standing is recommended.

ADMN 361 and 363, familiarity with information technology concepts, and experience using the Web are strongly recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 367

WEB-BASED 3 UNIV

The Inquiring Leader

In this Web-based, 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 also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational and personal values.

Prerequisites: ADMN 361 and 364, or approval of the program area.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 369

WEB-BASED 3 UNIV

Transition and New Beginnings

This Web-based, 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.

Prerequisites: Third-year university standing is recommended, or approval of the program area.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 370

WEB-BASED 3 UNIV

Accounting for Managers

This Web-based, competency-based, *paced* course is focused on the student as manager to develop critical thinking skills and to learn and apply managerial accounting techniques to become a more effective manager—a manager who uses accounting information to make well-reasoned decisions, manage performance at a higher level, and build strong business cases for their department. This course is not intended to train students to become accountants. Rather, it is intended to supplement the student’s previous education and expertise to better understand, analyze, and discuss accounting information in the work environment and to use this data to make knowledgeable and relevant decisions. (PMAC)

Prerequisites: Introductory accounting course (e.g., ADMN 231 or BUSM 131 and 132), experience using spreadsheets and the Web, or approval of the program area.

Note: Students with 6 credits in managerial accounting (e.g., ADMN 233 and 333) may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 372

WEB-BASED 3 UNIV

Finance for Managers

This Web-based, competency-based, *paced* course focuses on how management maximizes the “value of the firm.” It is designed to enable students to develop an understanding of corporate finances and their structure. Emphasis is placed on financial decision making. Students examines how to use financial tools to manage performance of a product and/or make decisions, such as capital requirements and finance options.

Prerequisites: Introductory accounting course, or approval of the program area. ADMN 370 is strongly recommended.

Note: Students with other intermediate-level financial management credits may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

Start Date: Every two months, starting fall 2004.

Completion: 14 weeks (online participation required).

ADMN 380

WEB-BASED 3 UNIV

International Business

In this course, students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how uncontrollable forces in these markets, such as culture, economics, and politics, are studied. The increasing importance of international organizations, such as the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund, is stressed. These organizations provide information that can help companies planning to enter the global economy. The course combines historical, theoretical, and current perspectives from the text and a number of websites.

A major component of this course is linking to international business websites and conducting research on business and business-related materials. The Web provides new kinds of information on business not available elsewhere. (CMA)

Prerequisites: Minimum 60 credits of post-secondary education or equivalent as approved by TRU-OL. ADMN 250 (formerly ADMN 350 or BUSM 151) and BUSM 121 or equivalents are strongly recommended.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 390

PRINT-BASED 3 COL/UNIV

Business Law

This course is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of BC. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. (AI, CA, CGA, CIM, CMA, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: Second-year university standing is recommended.

Note: This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.
Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 407 UVIC ADMN 407

WEB-BASED 3 UNIV

Managing Service Delivery

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

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 409 UVIC ADMN 409

WEB-BASED 3 UNIV

Leading and Managing in the Non-Profit Sector

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences between the non-profit, public, and private sectors. Topics include leadership; board governance; strategic analysis; volunteer management; and partnering. Students analyze how management concepts, models, principles, and techniques have validity as applied in the context of non-profit and voluntary-sector organizations.

Prerequisites: 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 11.

Completion: 4 months.

ADMN 413

WEB-BASED 3 UNIV

Motivation and Productivity

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CMA, CPA, CUIC, ICB)

Prerequisites: Third-year university standing is recommended. It is to the student's advantage to have completed a course of training in business management. Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.
Note: Students with credit for BUSM 213 or ADMN 411, 412, or 413 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 421 UVIC ADMN 421

WEB-BASED 3 UNIV

Financial Management

This course gives students a financial management foundation focused on the needs of the public sector. Topics cover 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.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 4 months.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ADMN 422 **UVIC ADMN 422**

WEB-BASED 3 UNIV

Ethical Public Management

This course is an exploration of value and ethical dilemmas that confront public and quasi-public-sector officials in the workplace. The course focuses 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.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 422 and UVIC ADMN 548 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 11.

Completion: 4 months.

ADMN 423 **UVIC ADMN 423**

PRINT-BASED 3 UNIV

Local Government in British Columbia

This course examines the legislative framework, organization, operation, and finance of local government service delivery and regulation in BC.

Prerequisites: Third-year university standing is recommended.

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

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 431 **UVIC ADMN 431**

WEB-BASED 3 UNIV

Public Sector Human Resources and Labour Relations

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.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 431 and UVIC ADMN 425, 447, 531, or TRU-OL ADMN 366 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 11.

Completion: 4 months.

ADMN 437 **UVIC ADMN 437**

WEB-BASED 3 UNIV

Program Evaluation and Performance Measurement

This is an intensive introduction to organizational, methodological, 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.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 437 and UVIC ADMN 537 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 11.

Completion: 4 months.

ADMN 445 **UVIC ADMN 445**

WEB-BASED 3 UNIV

Urban and Regional Economics

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

Prerequisites: Third-year university standing, ADMN 310 or UVIC ECON 103 (formerly ECON 201) or equivalent.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 454 **UVIC ADMN 420**

WEB-BASED 3 UNIV

The Public Policy Process

This course is an introduction to the policy process in the public sector. The course includes analysis of current theories of policy-making and examines 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.

Prerequisites: ADMN 311 and third-year university standing, or permission of the UVic program manager. ADMN 310 and/or 314 are recommended.

Note: Only one of ADMN 454 (UVIC ADMN 420) and UVIC ADMN 465 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 11.

Completion: 4 months.

ADMN 460

WEB-BASED

3 UNIV

Business and Society

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, ICB)

Prerequisites: 75 credits applicable to the TRU-OL B.B.A. (pages 58–64), or approval of the program area.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

ADMN 461

WEB-BASED

3 UNIV

Accounting Theory

This advanced course in financial accounting includes in-depth treatment of current 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.

Prerequisites: ADMN 331 and 341 and BUSM 236 or ADMN 336, 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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 465

PRINT-BASED OR WEB-BASED

3 UNIV

Management Decision Making

This course offers a basic introduction to the decision analysis framework and explains how it can be used to facilitate and formalize the decision-making process. It describes techniques that managers can use to supplement their existing decision-making skills, how to decide when or whether to use a particular method, and how to implement it. The course is concerned with decision making under conditions such as uncertainty, multiple objectives, multiple decision makers or interest groups, large impacts, and long timelines. (CPA)

Prerequisites: 60 credits applicable to the TRU-OL B.B.A. (pages 58–64), including ECON 310, or approval of the program area. ADMN 315 is recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 466

WEB-BASED

3 UNIV

Managing Change

This course aims to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. (CPA)

Prerequisites: 60 credits, including organizational behaviour course, or permission of the program area. Human resources management and/or industrial relations course is recommended.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to BUSM, CMPT, and ECON courses; ENGL 106, 107; MATH 107; and the Business Courses Chart on pages 72–73.

ADMN 467 **UVIC ADMN 465**
 WEB-BASED 3 UNIV

Local Government Policy

This course is an integrated analysis of selected local government policy 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 vary.

Prerequisites: ADMN 423 or equivalent, ADMN 445 and 452

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: May. Registration deadline applies. Refer to page 11.
Completion: 4 months.

ADMN 468

WEB-BASED 6 UNIV

Leading Projects to Success

This Web-based, competency-based, *paced* course provides students with essential knowledge, skills, and competencies to lead a project to successful completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Attention is given to analyzing project feasibility, developing processes to accomplish the work, applying strategies to lead people and motivate teams, and creating contingency plans to reduce risks. 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: ADMN 361 and 364, or approval of the program area.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

Start Date: Approximately every four to six months.

Completion: 21 weeks (online participation required).

ADMN 470

PRINT-BASED 3 UNIV

Business Policy and Strategy

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CA, CIM, CMA, CUIC, ICB, PMAC)

Prerequisites: 90 credits, including other core requirements of the TRU-OL Bachelor of Business Administration (pages 58–64), or approval of the program area.

Note: Students should take only one of ADMN 470 and 479.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 472 **UVIC ADMN 470**

WEB-BASED 3 UNIV

Risk Management in the Public Sector

Students are required to attend a seminar at UVic (date/time TBA).

This course provides public and non-profit administrators with an understanding and skills in the practical application of risk management. Topics may include risk management and corporate governance; risk assessment, analysis, and evaluation; risk treatment and control; managing financial implications of risk; and monitoring and reporting risk.

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 11.

Completion: 4 months.

ADMN 477

WEB-BASED 6 UNIV

E-Business in a Competitive Environment

This Web-based, competency-based, *paced* course explores the realities of doing business in the fast-moving and rapidly changing world of the Internet. Ways of determining viability of ideas are required in order to launch a totally “virtual” business, add aspects of e-commerce to an existing business operation, or use the new technologies to streamline and add value to dedicated bricks-and-mortar business. By studying existing e-business models, analyzing industry realities, and examining the implications of the Internet on start-up and incumbent businesses, students develop an understanding of how and where to seek competitive advantage for business ideas and plans. The development of an e-business plan is a major focus of this course.

Prerequisites: Experience using the Internet, or approval of the program area. Third-year university standing and familiarity with information technology concepts are recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

Start Date: Approximately every four to six months.

Completion: 21 weeks (online participation required).

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to BUSM, CMPT, and ECON courses; ENGL 106, 107; MATH 107; and the Business Courses Chart on pages 72–73.

ADMN 483

WEB-BASED

3 UNIV

Effective Leadership

This Web-based, competency-based, *paced* course is inquiry-based to provide students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course, students are expected to articulate their vision of how to lead in diverse situations.

Prerequisites: ADMN 367, or approval of the program area. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to openlearning.tru.ca/programs/bus_mgmt/management/faq.html.

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

Completion: 14 weeks (online participation required).

ADMN 484

UVIC ADMN 477

WEB-BASED

3 UNIV

Strategic Planning and Project Management

This course examines strategic planning processes and project management for public-sector organizations. Strategic planning topics include environmental scanning; transforming strategic plans into policies and programs; linking plans to policy development; management tactics; and assessing organizational performance. Project management is conceptualized as a part of implementing strategic plans and includes defining project scope, project life cycle, planning, quality control, scheduling and critical path analysis, budgeting, team building, problem solving, progress assessment, completion, and project evaluation.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 484 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: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ANTH 101

SFU SA 101

PRINT-BASED

4 UNIV

Introduction to Anthropology

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

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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

Start Date: September, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ANTH 201

SFU SA 201

WEB-BASED

4 UNIV

Anthropology of Contemporary Life

This course introduces the anthropological perspective as applied to contemporary social and cultural issues and settings. Topics may include urban anthropology, work and leisure, belief systems, medical anthropology, and problems of policy-relevant research.

Prerequisites: SFU SA 101 is recommended.

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

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

APST 450

PRINT-BASED

3 UNIV

Understanding Research in Nursing

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

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

Prerequisites: 60 credits of preparation in a health care discipline and proof of English competency. Introductory statistics course is recommended.

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

Start Date: Continuous registration.

Completion: Refer to page 8.

ARCH 100

SFU ARCH 100

PRINT-BASED

3 UNIV

Ancient Peoples and Places

This course is a broad survey of human cultural development from the late paleolithic/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.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ARCH 226 SFU ARCH 226

PRINT-BASED 3 UNIV

The Prehistory of Religion: Shamans, Sorcerers, and Saints

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

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10. **Completion:** 13 weeks.

BISC 023

PRINT-BASED PREP

General Biology

This course is equivalent to Biology 11. 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. **Note:** Registration in the course is subject to the availability of microscopes and lab kits.

Equipment: Microscope is provided on a rental basis. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** Refer to page 8.

BISC 030

PRINT-BASED OR WEB-BASED PREP

Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics.

Prerequisites: SCIE 010. BISC 023 or equivalent is also recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** Refer to page 8.

BISC 100

PRINT-BASED OR WEB-BASED 3 UNIV

Understanding Biology

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

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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

Equipment: Audiocassette player, VCR, and TV are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** Refer to page 8.

BISC 101 SFU BISC 100

WEB-BASED 3 UNIV

Introduction to Biology

This course emphasizes evolution and scientific inquiry as unifying themes. The diversity and the unity of all living organisms and the methods by which biologists answer questions about the living world are presented in this context. Topics covered include the characteristics of living organisms, reproduction, metabolism, and ecology.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. 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 www.sfu.ca/cde.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

BISC 120

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Biology

This course is designed as the first of a pair of introductory courses in biological sciences and deals with cell biology, genetics, and the classification of organisms. It interprets the theory of evolution in the light of current knowledge of genetics and ecology and investigates how organisms behave as parts of natural systems interacting with an environment. Additional topics include animal behaviour and human evolution. Students majoring in science or intending to take second-year biology courses should take BISC 120, its companion course BISC 121, and the two laboratory courses BISC 125 and 126.

Prerequisites: Biology 11 or BISC 023.

Note: BISC 100, 101 (SFU BISC 100), 110, 111 are excluded combinations.

Equipment: VCR is required.

Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 121

PRINT-BASED OR WEB-BASED 3 UNIV

Exploring Biology

This course examines, in detail, cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body. BISC 126 is the laboratory component.

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

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

Equipment: VCR is required.

Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 125

IN PERSON 1 UNIV

Biology Laboratory I

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

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

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BISC 126

IN PERSON 1 UNIV

Biology Laboratory II

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

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

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BISC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Genetics

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations.

Prerequisites: CHEM 111, BISC 120, 121, MATH 034 or 100, or equivalents.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 220

PRINT-BASED OR WEB-BASED 3 UNIV

Cell and Molecular Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers.

Prerequisites: CHEM 111 and BISC 121, or equivalents.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 230

PRINT-BASED 3 UNIV

Humans in the Ecosystem

The goal of this course is to develop an understanding of ecosystems, how they work, and how humans fit into them. The course begins with a review of ecological systems, including the central principles of "niche" and "interrelatedness." The course then examines the relationship between humans and the environment and how humans are affecting environmental systems through population levels, resource use, waste production, and economic practices. The course should help students to critically evaluate environmental issues, giving an awareness of the problems and some idea of what needs to be done to address them. The approach of the course is scientific rather than sociological.

Prerequisites: BISC 100 or 120 or equivalent.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 260

WEB-BASED 3 UNIV

Discovering Biodiversity through Taxonomy

This course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build learning and communication skills, awareness of resources, and knowledge of biodiversity to prepare an adequate foundation for this project. Extensive use of the Internet is required.

Prerequisites: BISC 100 or 120, or equivalent.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

BISC 350

PRINT-BASED OR WEB-BASED 3 UNIV

Community and Ecosystem Ecology

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC, and biogeochemical cycles. Human ecology and emerging insights into managing ecosystems are also discussed.

Prerequisites: BISC 120 or equivalent.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BISC 360

PRINT-BASED OR WEB-BASED 3 UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide students with a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: One semester of university-level introductory biology. University-level introductory ecology course, such as BISC 350, is also strongly recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

BISC 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Science (biology/life science major) (page 51) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). Students are required to review the literature in their particular area of study, offer critical assessment of that literature, and submit a major scientific research paper.

Prerequisites: General education requirements of the TRU-OL degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration.

Completion: Refer to page 8.

BOTA 399

WEB-BASED 3 UNIV

Plants and People

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 page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

BUSM 100

WEB-BASED 3 COL/UNIV

Doing Business in Canada

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, human resource management, operations and information systems; and examine the management process, including organizational structure, leadership and motivation. (CIM, PMAC, QAA)

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 is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSM 111

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Supervision

This course is an introduction to front-line supervisory management and the functions and responsibilities supervisors perform. Students explore supervisory functions that include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counselling, and appraising employee performance. The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. (CPA, CUIC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSM 121

WEB-BASED 3 COL/UNIV

Management Principles and Practices

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making, organizing, leading, controlling, and innovating. Students are taught how to analyze issues or problems and how to formulate realistic, practical plans to resolve them. (CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. BUSM 100 or 101 or business experience is recommended.

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

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to ADMN, CMPT, and ECON courses; ENGL 106, 107; MATH 107; and the Business Courses Chart on pages 72–73.

BUSM 131

PRINT-BASED OR WEB-BASED 3 COL

Accounting I

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements. Students also learn how to apply accounting principles to business situations. 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; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: Provincial Grade 12 Diploma or equivalent is assumed. 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 with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration

Completion: Refer to page 8.

BUSM 132

PRINT-BASED OR WEB-BASED 3 COL

Accounting II

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (AI, CIM, CPA, LGMA, QAA, REIC; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)
Prerequisites: BUSM 131 or equivalent.

Note: Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Excel software is recommended. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSM 155

PRINT-BASED 3 COL/UNIV

Selling Professionally

This five-part professional development course is for those whose workplace responsibilities include selling goods or services, and those who are new to sales. The modules are designed to give a knowledge of the variety of sales techniques and principles, practice with selling skills, and an increased awareness of the people interacted with while selling. The main objective is to enable students to improve their performance as salespersons. By the end of the course students are able to demonstrate the ability to implement a variety of professional sales techniques in actual and simulated sales situations.

Prerequisites: Employment in a sales-related position is strongly recommended.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSM 213

PRINT-BASED 3 COL

Motivation and Productivity

This applied course focuses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a "real world" perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CMA, CPA, CUIC, ICB)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications are recommended.

Note: Students with credit for ADMN 411, 412, or 413 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

CEDE 201

WEB-BASED

SFU CED 201

3 UNIV

Introduction to Community Economic Development

This course is a survey of community economic development. The focus is on understanding the strengths and weaknesses of conventional approaches to economic development; the rationale for alternative approaches; the varying definitions and interpretation of community and of development; and the components to be addressed by any coherent economic development strategy.

Prerequisites: 30 credits or permission of SFU's Centre for Sustainable Community Development (CSCD).

Note: Certificate students may not take this course concurrently with upper-level SFU CED courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CEDE 301

WEB-BASED

SFU CED 301

4 UNIV

Sustainable Community Development

This course is a more sophisticated theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic, and social aspects of development. It includes sections on natural and social capital and on making community policy that are essential for the subsequent 400-level courses in the program.

Prerequisites: CEDE 201 or 60 credits, or permission of SFU's Centre for Sustainable Community Development (CSCD).

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CEDE 401

WEB-BASED

SFU CED 401

4 UNIV

Concepts, Techniques, and Principles for Community Economic Development

This course studies the concepts and techniques for economic and policy analysis in community economic development.

Prerequisites: CEDE 301 or permission of SFU's Centre for Sustainable Community Development (CSCD).

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CEDE 403 SFU CED 403

WEB-BASED 4 UNIV

Models and Cases in Community Economic Development

This course is an integration of social, economic, and ecological issues from CEDE 401 and SFU CED 402 with the methods for case studies of communities and their socioeconomic development processes.

Prerequisites: CEDE 301 or permission of SFU's Centre for Sustainable Community Development (CSCD).

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CEDE 410 SFU CED 410

WEB-BASED 4 UNIV

Housing and Community Sustainability

This course focuses on contemporary Canadian housing policy and residential growth management issues, with an emphasis on the role of local government and the community in shaping housing options. The course also examines the role of affordable and appropriate housing as an essential component of community sustainability and how housing can be a tool to promote community economic development. The objective of the course is to gain an understanding of a range of housing policy and affordable housing responses and how they relate to the principles of community economic development.

Prerequisites: CEDE 301 or permission of SFU's Centre for Sustainable Community Development (CSCD).

Equipment: Computer with Internet and CD-ROM drive is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CHEM 024

PRINT-BASED OR WEB-BASED PREP

Principles of Chemistry

This course covers the basics of chemistry: scientific measurement, classes of matter, elements and compounds, chemical reactions, mole concept, and the basics of organic chemistry. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 010, and Math 10 or MATH 014. Math 11 or MATH 024 is recommended or may be taken concurrently.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

CHEM 110

PRINT-BASED 3 UNIV

Chemistry I

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111.

