

THOMPSON RIVERS  UNIVERSITY

OPEN LEARNING

Student Services
Box 3010
900 McGill Road
Kamloops, British Columbia
Canada V2C 5N3

Web www.tru.ca/distance
Email student@tru.ca

Phone 250.852.7000
Toll-free 1.800.663.9711
Fax 250.852.6405

THOMPSON RIVERS  UNIVERSITY

OPEN

LEARNING

- Programs and Courses by Distance
www.tru.ca/distance

Calendar 20072008

Effective July 1, 2007, Thompson Rivers University, Open Learning (TRU-OL) has relocated all its operations from Burnaby, BC, to the main TRU campus in Kamloops, BC.

From the new BC Centre for Open Learning in Kamloops, TRU-OL will continue to deliver “open” distance programs and courses, offering students a range of educational options and flexibility. These fully recognized university courses and programs give students of all ages and in any location real choice about how, when, and where they want to pursue their education.

This calendar provides detailed information on TRU programs and courses offered through the Open Learning Division. For details about other programs offered on the main campus in Kamloops or regional campus in Williams Lake, consult the calendar of on-campus programs or visit the TRU website at www.tru.ca.

Thompson Rivers University is a public institution and a member of the Association of Universities and Colleges of Canada (AUCC). TRU-OL collaborates with BCcampus, other educational institutions, professional bodies, industry, and business and is a founding member of the Canadian Virtual University.

TRU-OL STUDENT SERVICES

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900 McGill Road
Kamloops, British Columbia
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www.tru.ca/distance

Email
student@tru.ca

Phone
1.800.663.9711 (toll-free in Canada)
250.852.7000 (Kamloops and International)

Fax
250.852.6405

OPEN means:

- Courses or programs can be completed by distance, as well as on campus.
- Enrolment in courses and programs can take place at any time and from anywhere.
- Program admission and course registration have few restrictions.
- Most programs have low residency requirements.
- Transfer credit from other universities and colleges can be applied toward program completion.
- Credit is granted toward program completion for knowledge and expertise gained through career training and work experience (prior learning assessment and recognition).

Disability Services

Email dso@tru.ca
Phone 1.888.828.6644
250.852.6440
Fax 250.371.5772

TRU Library Services

Email distancelib@tru.ca
Phone 1.800.663.1699
250.852.6402
Fax 250.852.6410

HOW TO REGISTER—OPEN LEARNING DIVISION COURSES

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. Before registering, review academic regulations, including course registration, cancellation, and course withdrawal policies, in this calendar (pages 17–32) or on the TRU-OL website.

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

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 4) twelve weeks prior to their intended course start date.

Register online with American Express, MasterCard, VISA, or approved student loan

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

Register Online

www.tru.ca/distance

Register by phone with American Express, MasterCard, or VISA

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

Register by Phone

1.800.663.9711
(toll-free in Canada)
250.852.7000
(Kamloops and International)

Register by fax 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 Fax

250.852.6405

Register by mail 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.

Register by Mail

TRU-OL
Student Services
Box 3010
Kamloops, BC
Canada V2C 5N3

Register by mail 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.

WELCOME TO TRU OPEN LEARNING



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

I am pleased to welcome you to Thompson Rivers University (TRU) and to this calendar of programs and courses that can be completed by distance education through our Open Learning Division.

While distance courses are offered by many institutions, the unique advantage of TRU is open access, the ability to start any time, and the way in which we allow students to bring together credits and other learning experiences from a wide variety of sources to complete our certificate, diploma, and degree programs. This is what makes TRU a truly “open” institution, with the flexibility to meet the needs and aspirations of all learners.

Many adults who have previously earned credits from another university or college or have completed a two-year college diploma often find they need to add to their education by completing a bachelor’s degree. Completing a degree with TRU becomes a very practical experience when the time to earn that degree is reduced, credit is given for previous learning, students complete only the courses they still require, and they can choose to do so by distance or on campus.

The most recent example of this innovative approach is our Bachelor of Technology (Trades and Technology Leadership) program that allows graduates with trades credentials, such as electricians, carpenters, welders, and others, to complete their degree with TRU in a relatively short period of time, with full recognition of what they have already learned.

We at TRU are proud to offer students of all ages and from all backgrounds and professions the advantage of flexible and open access to a variety of credentials. Thank you in advance for choosing to discover your opportunities with TRU.

TRU OPEN AND DISTANCE PROGRAMS

Certificate Programs

- ABE Intermediate
- ABE Advanced
- Administrative Assistant
- Animal Health Technology
- Animal Welfare
- Asthma Educators’
- Business Skills
- Community Home Health Nursing
- General Studies
- Event Management
- Home Support Attendant
- Information Technology
- Legal Administration Assistant
- Management Studies
- Medical Laboratory Assistant
- Mental Health Speciality
- Polysomnography
- Practical Nurse Access
- Practical Nurse Refresher
- Registered Nurse Refresher
- Social Service Worker
- Water Treatment Technology

Diploma Programs

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

Post-Diploma Programs

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

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 in Real Estate
- Bachelor of Commerce
- Bachelor of Design
- Bachelor of Fine Art
- Bachelor of General Studies

- Bachelor of Health Science
- Bachelor of Health Science (Physiotherapy)
- Bachelor of Health Science (Psychiatric Nursing)
- 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 Technology (Trades and Technology Leadership)
- Bachelor of Tourism Management

Post-Baccalaureate Programs

- COPD Educators’
- Graduate Certificate in Child and Youth Mental Health
- Post-Baccalaureate Certificate in Commerce
- Post-Baccalaureate Certificate in Liberal Arts
- Post-Baccalaureate Diploma in Commerce

2007–08 TRU-OL CALENDAR

Calendar Notice

The *2007–08 Thompson Rivers University, Open Learning (TRU-OL) Calendar* is effective as of July 1, 2007, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to the HTML version of the TRU-OL calendar on the web at www.tru.ca/distance for information about new courses and programs and changes to courses, programs, or regulations and policies occurring after publication of the print calendar.

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

Student Notice

Every student accepted for registration with Thompson Rivers University, Open Learning will be deemed to have agreed to be bound by the regulations and policies of the university and of the program, if applicable, in which that student is enrolled.

Freedom of Information and Protection of Privacy

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

A completed TRU-OL Course Registration form or TRU-OL Program Admission/Transfer Credit form submitted by an applicant 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.

Contact TRU's Office of the Associate Vice-President, Legal Affairs (phone 250.828.5012) for more information about Freedom of Information and Protection of Privacy at TRU-OL.

Notification of Disclosure of Personal Information to Statistics Canada

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

For more information, refer to the Statistics Canada website at www.statcan.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, regulations and policies, or schedules.

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

- Changes to serve the better interests of the academic or student community, or of the institutions
- Changes occurring through the 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 TRU-OL Calendar Teams

TRU OPEN LEARNING/TRU-OL

Programs and Courses Overview

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

Credentials awarded include adult secondary school completion, certificates and diplomas (including advanced and post-baccalaureate) associate degrees, and bachelor's degrees. Co-operative arrangements with other educational institutions, community organizations, industry, business, and professional associations provide students with choices in earning recognized credentials.

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

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.

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

Course Registration and Scheduling Choices

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

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

Labs, clinicals, selected classroom offerings, and some paced courses have fixed start and end dates.

Paced Courses

Some courses delivered by TRU-OL 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 on the same date, 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 in exceptional circumstances. Labs are not eligible for extensions.

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 print courses and also by electronic conference for most web courses.

Varied Course Delivery Formats

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

- **Print-based**—Course is print-based. Some print-based courses may have optional web content and/or web interaction. Internet access is not required to complete the course.
- **Web-based**—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content, and most have web student-to-student interaction. Internet access 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 similar/other media.

Distance Programs and Courses Offered by TRU Distance Education

tru.ca/new_students/distance.html

TRU offers several complete career programs by distance, as well as distance courses in biology, forestry, health sciences, and nursing, through Distance Education. This calendar provides some information about these additional distance programs and courses. Complete program details, with admission requirements and course descriptions, are provided on the above website.

SERVICES FOR STUDENTS

Educational Advising and Planning

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

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

General Educational Advising Services

Student Services advisors can answer questions concerning prerequisites and entrance requirements 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.

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, voluntary assessments are 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.

About Distance Education

Information is provided on the TRU-OL website at www.tru.ca/distance/services/resources/distance.html 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.

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. Refer to program plans information on page 6.