Prerequisites: Chemistry 12. MATH 100 or MATH 034 or equivalent is strongly recommended.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

CHEM 111

PRINT-BASED 3 UNIV

Chemistry II

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. It introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal coordination complexes. Working through this course, students are expected to apply the knowledge obtained to solving problems. Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences.

Prerequisites: Completion of CHEM 110 or equivalent.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.
Completion: Refer to page 8.

CHEM 115

IN PERSON 1 UNIV

Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 110. **Prerequisites:** Prior or concurrent registration in CHEM 110 or equivalent.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 116

IN PERSON 1 UNIV

Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 111. **Prerequisites:** Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 240

PRINT-BASED 3 UNIV

Organic Chemistry I

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 240 and 241 and the two laboratory courses, CHEM 245 and 246.

Prerequisites: CHEM 111 and 116, or equivalent.

Start Date: Continuous registration.

Completion: Refer to page 8.

CHEM 241

PRINT-BASED 3 UNIV

Organic Chemistry II

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 246 is the lab component to accompany this course.

Prerequisites: CHEM 240 or equivalent. CHEM 245 is strongly recommended.

Start Date: Continuous registration.

Completion: Refer to page 8.

CHEM 245

IN PERSON 3 UNIV

Organic Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 240. **Prerequisites:** Prior or concurrent registration in CHEM 240 or equivalent.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 246

PRINT-BASED 3 UNIV

Organic Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 241. **Prerequisites:** Prior or concurrent registration in CHEM 241 and completion of CHEM 240 and 245 or equivalents.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CMNS 110	SFU CMNS 110
PRINT-BASED	3 UNIV

Introduction to Communication Studies

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 130	SFU CMNS 130
PRINT-BASED	3 UNIV

Explorations in Mass Communication

This is an introduction to the role of mass communication (radio, television, telecommunications, and the press) in Canadian society. This course is a requirement for a major or minor in communication. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

CMNS 210	SFU CMNS 210
PRINT-BASED	3 UNIV

Media History

This course is an assessment of the social implications of development in information technology from prehistory to the middle of the twentieth century. Topics include the origins of symbolic representation, the oral tradition, the significance of different systems of writing and numeration, the consequences of prints, and the initial changes brought about by electronic media.

Prerequisites: CMNS 110.

Equipment: Audiocassette player is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 230	SFU CMNS 230
WEB-BASED	3 UNIV

Communication Media in Canada

This course provides an overview of the development of broadcasting and telecommunication systems in Canada and their relationship to contemporary society. Topics include the history of the CBC, cable television, the domestic film production industry, Canadian satellite development, and alternative media in Canada.

Prerequisites: CMNS 130.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 253	SFU CMNS 253
WEB-BASED	3 UNIV

Introduction to Information Technology: The New Media

This course is an introduction to new communication/information technologies seen as new media of communication: the technologies, their uses, and the social issues arising from them.

Prerequisites: CMNS 110 or 130.

Equipment: Computer with Internet, email account, and CD-ROM drive is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 259	SFU CMNS 259
WEB-BASED	3 UNIV

Acoustic Dimensions of Communication I

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media, and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media, and sonic environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 261	SFU CMNS 261
WEB-BASED	3 UNIV

Documentary Research in Communication

This course introduces the techniques necessary to analyze the primary source documents—historical, governmental, and corporate records—often used by media and communication studies.

Prerequisites: CMNS 110 or 130. **Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 371 **SFU CMNS 371**

WEB-BASED 4 UNIV

The Structure of the Book Publishing Industry in Canada

This course is an analysis of the various facets of the book publishing industry in Canada, including ownership patterns, legal foundation, criteria for book selection, and marketing. It includes examination of both commercial and educational publishing. The industry is analyzed within the framework of Canadian cultural and other government policies affecting the industry.

Prerequisites: Minimum 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 372 **SFU CMNS 372**

WEB-BASED 4 UNIV

The Publishing Process

This course offers an overall view of the publishing process that transforms a manuscript into a book. Examined are the stages common to all publishing—editing, design, production, and marketing—and the differences between different kinds of publishers. The contributions of modern computer technology are examined at each stage of the process.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 453 **SFU CMNS 453**

WEB-BASED 4 UNIV

Issues in the Information Society

This course helps students to understand and appreciate the hidden ground of the mobile information society. The course has also been designed to highlight important historical events that have shaped the development of mobile telecommunications; some of the key stakeholders who seek to exercise their influence over the development of new technologies and services; and some of the questions this new phenomenon is creating for members of society as individuals, as friends and family members, as citizens, consumers, and professionals in the workplace. **Prerequisites:** 75 credits, including SFU CMNS 353, 362.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

CMPT 118

WEB-BASED 3 COL

Introduction to Information Technology

This course introduces information technology, computers, and computer networks and their application in the workplace. By the end of the course, students have a sound and basic understanding of information technology, how computers are used in the workplace, how communications systems can help boost productivity, and how the World Wide Web can influence the workplace. Using a computer and the Internet, students learn about information technology and online conferencing by interacting with other students and their course tutor. The first module in the course teaches the basics of information technology, the business role of computers, and how to understand computers. In the second module, students learn about the various computer

operating systems, applications software, and hardware add-ons to make computers more effective. The third module deals with communication systems, computer networks, and the Internet. The final module discusses workplace implications and issues associated with the World Wide Web. (LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 108, 110, 150, or CPSC 101 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

CMPT 119

WEB-BASED 3 COL

Computer Applications in Business

This course provides an overview of the integrated software packages most often used in the workplace. By the end of the course, students have a sound understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in their choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course teaches the basics in how to use computers to communicate. Students also learn how to problem-solve and use the “help” function and online tutorial assistance for their software. As this is a Web-based course, students learn about using the Internet and email. (CPA, LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 109, 110, 150, or TOUR 102 may not take this course for further credit.

Equipment: Computer with Internet and MS Office Professional (XP preferred) or MS Works is required (2002 or newer Works Suite with Word included is preferred). Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

CMPT 150 **UVIC TECJ 100**
 WEB-BASED 3 UNIV

Computer Concepts

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional on an IBM or compatible personal computer for word processing, spreadsheets, databases, and presentations. Students participate in the course over the Internet. (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, 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 Dates: September, January, May. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

CMPT 212 **UVIC TECJ 432**
 WEB-BASED 3 UNIV

Database Concepts

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and databases; modelling of data; and database implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and using a database on a microcomputer using Microsoft Access. (ICB)

Prerequisites: CMPT 150 or 110, or equivalent.
Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.
Start Date: September, January, May. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

CMPT 214 **UVIC TECJ 431**
 WEB-BASED 3 UNIV

Decision Support Applications

This course provides a rationale for the use of computer-based information systems in management decision making. It imparts the essential thought processes and work practices required to support decision making for managers. The course covers the methods of converting large amounts of data into useful information and introduces the concepts of data warehousing and data dictionaries. Students learn how data can be synthesized, independent of the decision support tool, and determine how data can be used and presented effectively with MS Excel and Access software. (ICB, LGMA)

Prerequisites: CMPT 110 or 150 or equivalent. CMPT 212 is recommended.
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 11.
Completion: 12 weeks.

CMPT 215 **UVIC TECB 401**
 WEB-BASED 3 UNIV

Systems Analysis and Design I

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, and object-oriented analysis. Upon completion of the course, students are expected to be able to design and manage a systems development process to fit a particular organization and system's size, complexity, scope, and organizational climate. (CGA, CMA)

Prerequisites: CMPT 110 or 150, or equivalent. CMPT 212 is recommended.

Note: Students with credit for BUSM 362 or CMPT 213 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.
Start Date: September, January, May. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

CMPT 231 **UVIC TECJ 230**
 WEB-BASED 3 UNIV

Web Design and Management I

This course covers the core technologies of websites in depth, while introducing Web design theory and management issues related to running a large website. Some of the many tools and services at the Web designer's disposal are investigated.

Prerequisites: CMPT 110 or 150, or equivalent experience.
Equipment: Computer with Internet is 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 11.
Completion: 12 weeks.

CMPT 300 **UVIC TECJ 420**
 WEB-BASED 3 UNIV

Networks and Network Management

This course focuses on local area networks (LANs), including LAN technology and architecture, interconnectivity, and LAN management issues in the context of implementation, management, and day-to-day operation.

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CMPT 315 **UVIC TECJ 315**
 WEB-BASED 3 UNIV

Relational Database Management Systems

This course provides an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS), using Structured Query Language (SQL) Server 2000 software. Students learn how to create and access data with SQL, the programming language used by most large relational database management systems such as Oracle, IBM DB2, and MySQL. Database administration topics covered include maintaining data integrity, controlling security, and managing users.

Prerequisites: CMPT 150 and 212, or equivalent.

Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of SQL Server 2000. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CMPT 340 **UVIC TECJ 340**
 WEB-BASED 3 UNIV

Web Design and Management II

This course introduces students to planning, designing, and managing dynamic websites. The course complements CMPT 231 (*Web Design and Management I*) by exploring the business aspects of and examining the technologies used for e-commerce dynamically driven websites. Topics covered are audience-centred Web design, cost, production, and ongoing maintenance. Students also examine the security risks and solutions for websites requiring credit card transactions as well as the role of database connectivity methods employed by commercial and government service sites. Many of these topics are developed through the use of case studies and a student workbook website.

Prerequisites: CMPT 150 and 231, or equivalents.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CMPT 350 **UVIC TECJ 450**
 WEB-BASED 3 UNIV

Systems Analysis and Design II

This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.

Prerequisites: CMPT 215 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca. Students purchase Ascent CASE tool software from www.knowledgebase.com.au/ (with credit card).

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CMPT 407 **UVIC TECJ 410**
 WEB-BASED 3 UNIV

Project Management

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: 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, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CMPT 412 **UVIC TECB 402**
 WEB-BASED 3 UNIV

Human Side of Information Systems

This course addresses the impact of computer-based systems on our culture and looks at the sensitive issues raised by the introduction of information technology and systems in society. The course includes discussions on privacy, security, confidentiality, human factors, and issues in education. (ICB)

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

CNST 491 **SFU CNS 491**
 PRINT-BASED 3 UNIV

Technology and Canadian Society
 This course examines and assesses technology and its impact on Canadian society. It concentrates on twentieth-century technology and uses a case-study approach to explore some broad themes in the study of technology such as technological determinism and impact assessment, innovation, technology as progress, technological dependency and sovereignty, and bias in technology.
Prerequisites: Minimum 60 credits.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CPSC 110 **SFU CMPT 110**
 WEB-BASED 3 UNIV

Event-Driven Programming in Visual Basic
 This course introduces programming in the event-driven paradigm using the Visual Basic language. Topics include forms, controls, events, menus, objects; subprograms, modular design, decisions, and repetition; file and data management; and special features.
Prerequisites: BC Math 12 or equivalent or MATH 100 or 103 (SFU MATH 110).
Note: Students with credit for or currently registered in a computer science course at the 200 level or higher may not take this course for further SFU credit except with permission of the department.
Equipment: Computer with Internet, CD-ROM drive, and email account is required. Refer to www.sfu.ca/cde.
Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CPSC 165 **SFU CMPT 165**
 WEB-BASED 3 UNIV

Introduction to Multimedia and the Internet
 This course examines the concepts underlying the use of multimedia and the Internet and how they affect society. Students attain some basic skills in the use of computers for multimedia applications, including graphics, text processing, HTML, and some programming.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Students with credit for or currently registered in a computing science course at the 200 level or higher, or with credit for SFU CMPT 118 may not take this course for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 101 **SFU CRIM 101**
 PRINT-BASED 3 UNIV

Introduction to Criminology
 Course topics include examinations of different terms and concepts commonly used in criminology such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of criminality; levels of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course is a prerequisite for all upper-level criminology courses unless a waiver is granted by SFU's School of Criminology.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 103 **SFU CRIM 103**
 WEB-BASED 3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour
 This course aims to describe the intersection between psychology and criminology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics, history, and many others. The course gives special attention to the work of Freud, Sheldon, Eysenck, Hare, Kohlberg, Bandura, and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault, and sexual offenses. The burgeoning field of correctional psychology is also discussed.
Prerequisites: SFU PSYC 100 and 102 are recommended.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

CRIM 104 **SFU CRIM 104**
WEB-BASED 3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour

This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include anomie; neutralization; control; group conflict; subcultural, ecological, functionalist, and critical theories. The course includes a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

Prerequisites: SOCI 102 or 150 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 131 **SFU CRIM 131**
WEB-BASED 3 UNIV

Introduction to the Criminal Justice System: A Total System Approach

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts, including sentencing; the corrections system, including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 135 **SFU CRIM 135**
WEB-BASED 3 UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 213 **SFU CRIM 213**
PRINT-BASED 3 UNIV

Introduction to Women and Criminal Justice

This course offers a historical and analytical overview of the female offender, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course.

Equipment: CD player and VCR are required.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 220 **SFU CRIM 220**
WEB-BASED 3 UNIV

Research Methods in Criminology

This course is designed as an introduction to criminological research and is intended to develop the student's research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.

Note: Students with credit for SFU CRIM 120 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 230 **SFU CRIM 230**
 PRINT-BASED 3 UNIV

Criminal Law

This course examines the nature, purpose, scope, sources, and basic principles of criminal law. It includes the study of certain fundamental legal concepts such as mens rea, negligence, and strict liability; analysis of the concept of criminal responsibility in Canada; critical examination of the legislative policies expressed in the Criminal Code; study of the basic elements of a criminal offence; an examination of the legal principles relating to specific crimes and to major defences; impact of the Canadian Charter of Rights and Freedoms on criminal law.
Prerequisites: CRIM 135.
Start Date: September, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 241 **SFU CRIM 241**
 PRINT-BASED 3 UNIV

Introduction to Corrections

This course is an examination of the organization, structure, and operation of contemporary Canadian corrections. It considers the history and development of provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators; parole board decision making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.
Prerequisites: CRIM 131.
Note: Students may be required to participate in scheduled teletutorials.
Equipment: Audiocassette player and VCR are required.
Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 251 **SFU CRIM 251**
 PRINT-BASED 3 UNIV

Introduction to Policing

This course is an examination of the organization and operation of contemporary Canadian policing. Consideration is given to the history and development of policing in Canada, the role of the police in Canadian society, and the police occupation including recruitment and training. Topics also include police decision making and the exercise of discretion, police powers, and structures of accountability; managing the police organization; police-community relations and crime prevention initiatives.
Prerequisites: CRIM 131.
Note: Students with credit for SFU CRIM 151 may not take this course for further credit.
Equipment: Audiocassette player is required.
Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 300 **SFU CRIM 300**
 WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology

This course provides an overview of selected theoretical perspectives on crime and deviance, including historical influences. The study guide focuses on the definition of key concepts (e.g., theory); the basic tenets and critiques of each theory; and the commonalities and differences between and within perspectives. The main objective of the course is to illustrate the links among theory, research, and the “real” world.
Prerequisites: One of SFU CRIM 100, 101, or 102.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 311 **SFU CRIM 311**
 WEB-BASED 3 UNIV

Minorities and the Criminal Justice System

This course analyzes the political, economic, and ethnic minorities and their relationship with the criminal justice system. It is a critical analysis of possible discordance, disharmony, or conflict between ethnic minorities, such as Native Indians, Inuit, Métis, Doukhobors, and others, and the legal and social norms of the “host” majority. The course also discusses women and the criminal justice system.
Prerequisites: One of SFU CRIM 100, 101, or 102.
Note: This course was formerly numbered CRIM 411. Students with credit for CRIM 411 may not repeat this course for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 312 **SFU CRIM 312**
 WEB-BASED 3 UNIV

Criminological Perspectives on Social Problems

This course involves 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: One of SFU CRIM 100, 101, or 102.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 314 **SFU CRIM 314**

WEB-BASED 3 UNIV

Mental Disorder, Criminality, and the Law

This course is a 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: One of SFU CRIM 100, 101, or 102. CRIM 131 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 315 **SFU CRIM 315**

PRINT-BASED 3 UNIV

Restorative Justice

This course is an examination and analysis of the principles, assumptions, key concepts, 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: One of SFU CRIM 100, 101, or 102; CRIM 131.

Equipment: Audiocassette player and VCR are required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 321 **SFU CRIM 320**

PRINT-BASED 3 UNIV

Quantitative Research Methods in Criminology

This course is a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics explored include advantages and shortcomings of each method and the 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: One of SFU CRIM 100, 101, or 102; one of CRIM SFU 120 or 220.

Note: CRIM 320 may be taken concurrently with CRIM 321.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 322 **SFU CRIM 321**

PRINT-BASED 3 UNIV

Qualitative Research Methods in Criminology

This course is a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; critical evaluation of qualitative methods used in certain major criminological studies.

Prerequisites: One of SFU CRIM 100, 101, or 102; one of CRIM SFU 120 or 220.

Note: CRIM 320 may be taken concurrently with CRIM 321.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 330 **SFU CRIM 330**

PRINT-BASED 3 UNIV

Criminal Procedure and Evidence

This course is a critical examination of selected topics in criminal procedure and evidence including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial, and trial procedures. It briefly surveys the system of rules and standards by means of which the admissibility of evidence is determined and closely examines the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 230.

Note: This course was formerly numbered CRIM 430. Students with credit for CRIM 430 may not repeat this course for further credit.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CRIM 331 **SFU CRIM 331**
 PRINT-BASED 3 UNIV

Advanced Criminal Law

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 230.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 332 **SFU CRIM 332**
 WEB-BASED 3 UNIV

Sociology of Law

This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; critical and feminist perspectives on law; public knowledge, public awareness, public opinions, and attitudes to the law, sanctions, and the criminal justice system.

Prerequisites: One of SFU CRIM 100, 101, or 102; CRIM 135.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 335 **SFU CRIM 335**
 WEB-BASED 3 UNIV

Human Rights and Civil Liberties

This course is a study of human rights at the international, federal, and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression are examined.

Prerequisites: CRIM 300.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 343 **SFU CRIM 343**
 PRINT-BASED 3 UNIV

Correctional Practice

This is an in-depth consideration of the range of factors influencing contemporary correctional practice. Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics, and the economy.

Prerequisites: One of SFU CRIM 100, 101, or 102. CRIM 241 is recommended.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

CRIM 355 **SFU CRIM 355**
 WEB-BASED 3 UNIV

The Forensic Sciences

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 studied include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: One of SFU CRIM 100, 101, or 102.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 369 **SFU CRIM 369**
 WEB-BASED 4 UNIV

Professional Ethics and Interpersonal Skills in Criminal Justice

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: One of SFU CRIM 100, 101, or 102.

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 www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

CRIM 402 **SFU CRIM 402**

WEB-BASED 3 UNIV

Biological Explanations of Crime

In this course, 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: One of SFU CRIM 100, 101, or 102.

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 www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 413 **SFU CRIM 413**

WEB-BASED 3 UNIV

Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and examines its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: One of SFU CRIM 100, 101, or 102.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: TBA. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 419 **SFU CRIM 419**

WEB-BASED 3 UNIV

Indigenous Peoples, Crime, and Criminal Justice

This course is an in-depth examination of indigenous peoples and the criminal justice system. Topics include historical and contemporary consideration of indigenous-white contact; indigenous conflict with the law and involvement in the criminal justice system; crime and the delivery of criminal justice services in the Canadian North, including the role of the RCMP and the activities of the circuit criminal court; examination of federal and provincial policies designed to reduce over-representation of indigenous peoples in the criminal justice system; the creation of indigenous-controlled programs and criminal justice structures to reduce indigenous conflict with the law; comparative study of other jurisdictions, including Greenland, the United States, and Australia.