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

All program students must meet all program requirements, including residency requirements, in order to graduate from programs offered through TRU-OL. 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 programs offered through TRU-OL.

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

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

Registering Only for Courses

Students not intending to complete a program through TRU-OL may register directly for most courses. Refer to pages 8–14.

Financial Aid and Awards

The Financial Aid and Awards service at TRU-OL helps students access institutional and government financial assistance. Refer to pages 15–16.

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.

SERVICES FOR STUDENTS

Proficiency in English Requirements

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

- Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills.
- Students registering for courses that do not specify prerequisites beyond 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 Grade 12-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 post-secondary English recommended are listed below.

Level 6

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

Level 5 (with minimum score of 30/40 on essay section)

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

Level 4

Enrol in ENGL 106 or (ABE) ENGL 028 or 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. Refer to www.lpi.ubc.ca/LPI/index.html or email: LpiOffice@ares.ubc.ca or phone: 604.822.4146.

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 through TRU-OL have Canadian content, with course instruction provided in English.

SERVICES FOR STUDENTS

Disability Services

Disability Services is committed to providing services and reasonable accommodations for students with disabilities, enabling them to integrate into the university environment and achieve their potential for success as self-directed, independent learners. Services and accommodations are tailored to students' individual needs based on their documentation and the functional impact of their disability. Services may include but are not limited to the following:

- Alternate-format texts
- Accommodated examinations
- Referrals for technical aids, adaptive technology, and equipment
- Applications for funding

Students requiring services and/or accommodations are required to provide Disability Services with current documentation (within the last five years) of their medical condition and/or disability. Acceptable documentation must be obtained from a certified health care professional who has specific training, the appropriate professional designation, and expertise in the diagnosis of conditions for which the accommodation(s) is being requested. The documentation must address the "functional impact" of the disability. Students are required to contact the Disability Services Department to self-identify and indicate their intention to register a minimum of twelve weeks before their intended course start date to determine eligibility.

- Disability Services Department
www.tru.ca/distance/services/resources/disabilities.html
www.tru.ca/dsd/disabilities
dso@tru.ca
1.888.828.6644 (toll-free in Canada)
250.852.6440 (Kamloops and International)

TRU Library Services

Located at the Kamloops and Williams Lake campuses, the TRU Library supports all current TRU students, staff, and faculty. Students taking TRU-OL courses are served primarily through TRU Distance, Regional, and Open Learning Library Services.

The main library collection is housed at the Kamloops campus; a smaller collection exists in Williams Lake to meet their users' needs. The TRU Library collection, which has over 250,000 books, 28,000 e-books, 11,000 videos, 18,000 periodicals, 60 article databases, and an extensive collection of government documents, pamphlets, microforms, and audiovisual materials, is an important educational resource for the TRU community.

Resources and services are accessible via the web, email, phone, fax, regular mail, or in person. TRU 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 provincial AskAway online chat reference service (hours of services listed at www.tru.ca/library/askaway.html).
- 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.

The TRU Library does not provide required textbooks.

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 Distance, Regional, and Open Learning Library Services
www.tru.ca/library/distance.html
distancelib@tru.ca
1.800.663.1699 (toll-free in Canada)
250.852.6402 (Kamloops and International)

ADMISSION

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 of any kind may be subject to penalties under the student conduct policy (refer to pages 17–19).
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to page 3).

Admission to a Program

Students who plan to complete a credential through 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 through TRU-OL (e.g., students who were not admitted to a program) and now want to complete a program must apply for program admission as above.

Where degree programs are offered through TRU-OL 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 plan to apply to receive formal transfer credit for courses and programs completed elsewhere should follow these procedures:

- Identify the program to be completed through TRU-OL. Applicants can refer to 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 coursework is over seven years old or if courses 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 applicants.

Program Plans

A program plan is a personalized record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL program advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (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-assisted 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 program offered through TRU-OL who want to request permission to take a course from an institution other than TRU-OL must first apply for a Letter of Permission, using the Letter of Permission Request form (available on the TRU-OL website and from Student Services). One Letter of Permission per semester, per institution is required for such courses. Students who do not obtain a Letter of Permission risk taking a course that may not be transferable to TRU or as suitable credit to their program offered through TRU-OL and are required to pay the transfer credit fee.

In order to have their program plan updated, students are responsible for notifying TRU-OL that additional courses have been completed and final grades assigned.

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

Students wanting to change to a different program must consult with their program advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. Transfer credit and program planning fees may apply (pages 19–21).

Prior Learning Assessment and Recognition

Prior learning assessment varies by program and is under review. Refer to the TRU-OL website for current information.

Students who have applied for or been admitted to a program offered through TRU-OL 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 by challenge examination or a process that includes a portfolio. Refer to PLAR policies on pages 21–23.

Challenge Examination

Students in programs offered through TRU-OL may write one or more challenge examinations to demonstrate knowledge of the content of a particular TRU-OL course or of a first language (page 176). The amount of credit awarded is the same as completing the course as a registered student, and PLAR grading applies (PLAR policy 3.8). 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.

Portfolio-Assisted Assessment

Students may be eligible to demonstrate that their prior learning has provided them with a series of "competencies" (such as communication abilities or problem-solving abilities), which are critical for success in completion of program requirements. Students 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.

Note

- Normally, PLAR credit awarded by TRU-OL toward a TRU 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.

ADMISSION

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 SFU or UVic are TRU-OL university-level courses for which students receive TRU-OL credit on TRU-OL transcripts. Students are responsible to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

SFU, UVic Transfer Credit

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

As of fall 2006, SFU introduced new admission and curriculum requirements. Students who take SFU-delivered courses that are designated W, Q, or B and apply to SFU and receive an offer of admission will receive credit under the new W, Q, B curriculum requirements, subject to transfer credit regulations. Students considering transferring to SFU should refer to admission requirements information on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqrequirements.html>.

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

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

CVU-UVC

www.cvu-uvc.ca

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

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 www.tru.ca/distance/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

REGISTRATION

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 and end dates. Refer to the TRU-OL website or contact Student Services for information about course availability.

TRU-OL courses that have rental materials (equipment and audiovisual components) are not always available to students residing outside Canada. Refer to detailed course information on the TRU-OL website or contact Student Services.

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 but may be required to provide proof at a later date.

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.

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 17–19).

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 pages 12–13 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

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

- 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-week period 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 assignments in the order received and submit them on schedule to their tutor (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.

REGISTRATION

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 and approved by TRU-OL. Normally, a project examination is completed at the student's residence. Examination information is provided in the course package and in the course descriptions on the TRU-OL website.

Instructions for applying to write examinations are in a student's confirmation of registration package and on the TRU-OL website.

Refer to TRU-OL examination policies on pages 26–28.

TRU-OL Supervised Examinations	
Examination Session	Application Deadline
September 8–11, 2007	August 8, 2007
October 13–16, 2007	September 13, 2007
November 3–6, 2007	October 3, 2007
December 8–11, 2007	November 8, 2007
January 12–15, 2008	December 12, 2007
February 9–12, 2008	January 9, 2008
March 8–11, 2008	February 8, 2008
April 5–8, 2008	March 5, 2008
May 3–6, 2008	April 3, 2008
June 7–10, 2008	May 7, 2008
July 5–8, 2008	June 5, 2008
August 9–12, 2008	July 9, 2008
September 6–9, 2008	August 6, 2008
October 4–7, 2008	September 4, 2008
November 1–4, 2008	October 1, 2008
December 6–9, 2008	November 6, 2008

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–26.

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
- International (including United States): Cost of prepaid courier

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 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 21–23.

REGISTRATION

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 but may be required to provide proof at a later date.

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 and may be required to provide proof. Students who provide a false declaration may be subject to penalties under the student conduct policy (pages 17–19).

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 for more details (page 179).

- Refer to page 13 for tuition and fees information.

SFU-designated W, Q, B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative), or B (breadth) should be aware that SFU has introduced new admission requirements that pertain to literacy, quantitative, and breadth requirements to ensure students can successfully complete the W, Q, and B courses in their program. Students should feel comfortable they can meet the requirements listed on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqrequirements.html>.

Examinations

Many courses have supervised mid-term examinations. SFU arranges final examinations on specific dates in weeks fourteen or fifteen. Refer to SFU examination policies on page 28.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–26.

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

REGISTRATION

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.

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 17–19).

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

UVic arranges examinations. Refer to UVic examination policies on page 28.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 23–26.

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 UVic program area (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.

University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course.

Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course.

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

REGISTRATION

Tuition and Fees

<p>Courses Delivered by TRU-OL</p> <p>Permanent Residents of BC</p> <p>High-school Completion (ABE) Courses \$0 tuition + \$76.50 course administration fee + \$5.10 technology fee + texts + course materials</p> <p>University Courses \$90.20 tuition per credit + \$76.50 course administration + \$5.10 technology fee per credit + texts + course materials</p> <p>Seniors (65 years +) \$22.54 tuition per credit + \$76.50 course administration + \$5.10 technology fee per credit + texts + course materials</p> <p>Permanent Residents of Canada, Residing outside BC</p> <p>High-school Completion (ABE) Courses \$90.20 tuition + \$75 non-BC-resident fee + \$76.50 course administration + \$5.10 technology fee + texts + course materials</p> <p>University Courses \$90.20 tuition per credit + \$75 non-BC-resident fee + \$76.50 course administration + \$5.10 technology fee per credit + texts + course materials</p> <p>International Students</p> <p>High-school Completion (ABE) Courses \$408 tuition + \$76.50 course administration fee + \$5.10 technology fee + texts + course materials</p> <p>University Courses \$408 tuition per credit + \$76.50 course administration fee + \$5.10 technology fee per credit + texts + course materials</p>	<p>Credit-free Courses Applicable tuition per credit + \$76.50 course administration fee + \$5.10 technology fee + texts + course materials</p> <p>Course Extensions—All Students \$81.60 per course eligible for extension</p> <p>Repeat Registrations Refer to policy on page 26.</p> <p>Formal Grade Appeals—All Students \$102 per course. Refer to policy on page 30.</p> <p>Transfer Credit Assessments \$40.80 BC documents only \$76.50 Non-BC or combined documents</p> <p>Program Plans \$51 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan \$127.50 per bachelor's degree program plan Contact TRU-OL Admissions for re-assessments fees.</p> <p>Course Materials Shipping Costs Within Canada: No charge International (including United States): Cost of prepaid insured courier</p> <p>Course Materials Return: Restocking Fee \$25.50 per return instance. Refer to pages 24–25.</p>
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Fees are subject to change without notice.• Yukon residents pay the same tuition as BC residents.• GST is added as applicable.• The course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course.• Refer to individual course descriptions on the TRU-OL website to determine course prices or contact Student Services.

Some courses and programs delivered through TRU-OL are subject to alternate fee schedules.

REGISTRATION

TRU-OL Courses Delivered by SFU

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

\$151.10 tuition per credit + \$71.40 course administration fee + texts + course materials

Seniors (60 years +)

\$0 tuition + \$71.40 course administration fee + texts + course materials

International Students

\$484.40 tuition per credit + \$71.40 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 179 for contact information.

TRU-OL Courses Delivered by UVic

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

\$149.70 tuition per credit + \$35.70 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$484.40 tuition per credit + \$35.70 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 3010, 900 McGill Road, Kamloops, BC V2C 5N3, Canada, or fax 250.852.6405.

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

REGISTRATION

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. Before registering, review academic regulations, including course registration, cancellation, and course withdrawal policies, in this calendar (pages 17–32) or on the TRU-OL website.
4. Confirm access to equipment required (such as to the Internet for a web-based course). Required equipment is specified in the course descriptions in this calendar and on the TRU-OL website.
5. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
6. Select one of the registration and payment methods listed.

Note

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 4) twelve weeks prior to their intended course start date.

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.

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

Register Online

www.tru.ca/distance

With American Express, MasterCard, VISA, or approved student loan

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

Register by Phone

1.800.663.9711 (toll-free in Canada)

250.827.7000 (Kamloops and International)

With American Express, MasterCard, or VISA

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

Register by Fax

250.852.6405

With American Express, MasterCard, or VISA

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 3010, 900 McGill Road

Kamloops, BC V2C 5N3

Canada

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

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

With student loan or grant

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

Contact Student Services for information on sponsorship and scholarship procedures.

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

Payment is deposited on receipt.

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.

FINANCIAL AID AND AWARDS

Applying for Financial Assistance

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

- Applicants may submit part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed copies are not accepted.
 - Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.
 - Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution's or TRU division's financial aid office before registering.
- Financial Aid and Awards
www.tru.ca/distance/services/resources/financial.html
OLfinaid@tru.ca
1.800.663.9711 (toll-free in Canada)
250.872.7000 (Kamloops and International)

Residency Requirements

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

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

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.

TRU-OL Annual Awards and Bursaries

Achievement awards are made to students who have an excellent academic record in their particular program or course. Applications are not required. Details are provided on the TRU-OL website.

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

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

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

Adult Basic Education Student Assistance Program (ABESAP)

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

Canada 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 in distance courses who are single parents. Preference is given to those not already receiving funding through other programs and who have not previously completed a post-secondary program of study.

Barbara Guttman-Gee Bursary Endowment

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

Open Learning Bursary Endowment Fund

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

Full-time Student Loans and Grants

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

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

StudentAid BC

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

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

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

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home, and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the TRU-OL website to help students start and continue successfully as distance learners (refer to page 2).

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 the September term). Late phone and web registrations are permitted up to the tenth day of each month after the term start date. Detailed information (Six Key Steps to Getting a Student Loan through TRU-OL) and registration deadlines are provided on the TRU-OL website.

Any continuous-entry registrations received after the final deadline on the tenth of the month can only be applied to the following term (e.g., a January 11 registration can be applied only to the February loan term).

All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework 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-Free Status

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

Full-time Single Parents Bursary Endowment

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

TRU-OL Emergency Bridging Loan

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$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. Applications forms are available on the TRU-OL website.

Other Sources of Assistance

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

REGULATIONS AND POLICIES

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

This policy and related procedures are under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates.

The integrity of university 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 apply 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.** Examples of plagiarism include 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 TRU Office of Student Affairs. All supporting information should be provided with the complaint.
- B.** Upon receiving a complaint under 1.2.A., the manager of Student Affairs reviews the complaint and the supporting information provided. If the manager of Student Affairs 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 manager of Student Affairs 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 manager of Student Affairs 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 Office of Student Affairs 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 manager of Student Affairs may, in her/his discretion, extend the time limit to make a complaint on any terms she/he 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 university 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 Immediate 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 considered appropriate. Such action may be taken if a student engages in any conduct that, 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.

REGULATIONS AND POLICIES

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 may 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 university designate who will review the complaint.

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

D. The university may also take such interim measures if considered appropriate. The provisions of 1.5.E. to 1.5.H. apply to any interim measures taken by the university, 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 Office of Student Affairs of the measures and the relevant circumstances. The Office of Student Affairs 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 Office of Student Affairs under 1.2.B. and the Office of Student Affairs 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 Office of Student Affairs, in writing, within thirty (30) calendar days of the university's communication to the student under 1.5.F. The Office of Student Affairs does not proceed with a request made more than thirty (30) calendar days after the university's communication, unless the student explains, in writing, why she/he was unable to make the request within the time limit. The manager of Student Affairs may, at her/his discretion, extend the time limit to request a review on any terms the university 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 programs offered through TRU-OL; or (c) requirement to withdraw from a program.

D. Transfer credit is awarded only on the basis of official transcripts 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, through TRU-OL or elsewhere, may be used to meet a maximum of fifty 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 credential offered through TRU-OL must obtain prior written permission with a Letter of Permission. The form is available on the TRU-OL website and from Student Services.

2.6 Transfer Credit from Master's Degree Programs

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

2.7 Procedures: Application for Transfer Credit

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

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

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

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

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

This policy and related procedures are under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates.

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 students in programs offered through TRU-OL 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 examination is a method for assessing whether applicants who have acquired knowledge other than by formal study may receive credit for specific courses. Tutorial support is not provided to applicants challenging a course.

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

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

B. 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 or 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 the program offered through TRU-OL.
- B. Program areas of TRU-OL determine which programs are eligible for PLAR and which PLAR methods are used.
- C. Program areas of TRU-OL determine the amount of credit earned through PLAR that may be used to meet the requirements of a credential. Details are provided by program areas of TRU-OL.

3.5 Residency Requirement

The residency requirement for a program offered by TRU-OL may be met with credits earned by PLAR through 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 requirements of programs offered through TRU-OL.
- 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. Program areas of TRU-OL 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 program offered through TRU-OL 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 who want to challenge a language course may do so only at the third- or fourth-year university level if the language course coincides with their first language and they have received their secondary education in that language. This restriction does not apply to lower-level literature courses.
- 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. Course challenge fees include tuition, course administration, and technology fees.
- B. 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.
- C. 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.