Prerequisites: One of SFU CRIM 100, 101, or 102.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 432 **SFU CRIM 432**

WEB-BASED 3 UNIV

Gender in the Courts and the Legal Profession

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through

an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory schemes for personal injuries are also examined.

Prerequisites: CRIM 330.

Equipment: Computer with Internet is required. Phone for teleconference may be required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CRIM 440 **SFU CRIM 440**

WEB-BASED 4 UNIV

Correctional Administration and Planning

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: One of SFU CRIM 100, 101, or 102; CRIM 131 and 241. SFU POL 251 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CYCA 201 **UVIC CYC 201**

WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care

This course presents an overview of the child and youth care field. Content includes a survey of the history of the profession and the role of the child and youth care practitioner across a broad spectrum of settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 202 **UVIC CYC 200A**

WEB-BASED 3 UNIV

Theoretical Foundations in Child and Youth Care

This course demonstrates how theory affects practice. Three theoretical approaches to behaviour changes are introduced: behavioural, psychodynamic, systemic. These are grounded in multicultural, feminist, and normative developmental perspectives.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

CYCA 203 **UVIC CYC 200B**

WEB-BASED 3 UNIV

Professional Foundations for Child and Youth Care

This course explores the foundations of child and youth care professional practice through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. Students acquire the skills for professional communication and teamwork, both oral and written, throughout the course.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 252 **UVIC CYC 252**

WEB-BASED 6 UNIV

Fundamentals of Change in Child and Youth Care Practice

This course focuses on facilitating purposive change in the lives of children and youth involved in a broad spectrum of group care and community-based settings. Students explore the use of communication skills, helping strategies, and the development of therapeutic relationships in relation to the development of self and core elements of child and youth care practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR, computer with Internet, and access to video recording equipment are required (video equipment can be rented). Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 26 weeks.

CYCA 366 **UVIC CYC 366**

WEB-BASED 3 UNIV

Lifespan Development

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained, and modified; and to develop an understanding of normal human development as a knowledge base for practice with children, youth, and families. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma or permission of the instructor.

Note: This course meets the requirements for one of the core developmental psychology courses in Phase II of UVic's Bachelor of Arts in child and youth care for distance-education students. Students not enrolled in the program may register in the course.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 371 **UVIC CYC 371**

WEB-BASED 3 UNIV

Building Caring Partnerships

This course is designed to provide students with the knowledge and skills necessary to work with families, particularly families with children who have been identified as "at risk." Building on their awareness of cultural diversity, students use and integrate their knowledge of self, communication skills, ecological perspective, and developmental theory in order to strengthen their abilities to establish and maintain partnerships with families. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma or permission of the instructor.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 373 **UVIC CYC 373**
WEB-BASED 3 UNIV

Working with Families and Their Communities

This course examines the interactions among families with infants and toddlers, the practitioners who work with them, and the community in which they all live. The course is fundamentally concerned with the healthy development of infants and toddlers, especially those perceived to be "at risk," and it concentrates on the roles of practitioners in promoting community support networks that help create healthy family-community interactions. This course is also available for professional development (non-credit).

Prerequisites: Second-year university standing or college diploma or permission of the instructor.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 380 **UVIC CYC 360**
WEB-BASED 3 UNIV

Special Topics in Child and Youth Care: Introduction to Practice in Relation to Aboriginal Contexts

This introductory course explores Aboriginal perspectives and contexts, both historical and contemporary, in relation to practice with Aboriginal children, youth, families, and communities.

Prerequisites: Second-year university standing or permission of the instructor

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 384 **UVIC CYC 350A**
WEB-BASED 3 UNIV

Law and Social Services

This course provides students in child and youth care and social work with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the Family Courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of social workers, child and youth care workers, and others in the social service field.

Prerequisites: Second-year university standing or permission of the instructor.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 385 **UVIC CYC 350B**
WEB-BASED 3 UNIV

Legal Skills for Human Service Professionals

This course provides an opportunity to put into practice the theoretical and legal knowledge gained from the prerequisite course CYCA 384 (UVIC CYC 350A). Students explore rights, power, conflict, and ethical considerations within a legal framework. How to derive authority from laws, how to comply with policy, and how to practise specific skills as a helping professional are covered.

Prerequisites: CYCA 384.

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 463 **UVIC CYC 460**
WEB-BASED 3 UNIV

Special Topics in Child and Youth Care: Advanced Practices in Relation to Aboriginal Contexts

This course introduces the skills and knowledge related to advanced practice in the areas of community development and community-based practice; family and child services; child protection/service devolution, regionalization, etc. Students apply skills, knowledge, and self-awareness to develop a strength-based and partnership-based practice across a diversity of Aboriginal contexts. Students also gain knowledge of a diversity of contexts of practice.

Prerequisites: Second-year university standing and CYCA 380 or permission of the instructor.

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CYCA 466 **UVIC CYC 460**
WEB-BASED 3 UNIV

Applied Qualitative and Quantitative Methods for Human Services Professionals

This course provides an overview of approaches to qualitative research and quantitative research as they apply to child and youth care practice. Students practise techniques for collecting and analyzing data.

Prerequisites: Third-year university standing.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EASC 024

WEB-BASED PREP

Earth Science

This course is equivalent to Grade 11 Earth science. It introduces geology, oceanography, atmospheric science, and astronomy. Using the Web, students explore galaxies, storm fronts, and earthquakes.

Prerequisites: Science 10 or SCIE 010 is recommended.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ECON 200

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Microeconomics

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units—consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, collective bargaining, poverty, and income inequality. (AI, CA, CGA, CHA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of ADMN 310 and ECON 200 may be taken for credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ECON 201

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Macroeconomics

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. (AI, CA, CGA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. ECON 200, or equivalent skills and knowledge, is recommended.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ECON 310

WEB-BASED 3 UNIV

Economic and Business Statistics

This course emphasizes the application of statistical methods to problems in economics and business. The topics covered include hypothesis testing, regression and correlation analysis, time-series analysis, and decision theory. (CGA, CMA, ICB, PMAC)

Prerequisites: MATH 104 and STAT 102, or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ECON 350

PRINT-BASED OR WEB-BASED 3 UNIV

Managerial Economics

This course is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost, and pricing decisions are emphasized. Topics include decision-making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products, and competitive bids and price quotes. (ICB, PMAC)

Prerequisites: ECON 200 and MATH 104, or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

Equipment: Calculator is required, preferably one that has several memories and can do square roots, logarithms, correlation (or regression) analysis, and financial analysis (such as present values and the internal rate of return). Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

EDCP 010

PRINT-BASED PREP

Intermediate Education and Career Planning

This intermediate-level course equips adult students with life, education, and employment-readiness skills. Topics covered include career interests, goal setting, managing stress, interpersonal skills, and study skills.

Prerequisites: ENGL 009 or 010 or equivalent (may be taken concurrently).

Note: Students should register in only one of EDCP 010 or 030 as course content is similar.
Start Date: Continuous registration.
Completion: Refer to page 8.

EDCP 030

PRINT-BASED PREP

Provincial Education and Career Planning

This provincial-level course emphasizes communication skills, time management, study skills and education planning, and career exploration skills.

Prerequisites: ENGL 028 or English 11, or equivalent skills

Note: Students should register in only one of EDCP 010 or 030 as course content is similar.

Start Date: Continuous registration.
Completion: Refer to page 8.

EDUC 220 SFU EDUC 220

WEB-BASED 3 UNIV

Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course may be applied toward SFU's 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 220 and EPSE 301 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 222 SFU EDUC 222

PRINT-BASED 3 UNIV

Research Methods in Educational Psychology

This course consists of laboratory experiences and exercises in educational psychology.

Corequisites: EDUC 220.

Note: This course may be applied toward SFU's minor in educational psychology or minor in counselling and human development.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 230 SFU EDUC 230

WEB-BASED 3 UNIV

Introduction to Philosophy of Education

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Note: This course may be applied toward SFU's Certificate in Liberal Arts.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 240 SFU EDUC 240

WEB-BASED 3 UNIV

Social Issues in Education

This course covers the social functions of the school; education and socialization; social, political, economic, and cultural influences on the institutions and practices of education.

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 www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 322 SFU EDUC 322

WEB-BASED 3 UNIV

The Social Lives of Children

This course is an overview of theory, research, and practice concerning social emotional development and social interactions and relationships in the school context. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.

Prerequisites: EDUC 222 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

EDUC 325 **SFU EDUC 325**

PRINT-BASED 3 UNIV

Assessment for Classroom Teaching

This course provides students with an overview of testing procedures used in the schools. Students learn how to judge the appropriateness of testing procedures for a specific student or group of students, to interpret scores, to discern biases and inadequacies, and to monitor common abuses of tests. Students have hands-on experiences with a variety of testing procedures.

Prerequisites: EDUC 220.

Note: This course may be applied toward SFU's minor in educational psychology.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 326 **SFU EDUC 326**

WEB-BASED 3 UNIV

Classroom Management and Discipline

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational, and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

Prerequisites: SFU EDUC 401/402, or one of SFU EDUC 100, 220, 230, or 240.

Note: This course may be applied toward SFU's minor in educational psychology.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 351 **SFU EDUC 351**

WEB-BASED 3 UNIV

Teaching the Older Adult

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an aging population through education.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 364 **UVIC EDCI 339**

WEB-BASED 3 UNIV

Educational Applications of the Internet and Networking Systems

This course explores the nature of the Internet as an educational tool, critical evaluation of Internet resources and use in K–12 education, Internet access and utilization methods, Web page evaluation and construction, and interactive use of Internet-based education.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course was formerly numbered UVIC ED-B 363.

Equipment: Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: September, January. Registration deadline applies.

Refer to page 11.

Completion: 13 weeks.

EDUC 383 **SFU EDUC 383**

WEB-BASED 3 UNIV

Innovative Approaches to Teaching Literacy

This course focuses on new approaches to engaging students' imaginations in learning the tools of literacy as it draws on recent developments in literacy theory and research. The course is designed for in-service and pre-service teachers and focuses on literacy teaching practices.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 412 **SFU EDUC 412**

WEB-BASED 4 UNIV

Designs for Learning: Secondary Language Arts

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve the student's chances for having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing, and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

Prerequisites: SFU EDUC 401 and 402, or equivalent.

Note: Students with credit for this course prior to May 2002 do not receive further SFU transfer credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

EDUC 414 SFU EDUC 414

WEB-BASED 4 UNIV

Designs for Learning: Secondary Social Sciences

This course explores many techniques for promoting and assessing the goals of social studies with elementary and secondary students. The course stresses the importance of building a coherent design or vision to guide a social studies program, and it emphasizes active student learning—helping each student make sense of her/his social world—as opposed to teacher delivery of a prescribed mass of content. The course addresses developing a coherent learner-focused social studies program, examines strategies for successful teaching, and discusses how to implement a successful social studies program.

Prerequisites: SFU EDUC 401/402, or equivalent.

Note: Students with credit for SFU EDUC 474 do not receive further SFU transfer credit.

Equipment: VCR and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

EDUC 422 SFU EDUC 422

WEB-BASED 4 UNIV

Learning Disabilities

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and remediation of learning disabilities.

Prerequisites: SFU EDUC 315 or SFU PSYC 250.

Note: This course may be applied toward SFU’s minor in educational psychology, minor in early childhood education, minor in learning disabilities, or Certificate in Literacy Instruction.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 433 SFU EDUC 433

PRINT-BASED 4 UNIV

Philosophical Issues in Curriculum

This course examines fundamental philosophical issues involved in designing, evaluating, or changing educational curricula. Topics include the nature and justification of educational curriculum; the components of a rational curriculum; the nature of knowledge and its differentiation; curriculum integration; and the education of the emotions. It also deals with such current issues as the place of “behavioural objectives” in education, the “hidden curriculum,” and the sociology of knowledge.

Prerequisites: 60 credits with 6 credits in EDUC courses or SFU EDUC 401/402.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 437 SFU EDUC 437

WEB-BASED 4 UNIV

Ethical Issues in Education

This course identifies and examines ethical problems in education. Four major areas of concern are explored: the normative character of education as a whole; the justification of education; ethical questions related to equality, autonomy, interpersonal relationships, and rights in education; moral education and values in education.

Prerequisites: EDUC 230 or SFU EDUC 401/402 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 443 UVIC EDCI 446

WEB-BASED 6 UNIV

Literacy Strategies for Supporting Struggling Learners

This course covers classroom diagnosis and treatment of reading difficulties and prevention of reading disabilities. Students become familiar with materials and procedures for the correction of various types of reading disabilities. The course is useful to the classroom teacher and to the reading specialist.

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-B 442.

Equipment: CD and DVD players and computer with Internet and email account are required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 20 weeks.

EDUC 444 **UVIC EDCI 458**
 PRINT-BASED 3 UNIV

Mathematics Instruction in the Elementary School

This course examines teaching strategies that contribute to the development of the components of numeracy—number sense, spatial and measurement sense, sense of relation, statistical sense—with an emphasis on conceptual and well-defined procedural knowledge. It provides suggestions for meaningful activities, practice, and appropriate assessment techniques. The components of this course accommodate the framework and goals of the BC Mathematics K–7 Integrated Resource Package 1995, which is based on The Common Curriculum Framework for the territories and provinces in Western Canada.

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-E 444.

Equipment: VCR, phone for teleconference, and TV (access to Knowledge Network) are required.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 445 **SFU EDUC 445**
 WEB-BASED 4 UNIV

Legal Context of Teaching

This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours, and the AIDS controversy.

Prerequisites: 60 credits, including 6 credits in education courses.

Note: This course may be applied toward SFU's minor in counselling and human development.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 446 **SFU EDUC 446**
 WEB-BASED 4 UNIV

Law for the Classroom Teacher

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary social studies and Law 12 curricula.

Prerequisites: 60 credits, including 6 credits in education courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 447 **UVIC ED-D 446A**
 WEB-BASED 3 UNIV

Career Awareness and Exploration

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. The course focuses on the foundations of lifelong career education and awareness, skill development, and the planning process. It examines approaches to facilitating personal planning and career exploration with children and youth, issues of personal responsibility, and current perspectives on the labour market.

Prerequisites: Professional year.

Equipment: Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 448 **UVIC ED-D 446B**
 WEB-BASED 3 UNIV

Career Development and Planning

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. The course explores the practical aspects of providing programs for career and life planning. It covers developmental issues and applications, resources and activities to support career development, preparation for employment, work search strategies, work experience, and career technologies as well as career education program planning.

Prerequisites: Professional year. EDUC 447 (UVIC ED-D 446A) is recommended.

Equipment: Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 449 **UVIC ED-D 444**
 WEB-BASED 6 UNIV

Personal Development K–12

This course focuses on the content areas of personal development, K–12: healthy living, mental well-being, family life education, child abuse prevention, substance abuse prevention, and safety and injury prevention. Related topics include values awareness education, sensitive issues, and community resources.

Prerequisites: Professional year.

Equipment: Computer with Internet and email account is required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 26 weeks.

EDUC 451 **SFU EDUC 448**
WEB-BASED 4 UNIV

Law in the Curriculum

This methodology course explores the justification and practice of law-related education in the K–12 curriculum. Students examine the place of law in the curriculum, existing resources, and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials. Emphasis is on developing and implementing law-related programs in the classroom.

Prerequisites: SFU EDUC 401/402 or EDUC 446.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 452 **UVIC EDCI 447**
WEB-BASED 3 UNIV

Principles of Teaching English as a Second Language

This course looks at the principles and theories of teaching English as a second language (ESL) and examines the curriculum and methodology used in ESL language programs in elementary, middle, and secondary schools. Students learn to identify the ways that a learner's culture and first language impact learning of a second language, develop skills for analyzing student progress in learning the second language, and learn how to select effective principles and strategies for teaching students who have English as a second language.

Prerequisites: Professional year or permission of the UVic department.

Equipment: VCR and computer with Internet and email account are required. Refer to www.uvcs.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 458 **UVIC EDCI 448**
WEB-BASED 3 UNIV

Organization and Instruction of English as a Second Language

This course examines current models for the organization and instruction of English as a second language (ESL) classes in the K–12 school system. Students apply theoretical knowledge of language learning, learn practical techniques for teaching ESL across the curriculum, and practise and share strategies for successful ESL teaching at the elementary, middle, and secondary school levels. The integration of language and content instruction 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/csie/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 461 **SFU EDUC 474**
WEB-BASED 4 UNIV

Designs for Learning: Elementary Social Studies

This course focuses on teaching elementary school social studies and addresses aspects of the theory and practice of social studies education. Students examine their own thinking about social studies education through critical reflection, work with the prescribed curriculum, and explore various ways to develop engaging learning experiences for children within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401 and 402.

Note: Students with credit for this course prior to SFU's 2001–2002 semester or for EDUC 414 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 463 **SFU EDUC 463**
WEB-BASED 4 UNIV

Multimedia for Curriculum Design

This course focuses primarily on the evaluation of the use of multimedia software packages in relation to important curricular and instructional issues. A secondary focus is on student design and production of a multimedia package for use in an educational setting.

Prerequisites: SFU EDUC 260 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

EDUC 464 **SFU EDUC 464**
WEB-BASED 4 UNIV

Early Childhood Education

This course is concerned with current trends, issues, and research relating to the education of young children.

Prerequisites: SFU EDUC 401 and 402 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 465 **SFU EDUC 465**
 WEB-BASED 4 UNIV

Children’s Literature

This course examines historical, sociological, literary perspectives on literature for children.

Prerequisites: 60 credits.

Note: EDUC 465 may be applied toward SFU’s minor in early childhood education.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 467 **SFU EDUC 467**
 WEB-BASED 4 UNIV

Curriculum and Instruction in Teaching English as a Second Language

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analysis, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 60 credits and SFU ENGL 370 or a linguistics course.

Note: EDUC 467 may be applied toward SFU’s Certificate in Literacy Instruction or Post-Baccalaureate Certificate in English as a Second Language.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 469 **SFU EDUC 469**
 PRINT-BASED 4 UNIV

Music Education as Thinking in Sound

This course focuses on understanding the language of music, both historical and contemporary, and the use of electronic and acoustic instruments in the general music classroom.

Prerequisites: 60 credits.

Equipment: Audiocassette player and VCR are required.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 472 **SFU EDUC 472**
 PRINT-BASED 4 UNIV

Designs for Learning: Elementary Language Arts

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 and 402. Students with credit for this course prior to SFU’s 2001–2002 semester may not take this course for further credit.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 475 **SFU EDUC 475**
 PRINT-BASED 4 UNIV

Designs for Learning: Elementary Science

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 and 402.

Note: Students with credit for EDUC 475 prior to May 2001–2002 semester may not take this course for further credit.

Equipment: VCR is required.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 482 **SFU EDUC 482**
 WEB-BASED 4 UNIV

Designs for Learning: Information Technology

In this course, students develop a critical understanding of information technologies in education and learn how to integrate these technologies into classroom settings. An emphasis is on teaching strategies and methods as they complement the guidelines set forth in the BC information technology curriculum.

Prerequisites: SFU EDUC 260, 401, and 402, or permission of the instructor.

Equipment: Computer with Internet is required. The course combines in-person delivery and Web-supported distance learning. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

EDUC 484 **UVIC EDCI 459**
 PRINT-BASED 3 UNIV

Diagnosis and Intervention in Mathematics

This course examines essential information for “math recovery” or for proactive intervention. It covers effective and efficient questioning techniques for collecting information about conceptual knowledge and well-defined procedural knowledge, and information for planning appropriate IEPs (intervention of error patterns).

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-E 484.