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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, subject to clauses C and D below. 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. Registration cancellation deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs are available from the program areas.

E. Details of registration cancellation for paced courses vary by the program and are available on request. When registering for paced courses, students are provided with registration cancellation deadlines.

Procedures

F. 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 TRU-OL Student Records.

Tuition Refunds

G. Students who submit their request to cancel their registration within five (5) weeks (for most courses) from their registration date receive a seventy-five per cent refund of tuition fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.

H. Students who cancel their registration in a lab course as per 4.2.B. receive a seventy-five per cent refund of their tuition fee and a seventy-five per cent refund of their lab fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.

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

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 seventy-five 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 and who do not complete all mandatory coursework by the course completion date receive a final grade of “I” (Incomplete) as per 6.2.B.

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

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

E. Withdrawal deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs are available from program coordinators.

F. Details of withdrawal for paced courses vary by the program and are available on request. When registering for paced courses, students are provided with withdrawal deadlines.

Procedures

G. 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

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

I. The course administration, technology, and course materials 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 and received by TRU-OL no later than five (5) weeks after the course registration date using the 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 Method

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

Be postmarked prepaid within five (5) weeks of the course registration date to TRU-OL, PO Box 3010, Kamloops, BC, V2C 5N3.

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.

REGULATIONS AND POLICIES

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 course extension of up to eighteen (18) weeks 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 paced courses. 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 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. The form is available on the TRU-OL website and from Student Services.

All applications should be directed to the TRU-OL 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 a fee-waived extension has been requested, students are required to establish an action plan, outlining a time schedule and support services to enhance their chances of successful completion, prior to approval.

N. Fee-waived extensions are based on the following criteria:

1. Nature of the student's 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 TRU-OL Office of the Registrar informs the student 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 cannot be 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

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.

Almost all TRU-OL courses include a final examination as part of the evaluation process. Students are required to successfully pass the final examination to receive a passing grade in the course.

It is strongly recommended that students complete all course assignments to receive tutor feedback prior to and in preparation for writing the final examination.

If students choose to write the final examination before completing assignments and receiving tutor feedback, and then fail the examination, the course is terminated. Additional assignments will not be graded, and tutor support will not be available.

Courses without final examinations may have other evaluation tools that require successful completion for students to receive a passing grade in 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. It is strongly recommended that students contact their tutor to discuss preparedness for an examination before they apply to TRU-OL to write the examination.

REGULATIONS AND POLICIES

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 make the request of TRU-OL a minimum of fourteen (14) days prior to the scheduled start 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 acceptable 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 Accommodations—TRU-OL

Students with a documented disability requesting examination accommodations are required to contact the Disability Services Department twelve (12) weeks prior to the intended course start date to determine their eligibility.

5.9 Students Outside BC or Outside Canada—TRU-OL

A. Students who registered with TRU-OL using a Canadian address must write their examinations in Canada, with the exception of Canadians serving in the Canadian Armed Forces or working abroad in diplomatic services. Other exceptions are granted only under extenuating circumstances.

B. Students residing in Canada but outside BC and within 100 km of one of the centres on TRU-OL's Canadian Invigilator Network (CIN) are required to contact 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. The form is available on the TRU-OL website and from Student Services.

C. 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 must contact TRU-OL Student Services, Examinations a minimum of six (6) weeks prior to the examination session of their choice 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. The form is available on the TRU-OL website and from Student Services.

Only examination invigilators who meet the invigilator criteria established by TRU-OL and who are approved by TRU-OL are permitted to invigilate a student's examination.

5.10 Illness During an Examination—TRU-OL

If a student becomes ill while writing an examination, the student should inform the invigilator immediately. Full particulars of the circumstances are taken by the invigilator, and a report, the partially completed 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 student or group of students in question and to require the(se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate.

Refer to student conduct policies 1.1 through 1.5.

5.12 Simon Fraser University

A. 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 recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.)

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

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

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 about examination policies and procedures.

6. Final Grades

6.1 General Information

A. Only the TRU-OL Office of the Registrar 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.

REGULATIONS AND POLICIES

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 0 (zero) 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 a student fails a mandatory component, or the course completion time has expired, or the dean (or designate) assigns a final grade.

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 the TRU-OL Office of the Registrar on receipt of the grades. TRU-OL releases final grades four to six (4–6) weeks after final examinations.

E. Students should contact the TRU-OL Office of the Registrar 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 programs offered by TRU-OL, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values, and dividing by the total number of course credits.

PLAR credit is not used in the GPA calculation.

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

6.6 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.

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.

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 designate'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

This policy and related procedures are under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates.

7.1 Student Complaints

If a student has a complaint about a particular course, assignment mark, or tutor, the student should discuss the problem with the tutor as the first step. If the problem is not resolved or the problem is such that the student does not wish to approach the tutor, the student should discuss the problem with the director of delivery or designate. If the student is still dissatisfied, she/he should consult with the associate vice-president of Open Learning or the Office of Student Affairs.

7.2 Policy

After going through the student complaints process, students may request a review of a TRU-OL academic decision.

7.3 Procedures: Formal Reviews (Academic Appeals)

A. Students may request a formal review of a TRU-OL academic decision. Requests for formal reviews (academic appeals) are accepted only after the student complaint process is complete and final letter grades have been assigned. The first step is to discuss it with the manager of Student Affairs. The student will be given a form to complete if she/he chooses to proceed. A request for a formal review of an academic decision must be submitted in writing, together with relevant information and the appropriate fee, to the TRU Office of Student Affairs 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 that has been returned to them must submit the original work with their request.

REGULATIONS AND POLICIES

B. The Office of Student Affairs reviews the request for a formal review and supporting information provided. If the manager of Student Affairs decides there is a reasonable basis for a formal review, she/he forwards the request to the Standing Committee on Academic Reviews.

C. The manager of Student Affairs 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 manager of Student Affairs may, at her/his discretion, extend the time limit to request a review on any terms the manager of Student Affairs considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.

E. The manager of Student Affairs appoints a committee chair and two members, one of whom 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 manager of Student Affairs in writing of the decision within thirty (30) calendar days. The committee may rescind or vary any previous academic decisions made.

I. The manager of Student Affairs 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 following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; BC Adult Graduation Diploma.

B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through TRU-OL or other 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. PLAR credit is not used in the GPA calculation.

8.2 Graduation Requirements—Degree Programs

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

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

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

8.3 Graduation Procedures

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

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

C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six (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

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

8.5 Parchments

A. The notation “With Distinction” is not used on the parchment, only on the transcript.

B. Individuals requesting a duplicate parchment must submit a request in writing to the TRU-OL Office of the Registrar.

TRU issues one duplicate parchment on request.

C. Duplicate parchments are issued in the style of the parchment currently in use. Duplicate parchments indicate the original date of completion of the credential, the replacement date, and that it is a duplicate parchment.

D. Individuals requesting a change of name on the duplicate parchment must submit 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 the TRU-OL Office of the Registrar. Access is determined on an individual basis.

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

C. No partial transcripts of a record are issued.

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

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

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

9.2 Disclosure to 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. TRU-OL provides the TRU Alumni Association with graduates’ names, programs, and contact information, unless students request otherwise.

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

TRU OPEN AND DISTANCE PROGRAMS

Adult Basic Education (ABE)

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

TRU-OL offers the following:

- ABE fundamental courses (Grade 6–9 equivalency) that prepare students for further ABE certificates or courses
- ABE Intermediate Certificate program (Grade 10 equivalency) and ABE Advanced Certificate program (Grade 11 equivalency) for adult learners interested in entering the workforce, vocational programs, or Grade 12 studies
- BC Adult Graduation Diploma program (Grade 12 equivalency) (replaces the former ABE Provincial Diploma option and the “Adult Dogwood”) for adult learners to complete their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies
- The flexibility to transfer courses from other colleges and schools
- The opportunity to take prerequisites needed for entry to other post-secondary institutions in consultation with the selected institution
- A range of related services, including English and mathematics assessments and financial assistance

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 2.
- Prior to applying for an ABE program, refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

- 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 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. Students may also choose to take MATH 026, *Industrial Mathematics* (cannot be used toward any of the ABE certificates) to review basic mathematical skills as applied to problems encountered in a variety of occupations. Normally, students who plan to go directly to a university or an institute are required to complete a minimum of eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language. Students are strongly advised to consult the college or university they plan to attend with regard to entrance requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- 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.