Equipment: VCR, phone for teleconference, and TV (access to Knowledge Network) are required.
Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 490 **UVIC ED-D 480**
 WEB-BASED 3 UNIV

Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.
Prerequisites: Professional year.
Equipment: CD player, VCR, and computer with Internet and email account are required. Refer to www.uvcs.uvic.ca/csie/.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 491 **SFU EDUC 471**
 WEB-BASED 4 UNIV

Curriculum Development: Theory and Practice

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 www.sfu.ca/cde.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

EDUC 493 **UVIC EDCI 487**
 WEB-BASED 3 UNIV

Technology Tools for Learning

This course supports the integration of technology into educational experiences. It will facilitate the exploration of a variety of information technology and communication technology (ICT) tools for learning and support the application of newly learned skills to the development of culminating an e-portfolio of work. Technology tools selected may include, but are not limited to, productivity programs (e.g., word processing, presentation software, spreadsheets, databases, graphics), website construction software, and/or other specialized software.
Prerequisites: Professional year.
Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/csie/.
Start Date: September, January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 495 **SFU EDUC 485**
 WEB-BASED 8 UNIV

Designs for Learning: Writing

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques.
Prerequisites: SFU EDUC 401 and 402 or equivalent year of professional teacher training.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

ENGL 009
 PRINT-BASED PREP

Basic English Skills

This is a fundamental-level English course for adult students who want to improve their reading, writing, and spelling abilities. Various forms of writing are used to illustrate writing techniques. These include newspaper and magazine articles as well as short stories. Photographs and cartoons are used for some writing exercises. (Grade 9 equivalency)
Prerequisites: None. Students should have their English skills assessed to make sure they start with the course best-suited to their needs. Students may request an English Language and Writing Assessment from Student Services.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 010
 PRINT-BASED PREP

Reading and Writing English

This course is designed to develop skills as a writer by practising the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)
Prerequisites: Basic reading and writing skills in English. Students should have their English skills assessed to make sure they start with the course best-suited to their needs. Students may request an English Language and Writing Assessment from Student Services.
Start Date: Continuous registration.
Completion: Refer to page 8.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

ENGL 013

PRINT-BASED PREP

Studying English

This course emphasizes vocabulary, grammar, sentence structure and paragraph skills, reading comprehension, and various forms of writing. The course is intended for students who are still refining their ability to write the English language and also for students whose first language is not English. (Grade 10 equivalency)

Prerequisites: Grade 9 or equivalent. Completion of an English assessment is recommended. Students may request an English Language and Writing Assessment from Student Services.

Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 028

PRINT-BASED OR WEB-BASED PREP

Advanced English Skills

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective narrative expository essays, as well as short critical essays about literary selections. (Grade 11 equivalency)

Prerequisites: ENGL 010 or equivalent. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 030

PRINT-BASED OR WEB-BASED PREP

Introduction to Literature

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature.

(Grade 12 English equivalency)
Prerequisites: ENGL 028 or English 11. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 034

PRINT-BASED PREP

Survey of British Literature

Through this course students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (Grade 12 equivalency)

Prerequisites: ENGL 028 or English 11. Placement can be made on the basis of an English assessment. Students may request an English Language and Writing Assessment from Student Services.
Equipment: Audiocassette player is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 036

PRINT-BASED PREP

Written Communications

This course is an introduction to writing clear, positive messages and understanding basic writing strategies. The course shows students some typical techniques for effective writing and provides practice in writing various types of email messages, memos, letters, college essays, and workplace reports.

Prerequisites: ENGL 028 or English 11 or equivalent skills.

Note: This course meets the elective requirement but not the English requirement (Grade 12) for the 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: Refer to page 8.

ENGL 100

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition I

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, especially those written over the past hundred years, and a novel. This course also provides a review of basic grammar, common punctuation, and instruction in composing critical essays. ENGL 101 (*Literature and Composition II*) is the continuation of ENGL 100 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 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition II

This course is an introduction to poetry and drama through examples drawn primarily from the twentieth century. The first half considers the major features of poetry (figurative language, sounds, rhythm, etc.) and then examines 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. The second half studies 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 100-level course, e.g., TRU-OL ENGL 100, 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 of TRU-OL degrees. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audio CD player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 102

PRINT-BASED 3 UNIV

Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories. Also included are audiotaped readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

Prerequisites: English 12 or equivalent.

Note: This course satisfies the first half of the introductory English literature and composition requirement of TRU-OL degrees. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 102 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 103

PRINT-BASED 3 UNIV

Composition and Native Indian Literature II

Concentrating on literature written in English by First Nations writers, this course provides an introduction to three major genres of literature: novels, plays, and poetry. Students read short and long novels, one-act and full-length plays, and a wide range of poetry. The course also includes some non-Native literature for comparative purposes. Students listen to taped readings from some of the works and tape-record an oral reading as part of each assignment.

Prerequisites: English 12 or equivalent. ENGL 100 or 102 or equivalent is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement of TRU-OL degrees. Students with credit for ENGL 101 or 105 may not take this course for further credit. Students with credit for ENGL 103 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player/recorder is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 104

PRINT-BASED

SFU ENGL 101

3 UNIV

Introduction to Fiction

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the first half of the introductory English literature and composition requirement at TRU-OL. Students with credit for ENGL 101 or 103 or equivalent may not take this course for further credit.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

ENGL 105 **SFU ENGL 102**
PRINT-BASED 3 UNIV

Introduction to Poetry

This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage students to read more poetry and to read it with greater perception and enjoyment. It should improve 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 TRU-OL. Students with credit for ENGL 101 or 103 or equivalent may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 106

PRINT-BASED OR WEB-BASED 3 COL

Written Communication

This course provides an introduction to writing clear, positive messages and to developing effective writing strategies. It is designed to help students be more proficient at the types of writing they need to do—at home, at school, and in the workplace. Students review spelling and mechanics and write various types of email messages, memos, letters, college essays, and workplace reports. (CHA, CIM)

Prerequisites: BC English 11 or equivalent.

Note: Students with credit for ENGL 036, 100, 102, 107, or 199 should consult with a TRU-OL program advisor before taking this course.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 107

PRINT-BASED OR WEB-BASED 3 COL

Business Communication

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focuses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals. (AI, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: Completion of ENGL 100, 106, 199, or equivalent skills and knowledge as demonstrated by an English assessment (page 3)

Note: Only one of ADMN 317 (UVIC ADMN 316) and ENGL 107 may be taken for credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 112 **SFU ENGL 104**

PRINT-BASED 3 UNIV

Introduction to Prose Genres

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a TRU-OL program advisor about the applicability of this course to TRU-OL programs.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 199 **SFU ENGL 199**

WEB-BASED 3 UNIV

Introduction to University Writing

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

Prerequisites: 12 university credits.

Note: Students with credit for ENGL 109 may not take this course for further credit. Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some TRU-OL programs.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 204 **SFU ENGL 204**

PRINT-BASED 3 UNIV

Medieval and Renaissance Literature

This course includes attention to works from the Old English, Middle English, and Renaissance periods.

Prerequisites: Two 100-level English courses.

Note: Students with credit for ENGL 220 may not take this course for further credit.

Equipment: CD player is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 205 **SFU ENGL 205**

WEB-BASED 3 UNIV

Seventeenth- and Eighteenth-Century Literatures in English

This course studies literary works from the Jacobean, Commonwealth, Restoration, and eighteenth century and may include some writing from North America.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 207 **SFU ENGL 207**

WEB-BASED 3 UNIV

Twentieth-Century Literatures in English

This course is intended as an introduction to the rich literary cultures in Britain, the United States, and Canada. It explores these literatures through the key narratives of belonging and not belonging, of home and away, of place and placelessness. Students are exposed to many of the master writers of English letters in the past century, including Joseph Conrad, D. H. Lawrence, Virginia Woolf, William Faulkner, Ernest Hemingway, Salman Rushdie, Sara Suleri, Michael Ondaatje, and A. F. Moritz.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 210 **SFU ENGL 210**

WEB-BASED 3 UNIV

Advanced University Writing

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: 24 credits and ENGL 199 or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 220

PRINT-BASED OR WEB-BASED 3 UNIV

English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections).

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or ENGL 104 and 105, or equivalents.

Note: Students with credit for UBC ENGL 204 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

ENGL 221

PRINT-BASED OR WEB-BASED 3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 220). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Brontë, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or equivalents.

Note: Students with credit for UBC ENGL 204 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 305 **SFU ENGL 304**

PRINT-BASED 4 UNIV

Studies in Medieval Literature

This course examines the studies of medieval authors, genres, or issues, from 500 to 1500. Texts are studied in the original language or in translation.

Prerequisites: Two 100-level English courses and two 200-level English courses; one must be ENGL 204 or 205.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 311 **SFU ENGL 311**
WEB-BASED 4 UNIV

Early Shakespeare

This course introduces the world of Shakespeare through the study of six plays (and several of his sonnets) that centre on a common theme: love. In addition to reading the plays and background material, students read the work of critics and the writings of some of Shakespeare's contemporaries and predecessors. The combination of readings is designed to give a broad understanding of the literary and cultural context in which Shakespeare wrote and to advance students' skills in critical appreciation of England's foremost dramatist.

Prerequisites: Two 100-level English courses and two 200-level English courses; one must be ENGL 204 or 205.

Note: Students may take both ENGL 311 and SFU ENGL 313 for credit toward the English major. Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 325 **SFU ENGL 325**
PRINT-BASED 4 UNIV

Romantic Poetry

This course is designed to provide a deeper understanding of romantic poetry and focuses on verse written in that period. Students study the work of major English romantic poets William Blake, William Wordsworth, John Keats, and Percy Bysshe Shelley, and a number of other important figures from the period, including Dorothy Wordsworth, Samuel Taylor Coleridge, Mary Shelly, Mary Wollstonecraft, and other romantic writers. The Romantic Manifesto is used as the organizing principle.

Prerequisites: Two of ENGL 101, 102, 103, 104, 105, and 199, and two 200-level English courses; one must be ENGL 204 or 205.

Note: Students with credit for SFU ENGL 324 or 326 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 333 **SFU ENGL 333**
PRINT-BASED 4 UNIV

Studies in the Nineteenth-Century British Novel

This course is the study of selected nineteenth-century novels and may be organized by various critical issues or approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses; one must be ENGL 204 or 205.

Note: Students with credit for SFU ENGL 332 or 334 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 338 **SFU ENGL 338**
WEB-BASED 4 UNIV

Studies in Modernism

This course addresses issues in modernism and may include Canadian, British, American, and other literatures.

Prerequisites: Two 100-level English courses and two 200-level English courses; one must be ENGL 204 or 205.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 340 **SFU ENGL 340**
WEB-BASED 4 UNIV

Twentieth-Century British Literature to 1945

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; one must be ENGL 204 or 205.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 360 **SFU ENGL 359**
WEB-BASED 4 UNIV

Literature of British Columbia

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; one must be ENGL 204 or 205.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 368

SFU ENGL 368

PRINT-BASED

4 UNIV

Studies in Drama

This course is the literary study of selected dramatic works and may be organized by various eras, issues, or critical approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses, one must be ENGL 204 or SFU ENGL 205.

Note: This course was formerly numbered ENGL 460. Students with credit for ENGL 460 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 424

PRINT-BASED OR WEB-BASED 3 UNIV

Modern British Fiction

This course provides a survey of modern British fiction from its development early in this century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 432

PRINT-BASED OR WEB-BASED 3 UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for UBC ENGL 420 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website. Audiocassette player is recommended.

Start Date: Continuous registration
Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

ENGL 435

PRINT-BASED

3 UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Required coursework includes the viewing of twelve one-hour video programs.

Equipment: VCR is required.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 442

PRINT-BASED OR WEB-BASED 3 UNIV

Modern American Fiction

This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there is a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

Prerequisites: ENGL 100 and 101, or equivalents.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration
Completion: Refer to page 8.

ENGL 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Arts, English major (page 42) and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts (page 39). 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 TRU-OL degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: Refer to page 8.

ENST 399

WEB-BASED 3 UNIV

Environmental Studies: Sustainability

This Web seminar course offers special topics in environmental studies for in-depth study. Topics explored are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting Canada's natural resources. Particular emphasis is placed on water, energy, biodiversity, and the attempt to balance the impact of society's activities with the environment's capacity to absorb them. The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 104

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art I

This course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 105

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art II

This course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 106

SFU FPA 104

WEB-BASED 3 UNIV

Music Fundamentals

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation to students with no formal music training. Practical exercises accompany an introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature.

Prerequisites: None. Provincial Grade 12 Diploma is assumed.

Equipment: CD player and computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

FINA 110

PRINT-BASED OR WEB-BASED 3 UNIV

Colour: An Introduction

This studio course in art, with nine half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Additional common items may be required to complete assignments. Refer to the TRU-OL website or contact Student Services.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 120

PRINT-BASED OR WEB-BASED 3 UNIV

Mark and Image

This studio course in art, with ten one-hour video programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology.

Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

FINA 130

PRINT-BASED OR WEB-BASED 3 UNIV

Material and Form

This studio course in art, with ten one-hour video programs, is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fibre, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.

Equipment: VCR and camera or video recorder are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

FINA 147

WEB-BASED

SFU FPA 147

3 UNIV

Introduction to Electroacoustic Music

This course is an introduction to the history, social context, theory, and practice of electroacoustic music. It introduces topics in acoustics and sound, digital representation of sound and audio, the historical and social context for the development of electroacoustic music, sound design, electroacoustic instruments, computer music, current trends and standards, and electroacoustic composition. Students have the opportunity to explore contextual and theoretical concepts within a practical situation on their computer.

Prerequisites: Permission of the course supervisor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

FINA 399

WEB-BASED

3 UNIV

Cultural Theory and Images

This Web-based interdisciplinary seminar course offers special topics 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. Students work individually or with a partner to select issues or research problems of personal interest, conduct literature research, assess sources of information, and present findings. Learning activities are interactive and designed to take advantage of the image-rich environment of the Web.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

FNST 030

PRINT-BASED

PREP

First Nations Studies I

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines issues facing First Nations communities. It explores the particular strengths of First Nations communities and significant contributions to the world by the aboriginal peoples of the Americas. Traditional cultures and aboriginal rights and the law are also studied.

Prerequisites: ENGL 028 or English 11 or equivalent skills.

Equipment: Audiocassette player and VCR are required.

Start Date: Continuous registration.
Completion: Refer to page 8.

FNST 040

PRINT-BASED

PREP

First Nations Studies II

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines various issues facing BC First Nations, including land claims and the right to self-determination. It enables students to evaluate events in the context of history, geography, and politics and encourages a balanced and systematic approach to forming opinions.

Prerequisites: ENGL 028 or English 11 or equivalent skills.

Equipment: VCR is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

FNST 101 **SFU FNST 101**
 PRINT-BASED 3 UNIV

The Cultures, Languages, and Origins of Canada's First Peoples

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Audiocassette player is required.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

FNST 201 **SFU FNST 201**
 PRINT-BASED 3 UNIV

Canadian Aboriginal Peoples' Perspectives on History

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European people. It also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites/Corequisites: FNST 101.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

FNST 401 **SFU FNST 401**
 WEB-BASED 3 UNIV

Aboriginal Rights and Government Relations

This course is an examination of First Nations and Aboriginal peoples' perspectives on political, social, and legal issues involving their rights as first citizens of Canada and North America, and the practical and political relations with various levels of government. Issues examined include Aboriginal rights and title questions, self-government models and concepts, constitutional matters, the impact of federal government policies, including their impact on women's lives, and native community and First Nations politics.

Prerequisites: FNST 101 and SFU FNST 201. SFU POL 221 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

FREN 020

PRINT-BASED OR WEB-BASED PREP

French I

This basic introductory course emphasizes spoken French through the use of videos, audiocassettes, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills and is helpful as a prerequisite to FREN 100.

Prerequisites: None. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: VCR and CD player are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FREN 100

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to French I

Based on the highly praised multimedia program *French in Action*, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. 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 phone.

Prerequisites: French 10 or equivalent.

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: CD player, phone, and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FREN 101

PRINT-BASED 3 UNIV

Introduction to French II

This course is a continuation of the work of FREN 100 and is based on the highly praised multimedia program *French in Action*. The course enables students to increase their speaking and writing abilities in a range of everyday situations. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

Additional materials highlight French in the Canadian context. Several assignments are completed by phone.

Prerequisites: FREN 100 or equivalent.

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: CD player, phone, and VCR are required.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 030

PRINT-BASED PREP

Physical and Human Geography

This provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

Prerequisites: SOST 024 or 028 or equivalent is recommended.

Equipment: Audiocassette player is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 110

PRINT-BASED OR WEB-BASED 4 UNIV

Introduction to Physical Geography

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle, and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone—the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

GEOG 200

PRINT-BASED OR WEB-BASED 3 UNIV

Regional Geography of Canada

This course examines the physical, human, and economic geography of Canada in a regional context. It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

GEOG 230

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both “determinist” and “possibilist” views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 270

PRINT-BASED OR WEB-BASED 3 UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to enable students to explore the character of BC's diverse physical and human landscapes. Students focus particularly on geographic patterns and on the interaction of physiography, climate, settlement and resettlement, resource utilization, and economic activity, and also examine how the province itself fits into a variety of regions (including Canada, the Pacific Northwest, and the Pacific Rim).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 399

WEB-BASED 3 UNIV

Global Climate Change and Regional Impacts

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 activities 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 of energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activities within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

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.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 469 SFU GEOG 469

PRINT-BASED 4 UNIV

The Canadian North and Middle North

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

Prerequisites: Minimum 60 credits, including 8 hours of upper-level geography courses.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GEOL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Geoscience

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. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 120 is an excluded combination.

Equipment: VCR is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOL 120

PRINT-BASED OR WEB-BASED 4 UNIV

Introduction to Earth Science

This is a one-semester lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 101 is an excluded combination.

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 VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GERM 104

WEB-BASED

SFU GERM 104

3 UNIV

German for Reading Knowledge I

This is an introductory course that covers reading strategies, grammar for reading purposes, learning resources, and basic vocabulary. It offers a multimedia introduction to reading skills in German leading to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g., in a multimedia lab or on a home computer). The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Prior knowledge of German is not required. Students with prior knowledge of German should contact SFU's Language Training Institute before proceeding with this course.

Note: Students with credit for SFU GERM 102 or higher may not take this course for further credit.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 300

WEB-BASED

SFU GERO 300

3 UNIV

Introduction to Gerontology

This course examines the aging process from a multidisciplinary perspective. It deals with physical and health factors in aging, psychological aspects of behaviour in later life, economic and vocational factors in aging, family and community relations of older people, social policy, and the politics of aging. Throughout the course, emphasis is placed on normal aging.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 301 SFU GERO 301

WEB-BASED 3 UNIV

Research Methods in Gerontology

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

Prerequisites: 60 credits.

GERO 300, SFU STAT 203 (formerly STAT 103), or equivalent is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 403 SFU GERO 403

WEB-BASED 3 UNIV

Counselling with Older Adults

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 300 and SFU PSYC 357 or SOCI 420. This course is restricted to students in the gerontology diploma program.

Equipment: Audiocassette player, VCR, and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 404 SFU GERO 404

PRINT-BASED 3 UNIV

Health and Illness in Later Life

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

Prerequisites: 60 credits and GERO 300.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 406 SFU GERO 406

WEB-BASED 3 UNIV

Death and Dying

This course focuses on providing students with an in-depth understanding of the process of dying. By examining their own personal response to death as well as society's reaction and responsibilities toward dying, students gain new insights in caring for the dying person.

Prerequisites: 60 credits. GERO 300 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

- Blue course code indicates that TRU-OL delivers the course.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

GERO 407 SFU GERO 407

WEB-BASED 3 UNIV

Nutrition and Aging

This course combines seminars and lectures in the examination of specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors that influence food choice and ultimately nutritional status in aging.