ADULT BASIC EDUCATION

ABE Fundamental Courses

(Grade 6–9 equivalency)

English

ENGL 009, *Basic English Skills*

Mathematics

MATH 010, *Practical Mathematics*

ABE Intermediate Certificate

(Grade 10 equivalency)

- 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.

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

ABE Advanced Certificate

(Grade 11 equivalency)

- 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.

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

ADULT BASIC EDUCATION

BC Adult Graduation Diploma

(Grade 12 equivalency)

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

Diploma Requirements

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

Five courses, a minimum three of which are normally completed as an adult [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) *

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

Residency Requirement

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

Note

Approved Grade 12, college, or university courses may be eligible (consult a TRU-OL program advisor). Prior completion of all ABE Advanced Certificate requirements (page 34) is not mandatory, although certain courses do have prerequisites.

Courses authorized by the Ministry of Education (4 secondary-school credits) or the Ministry of Advanced Education may be used toward the BC Adult Graduation Diploma provided the ministry-authorized courses meet diploma requirements.

Courses taken through TRU-OL or at other recognized schools or colleges in BC or elsewhere can be assessed for credit toward the Advanced Certificate (page 34) 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 for some ABE requirements by demonstrating knowledge through challenge examinations (page 6).

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

Advanced Certificate in Liberal Arts

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

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

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

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 liberal arts 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.

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

Associate of Arts

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

This 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).

Course credit may also be used to complete other degrees offered through TRU-OL.

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

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.

Bachelor of Arts, General Program

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

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

Admission Requirements

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

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 42 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 (including statistics) and/or science

6 credits in social science

Lower-level Requirements

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

Upper-level Requirements (45 credits)

15 credits in each of two areas of specialization (e.g., business and administrative studies, English, economics, fine arts, 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

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

This degree program provides students with a broad education in arts. Students complete the program with 30 credits of upper-level study in courses within the arts 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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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 42 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 (including statistics) and/or science

6 credits in social science

Upper-level Requirements (45 credits)

30 credits in arts and science disciplines (refer to page 42; most disciplines listed on page 42 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

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

This degree program is designed for students wanting to specialize in one discipline. Students may complete one of the following four major programs: English, history, psychology, sociology. TRU-OL offers many courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the degree program.

Admission Requirements—All Majors

Open admission (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 42 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 (including statistics) 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 42 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 (including statistics) 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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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 42 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 (including statistics) 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, 399)

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 42 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 (including statistics) 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

Degree programs in arts, fine and performing arts (e.g., design, fine arts, music), and science offered through TRU-OL require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science. Courses in other discipline areas may not be used to meet specified general education requirements of arts and science programs. Students should consult with their TRU-OL program advisor before registering in courses to meet general education requirements for arts and science degree programs.

Courses in discipline areas listed below may meet general education requirements for arts and science degree programs.

Humanities

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

Mathematics and/or 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

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

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

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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 42 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 (including statistics) and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include 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

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

This degree program balances and integrates the academic and studio requirements specific to fine art with general education requirements. 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 who have not previously taken art or design studio courses or who are not currently working as an artist or designer may need to complete most studio credits through classroom courses from other recognized post-secondary institutions and transfer the credit to the degree program.

Admission Requirements

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

Other applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.
- Refer to the TRU-OL website or contact Student Services for program updates.

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 42 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 (including statistics) 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 (including statistics) and/or science

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include 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 (Performance)

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

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

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 42 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 (including statistics) and/or science

6 credits in social science

Music History and Theory Requirements (number of credits varies)

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

Music Performance Requirements (number of credits varies)

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

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

Note

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

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

Post-Baccalaureate Certificate in Liberal Arts

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

This post-baccalaureate program provides students with the opportunity to concentrate their study in one arts and science discipline or to select two or three discipline areas. Chosen disciplines could be the humanities (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

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 liberal arts electives

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

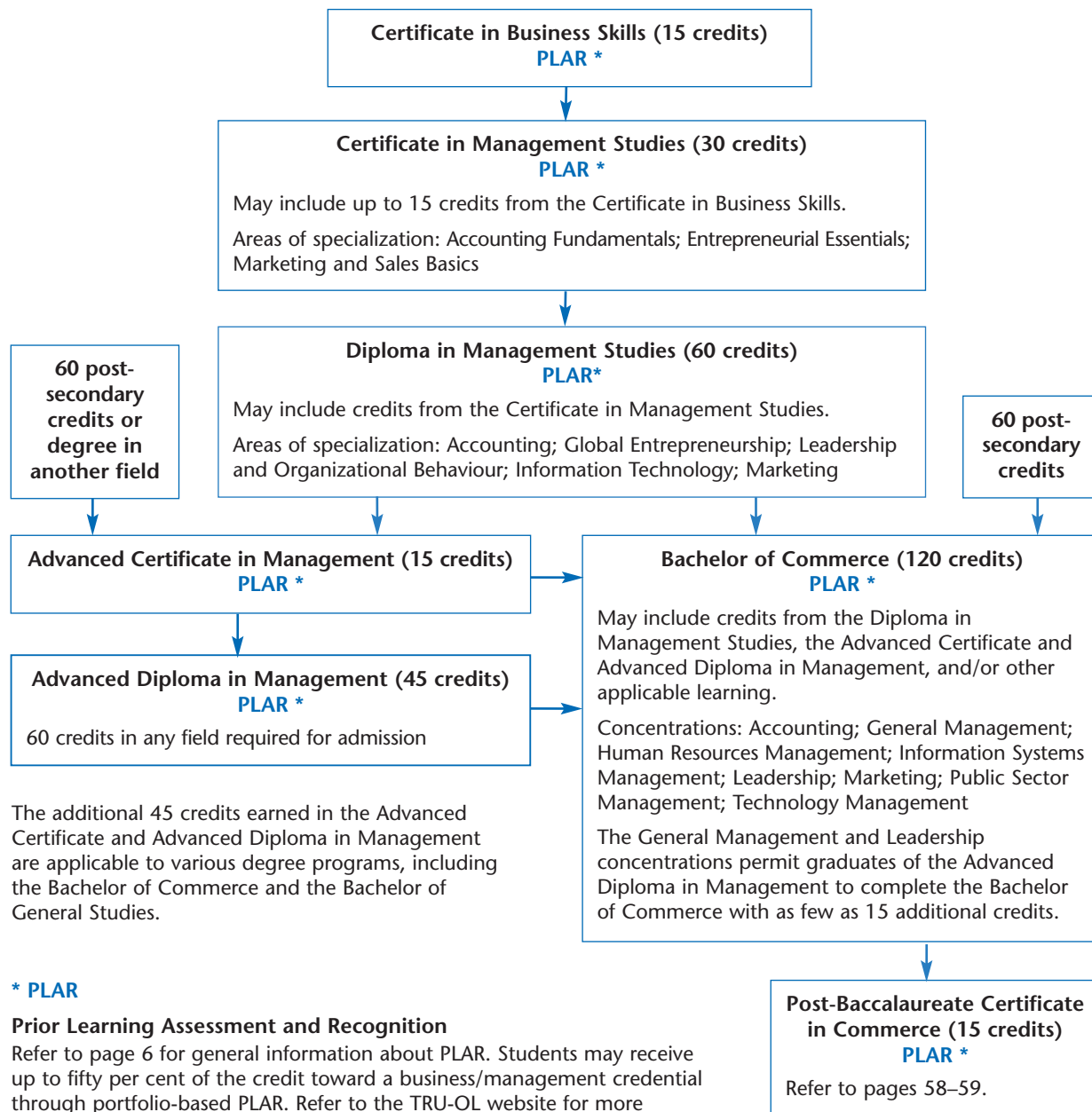
BUSINESS AND MANAGEMENT STUDIES

Selected Business and Management Studies Programs

A number of programs designed to develop supervision, business, and management skills are offered through TRU-OL. The chart illustrates the flexible structure of these business programs.

The chart is intended only to illustrate selected 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 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 and Advanced Diploma in Management are applicable to various degree programs, including the Bachelor of Commerce 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

- 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 a business.

Admission Requirements

Open admission (pages 5–6).

Residency Requirements

Minimum 3 credits of TRU coursework (distance or on campus).

Certificate Requirements

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

Core Requirements (6 credits)

ENGL 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 100- or 200-level courses to suit career goals, normally selected from ADMN, BUSM, ECON, ENGL 107, MATH 107, MATH 150, and/or STAT 102.

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

Supervisory Option

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

BUSM 111, *Supervision* (3)

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

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

Applied Business Technology

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

Certificate in Management Studies

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

This certificate program is well-suited for students with considerable work experience or a qualification in a technical field who want to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned by building on the 15-credit Certificate in Business Skills program (page 48) or by completing 30 credits of coursework specified below.

Admission Requirements

Open admission (pages 5–6). Students should have a grounding in quantitative courses, including Math 11 (Principles), MATH 024, or equivalent. A voluntary, free mathematics self-assessment is available from Student Services to help students select a mathematics course at the appropriate level (page 2).

Residency Requirements

Minimum 3 credits of TRU coursework (distance or on campus).

Certificate Requirements

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

Core Requirements (minimum 12 credits)

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

Minimum one of MATH 107, *Business Mathematics* (3), MATH 150, *Finite Mathematics* (3)

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

3 credits in computer studies [TRU-OL's 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.

BUSINESS AND MANAGEMENT STUDIES

Elective Requirements (up to 18 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 2007 may complete the program under the previous requirements.

Areas of Specialization (Optional)

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

Accounting Fundamentals

BUSM 131, *Accounting I* (3)

BUSM 132, *Accounting II* (3)

ADMN 233, *Management Accounting* (3)

Students completing ADMN 231, *Introduction to Financial Accounting* (3) instead of BUSM 131/132 select an additional CGA or CMA transferable course.

Entrepreneurial Essentials

BUSM 100, *Doing Business in Canada* (3)

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

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

Administrative Assistant Certificate

Legal Administration Assistant Certificate (online)

tru.ca/new_students/distance.html

Offered by TRU School of Business and Economics, Distance Education in association with BCcampus, these programs prepare students for employment in a wide range of positions in business. Certificate graduates can ladder into the Executive Assistant Diploma program. Diploma graduates can ladder into the Bachelor of Commerce (pages 55–58) or TRU campus-based Bachelor of Business Administration. Program courses are listed on pages 87 and 154.

- For more information on these programs, refer to the above website or email: abt@tru.ca or phone: 250.371.5892 (Kamloops).

Diploma in Management Studies

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

This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two-year full-time program. The diploma recognizes a student's achievement in completing a broad program of management studies. It is workplace-centred, which assumes students have opportunities to apply many course concepts in their jobs or businesses. The program allows students to complete their credentials in phases, starting with an introductory 15-credit credential, such as the Certificate in Business Skills (page 48), and then add other credentials. Many students complete the Certificate in Management Studies (pages 48–49) or an equivalent one-year program from another institution and then complete 30 credits primarily at the second-year level with TRU to earn the diploma. This diploma ladders into the Bachelor of Commerce (pages 55–58).

Admission Requirements

Open admission (pages 5–6). Students should have a grounding in quantitative courses such as Mathematics 11 (Principles), MATH 024, or equivalent. A voluntary, free Mathematics Self-Assessment is available to help students select a mathematics course at the appropriate level. The assessment form is available on the TRU-OL website and from Student Services.

Residency Requirements

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

Diploma Requirements

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

Core Requirements (minimum 30 credits)

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

Minimum one of MATH 107, *Business Mathematics* (3), MATH 150, *Finite Mathematics* (3)

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

One of ENGL 100, *Literature and Composition I* (3), ENGL 102, *Composition and Native Indian Literature I* (3), ENGL 106, *Written Communication* (3) (ENGL 106 not transferable to most non-TRU-OL programs or to TRU-OL's non-business programs)

Minimum one of ENGL 107, *Business Communication* (3), ADMN 363, *Open Communication* (3)

BUSINESS AND MANAGEMENT STUDIES

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

Minimum one of BUSM 131, *Accounting I* (3), ADMN 231, *Introduction to Financial Accounting* (3) (students selecting BUSM 131 who plan to specialize in accounting must also take BUSM 132)

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

ADMN 250, *Introduction to Marketing* (3)

ECON 200, *Principles of Microeconomics* (3)

Substitution of similar courses may be considered.

Elective Requirements (up to 30 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. Students interested in pursuing a professional accounting designation should select ECON 201 and ask their advisor about other appropriate electives to maximize transferability.

Laddering the Diploma in Management Studies into the Bachelor of Commerce

Students considering laddering the Diploma in Management Studies into the Bachelor of Commerce (pages 55–58) should consider including the courses listed below in their diploma program.

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

MATH 107, *Business Mathematics* (3) or MATH 150, *Finite Mathematics* (3)

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

ADMN 250, *Introduction to Marketing* (3)

CMPT 200-level course (3)

ECON 200, *Principles of Microeconomics* (3)

ECON 201, *Principles of Macroeconomics* (3)

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

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

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

Note

Students who started their studies in this diploma program prior to September 2007 may complete the program under the previous requirements.

Areas of Specialization (Optional)

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

Accounting

ADMN 331, *Intermediate Financial Accounting I* (3)

ADMN 336, *Financial Management* (3)

ADMN 341, *Intermediate Financial Accounting II* (3)

ADMN 351, *Taxation* (3)

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

Human Resources

ADMN 222, *Introduction to Human Resource Management* (3)

ADMN 325, *Labour Relations* (3)

Two courses from the following:

BUSM 213, *Motivation and Productivity* (3)

ADMN 320, *Organizational Behaviour I* (3)

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

Information Technology

CMPT 212, *Database Concepts* (3)

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

Plus minimum 9 credits of other approved CMPT or CPSC courses

Marketing

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 348, *Marketing Research* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (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

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

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

The program's 15 credits can be applied to the Advanced Diploma in Management (page 52) and other programs offered through TRU-OL.

The program has some unique features, policies, and procedures. Refer to the TRU-OL website for details.

Courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based (minimum seventy per cent average on assignments and final project is required). Refer to the TRU-OL website for computer requirements.

Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to page 6), is strongly recommended. Those employed or volunteering in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements

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

- 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.

Certificate Requirements

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

Core 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, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (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 for further credit if they have credit for an equivalent course.

Web-based, Paced, Competency-based Courses—Advanced Certificate in Management and Advanced Diploma in Management

Web-based courses in these programs are paced, with a specific start and end date, and require submission of assignments and a major project on specific dates. Cancellation of registration and course withdrawal deadlines differ from continuous registration courses, due to the shorter duration of paced courses: 3-credit paced courses are 14 weeks in duration; 6-credit paced courses are 21 weeks.

ADMN 361, 362, 363, 364, 365, 366, 367, 369, 468, 477, and 483 are web-based, paced, and competency-based that require students to have recent employment or volunteer experience to which they can apply theories learned in the course.

Advanced Diploma in Management

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

This advanced diploma program provides students with applied, recognized, and industry-standard business skills and knowledge. The program is designed for students with post-secondary diplomas (not necessarily in a business or management field) or equivalent and a minimum of two years' work experience. Credits earned can be applied to meet administrative studies or elective requirements in various degree programs offered through TRU-OL, including the Bachelor of Commerce (pages 55–58) and the Bachelor of General Studies (page 64).

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

The program has some unique features, policies, and procedures. Refer to the TRU-OL website for details.

Most courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based (minimum seventy per cent average on assignments and final project is required). Refer to the TRU-OL website for computer requirements.

Admission Requirements

Minimum of 60 credits of post-secondary studies and two years of relevant work or volunteer experience. 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 (distance or on campus), normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

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

Core Requirements (minimum 39 credits)

ADMN 233, *Management Accounting* (3)

ADMN 336, *Financial Management* (3)

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, *Leadership Fundamentals* (3)

ADMN 365, *Marketing for Managers* (3)

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

ADMN 367, *Contemporary Leadership* (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

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

Students may not take ADMN 362 or 390 for further credit if they have received credit for an equivalent or similar course.

Elective Requirements (up to 6 credits)

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

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)

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

Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of BC and the University of British Columbia (UBC)

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

Designed for members of the real estate industry wanting to upgrade their education, this degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be ladderred into the degree program.

The degree program is based on a foundation of 45 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (DULE) and through related real estate offerings or approved equivalents. The other 75 credits include a combination of electives, general academic requirements, and courses in general business and administrative studies offered in a distance format through TRU-OL or through other institutions subject to TRU-OL approval.

Admission Requirements

Applicants require 60 applicable credits for formal program admission by TRU-OL and should have a grade point average (GPA) of 2.0 or higher and demonstrated proficiency in English and mathematics (BC English 12 and Principles of Math 11, or equivalents).