Prerequisites: 60 credits.

GERO 300 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 408 SFU GERO 408

WEB-BASED 4 UNIV

Families and Aging

This course entails a comprehensive interdisciplinary study of families and aging. In addition to providing an overview of theory and research on this topic, this course critically examines a variety of substantive issues, including families in mid-life, sibling relationships, divorce and remarriage, dating in later life, care giving, poverty, elder abuse, and policy development.

Prerequisites: 60 credits.

GERO 300 is recommended.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GEST 482 **UVIC HA 486A**
WEB-BASED 3 UNIV

**Museum Principles and Practices:
Creating and Preserving Knowledge**

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. Museums, their collections, and the knowledge they convey play a unique role in contemporary society. Course topics include history and organization of museums and collections curatorship, research, documentation, and care.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site, or related institution.

Note: This course was formerly part of GEST 486 (UVIC HA 486).

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 3 months.

GEST 483 **UVIC HA 486B**
WEB-BASED 3 UNIV

**Museum Principles and Practices:
Sharing Knowledge**

This course explores the role and development of exhibitions and programs, with particular emphasis on public partnerships, audience development, and principles of design, implementation and evaluation. Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. Topics in museum management are also addressed in the course.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site, or related institution.

Note: This course was formerly part of GEST 486 (UVIC HA 486).

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 3 months.

GEST 484 **UVIC HA 487A**
WEB-BASED 3 UNIV

**Principles and Practices in the
Management of Heritage Resources**

This course is 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, planning for conservation, heritage area revitalization strategies, and cultural tourism.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local historic site or related institution.

Note: This course was formerly part of GEST 487 (UVIC HA 487).

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 3 months.

GEST 485 **UVIC HA 487B**
WEB-BASED 3 UNIV

**Principles and Practices in the
Conservation of Heritage Resources**

This course is a detailed survey of the philosophical, ethical, and practical aspects of physical conservation as they apply to the management of heritage resources in the world today. Topics include principles and history of heritage conservation; levels of intervention, including preservation, restoration, rehabilitation and reconstruction; and the conservation process.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local historic site or related institution.

Note: This course was formerly part of GEST 487 (UVIC HA 487). This course, combined with GEST 484 (UVIC HA 487A), can be used in lieu of UVIC HA 487 as core credit in the Cultural Resource Management program. Students with credit for GEST 487 (UVIC HA 487) may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 3 months.

GREK 110 **SFU GRK 110**
WEB-BASED 3 UNIV

Modern Greek for Beginners I

This course is an introduction to the Greek language that helps beginners develop survival skills in the most frequently encountered communicative situations.

Prerequisites: Permission of the instructor.

Note: Students with credit for SFU LANG 110 may not take this course for further credit

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

HEAL 101

WEB-BASED

2 UNIV

Orientation to Health Science Studies

This course is designed for students preparing to take TRU-OL health science (HEAL) courses. It enables students to succeed in their HEAL academic work and to transfer their learning to their professional practice. In a context of the health care system, the course assesses development of academic skills, written communication skills, and technology skills on the basis of mastery demonstrated in online discussion and assignments. Course credits are not applicable to a university degree.

Prerequisites: Students of the TRU-OL Bachelor of Health Science degree programs (pages 82–84) require appropriate professional credential; 60 university credits or equivalent; completion of social science courses (minimum 6 credits) and research methods course; proof of English competency.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: Maximum 20 weeks, though the discussion timetable requires most of the course must be completed within 10 weeks.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

HEAL 210

WEB-BASED

3 UNIV

Understanding Clinical Practice in Canada

This course provides opportunities for practical exploration of clinical practice in the Canadian health care system. It introduces competency-based practice, health profession regulations, and the functioning of inter-professional teams. Students learn about legal issues, including professional practice legislation and standards, documentation standards, informed consent, and freedom of information. They are introduced to ethical frameworks guiding health practices in Canada. The course uses case study analysis and online discussions in small groups to facilitate learning of the course concepts.

Prerequisites: HEAL 101, as of January 2006.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: Maximum 30 weeks, though the discussion timetable requires most of the course must be completed within 14 weeks.

HEAL 310

WEB-BASED

3 UNIV

Client-Directed Care Management

This course is intended for professionals working in the health system, and/or upper-level students in degree programs who want 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. Using both teleconferences and online discussion in small groups, the course is delivered in the context of current and emerging health policy and organizational structures.

Prerequisites: HEAL 210 or equivalent, as of January 2006.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule.

Participation is mandatory in teleconferences (audioconferences) at scheduled times that may not be convenient outside the Pacific Time zone. Students outside Canada are responsible for the cost of teleconferences.

Equipment: Phone for teleconference and computer with Internet are required. Refer to page 88 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: Maximum 30 weeks, though the seminar and teleconference timetable requires most of the course must be completed within 20 weeks.

HEAL 401

WEB-BASED 3 UNIV

Health Policy

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

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: HEAL 402.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: Maximum 30 weeks, though the seminar timetable requires most of the course must be completed within 14 weeks.

HEAL 402

WEB-BASED 3 UNIV

Issues in Health Care

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This seminar-style course explores current issues in health, health care, and the Canadian health care system from a range of perspectives. Students develop critical thinking skills and knowledge of the Canadian health care system and use current resources to investigate, analyze, discuss, and evaluate relevant issues.

Prerequisites: HEAL 101, as of January 2006.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: Maximum 30 weeks, though the seminar timetable requires most of the course must be completed within 14 weeks.

HIST 120

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian History to 1867

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

HIST 121

PRINT-BASED OR WEB-BASED 3 UNIV

Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

HIST 223

WEB-BASED

SFU HIST 223

3 UNIV

Early Modern Europe

This course is a survey of early modern European history that examines, among other topics, the wars of religion, the seventeenth-century economic development, the scientific revolution, the Enlightenment, and the political and social character of the old regime.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

HIST 225

PRINT-BASED 3 UNIV

History of British Columbia

This course surveys the two centuries since Europeans first arrived in BC. The fifteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts. It is mandatory for students to view the videos in this course.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

HIST 241

PRINT-BASED 3 UNIV

Modern European History: 1450–1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

HIST 334

WEB-BASED

World War II

This course introduces the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.

Prerequisites: 45 credits, including 9 lower-level history credits. SFU HIST 225 is recommended.

Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

HIST 336

PRINT-BASED

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the “Westminster Model” of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 45 credits, including 9 lower-level history credits. SFU HIST 225 is recommended.

Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

SFU HIST 338

4 UNIV

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

HIST 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Arts, history major (page 43) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). 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 TRU-OL degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 143

PRINT-BASED 0.5 COL

Nutrition for Home Support

This course enables students to understand nutrition principles, shop more efficiently for nutritious food, assist clients with eating difficulties, and prepare food and meals for clients on specific diets.

Prerequisites: None. Provincial Grade 10 or equivalent is assumed.

Note: Students with credit for the courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 144

PRINT-BASED 1 COL

Work Role and Home Safety, Management

This course identifies essential components of responsible and accountable behaviour in the home support attendant role within the context of the community care system. Students learn how to prevent the spread of infection and apply correct principles and practices when assisting with specific home safety, maintenance, and cleaning tasks.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75). Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: Students with credit for courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.
Start Date: Continuous registration.
Completion: Refer to page 8.

HOME 150

PRINT-BASED 1.5 COL

Health: Lifestyle and Choices

This course provides an introduction to a holistic concept of health and the components of a health-enhancing lifestyle. Students examine the interrelatedness of the five dimensions of health: physical, emotional, social, intellectual, and spiritual.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), HOME 143, 144. Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 114.
Start Date: Continuous registration.
Completion: Refer to page 8.

HOME 160

PRINT-BASED 2 COL

Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Students explore basic communication concepts and applied skills that contribute to effective, caring interpersonal relationships.

Prerequisites: None. Provincial Grade 10 or equivalent is assumed.

Note: This course was formerly numbered HOME 112. Students with credit for SSWP 109 or 110 may not take HOME 160 for further credit.

Equipment: Audiotape and access to audiotape recording equipment are required.

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 170

PRINT-BASED 3 COL

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a knowledge base in preparation for practice. Students study the human body in health and illness, with an emphasis on common changes related to aging. Students are introduced to the concepts of basic needs, human development, and loss.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160. Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 179

IN PERSON 1.5 COL

Practicum

This practical course is designed to explore the roles and responsibilities of a home support attendant and to provide 60 hours of experience as a Level I home support attendant under the guidance of a home support agency mentor and supervisor. Students are required to complete several written assignments for this course.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170. Contact Student Services for the program admission package.

Note: This course was formerly numbered HOME 120.

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 181

PRINT-BASED 2 COL

Personal Care Skills

This course describes the basic personal care skills needed to provide care in accordance with the BC Personal Assistant Guidelines. Students examine the rationale underlying specific skills and practice.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170. Contact Student Services for the program admission package.

Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 115.

Start Date: Continuous registration.

Completion: Refer to page 8.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

HOME 187

IN PERSON 1 COL

Personal Care Skills Lab

This practical course allows students to develop and demonstrate the skills learned in HOME 181. Labs of four days' duration are required.

Prerequisites: Admission to the TRU-OL's Home Support Attendant Certificate program (page 75), pass grade in all other courses in the program and the HOME 181 examination, or approval of the tutor and the program coordinator. (This course was formerly part of HOME 180.)

Note: This course may be offered at limited times and locations, and enrolment may be limited. Travel and accommodation costs to attend are the responsibility of the student. Students are required to bring personal items to labs. Details are provided by the program area.

Start Date: TBA.

Completion: Refer to page 8.

HOME 190

PRINT-BASED 1.5 COL

Special Needs

This course provides students with an introduction to the basic concepts and approaches involved in the care of clients who are experiencing changes in mental functioning, with a particular emphasis on Alzheimer's disease. This course also explores the role of the home support attendant in challenging family situations.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), all other courses in the program, excluding the practicum, and permission of the program coordinator. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: This course was formerly numbered HOME 116.

Start Date: Continuous registration.

Completion: Refer to page 8.

HOME 198

PRINT-BASED 3 COL

Combined Practicum/ Preceptorship PLAR

This PLAR (prior learning assessment and recognition) opportunity is for students who have had recent, extensive experience in the home support field to demonstrate that they already possess the skills and knowledge for HOME 179 and HOME 199. A guide and workbook are provided to assist students to create a portfolio to demonstrate their acquired knowledge and skills.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), all other courses in the program, and permission of the program coordinator.

Start Date: Continuous registration.

Completion: 20 weeks. Refer to page 8.

HOME 199

IN PERSON 1.5 COL

Preceptorship

This final course focuses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Attendant Certificate program through selected, supervised clinical experiences in a long-term care facility and in a home support agency, 75 hours and 50 hours respectively. Students are required to complete several written assignments for this course.

Prerequisites: Admission to the TRU-OL Home Support Attendant Certificate program (page 75), HOME 143, 144, 150, 160, 170, 179, 181, 187, 190

Note: This course may be offered at limited times and locations, and enrolment may be limited. Travel and accommodation costs to attend are the responsibility of the student. Once arranged, attendance is mandatory. This course was formerly numbered HOME 130.

PLAR Note: For those students who have had recent, extensive experience in the home support field (at Level II in the previous five years), PLAR (prior learning assessment and recognition) is an opportunity to demonstrate that they already possess the course skills and knowledge. A guide and workbook are provided to assist students to create a portfolio to demonstrate their acquired knowledge and skills. Permission of the program coordinator is required for PLAR. Experienced students may also be eligible to complete a modified version of this course.
Start Date: Continuous registration.
Completion: 30 weeks (PLAR 18 weeks). Refer to page 8.

HSDA 462 UVIC CYC-HSD 462

WEB-BASED 3 UNIV

Perspectives on Substance Use

This is an introductory course on substance use and its impacts, particularly in relation to working with children and families. Students are expected to understand and critically reflect on a range of perspectives and the practice responses that flow from these perspectives. There is a particular emphasis on exploring the historical, social, and political contexts of substance use among Aboriginal peoples, women, and youth. This course also addresses the impacts of substance use on children, families, and communities, and the issues of pregnancy and parenting. Students are expected to use critical reflection to articulate their own perspective on substance use.

Prerequisites: Second-year university standing or permission of the instructor.

Note: Students with credit for UVIC CYC 369 or UVIC SOCW 479 may not take this course for further credit.

Equipment: VCR and computer with Internet are required. Refer to web.uvic.ca/cyc/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

HSDA 463 UVIC CYC-HSD 463

WEB-BASED 3 UNIV

Approaches to Substance Use: Prevention and Treatment

This course examines current approaches to working with substance use at the individual, family, and community levels. The intended outcomes and goals of treatment and prevention are explored. Differing models of change as well as Aboriginal approaches to healing and gender-specific approaches to treatment and prevention are studied. Students are asked to critically reflect on the social and political context of various responses to substance use.

Prerequisites: HSDA 462, UVIC CYC 369, or UVIC SOCW 479, or permission of the instructor.

Note: Students with credit for UVIC CYC 368 make not take this course for further credit.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

HSDA 464 UVIC CYC-HSD 464

WEB-BASED 3 UNIV

Introduction to Disability Studies

This course is required for students enrolled in the child welfare specialization and focuses on issues affecting people with disabilities. Current issues in human rights, ethics, and attitudes about disability are examined within a framework of human rights, citizenship, and inclusion. The course highlights the skills and knowledge required for anti-ableist practice and includes a critical analysis of theory, policy, and practice. Various approaches to the planning and delivery of services are examined with an emphasis on those approaches that facilitate consumer choice and decision making.

Prerequisites: Second-year university standing or permission of the instructor.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

HSDA 465 UVIC HSD 465

WEB-BASED 3 UNIV

Interdisciplinary Practice with Children and Families

This course provides opportunities for applying the skills, knowledge, and beliefs essential for effective interdisciplinary practice with children and families. The course explores the rationale for and a critical analysis of interdisciplinary practice. The contributions of different disciplines to addressing issues in child and family work are featured.

Prerequisites: Second-year university standing or college diploma or permission of the instructor.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/cyc/.

Start Date: Varies. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

HUMN 102 SFU HUM 102

WEB-BASED 3 UNIV

Classical Mythology

This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

HUMN 230 SFU HUM 230

WEB-BASED 3 UNIV

Introduction to Religious Studies

This course is an examination of religion as expressed in the religious and humanistic traditions available through the investigation of primary textual sources. A critical and appreciative approach to religious phenomena is emphasized through the theological, literary, historical, philosophical, and behavioural backgrounds that influence the understanding of religion.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

HUMN 301

PRINT-BASED OR WEB-BASED 3 UNIV

The History of Science

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 to science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How has science changed over time? How does—and how should—society use science?

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. 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 page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

HUMN 399

WEB-BASED 3 UNIV

Issues in Science and Society

This course examines the effect of science in 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.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

JAPN 100 SFU JAPN 100

WEB-BASED 3 UNIV

Introduction to Japanese I

This course is a comprehensive introduction to the Japanese language, including the three writing systems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with prior knowledge or experience in Japanese beyond the level of this course may not register in this course. Students with some knowledge of Japanese should consult with the instructor for course placement.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 105 SFU KIN 105

WEB-BASED 3 UNIV

Fundamentals of Human Structure and Function

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, physics.

Note: Kinesiology majors and honours students may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 110 SFU KIN 110

WEB-BASED 3 UNIV

Human Nutrition: Current Issues

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to

focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 111 SFU KIN 111

WEB-BASED 3 UNIV

Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 chemistry is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 140 **SFU KIN 140**
PRINT-BASED 3 UNIV

Contemporary Health Issues

This course explores health from a holistic perspective, in which health is viewed as physical, psychological, and social well-being. It considers genetics, environment, personal health behaviours (such as diet, exercise, stress management, and drug use), socioeconomic status, health care delivery systems, and aging, with the intent to improve students' abilities to evaluate health information.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 142 **SFU KIN 142**
PRINT-BASED 3 UNIV

Introduction to Kinesiology

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, physics are recommended.

Equipment: VCR is required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 143 **SFU KIN 143**
WEB-BASED 3 UNIV

Exercise Management

This course introduces students to the fields of exercise management and exercise physiology. The importance of individual variation and personal exercise prescription is emphasized.

Prerequisites: None. 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 www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 212 **SFU KIN 212**
WEB-BASED 3 UNIV

Food and Society

This course deals with the cultural, social, agricultural, and economic factors that influence food selection and nutrition. Students explore traditional diets of various ethnic groups and diet modifications as immigrants adjust to life in a new country or to an urban setting. The course also examines domestic and global food security, hunger in the developing and developed world, and sustainable methods of meeting the increasing world food demand.

Prerequisites: KINE 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 310 **SFU KIN 310**
PRINT-BASED 3 UNIV

Exercise/Work Physiology

This course is the study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular, and metabolic adaptations are studied and discussed in detail.

Prerequisites: SFU KIN 205. SFU KIN 201 and 207 are recommended.

Start Date: September, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 311 **SFU KIN 311**
WEB-BASED 3 UNIV

Applied Human Nutrition

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 105 (or SFU KIN 205) and 110. Students with credit for SFU KIN 220 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 312 **SFU KIN 312**
WEB-BASED 3 UNIV

Nutrition for Fitness and Sport

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks, and regulations.

Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small-group projects investigating specific nutrition issues and products.

Prerequisites: KINE 105 (or SFU KIN 205) and 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

COURSES

KINE 325 **SFU KIN 325**
 PRINT-BASED 3 UNIV

Basic Human Anatomy

This is an introductory course for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, aging, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.
Prerequisites: KINE 142 and 105 with grade of C or higher or SFU KIN 205.

Note: Students with credit for SFU KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425. Students with credit for KINE 425 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 342 **SFU KIN 342**
 WEB-BASED 3 UNIV

Active Health

This course is an extension of KINE 143 and parallels SFU's on-campus course SFU KIN 343. The goal of the course is to provide students with an opportunity to appreciate principles of exercise leadership, assess individual fitness needs, design programs, and monitor effects of prescribed exercise.
Prerequisites: KINE 105 or SFU KIN 205 and KINE 142 and 143.
Note: The course is designed for students completing the Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 342 and SFU KIN 343 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

KINE 375 **SFU KIN 375**
 WEB-BASED 3 UNIV

Human Growth and Development

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 105 (or SFU KIN 205) and 142.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 444 **SFU KIN 444**
 WEB-BASED 3 UNIV

Cardiac Disease: Prevention and Rehabilitation

This course examines the etiology, prevention, and rehabilitation of cardiovascular disease. Students learn to assess patient risk factors, interpret ECG recordings, and prescribe exercise to cardiac patients, which provides the foundation for students to participate in community or hospital-based cardiac rehabilitation programs.

Prerequisites: SFU KIN 305, KINE 110, 310, SFU KIN 306, and 343 are recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

KINE 461 **SFU KIN 461**
 PRINT-BASED 3 UNIV

Physiological Aspects of Aging

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of aging. The overall emphasis is on humans and other mammalian species and the varieties of aging changes they manifest. Students are required to do research outside the course materials.

Prerequisites: KINE 105 or SFU KIN 205 (formerly KIN 100), KINE 142, and minimum 90 credits.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

LAST 399

WEB-BASED 3 UNIV

Issues in Latin American Studies

This Web-based seminar course is about 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.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

LING 220 **SFU LING 220**
WEB-BASED 3 UNIV

Introduction to Linguistics

This course is an introduction to linguistic analysis.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU LING 240 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

LING 360 **SFU LING 360**
WEB-BASED 3 UNIV

Linguistics and Language Teaching

This course considers the theoretical and practical aspects of second-language learning.