Those seeking transfer credit for real estate core and specialty requirements are required to apply to UBC's Real Estate Division for evaluation of real estate equivalencies before applying to TRU-OL for formal program admission.

Residency Requirements

6 credits of TRU coursework (distance or on campus).

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

TRU Degree Requirements

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

General Education Requirements (18 credits)

(may be met with lower-level or upper-level university courses; refer to page 54 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 Requirements (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)

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)

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)

BUSINESS AND MANAGEMENT STUDIES

Core Real Estate Requirements (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 through TRU-OL, students are required to complete UBC's Diploma in Urban Land Economics (which includes many of the above courses) or equivalent, as determined in consultation with UBC.

Students wanting to transfer courses to graduate with this degree granted by UBC should consult UBC's Real Estate Division and admissions and transfer information on the web at www.bccat.bc.ca (as requirements differ).

- For information on the UBC Diploma in ULE or UBC's Real Estate Division courses, contact UBC: 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.

General Education Requirements—Business and Related Degree Programs

Some degree programs in business offered through TRU-OL 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 degree programs.

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 Studies
Geology
Geophysics
Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Zoology

Arts and Science Electives

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

Bachelor of Commerce

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

This degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators, and entrepreneurs in today's competitive economy. The degree offers both a practical management education and enough breadth in complementary academic subjects to prepare students to function effectively in complex private organizations or the public sector.

Admission Requirements

Normally, formal admission requires completion of a minimum of 60 applicable credits or a suitable two-year diploma program. Applicants who do not meet this requirement but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for courses taken and/or through prior learning assessment and recognition (PLAR). Those assessed as lacking some requirements may be admitted to the degree program provisionally (pending completion of qualifying coursework).

Note the following points:

- Those with a recognized two-year college business diploma receive a block transfer of up to 60 credits toward the degree. Other recognized diplomas are also eligible but may receive a reduced block transfer.
- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with the Certified General Accountants' Association (CGA) foundation, advanced, and PACE levels receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those who have completed the Certified Management Accountants (CMA) program are normally awarded a block of 90 transfer credits for successful completion of the CMA's syllabus, entrance examination, strategic leadership, and experience requirements.
- Those in the process of completing the CMA or GCA program are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.
- Those who completed diplomas prior to 2000 are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.

Degree Requirements

As listed below, residency requirements, general education requirements, core knowledge requirements, concentration requirements, and elective requirements must be completed.

120 credits, 45 at the upper (300/400) level, with a minimum grade point average (GPA) of 2.0 over all courses applicable to the degree but taken outside any block transfer are required.

Minimum grade of C+ is required for all concentration courses (minimum C+ grade requirement is not averaged).

Up to fifty per cent of the credits required for the degree may be earned through prior learning assessment and recognition (PLAR) (page 6).

Residency Requirements (6 credits)

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

General Education Requirements (18 credits)

(may be met with lower-level or upper-level university courses; refer to page 54 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

6 credits in arts and science electives

Core Knowledge Requirements (54 credits)

BUSM 121, *Management Principles and Practices* (3) or approved alternative (ADMN 312 may be substituted for public sector concentration students)

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

Two from the following ENGL and ADMN courses in communication:

ENGL 106, *Written Communication* (3)

ENGL 107, *Business Communication* (3)

ADMN 363, *Open Communication* (3) or approved alternative (ADMN 317 may be substituted for public sector concentration students)

CMPT at 200 or higher level or approved alternative (CMPT 215 recommended for accounting concentration students; CMPT 212 or 215 recommended for information systems management concentration students; ADMN 434 may be substituted for public sector concentration students)

ECON 200, *Principles of Microeconomics* (3)
or approved alternative (ADMN 310 may be
substituted for public sector concentration students)

ECON 201, *Principles of Macroeconomics* (3)
or approved alternative (ADMN 445 may be
substituted for public sector concentration students)

ADMN 222, *Introduction to Human Resource
Management* (3) or ADMN 325, *Labour Relations* (3)
or ADMN 366, *Strategic Human Resource
Management* (3) or approved alternative
(ADMN 431 may be substituted for public sector
concentration students)

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

ADMN 233, *Management Accounting* (3)
or approved alternative

ADMN 250, *Introduction to Marketing* (3)
or approved alternative

ADMN 320, *Organizational Behaviour I* (3)
or approved alternative (ADMN 312 and 409 may be
substituted for public sector concentration students)

ADMN 336, *Financial Management* (3)
or approved alternative (ADMN 421 or 448 may be
substituted for public sector concentration students)

ADMN 362, *Analytical Decision Making* (3)
or approved alternative (*Advanced Managerial
Accounting* may be substituted)

ADMN 390, *Business Law* (3)
or approved alternative (ADMN 452 may be
substituted for public sector concentration students)

ADMN 460, *Business and Society* (3)
or approved alternative (ADMN 422 may be
substituted for public sector concentration students)

ADMN 470, *Business Policy and Strategy* (3)
or approved alternative (ADMN 454, 467,
or 484 may be substituted for public sector
concentration students)

Concentration Requirements (15 credits)

Students must complete one of the following
concentrations: accounting; general management;
human resources; information systems management;
leadership; marketing; public sector management;
technology management. Required courses for each
concentration are listed on pages 56–58.

Elective Requirements (normally 33 credits)

Sufficient academic and/or applied credits to bring
the total number of credits to 120, with 45 of the
120 credits at the upper (300 and/or 400) level

Accounting Concentration

This concentration prepares students to become
an integral part of an organization's management
team or to enter public practice. Governments,
non-profits, major corporations, and small
businesses all require accountants to manage their
financial affairs. Upon graduation, most students
choose to pursue one of the three professional
accounting designations: Chartered Accountants
(CA), Certified General Accountants (CGA),
Certified Management Accountants (CMA).
By careful selection of electives within this
concentration, students can receive most or all of
the possible exemptions within these professional-
level programs and be well prepared to write the
rigorous accreditation examinations.

Required Courses (15 credits)

ADMN 331, *Intermediate Financial Accounting I* (3)
ADMN 333, *Intermediate Management Accounting* (3)
ADMN 341, *Intermediate Financial Accounting II* (3)
ADMN 351, *Taxation* (3)

One course from the following:

ADMN 402, *Advanced Financial Accounting* (3)
ADMN 461, *Accounting Theory* (3)
ADMN 463, *Assurance (Auditing)* (3)

General Management Concentration

This concentration is designed for students wanting
to take an array of courses to give them more
breadth in their management education or who
want to focus on a specialized field of their own
choosing. Many positions in business require the
varied skills that a generalist can offer. This
concentration is a wise choice for those students
whose interests lie in a number of different areas.

Required Courses (15 credits)

Approved 300 and/or 400 courses (normally
ADMN or ECON) with a minimum of 6 credits
at the 400 level

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

Human Resources Management Concentration

This concentration prepares students to become effective managers and leaders in any organization. HRM (human resources management) professionals are the “employee relations” specialists managing employee recruitment, selection, compensation, training and development, health and safety, and evaluation. They are also active in labour relations, taking the lead in union contract negotiations, grievance handling, including mediation and arbitration, and all other employee-related matters such as wrongful dismissal, personal harassment, or privacy. Completing this concentration helps prepare students to earn the Certified Human Resource Professional (CHRP) designation, reflecting the rising level of professionalism in the field.

Required Courses (15 credits)

ADMN 413, *Motivation and Productivity* (3)
or approved alternative

6 credits of approved 400-level ADMN courses, e.g., ADMN 468, *Leading Projects to Success* (6) or ADMN 483, *Effective Leadership* (3)

Two courses from the following (remaining course satisfies the core HRM Labour Relations requirement):

ADMN 222, *Introduction to Human Resource Management* (3)

ADMN 325, *Labour Relations* (3)

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

Information Systems Management Concentration

This concentration offers a unique blend of computing and business courses to enable graduates to satisfy the increasingly sophisticated information needs of industry and government. Upon graduation, students are well-suited to secure employment with any firm that uses computer technology to assist in the management of their workforce and/or the production or distribution of their product or service.