Prerequisites: SFU LING 130 and 220, or 310.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

LSYS 210 **UVIC TECJ 310**
WEB-BASED 3 UNIV

Information Technology for Teaching and Learning

By creating teaching projects and presentations, students learn how to assess both the usability of different technological teaching aids and their ability to communicate to an audience. Students discover that technology-based learning does not need to be complex—simple tools are often most effective.

Prerequisites: CMPT 150 or 110, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: May. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

MACM 101 **SFU MACM 101**
PRINT-BASED 3 UNIV

Discrete Mathematics I

This course is an introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

Prerequisites: BC Math 12.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

MARKETING COURSES

Refer to **ADMN 250, 365, BUSM 155, and the Business Courses Chart on pages 72–73.**

MATH 010
PRINT-BASED PREP

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

Prerequisites: None.

Note: Mathematics Self-Assessment is available from Student Services (page 2).

Equipment: Calculator is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

MATH 014
PRINT-BASED PREP

Intermediate Mathematics

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Grade 10 algebra, and it provides a good preparation for students in technical, business, and scientific fields.

Prerequisites: None.

Note: Mathematics Self-Assessment is available from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

MATH 024
PRINT-BASED PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

Prerequisites: MATH 014 or Grade 10 algebra or equivalent.

Note: Mathematics Self-Assessment is available from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

MATH 026
PRINT-BASED PREP

Industrial Mathematics

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is designed for those who have difficulty with mathematics, or those starting a new career and requiring a review of basic mathematics.

Prerequisites: MATH 014 or Grade 10 mathematics or equivalent is recommended.

Note: This course was formerly numbered MATH 106. Students with credit for MATH 106 may not repeat this course for further credit.

Equipment: Calculator with a square root key, a per cent key, and a memory key is required (a parenthesis key is convenient but not essential).

Start Date: Continuous registration.
Completion: Refer to page 8.

MATH 034

PRINT-BASED PREP

Provincial Mathematics

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series.

Prerequisites: MATH 024 or Grade 11 mathematics or equivalent. Some basic algebra is required.

Note: Mathematics Self-Assessment is available from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 100

PRINT-BASED OR WEB-BASED 3 UNIV

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: Grade 11 mathematics, MATH 024, Applied Math 12, or equivalent.

Note: Only one of MATH 100 and 103 may be taken for credit. Students with credit for MATH 101, 104, 120, or equivalent, may not take this course for further credit.

Equipment: Good-quality scientific calculator is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 101

PRINT-BASED 3 UNIV

Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

Prerequisites: One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for TRU-OL Associate of Science or Bachelor of Science.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 104

PRINT-BASED 3 UNIV

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra to ensure students have the necessary mathematical skills to succeed in the course. The review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima.

Prerequisites: One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for TRU-OL Associate of Science or Bachelor of Science.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 107

PRINT-BASED 3 COL/UNIV

Business Mathematics

This course is designed to introduce the mathematics of management. Students learn such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. Each of these topics assumes no prior knowledge of the mathematics of finance. Students are introduced to each of the topics in a step-by-step manner with many examples provided. (AI)

Prerequisites: Basic arithmetic and algebra (Grade 11).
Note: Students in TRU-OL business programs should take only one of MATH 107 and 150. This course does not meet the mathematics/science requirement TRU-OL arts and science degree programs.

Equipment: Calculator with financial functions is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 120

PRINT-BASED 3 UNIV

Calculus I

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. Students should have done well in the prerequisite course in order to succeed in this course.

Note: Only one of MATH 101, 104, and 120 may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 121

PRINT-BASED 3 UNIV

Calculus II

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

Prerequisites: MATH 120 or equivalent.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 150

PRINT-BASED 3 UNIV

Finite Mathematics

This course provides first-year university students with an opportunity to develop mathematical skills in areas other than calculus. It has a numerical leaning tied to solving problems that have direct relevance in the "real world." The topics covered are systems of linear equations, linear programming, finite probability, and descriptive statistics.

Prerequisites: One of Principles of Math 11, Applications of Math 12, or MATH 024. Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Students with credit for MATH 107 or equivalent may not be required to take this course in TRU-OL business programs.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

MATH 190 SFU MATH 190

WEB-BASED 4 UNIV

Principles of Mathematics for Teachers

This course parallels the BC elementary and middle school mathematics curriculum in content (whole numbers, rational numbers, statistics and probability, and geometry). The purpose of the course is to ensure that teachers and prospective teachers have a sound conceptual understanding of the content of the elementary mathematics curriculum as well as confidence in their own ability to solve problems, explore patterns, and express mathematical ideas.

Prerequisites: BC Math 11 or equivalent with minimum grade of C or permission of the department, or SFU's non-credit basic algebra course (see beginning-level requirements in the SFU calendar).

Note: Students with credit or who are currently taking MATH 151, 154, or 157 may not take this course without permission of SFU's Mathematics and Statistics Department. This course may not be applied toward SFU's mathematics minor, major, or honours degree requirements, or degrees in the faculty of science.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

MATH 210

PRINT-BASED 3 UNIV

Calculus III: Multivariable Calculus

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions. In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized coordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green's Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

Prerequisites: Two semesters in differential and integral calculus such as MATH 120 and 121. 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: Refer to page 8.

MATH 230

PRINT-BASED 3 UNIV

Linear Algebra

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization. **Prerequisites:** One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. MATH 120, or equivalent skills as established by assessment, is strongly recommended.

Equipment: Calculator may be used during the course.

Start Date: Continuous registration.
Completion: Refer to page 8.

MUSC 310 UVIC ME 310

WEB-BASED 3 UNIV

Learning to Listen to Music

This course explores what to listen for and how to listen to music of diverse styles and genres through a survey of the growth and historical development of Western European and North American classical music from the time of the ancient Greeks to the twentieth century.

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/csie/.

Start Date: January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

- Blue course code indicates that TRU-OL delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

NURS 291

WEB-BASED 3 COL

Maternal/Newborn Nursing Qualifying Theory

This course is part of Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students learn about the roles and competencies of maternal/newborn nurses who provide care for child-bearing families during pregnancy, labour and delivery, and early parenthood. The clinical component for maternal/newborn nursing is covered separately in NURS 292. Successful completion of both courses is required to meet requirements of the College of Registered Nurses of BC (CRNBC).

Prerequisites: Registered nurse or licensed nurse qualification in home country and eligibility for registration with CRNBC. NURS 352 is recommended.

Students whose first language is not English are required to meet the CRNBC language requirement.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

NURS 292

WEB-BASED 1.5 COL

Maternal/Newborn Nursing Qualifying Clinical

Students are required to attend clinicals.

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students apply the theory learned in NURS 291 to clinical practice, under the supervision of a tutor/preceptor. The theory component for maternal/newborn nursing is covered separately in NURS 291. Successful completion of both courses is required to meet requirements of the College of Registered Nurses of BC (CRNBC).

Prerequisites: NURS 291. Students should take this course no later than six months after completing NURS 291.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Depends on availability of clinical site.

Completion: Maximum 30 weeks (includes 4-week clinical).

NURS 293

WEB-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Theory

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students examine psychiatric/mental health nursing theory as it relates to assessment and care of patients with mental health challenges. The clinical component for psychiatric/mental health nursing is covered separately in NURS 294. Successful completion of both courses is required to meet requirements of the College of Registered Nurses of BC (CRNBC).

Prerequisites: Registered nurse or licensed nurse qualification in home country and eligibility for registration with CRNBC. NURS 352 is recommended.

Students whose first language is not English are required to meet the CRNBC language requirement.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

NURS 294

WEB-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Clinical

Students are required to attend clinicals.

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students apply the theory learned in NURS 293 to clinical practice under the supervision of a tutor/preceptor. The theory component for psychiatric/mental health nursing is covered separately in NURS 293. Successful completion of both courses is required to meet requirements of the College of Registered Nurses of BC (CRNBC).

Prerequisites: NURS 293. Students should take this course no later than six months after completing NURS 291.

Equipment: Uniform and shoes as required by clinical setting. Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Depends on availability of clinical site.

Completion: Maximum 30 weeks.

NURS 298

WEB-BASED NC

International English Language Testing System (IELTS) Preparation

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. The course is designed to assist nurses to meet the College of Registered Nurses of BC (CRNBC) English requirements by passing the IELTS (International English Language Testing System) examination. The course focuses on language skills that are important for college and university-level study in English, and the course provides practice with the types of tasks that are on the IELTS test.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

NURS 325 UVIC NURS 325

WEB-BASED 3 UNIV

Explorations of Nursing Knowledge and Practice

This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/nurs/.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 340

PRINT-BASED 3 COL

Health Review

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This first course in the TRU-OL Registered Nurse Refresher Certificate program (page 80) helps students to renew their knowledge base in the biomedical and social sciences in preparation for participation in the remainder of the program. The course covers anatomy, physiology, human development, pharmacology, nursing theory, how to obtain and use resources for learning, and changes in nursing. This course may be taken to fulfill the requirements for 100 hours of continuing education.

Prerequisites: Admission to the TRU-OL Registered Nurse Refresher Certificate program (page 80). Contact Student Services for the program admission package. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program coordinator.

Note: Students may choose to challenge the course and should contact the program area for details.

Equipment: Phone for teleconference, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

NURS 341 UVIC NURS 341

WEB-BASED 3 UNIV

Professional Growth: Nursing Inquiry

This course addresses various modes of nursing inquiry. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to web.uvic.ca/nurs/.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 344

WEB-BASED 2 COL

RN Nursing Skills Theory

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This is a self-study theory course of nursing skills. It is designed to provide students the opportunity to develop their knowledge base of nursing skills in the TRU-OL Registered Nurse Refresher Certificate program (page 80).

Prerequisites: NURS 340.

Equipment: VCR and computer with Internet are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: TBA

NURS 345 UVIC NURS 345

WEB-BASED 6 UNIV

Family Nursing

In this course, students have the opportunity to develop an understanding of health-promoting family nursing, building on their existing knowledge and experience as registered nurses. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practices, and ethics.

Prerequisites: Registered nurse qualification.

Equipment: Audio CD player and computer with Internet are required. Refer to web.uvic.ca/nurs/.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 346

IN PERSON 1 COL

RN Nursing Skills Lab

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This course includes a total of four days of nursing skills labs, with skills testing. It provides an opportunity to develop the nursing skills needed to prepare for clinical practice as a student in the TRU-OL Registered Nurse Refresher Certificate program (page 80).

Prerequisites: NURS 344.

Equipment: Stethoscope, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: TBA

- Blue course code indicates that TRU-OL delivers the course.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

NURS 350

PRINT-BASED 12 COL

Nursing Update

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

Through a combination of home study and clinical experiences, this course helps students to learn about the theory and practice of nursing today. Students review communication skills and some technical nursing skills. A lab kit provided in the course permits simulation of practical nursing skills before entry to a clinical agency. Where possible, the clinical portions of the course take place at a clinical agency in the student's region. For all students, admission to this course and continuance in the program are contingent on the availability of appropriate clinical placement.

Prerequisites: Admission to the TRU-OL Registered Nurse Refresher Certificate program (page 80)

Note: Students may choose to challenge the course and should contact the program area for details.

Equipment: Phone for teleconference, VCR, computer with CD-ROM drive and email account are required. Refer to page 88 or the TRU-OL website. Blank audiocassette and access to a portable tape recorder with a microphone may be required. Students are required to have a stethoscope and wear a nurse's uniform and shoes appropriate to the clinical agency.

Start Date: Depends on availability of appropriate clinical placement.

Completion: Refer to page 8.

NURS 352

WEB-BASED 3 COL

Nursing in Canada

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. The course discusses Canada's health care system and the role of registered nurses in it and examines how registered nurses deal with client health issues. The course also includes the basic theories of pharmacology and reviews major drug classifications.

Prerequisites: Registered nurse or licensed nurse qualification in home country and eligibility for registration with the College of Registered Nurses of BC (CRNBC). Students whose first language is not English are required to meet the CRNBC language requirement.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

NURS 356

WEB-BASED 1.5 COL

Clinical Experience

Students are required to attend clinicals.

This course is part of the Transition to Canadian Nursing (page 79), designed to meet the educational needs of internationally trained nurses making a transition to nursing practice in BC. In this course, students have an opportunity to participate and function in the role of the professional nurse in a clinical practice setting under the supervision of a tutor/preceptor.

Prerequisites: NURS 352.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Depends on availability of clinical site.

Completion: Maximum 30 weeks. (includes 4-week clinical)

PHIL 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Ethics, Political Philosophy, and Aesthetics

This course engages students in philosophical study of ethics or theories of right and wrong, political philosophy or theories of justifiable social organization and aesthetics or 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 students 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* assist students in examining theories of political governance. Readings in the philosophy of art challenge students to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 100 or 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 page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

PHIL 110

PRINT-BASED

Introduction to Logic and Reasoning

This course aims to familiarize students with fundamental techniques of correct reasoning. Special attention is given to the methods of logic in particular, and to their role in the discovery of truth not only within philosophy but within all forms of rational enquiry.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 410 may not take this course for further credit.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

PHIL 210

WEB-BASED

Natural Deductive Logic

This course studies a natural deductive system of propositional and quantificational logic, the first-order theory of identity, and the first-order theory of relations. Topics include the metatheory of propositional logic and the application of formal theory to the assessment of natural languages arguments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

SFU PHIL 110

3 UNIV

PHYS 024

PRINT-BASED OR WEB-BASED PREP

Introductory Physics

This advanced-level course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

Prerequisites: MATH 024 or Principles of Math 11 or Applications of Math 12 (may be taken concurrently).

Equipment: TV and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

PHYS 034

PRINT-BASED OR WEB-BASED PREP

Senior Physics

This provincial-level course, with nine videos, is equivalent to Physics 12. The main topics include kinematics, dynamics, energy, electricity, magnetism, and quantum physics.

Prerequisites: PHYS 024 (or Physics 11) and demonstrated mathematics skills, preferably MATH 034 (or Mathematics 12); alternatively, either registration in MATH 034 with minimum grade of B average on several assignments or recent completion of MATH 024 or equivalent with minimum grade of B, plus completion of PHYS 024 or Physics 11.

Equipment: TV and VCR are required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

PHYS 110

PRINT-BASED 3 UNIV

General Physics I

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level.

Prerequisites: One of Principles of Math 12, MATH 034, and 100. Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of 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: Refer to page 8.

PHYS 111

PRINT-BASED 3 UNIV

General Physics II

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120).

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

PHYS 115

IN PERSON 1 UNIV

Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 110.

Prerequisites: PHYS 110 or equivalent.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

PHYS 116

IN PERSON 1 UNIV

Physics Laboratory II

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 111.

Prerequisites: PHYS 110, 111, 115, or equivalents.

Note: Labs are held in the summer 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.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

PNAP 100

PRINT-BASED NC

Pre-Nursing Mathematics

This course is one prerequisite for admission to the TRU-OL Practical Nurse Access Certificate program (page 76). The course is designed to ensure that students acquire the mathematical skills necessary to safely administer medications as they proceed through the program. The course reviews the

mathematical concepts of whole numbers, fractions, decimals, percents, measurement, ratios, and proportions and demonstrates application of these concepts to practical nursing. To verify their understanding of course content, students may choose to complete a pretest at the beginning of the course. A tutor is available to review the pretest with the student. The course contains an optional written assignment illustrating the application of mathematical concepts to nursing practice. Students may choose to review specific units in the course, complete the written assignment, and/or proceed directly to the invigilated final examination. Minimum grade of ninety per cent is required on the final examination.

Prerequisites: None.

Start Date: Continuous registration.

Completion: Refer to page 8.

- Blue course code indicates that TRU-OL delivers the course.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

PNAP 101

PRINT-BASED 2 COL

Care for Special Needs Adults

This course is one prerequisite for admission to the TRU-OL Practical Nurse Access Certificate program (page 76). The course is designed to ensure that long-term care aides gain the knowledge and skills equivalent to those of a resident care attendant for the purpose of admission to the Practical Nurse Access Certificate program. The course addresses caring for clients with sensory losses, aphasia, affective and cognitive changes, and aggressive behaviours, as well as deals with the impact that these have on family members. Building interpersonal communication skills in a variety of contexts is a major aspect of the course, as is the emphasis on the caring approach.

Prerequisites: None.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNAP 110

PRINT-BASED OR WEB-BASED 3 COL

Foundations and Human Relationships

This course is designed to facilitate the transition from resident care attendant to practical nurse. Students explore the changes in health care in Canada, the evolution of practical nursing, and the role of the licensed practical nurse. Basic attitudes and philosophies that form the core concepts of self-directed and self-reflective learning, the change process, and the caring curriculum are examined. This course is designed to help students apply critical thinking skills to their nursing practice, using the nursing process as a tool. Students also learn how to use assertive, caring strategies when communicating with clients and coworkers.

Prerequisites: Preparing for licensed practical nurse qualification in Canada, successful completion of PNAP 100, admission to the TRU-OL Practical Nurse Access Certificate program (page 76), completion of or concurrent registration in PNAP 112.

Equipment: VCR is required.

Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNAP 112

PRINT-BASED OR WEB-BASED 2.5 COL

Human Anatomy and Physiology

This course focuses on the promotion of continuing health for people of all ages from birth to older adulthood. Students study human anatomy and physiology in order to understand ways of promoting optimal health. Students also learn the technical language of human anatomy and physiology, which is used by all nursing professionals. Students' backgrounds as resident care attendants provide a wealth of experience in caring for clients of all ages. As students study this course, they are encouraged to think of their past and present clients in relation to the concepts they are exploring.

Prerequisites: Preparing for licensed practical nurse qualification in Canada, successful completion of PNAP 100, admission to the TRU-OL Practical Nurse Access Certificate program (page 76). Course registration for professional development (without admission to the certificate program) is permitted without approval of the program coordinator. Prerequisite of Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required.

Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNAP 114

PRINT-BASED OR WEB-BASED 5 COL

Health and Healing A

This course provides an overview of the Canadian health care system, the concept of health promotion, alternative and complimentary medicine, stages of growth and development, the disease process for chronic diseases, pharmacology, and gerontology. At the end of this course, students have the knowledge to administer medications with confidence.

Prerequisites: PNAP 110, 112.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNAP 116

PRINT-BASED OR WEB-BASED 4 COL

Nursing Arts A (Lab)

Students are required to attend an on-site lab.

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This course focuses on the theory and clinical application of knowledge and skills required of a licensed practical nurse. The course is divided into three units. Unit one focuses on a review of psychomotor skills learned in the resident care attendant program. Students test their current knowledge level, identify areas requiring additional knowledge, then proceed to acquire this knowledge. Some new skills basic to client care are also introduced. Unit two introduces three key areas that nurses require to provide safe and competent care: the nursing process, physical assessment, and documentation. Unit three introduces the many aspects of administering medications safely to clients.

Prerequisites: PNAP 114.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

PNAP 118

IN PERSON 4 COL

Practicum A

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This course is a structured clinical experience consisting of 90 hours of clinical practice over a three-week period. Students apply the knowledge and skills learned in the access semester while working with clients experiencing chronic health challenges in community and hospital settings. Generally, this course is in a group format supervised by a clinical instructor.

Prerequisites: PNAP 116.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNRP 100

PRINT-BASED 1 COL

Nursing Mathematics

This course is designed to ensure that students acquire the abilities necessary to perform nursing skills and competencies that require mathematical skills/operations to safely calculate dosages of ordered medications and amounts of prescribed fluid infusions before administering these to clients, as well as to safely convert height, weight, and body temperature from apothecary to metric measures. The course reviews the mathematical concepts of whole numbers, fractions, decimals, percents, measurements, ratios, and proportions, as they apply to the expanded roles and competencies and skills of practical nurses.

Prerequisites: Grade 11 Mathematics or equivalent.

Note: Students admitted to the Practical Nurse Refresher Certificate program (pages 77–78) may choose to challenge the course and should contact the program area for details.
Start Date: Continuous registration.
Completion: Refer to page 8.

PNRP 112

WEB-BASED 3 COL

Human Anatomy and Physiology

This course provides an overview of the structure and function of each of the body systems, including related technical and health care terminology. The course also focuses on the promotion of health and well-being through the lifespan. Students apply theory and concepts learned to practical situations.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Note: Students admitted to the Practical Nurse Refresher Certificate program (pages 77–78) may choose to challenge the course and should contact the program area for details.

Equipment: VCR and computer with Internet are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNRP 120

WEB-BASED 3 COL

Professionalism in Practical Nursing

This course provides students with an overview of the changing role of licensed practical nurses in BC. Students review the evolution of practical nursing as a profession and examine its current position and role within the Canadian health care system. Within a caring context and using the Standards of Practice and Competencies of their profession, students examine the legal and ethical basis of their professional practice. Concepts, such as critical thinking and reflection, nursing process, lifelong learning, and evidence-based practice, are emphasized, as well as knowledge and skills of collaboration, delegation, and leadership for professional practice.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Note: Students admitted to the Practical Nurse Refresher Certificate program (pages 77–78) may choose to challenge the course and should contact the program area for details.
Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

PNRP 121

WEB-BASED 3 COL

Professional Communication in Practical Nursing

This course explores the essence of caring and how contextualizing one's verbal and non-verbal communication enables practical nurses to establish caring relationships with individuals and groups. The course uses experiential and self-reflective approaches to increase self-awareness and an understanding of how one's interpersonal style, knowledge, attitudes, skills, and abilities affect others. Communication skills in leadership, delegation, collaboration, and teaching and learning are reviewed, and ways of incorporating these in one's professional practice are explored.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Note: Students admitted to the Practical Nurse Refresher Certificate program (pages 77–78) may choose to challenge the course and should contact the program area for details.

Equipment: VCR, access to audiocassette recorder, and computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNRP 122

WEB-BASED 3 COL

Pharmacology for Health Care Practitioners

This course explores basic concepts of pharmacology required to safely administer medications. The course provides students with a working knowledge of drug therapy and prepares them to use a systematic and evidence-based approach to drug therapy in the treatment of common health challenges. Drug therapy is presented within a framework of body systems to enhance the integration of content learned in human anatomy and physiology. The course focuses on common drugs prescribed and administered in long-term-, community-, and acute-care settings for adults and the elderly.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Note: Students admitted to the Practical Nurse Refresher Certificate program (pages 77–78) may choose to challenge the course and should contact the program area for details.

Equipment: VCR and computer with Internet are required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNRP 260

PRINT-BASED 2 COL

Head-to-Toe Assessment

This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This course enables nurses to update their physical assessment knowledge and skills in a holistic practice context. The course allows students to conduct a head-to-toe physical assessment; perform various focused assessments; and describe and record assessment findings systematically with a view toward formulating problem statements.

Prerequisites: Refer to page 78.

Start Date: Continuous registration.

Completion: Refer to page 8.

PNRP 280

PRINT-BASED 2 COL

Pharmacology for Practical Nurses

Students are required to attend clinicals. This course is under review. Refer to the TRU-OL website or contact Student Services for updates.

This course is directed toward practical nurses wanting to update their pharmacology knowledge and skills. The course enables students to apply the basic concepts of pharmacology to a range of commonly used medications and to safely administer enteral, percutaneous, subcutaneous, and intramuscular medications.

Special attention is given to geropharmacology. There is a one-week, full-time clinical experience.

Prerequisites: Refer to page 78.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

POLI 100 SFU POL 100

WEB-BASED 3 UNIV

Introduction to Politics and Government

This course is a comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course explores 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. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 151

PRINT-BASED

SFU POL 151

3 UNIV

The Administration of Justice

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

POLI 200

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian Government and Politics

This course investigates Canada's system of government and central questions in this country's political life. Students learn about Canada's constitutional arrangements, the structure and processes of Canada's national government, and the relationship between politics and society. Students explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power, and the ideology of limited government.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR. Computer with Internet are required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

POLI 232 **SFU POL 232**

WEB-BASED 3 UNIV

United States Politics

This course considers American political culture (in comparative perspective): constitution (federalism, representative government, Bill of Rights, separation of powers); Congress; presidency; Supreme Court and judicial politics; presidential-congressional politics; elections and voting; parties and lobbies; media.

Prerequisites: SFU POL 100 or permission of the department.

Note: Students with credit for SFU POL 332 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 241 **SFU POL 241**

PRINT-BASED 3 UNIV

Introduction to International Politics

This course considers the theory and practice of international politics, diplomacy, hot war, cold war, alliances, and the role of leaders.

Prerequisites: SFU POL 100 or permission of the department.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 252 **SFU POL 252**

WEB-BASED 3 UNIV

Local Democracy and Governance

This course examines the political process in the urban municipality from a comparative perspective.

Prerequisites: POLI 100 or 151 or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 327 **SFU POL 327**

WEB-BASED 4 UNIV

Globalization and the Canadian State

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 www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 344 **SFU POL 344**

WEB-BASED 3 UNIV

Public International Law

This course explores sovereignty, nationality, jurisdiction, arbitration. Selected cases exemplifying present trends in the international legal order are examined.

Prerequisites: 6 lower-level credits in political science or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

POLI 399

WEB-BASED 3 UNIV

Globalization and Its Discontents: The Politics of Economic Change

This seminar course examines three economic situations 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 and current social consequences of these organizations and examining related issues of global governance, corporate accountability, and global justice.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PREP 001

PRINT-BASED NC

Planning Your Future

In this non-credit course, exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

Prerequisites: None.

Note: Course materials are supplied.

Start Date: Continuous registration.

Completion: Refer to page 8.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

PSYC 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology I

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 107 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology II

This companion course to PSYC 101 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods; human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity, and group behaviour.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 106 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 201

WEB-BASED

Research Methods in Psychology

This course is an introduction to the procedures used in psychological research and to the logic underlying them. Topics include the strengths and weaknesses of different approaches to research, the formulation of testable questions, the control of extraneous influences, the measurement of effects, and the drawing of valid conclusions from empirical evidence. The course provides a background for senior psychology courses since it offers a basis for the critical evaluation and conduct of research.

Prerequisites: PSYC 101 and 102.

Note: Only one of PSYC 201 and 210 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

SFU PSYC 201

4 UNIV

PSYC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Research in Experimental Psychology

This course provides an introduction to the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. Students read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide an appreciation for the type of knowledge psychological research has produced. Students also develop their own research, which uses some of these tools to scientifically investigate a phenomenon they have selected.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Only one of PSYC 210 and 201 may be taken for credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 220

PRINT-BASED

3 UNIV

Statistics in the Social Sciences

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. Students become familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics, e.g., elementary probability theory.

Prerequisites: Principles of Math 12 or MATH 034 or 100. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

Note: Only one of PSYC 220, SFU STAT 101, and STAT 102 may be taken for credit in a TRU-OL program.

Equipment: Calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 245

PRINT-BASED

3 UNIV

Abnormal Psychology

This course is based on the telecourse *The World of Abnormal Psychology*, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

Equipment: VCR is required.
Start Date: Continuous registration.
Completion: Refer to page 8.

PSYC 255

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

This course covers development from conception through adolescence, focusing on the mutual influence of child and context. Topics include major developmental principles; research methods; genetics; prenatal development; cognition, memory, and language development; and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, or UBC PSYC 301, 315 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

PSYC 280 SFU PSYC 280

WEB-BASED 3 UNIV

Introduction to Biological Psychology

This course surveys a variety of biological approaches to understanding behaviour, including research from allied disciplines relevant to the biopsychological analysis of behaviour. Topics include genetic basis of normal and abnormal behaviour, psychobiology of development, intelligence, aggression, biological approaches to mental illness, learning disabilities, and the behavioural effects of drugs, hormones, biorhythms, brain damage, and environmental enrichment.

Prerequisites: PSYC 101 and 102. First-year biology is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

PSYC 344

PRINT-BASED 3 UNIV

Developmental Psychology of Children

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, familial, and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 250, 301, 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.

Start Date: Continuous registration.
Completion: Refer to page 8.

PSYC 345

PRINT-BASED 3 UNIV

Adolescent Development

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit.

Start Date: Continuous registration.
Completion: Refer to page 8.

■ Blue course code indicates that TRU-OL delivers the course.

■ Refer to pages 12–13 for tuition and fees information.

■ Refer to page 14 for information on how to register.

PSYC 346

PRINT-BASED 3 UNIV

Psychology of Adulthood and Aging

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change.

Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology. The course covers the adult lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or 357 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 361

PRINT-BASED 3 UNIV

Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are person perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 399

WEB-BASED 3 UNIV

Psychology of Human Resilience

This Web-based seminar 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 also 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. 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.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PSYC 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Arts, psychology major (page 43) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). 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 TRU-OL degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration.

Completion: Refer to page 8.

SCIE 010

PRINT-BASED PREP

General Science

This course is equivalent to a Grade 10 science course. Students are introduced to the three main branches of science (physics, chemistry, and biology) and the Scientific Method. The content of this course covers the human body, nutrition, and the five senses. It also introduces the SI (metric) system, energy, and radioactivity and nuclear power. For added interest, a unit on astronomy is included. The intention is to give a general understanding of what science is about and to provide training in the basic skills of science. Students develop skills of observation, analysis, and calculation as they work through the course.

Prerequisites: MATH 010 or equivalent is recommended.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Sociology I

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. This course or equivalent is a prerequisite to advanced sociology courses.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Sociology II

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 101 or equivalent skills and knowledge are recommended.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 103

SFU SA 100

PRINT-BASED

4 UNIV

Perspectives on Canadian Society

This course is an examination of Canadian society from the perspective of the social sciences—an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society, and also to those who

may be considering further work in sociology and anthropology. Topics considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism, Native issues.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

SOCI 150

SFU SA 150

PRINT-BASED

4 UNIV

Introduction to Sociology

This course is the study of basic concerns of sociology, such as social order, social change, social conflict, and social inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 101 or 102 may not take this course for further credit.

Start Date: September, January, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SOCI 222

PRINT-BASED OR WEB-BASED 3 UNIV

The Sociology of Crime

Using a social constructionist perspective, this course challenges many of our assumptions about the criminal justice system. The course focuses on the creation of law, police work, activities of courts, and the experience of incarceration. This course provides an excellent introduction to the application of social theory.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 422 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 250

SFU SA 250

WEB-BASED

4 UNIV

Introduction to Sociological Theory

This course is an account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

Prerequisites: SOCI 102 or 150.

Equipment: Audiocassette player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

SOCI 316

SFU SA 316

PRINT-BASED

4 UNIV

Tourism and Social Policy

This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: SOCI 102 or 150 and one 200-level sociology or sociology/anthropology course.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 10.

Completion: 13 weeks.

- Blue course code indicates that TRU-OL delivers the course.
- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

SOCI 345 **SFU SA 345**
WEB-BASED 4 UNIV

Race, Immigration, and the Canadian State

This course is 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 covers a review of colonialism and the construction of a radicalized 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 is used to complement the Canadian focus.

Prerequisites: SFU SA 101 or SOCI 150 (SFU SA 150) and SFU SA 201 or 203.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SOCI 358 **SFU SA 358**
WEB-BASED 4 UNIV

The Philosophy of the Social Sciences

This course provides the opportunity to learn about the philosophy of the social sciences (what it is and why it matters) and to explore the history of what counts as social knowledge and theories about how it should be produced. Complex philosophical and methodological issues that students study and learn how to use become more accessible when consistently applied to a case study.

Prerequisites: SOCI 150 and one second-year sociology or sociology/anthropology course. SOCI 250 and SFU SA 255 are recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

SOCI 399
WEB-BASED 3 UNIV

Sociology of Diversity: Issues for Canadians

This Web seminar course offers special topics in the sociology of diversity for in-depth study. The course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions explored include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic country? Has the role of the citizen been diminished? Does identity politics threaten society's ability to act as citizens? Should nations within Canada have special status? The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 credits.

Note: This course meets the upper-level requirement for the TRU-OL Bachelor of Arts, sociology major (page 44).

Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 420 **SFU SA 420**
WEB-BASED 4 UNIV

Sociology of Aging

This course looks at the structural and behavioural implications of aging. Topics included are demographic aspects of aging; the relationship of aging to political, economic, familial, and other social institutions; and the psychological significance of aging.

Prerequisites: Minimum 90 credits, including SFU SA 150 and one second-year sociology or sociology/anthropology course, or admission to the diploma program in gerontology, or permission of the instructor.

Note: This course is the same as GERO 420, and students may take only one for credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SOCI 422
PRINT-BASED OR WEB-BASED 3 UNIV

The Social Construction of Crime and Deviance

This is an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict, symbolic interactionism, and ethnomethodology. The course looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and other groups in the creation of deviance and deviants. It is delivered from a distinctly interpretive point of view and thus has no interest in the causes of crime or recommendations for reducing crime or deviance. The course is grounded in numerous examples of real-life situations, and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences. Fieldwork or project work may be undertaken as part of the evaluation process.

Prerequisites: SOCI 101, 102, or equivalent.

Note: Students with credit for SOCI 222 may not take this course for further credit.

Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

SOCI 430

PRINT-BASED OR WEB-BASED 3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

Using a historical and comparative approach, this course examines modern families and shows how they are different from those of other societies and other times. Sociological ideas are used to understand the causes and consequences of the transformations of family life that continue to take place worldwide. Changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict are among the issues studied.

Prerequisites: SOCI 101 or equivalent skills and knowledge.
Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

SOCI 431

PRINT-BASED 3 UNIV

Sociology of Families: Families in a Multicultural World

This is an exploration of cultural diversity among the world's family systems. The course compares families from Asia, Africa, and North America to show how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand some of the reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning about and understanding these differences, students are helped to distinguish between legitimate critique and ethnocentric bias.

Prerequisites: SOCI 101 or equivalent skills and knowledge.
Start Date: Continuous registration.
Completion: Refer to page 8.

SOCI 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Arts, sociology major (page 44) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 39). 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 TRU-OL degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).
Start Date: Continuous registration.
Completion: Refer to page 8.

SOST 024

WEB-BASED PREP

Exploring Canadian Issues

This is a social studies course at the Grade 11 level. It is designed to inform students about a wide range of issues facing Canadians today—and to engage students in inquiry and action on the issues that they find relevant. The course combines history with current topics. Themes of cultural, economic, environmental, social, and political significance are presented throughout the course.

Prerequisites: Grade 10 social studies is recommended.
Equipment: Computer with Internet is required. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

SOST 028

PRINT-BASED PREP

Canada and the Contemporary World

In this course, students examine some of the major global issues of our time, including population pressures, food shortages, urbanization, environmental damage, and technological change. (Grade 11 social studies equivalency)

Prerequisites: Grade 10 social studies is recommended.
Start Date: Continuous registration.
Completion: Refer to page 8.

SPAN 100

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish I

This course is designed for students with basic knowledge of the language to begin their study of Spanish at the university level. The course is also for students who have studied Spanish previously, allowing them to refresh their language skills. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, the course emphasizes the development of both oral and written communicative abilities. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Basic knowledge of Spanish is highly recommended.
Note: Students who speak Spanish as their first language may not take this course for further credit.
Equipment: Audiocassette recorder, CD player, VCR, and phone for teleconference are required. Computer with Internet and CD-ROM drive is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

SPAN 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish II

This course is the continuation of SPAN 100. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone.

Prerequisites: SPAN 100 or equivalent.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Audiocassette recorder, CD player, VCR, and phone for teleconference are required. Computer with Internet and CD-ROM drive is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Texts: Students can order the required text from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

SSWP 109

PRINT-BASED 4 COL

Introductory Counselling Skills

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues, and through role playing practise and demonstrate new skills. Before completing the final assignment, students are required to complete SSWP 110.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Corequisites: SSWP 110.

Equipment: VHS tape and access to a video camera to record an interview assignment are required.

Start Date: Continuous registration.

Completion: Refer to page 8.

SSWP 110

IN PERSON 1 COL

Weekend Workshop for Introductory Counselling Skills

This two-day workshop, to be taken concurrently with SSWP 109, is designed to give students the opportunity to practise and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. The workshop is usually held at TRU-OL. Travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited.

Prerequisites/Corequisites: SSWP 109. Completion of one to three course assignments in SSWP 109 is recommended or approval of the program coordinator.

Start Date: TBA.

Completion: 15 weeks.

SSWP 200

PRINT-BASED OR WEB-BASED 3 COL/UNIV

An Introduction to Social Work Practice

Through a historical overview of social work and an introduction to its ethics, this course helps students to reflect on the basis of social work practice. Emphasis is on change, the various helping theories, and how invisible walls of racism, sexism, classism, heterosexism, and ageism produce and sustain inequalities in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: DVD player or VCR 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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

SSWP 212

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Social Welfare in Canada

This course examines the social welfare state in Canada and social service work within this context and explores the impact of the media and globalization on social policy. Particular focus is given to the ideological analysis of social welfare policies on human service delivery and social problems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SSWP 200 is recommended.

Note: This course was formerly numbered SSWP 112.

Equipment: DVD player or VCR 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 page 88 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

SSWP 215

PRINT-BASED OR WEB-BASED 6 COL

Social Service Field Practicum

Students are required to attend a practicum.

This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. As generalist social service workers are exposed to a great variety of problem situations in the course of their duties, an understanding of field practice is a crucial component of social service worker training. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice. Students are expected to complete the practicum hours in a social service agency other than their present place of employment. As the practicum placement can be scheduled part-time or full-time, the completion time varies.

Prerequisites: Admission to the TRU-OL Social Service Worker Certificate program (page 81) and successful completion of all other courses in the program.

Note: This course was formerly numbered SSWP 107 and 207.

Equipment: Access to a VHS video camcorder is required. Computer with Internet is required for the Web-based version of this course. Refer to page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

SSWP 355

PRINT-BASED 3 COL/UNIV

Human Development

This course introduces concepts and models of how human behaviour is acquired, maintained, and modified. Students learn some of the key changes that occur at various stages of the life cycle and how knowledge of human development can contribute to effective intervention in practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 102 and SOCI 102 are recommended.

Note: Only one of SSWP 355 and CYCA 366 may be taken for credit.

Equipment: Audiocassette and access to audiocassette recording equipment are required.

Start Date: Continuous registration.
Completion: Refer to page 8.

STAT 101 SFU STAT 101

WEB-BASED 3 UNIV

Introduction to Statistics

This is an introductory course in the collection, description, analysis, and summary of data, including concepts of frequency distribution, parameter estimation, and hypothesis testing.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), MATH 101, 102, SFU STAT 102, 203 (formerly STAT 103), 270 (formerly MATH 272 and 371), or 301 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

STAT 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Probability and Statistics

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based upon statistical data. To help with these kinds of decisions, the course shows how to collect, analyze, and interpret data correctly. The course also shows how to present data to others in ways that are clear and accurate. (AI, CA, CGA, CMA)

Prerequisites: Although this course does not involve complex mathematics, Principles of Math 11, or Applications of Math 12, or equivalent skills as established by assessment, is recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy is recommended.

Note: This course was formerly numbered MATH 102. Students with credit for MATH 102 may not repeat this course for further credit. Only one of STAT 101 (SFU STAT 101), STAT 102, and PSYC 220 may be taken for credit in a TRU-OL program.

Equipment: Good quality scientific calculator and computer with Internet are 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 page 88 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

WOST 102 SFU WS 102

PRINT-BASED 3 UNIV

Introduction to Western Feminism

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WS 100 may not take this course for further credit.

Start Date: January, May, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

WOST 103 SFU WS 101

PRINT-BASED 3 UNIV

Introduction to Women's Issues in Canada

This course is an interdisciplinary study of current issues related to women's experiences in Canada. The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

Prerequisites: None. 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.

Start Date: January, subject to availability. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

Language Course Challenge Examinations

Students may earn 3 or 6 credits toward completion of a TRU-OL degree credential for oral and written fluency in languages other than English by writing a language course challenge examination.

TRU-OL currently offers the following 3-credit language course challenge examinations for TRU-OL program students as part of the prior learning and recognition (PLAR) option (pages 6, 22–23).

For more information, contact Student Services.

CROA 300
Advanced Croatian I (3)

CROA 301
Advanced Croatian II (3)

DUCH 100
Introduction to Dutch I (3)

DUCH 300
Advanced Dutch Composition I (3)

DUCH 301
Advanced Dutch Composition II (3)

DUCH 400
Advanced Dutch Composition III (3)

DUCH 401
Advanced Dutch Composition IV (3)

FREN 100
Introduction to French I (3)

FREN 101
Introduction to French II (3)

FREN 302
Advanced French Composition I (3)

FREN 303
Advanced French Composition II (3)

GERM 100
Introduction to German I (3)

GERM 101
Introduction to German II (3)

GERM 300
Advanced German Composition I (3)

GERM 301
Advanced German Composition II (3)

GREK 300
Advanced Greek Composition I (3)

GREK 301
Advanced Greek Composition II (3)

HEBR 200
Second-Year Hebrew I (3)

HEBR 201
Second-Year Hebrew II (3)

HUNG 300
Advanced Hungarian Composition I (3)

HUNG 301
Advanced Hungarian Composition II (3)

ITAL 100
Introduction to Italian I (3)

ITAL 101
Introduction to Italian II (3)

ITAL 300
Advanced Italian Composition I (3)

ITAL 301
Advanced Italian Composition II (3)

MAND 300
Advanced Mandarin Composition I (3)

MAND 301
Advanced Mandarin Composition II (3)

POLS 300
Advanced Polish Composition I (3)

SPAN 100
Introduction to Spanish I (3)

SPAN 101
Introduction to Spanish II (3)

SPAN 300
Advanced Spanish Composition I (3)

SPAN 301
Advanced Spanish Composition II (3)

UBC Distance Courses

Students may register through UBC Access Studies for the following distance courses delivered by UBC.

Students requiring a UBC course to complete a TRU-OL program 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.

Web: det.ubc.ca
(course descriptions)

[students.ubc.ca/
accessstudies](http://students.ubc.ca/accessstudies)
(course registration)

Email: access.studies@ubc.ca

Phone: 604.822.9836

AGRO 260
Agroecology I (6)

AGRO 418
Intensive Fish Production (3)

AGRO 419
Fish Diseases (3)

AGRO 428
Integrated Pest Management (3)

AGSC 250
Land, Food, and Community I (6)

AGSC 350
Land, Food, and Community II (6)

AGSC 490
Topics in Agricultural Sciences (3)

APSC 278
Engineering Materials (3)

CIVL 200
Engineering and Sustainable Development (3)

DHYG 401
Oral Epidemiology (2/5)

DHYG 405
Oral Microbiology and Immunology (3)

DHYG 433
Assessment and Treatment Planning for Advanced Periodontal Diseases (3)

DHYG 435
Oral Pathology (3)

DHYG 461
Literature Review in Periodontology I (4)

DHYG 462
Literature Review in Periodontology II (4)

ENGL 301
Technical Writing (3)

ENGL 303
Intermediate Composition (6)

ENGL 304
Advanced Composition (6)

ENGL 320
History of the English Language (6)

ENGL 321
English Grammar and Usage (3–12)

ENGL 329
The Structure of Modern English (6)

ENGL 348
Shakespeare and the Renaissance (3/6)

ENGL 354
Milton and the Seventeenth Century (3/6)

ENGL 358
Studies in an Eighteenth-Century Genre (3–12)

ENGL 359
Studies in Romanticism (3–12)

ENGL 364
Nineteenth-Century Studies (3–12)

ENGL 402
Studies in Poetry (3–12)

ENGL 462
Twentieth-Century British and Irish Studies (3–12)

ENGL 470
Canadian Studies (3–12)

EOSC 114
The Catastrophic Earth (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)

EOSC 329
Groundwater Hydrology (3)

FILM 332
Studies in Genre or Period (3)

FNH 200
Exploring Our Food (3)

FNH 250
Nutrition Concepts and Controversies (3)

FNH 454
Fish Nutrition (3)

FOPR 262
Forest Operations I (3)

FOPR 362
Forest Operations II (2)

FREN 348
French Literatures in Translation I (3)

FRST 202
Forest Ecology (3)

FRST 231
Introduction to Biometrics (3)

FRST 238
Forest Mensuration (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 449
Directed Studies in Forestry (1–6)

GEOG 350
Introduction to Urban Geography (3)

HIST 150
World History Since 1500 (6)

HIST 303
History of the Canadian West (6)

COURSES

- HIST 329
Canadian Social History (6)
- HIST 335
Gender, Politics, and Culture in Modern Europe (6)
- HIST 338
The United States in the Twentieth Century (6)
- HIST 351
Family and Community in Latin America (3)
- HIST 432
International Relations of the Great Powers in the Twentieth Century (6)
- HIST 444
Slave Societies in the Americas (3)
- HIST 480
Social History of Modern China (6)
- LIBR 500
Foundations of Information Technology (3)
- MECH 550
Special Advanced Courses (2–6)
- MUSC 103
Introduction to the Theory of Music (3)
- MUSC 326
Music Appreciation (3/6)
- NURS 309
Contemporary Nursing Practice (3)
- NURS 312
Supportive Environments for the Health of Families (3)
- NURS 350
The Sociocultural Construction of Health and Illness (3)
- NURS 410
Exploring Avenues of Nursing Practice (3/6)
- NURS 426
Nursing and the Health of Communities (3)
- NUR 450
Introduction to Research Utilization (3)
- NURS 453
Leadership and Management in Health Care (3)
- NURS 501
Theoretical and Critical Thinking in Nursing (3)
- NURS 502
Nursing and the Delivery of Health Care (3)
- NURS 504
Research and Evidence-based Practice (3)
- NURS 540
Educational Processes in Nursing (3)
- PATH 417
Bacterial Infection in Humans (3)
- PATH 427
Basic Principles of Infection 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 349
Philosophy of Religion (3/4)
- PHIL 400
Morals, Politics, the Individual (3/4)
- PHIL 401
Knowledge, Explanation, and the Nature of Things (3/4)
- PHIL 433
Biomedical Ethics (3/4)
- PHIL 434
Business and Professional Ethics (3/4)
- PHIL 435
Environmental Ethics (3)
- PSYC 300
Behaviour Disorders (3/6)
- PSYC 304
Brain and Behaviour (6)
- PSYC 308
Social Psychology (6)
- PSYC 309
Cognitive Processes (6)
- PSYC 314
Health Psychology (3)
- PSYC 315
Childhood and Adolescence (3)
- PSYC 320
Psychology of Gender (6)
- PSYC 360
Biopsychology (6)
- RHSC 501
Evaluating Sources of Evidence (3)
- RHSC 503
Reasoning and Decision Making (3)
- RHSC 505
Measurement in Practice (3)
- RHSC 507
Developing Effective Rehabilitation Programs (3)
- RHSC 509
Facilitating Learning in Rehabilitation Contexts (3)
- SOIL 200
Introduction to Soil Science (3)
- SOWK 440
Integrative Seminars in Social Work (3–12)
- WMST 224
Women in Literature (3/6)
- WMST 300
Introduction to Gender Relations (3)
- WMST 410
Women's Health Issues (3)
- WMST 425
Special Topics in Women's Studies (3/12)
- WOOD 464
Wood Finishing (3)
- WOOD 475
Wood Properties, Identification, and Uses (3)

OTHER DISTANCE PROGRAMS

TRU Kamloops Distance Education

www.tru.ca/new_students/distance.html

Thompson Rivers University (TRU) in Kamloops currently offers a selection of distance programs, primarily in the allied health field, many of them building on the expertise of the province's only respiratory therapy program and the School of Nursing. Other distance courses and programs are offered in sciences, forestry, animal sciences, business, and tourism.

Refer to the above website for more information.

Distance Programs

In addition to individual courses in various disciplines, the following complete programs are offered.

Career Programs

Administrative Assistant (Online)

Animal Health Technology Diploma

Animal Welfare Certificate

Executive Diplomas in Management

Water Treatment Technology

Health Sciences

Anesthesia Assistant

Asthma Educators Certificate

Cardiovascular Perfusion

Community Home Care Nursing Certificate (for Registered Nurses)

COPD Educators Program

Medical Laboratory Assistant

Mental Health Specialty Nursing

Polysomnography

Distance Courses

Degree-Credit Courses

BIOL 125, *Principles of Biology II*

FRST 305, *Silviculture I Distance*

FRST 306, *Silviculture II Compressed*

FRST 307, *Forest Harvesting Distance*

NSRC 210, *Forest Ecology*

Philosophy 222

Professional Development for Health Care Professionals

HLSC 100, *Introduction to Gerontology*

NURS 301, *Introduction to Leadership and Management in Nursing*

NURS 460, *Health in Later Life, Theory*

NURS 461, *Health in Later Life, Practice*

Respiratory Therapy Professional Development Courses (for respiratory therapists)

CEHS 102, *Anatomy and Physiology*

CEHS 202, *Pathophysiology*

Thompson Rivers University (TRU)

www.tru.ca

In April 2005, the University College of the Cariboo in Kamloops became Thompson Rivers University (TRU). BC's newest university incorporated the operations and programs of the British Columbia Open University, making TRU the most flexible and comprehensive university in Canada.

SFU Distance Education

www.sfu.ca/cde

Simon Fraser University (SFU) offers several certificate, diploma, and degree programs in part or completely by distance education. All programs have limits to the total number of transfer credits permitted. Within these limits, credits may be transferred for all courses passed that are acceptable under SFU policies. A student can only be awarded an SFU certificate, diploma, or degree by becoming an SFU student. To do so, prospective students must apply for admission to SFU and meet admission requirements and deadlines. Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program.

TRU-OL courses delivered by SFU are considered transfer credit to SFU. Refer to www.reg.sfu.ca or contact the Admissions Office, email undergraduate-admissions@sfu.ca or phone 604.291.3224 for more information about transfer credit or applying for admission to SFU.

Distance Programs

Refer to www.sfu.ca/cde or contact the Centre for Online and Distance Education (CODE), email cde@sfu.ca or phone 604.291.3524 or 1.800.663.1411 (toll-free in Canada) for information about program requirements.

The following programs are available in part or entirely through distance education.

Certificate in Community Economic Development

General and Advanced Certificates in Criminology

Certificate in Ethnic and Intercultural Relations

Certificate in Health and Fitness Studies

Certificate in Applied Human Nutrition

Certificate in Liberal Arts

Post-Baccalaureate Diploma in Community Economic Development

Post-Baccalaureate Diploma in Criminology

Post-Baccalaureate Diploma in Early Childhood Education

Post-Baccalaureate Diploma in Education

Post-Baccalaureate Diploma in Gerontology

Post-Baccalaureate Diploma in Social Policy Issues

Bachelor of Arts—Criminology Major

Bachelor of Arts—English Major

Bachelor of Arts—Joint Sociology/Anthropology and Criminology Major

Bachelor of General Studies

Minor Degree Programs

Note: A student's goal must be a bachelor's degree from SFU.

Faculty of Arts

Canadian Studies; Criminology; English; First Nations Studies; Gerontology; Sociology/Anthropology

Faculty of Applied Science

Communication; Kinesiology; Publishing

Faculty of Education

Curriculum and Instruction; Counselling and Human Development; Early Childhood Education; Education and Technology; Educational Psychology; Elementary School Physical Education; Environmental Education; Learning Disabilities

University Consortium

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency was selected to be the central administrative headquarters for the University Consortium. Original member institutions included Simon Fraser University (SFU), the University of Victoria (UVic), and the University of British Columbia (UBC).

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 TRU-OL programs.

Students may register through UBC Access Studies for distance courses delivered by UBC (refer to pages 175–176).

Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) have joined the University Consortium. Their courses are not available for registration through TRU-OL. Students should contact individual institutions for more information.

UVic Distance Education

<http://distance.uvic.ca>

The University of Victoria (UVic) has been a leader in distance learning for more than twenty-five years and has specialized in the development and delivery of programs of professional education. Through the Division of Continuing Studies and the Faculty of Human and Social Development, UVic has pioneered a number of different approaches to the delivery of these programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions.

Students in these distance programs study in a variety of ways. Instruction is provided through faculty-developed course guides, supported by assigned texts and readings. Students engage in critical discussions of course topics with their instructors and classmates, either online or during audioconferences. Students in some programs may also be required to attend additional short, intensive workshops on-site in their home communities or at UVic. Summer institutes and short immersion courses are also offered. Distance learners have access to UVic Libraries through the INFOLINE Services.

Refer to the above website for more information.

Distance Programs

For information refer to the website or email or phone as listed.

Certificate in Adult and Continuing Education

www.uvcs.uvic.ca/csie/cace/

Email: cace@uvcs.uvic.ca
250.721.7860

Certificate in Computer Based Information Systems

www.uvcs.uvic.ca/tecweb/cbis/

Email: tec@uvcs.uvic.ca
250.721.8459

Certificate in Environmental and Occupational Health

www.uvcs.uvic.ca/eoh/

Email: e&oh@uvcs.uvic.ca
250.721.8558

Certificate in Public Relations

www.uvcs.uvic.ca/pr/

Email: publicrelations@uvcs.uvic.ca
250.721.8558

Certificate or Diploma in Business Administration

www.uvcs.uvic.ca/busman/

Email: bus&mgt@uvcs.uvic.ca
250.721.8073

Certificate or Diploma in Restoration of Natural Systems

www.uvcs.uvic.ca/restore/

Email: restoration@uvcs.uvic.ca
250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/crmp/

Email: crmp@uvcs.uvic.ca
250.721.8462

Diploma in Local Government Management

web.uvic.ca/padm/dips/dlgm.htm

Email: hkirkham@uvic.ca
250.721.8067

Diploma in Public Sector Management

web.uvic.ca/padm/dips/dpsm.htm

Email: hkirkham@uvic.ca
250.721.8067

Bachelor of Arts in Child and Youth Care

web.uvic.ca/cyc/

Email: cycdistance@hsd.uvic.ca
250.721.6278

Bachelor of Science in Nursing

web.uvic.ca/nurs/distance.htm

Email: mbrown@uvic.ca
250.472.4607

Bachelor of Social Work

web.uvic.ca/socw/distance.htm

Email: osborne@uvic.ca
250.721.8047

Education

www.uvcs.uvic.ca/csie/

Email: education@uvcs.uvic.ca
250.721.8944

RRU Distance Education

www.royalroads.ca

Royal Roads University's (RRU) approach to curriculum design emphasizes learning outcomes highly applicable to the workplace and built upon a strong theoretical base. RRU incorporates the expertise of industry, the public sector, and institutional partners in program development and instructional delivery to ensure the highest possible level of program relevance and quality. RRU offers its undergraduate degrees in a variety of formats: accelerated on-campus or two-year online offerings (a combination of short residencies and distance delivery).

RRU's graduate degrees are normally delivered through a combination of short residencies (three weeks) alternating with distance offerings.

Graduate certificate and diploma programs are also available to learners not seeking degrees.

Refer to the above website or phone 250.391.2550 or 1.800.788.8028 (toll-free) for more information.

UBC Distance Education

det.ubc.ca

The University of British Columbia (UBC) offers a selection of undergraduate, graduate, and certificate courses. Many courses are delivered completely online. Some involve print materials and other media including audio, video, CD-Rom, and other Internet tools.

Distance education also assists professionals to continue their education through certificate programs. Several academic departments deliver distance education in collaboration with the Distance Education and Technology (DE&T) unit or through separate programs.

Refer to the above website for more information.

UNBC Distance Education

www.unbc.ca/regops

The University of Northern British Columbia (UNBC), with a main campus in Prince George and small regional campuses in Terrace, Fort St. John, and Quesnel, uses the course shell WebCT for its Web-based courses. Content has been developed by the instructor teaching the course, and there is an emphasis on student interaction with faculty. UNBC offers other distance courses by audioconference. Video conferencing is limited to fixed locations.

Web-based courses can be viewed on the website, where they are organized by discipline and the term in which they are offered. At www.unbc.ca select "Courses" to search current and scheduled offerings. Online registration is available. Contact UNBC for assistance.

Explore the support page at ctl.unbc.ca/websupport/ to find a contact to help answer questions about distance education.

www.bccampus.ca/Page397.aspx

The BCcampus Online Program and Course Finder (formerly BCCourses) is a directory with over 1,836 distance education credit courses offered by twenty-seven BC public post-secondary institutions. Over 898 of these courses are available online. Some are print-based distance courses; others may be delivered by more than one technology.

Course information can be accessed by key word, program, institution, and advanced search.

Refer to the above website for details about courses offered by BC's public post-secondary institutions.

TRU Open Learning

President and Vice-Chancellor

Roger H. Barnsley
B.A. (Hons.) Victoria
M.A., Ph.D. (McGill)

COO, TRU-OL, and Associate Vice-President, Academic

F. Colin James
B.A. (Hons.), Ph.D. (Keele)

Academic Directors

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Adult Basic Education)
B.A., B.Sc. (Laval)
M.Sc. (British Columbia)
Ph.D. (Simon Fraser)

Mary Kruger (Health and
Human Services)
B.S.N., M.S.N., Ed.D.
(British Columbia)

Gordon Tarzwell (Business and
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B.A., Calgary
M.A., Ph.D. (Queen's)

Program Coordinators/ Supervisors

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John Bryant (Business and
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B.A. (British Columbia)
M.B.A. (Heriot Watt)

Michael Looney (Arts and Science)
B.Sc., M.Sc. (British Columbia)

Sharon McLaughlin, R.S.W.
(Home Support Attendant
Program, Social Service
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M.A. (Royal Roads)

Senior Tutors

Veda Abu-Bakare (Arts and Science)
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M.Math. (Waterloo)

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M.A., Ph.D. (British Columbia)

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M.A. (Toronto)
M.B.A. (British Columbia)

Jane Morton (ABE Mathematics)
B.A. (British Columbia)
P.D.P. (Simon Fraser)

Donald Stanley (Arts and Science)
B.A. (British Columbia)
M.A. (State: New York at
Binghamton)
Ph.D. (British Columbia)

Tutors, Adult Basic Education

Rosalyn Alexander
B.A. (Southampton)
M.A. (British Columbia)
Teach.Dip. (Victoria)

Adrienne Burton
B.A., B.Ed. (British Columbia)

John Harris
B.A., M.Ed. (British Columbia)

Bruce Irving
B.Ed., M.Ed. (Victoria)

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Phyllis Norris
B.S.W. (British Columbia)

Frances Paski
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P.D.P., P.D.B. (Simon Fraser)

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B.A., Teach.Cert.
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John Cobley
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Anton Du Toit
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M.Comm., Ph.D.
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Barbara Fellnermayr, C.G.A.
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John O'Brien, C.G.A.

Susan O'Connor
M.B.A. (Simon Fraser)

Ann Pollock
B.A. (British Columbia)
M.A. Equiv. (National Gallery
of Canada)

Terrance Power
LL.B., M.P.A. (Dalhousie)
B.A. (St. Mary's)
M.B.A., D.B.A. (Asia Pacific)

Jim Russell
B.A. (Sydney)
M.A. (Yale)

Trudy Temple
B.B.A. (Simon Fraser)

Edie Wan, C.G.A.
B.A. (Winnipeg)
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