Required Courses (15 credits)

CMPT 315, *Relational Database Management Systems* (3)
or CMPT 350, *Systems Analysis and Design II* (3)

CMPT 407, *Project Management* (3)

Three courses from the following:

CMPT 231, *Web Design and Management I* (3)

CMPT 300, *Networks and Network Management* (3)

CMPT 340, *Web Design and Management II* (3)

CMPT 412, *Human Side of Information Systems* (3)

CMPT 425, *IT Security* (3)

Leadership Concentration

This concentration focuses on the complex leadership skills required for leading change that is a reality in today’s workplace. Students develop and strengthen their strategic skills, develop a broad understanding of the critical issues involved in leadership, and learn the tools required to provide leadership in their organization. This concentration is designed for students with current or recent work or volunteer experience. Students are required to explore and apply leadership theories to their practices in their work or volunteer environments.

Required Courses (15 credits)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

ADMN 369, *Transition and New Beginnings* (3)

ADMN 466, *Managing Change* (3)

ADMN 468, *Leading Projects to Success* (6)

Marketing Concentration

This concentration prepares students to assume many of the most important positions in business. Marketers are a company’s creative force who focus on the marketing mix, known as the four “Ps” of product, price, promotion, and place. They devise potentially profitable new product ideas that meet the needs of specific target markets and then develop and execute the detailed plans needed for their implementation. Graduates can secure employment with organizations such as advertising firms, consumer product companies, retail chains, wholesalers, media outlets, auto dealerships, tourist resorts, government ministries, and non-profits.

Required Courses (15 credits)

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

ADMN 489, *Business to Business Marketing* (3)

ADMN 491, *Service Marketing* (3)

Public Sector Management Concentration

This concentration is designed for those who are, or aspire to be, managers in various levels of government, Crown agencies and corporations, or for those wanting to be managers in a private or non-profit sector industry that deals primarily with government agencies. It is offered in collaboration with the University of Victoria (UVic) (BC), and acceptance into concentration required courses is subject to the approval of UVic.

Required Courses (15 credits)

Minimum of two courses from the following:

- ADMN 311, *Introduction to Public Administration* (3)
- ADMN 314, *Public Sector Research and Analysis* (3)
- ADMN 423, *Local Government in British Columbia* (3)
- ADMN 445, *Urban and Regional Economics* (3)

Sufficient courses from the following to bring the total concentration course count to five:

- ADMN 316, *Local Government in Canada: Administration and History* (3)
 - ADMN 407, *Managing Service Delivery* (3)
 - ADMN 421, *Financial Management* (3)
(may not be used to satisfy the core financial management requirement)
 - ADMN 434, *Serving Citizens: Managing Information and Engagement* (3)
 - ADMN 437, *Program Evaluation and Performance Measurement* (3)
 - ADMN 446, *Local Government Land Use Planning* (3)
- Approved 300- or 400-level course

Technology Management Concentration

This concentration is intended for students with a diploma in technology, since concentration required courses and electives are normally credits from a student's field of technology training earned prior to admittance into the degree program. Upon graduation, students are well-suited to secure employment on the management side of an industry represented by their area of technology.

Required Courses (15 credits)

- ADMN 468, *Leading Projects to Success* (6)
- 9 credits from a technology area (normally, transfer credits from a diploma in technology)

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

Post-Baccalaureate Certificate in Commerce

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

Designed for graduates of recognized degrees in business or commerce, this post-baccalaureate certificate program provides students with the ability to build upon their undergraduate business degree by specializing in a specific area of business and thereby expand their employment potential.

Admission Requirements

Recognized baccalaureate degree in the field of business.

Certificate Requirements

Residency requirements and concentration requirements must be completed as listed.

15 credits of business study, with a minimum grade of C+ in each course, are required. Students cannot use coursework from a previous credential to meet any of the certificate's 15 credits.

Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the certificate courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

Minimum 3 credits of TRU coursework (distance or on campus).

Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations.

Accounting Concentration

- ADMN 331, *Intermediate Financial Accounting I* (3)
- ADMN 333, *Intermediate Management Accounting* (3)
- ADMN 341, *Intermediate Financial Accounting II* (3)
- ADMN 351, *Taxation* (3)
- ADMN 463, *Assurance (Auditing)* (3)

Human Resources Management Concentration

- ADMN 222, *Introduction to Human Resource Management* (3)
 - ADMN 325, *Labour Relations* (3)
 - ADMN 366, *Strategic Human Resource Management* (3)
- 6 credits of approved 400-level ADMN courses, e.g., ADMN 468, *Leading Projects to Success* (6) or ADMN 483, *Effective Leadership* (3) and ADMN 413, *Motivation and Productivity* (3)

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Information Systems Management

CMPT 315, *Relational Database Management Systems* (3)
or CMPT 350, *Systems Analysis and Design II* (3)

CMPT 407, *Project Management* (3)

Three courses from the following:

CMPT 231, *Web Design and Management I* (3)

CMPT 300, *Networks and Network Management* (3)

CMPT 340, *Web Design and Management II* (3)

CMPT 412, *Human Side of Information Systems* (3)

CMPT 425, *IT Security* (3)

Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

ADMN 369, *Transition and New Beginnings* (3)

ADMN 466, *Managing Change* (3)

ADMN 468, *Leading Projects to Success* (6)

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

ADMN 489 *Business to Business Marketing* (3) *

ADMN 491 *Service Marketing* (3) *

* Course in development

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

Public Sector Management Concentration

Minimum of two courses from the following:

ADMN 311, *Introduction to Public Administration* (3)

ADMN 314, *Public Sector Research and Analysis* (3)

ADMN 423, *Local Government in British Columbia* (3)

ADMN 445, *Urban and Regional Economics* (3)

Sufficient courses from the following to bring the total concentration course count to five:

ADMN 316, *Local Government in Canada: Administration and History* (3)

ADMN 407, *Managing Service Delivery* (3)

ADMN 421, *Financial Management* (3)

ADMN 434, *Serving Citizens: Managing Information and Engagement* (3)

ADMN 437, *Program Evaluation and Performance Measurement* (3)

ADMN 446, *Local Government Land Use Planning* (3)

Approved 300- or 400-level course

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

Professional Associations Recognize TRU-OL Credits

Professional associations oversee standards of practice and qualifications for certain occupations. In most cases, a professional designation can be earned by combining appropriate work experience (determined by the association) with a prescribed program of studies. Employers often use these designations, or enrolment/registration in these programs, in their hiring decisions. Many professional associations recognize the credits earned through TRU-OL courses as meeting part or all of their educational requirements.

Many TRU-OL course descriptions in this calendar indicate which associations recognize a particular course (refer to the chart on pages 62–63). 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 (refer to page 61 for contact information).

Post-Baccalaureate Diploma in Commerce

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

Designed for graduates of recognized degrees in fields other than business or commerce, this post-baccalaureate diploma program provides students with the conceptual, people management, and decision-making tools often needed for successful career progression or transition into management or specialist fields such as accounting, human resources, or marketing. The wide choice of courses permits students to meet individual needs and interests and offers sufficient depth and rigour to challenge degree holders.

Admission Requirements

Recognized baccalaureate degree in a field *other than* business administration or commerce.

Diploma Requirements

Residency requirements, elective requirements, and concentration requirements must be completed as listed.

30 credits, with a minimum 15 credits at the upper (300 or 400) level, minimum graduating grade point average (GPA) of 2.0, and a minimum grade of C+ in each course in the concentration, are required. Students cannot use coursework from a previous credential to meet any of the diploma's 30 credits.

Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the diploma courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

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

Core Requirements (3 credits)

3 credits of approved course in introductory accounting (choice depends on area of concentration; BUSM 131 alone is not acceptable; consult the program advisor)

Elective Requirements (12 credits)

These 12 credits are selected to ensure that all prerequisites for courses in the chosen concentration are satisfied. Any remaining credits to bring the total of elective credits to 12 are to be chosen in consultation with a TRU-OL program advisor and normally include courses in administrative studies, business management, and/or economics.

Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

Accounting Concentration

ADMN 331, *Intermediate Financial Accounting I* (3)
ADMN 333, *Intermediate Management Accounting* (3)
ADMN 341, *Intermediate Financial Accounting II* (3)
ADMN 351, *Taxation* (3)
ADMN 463, *Assurance (Auditing)* (3)

General Management Concentration

ADMN 222, *Introduction to Human Resource Resources Management* (3)
ADMN 250, *Introduction to Marketing* (3)
ADMN 320, *Organizational Behaviour I* (3)
ADMN 336, *Financial Management* (3)
One additional approved 300- or 400-level ADMN or ECON course

Students selecting this concentration are encouraged to select courses from the following list to complete their elective requirements: ADMN 233, *Management Accounting* (3); ADMN 362, *Analytical Decision Making* (3); ADMN 390, *Business Law* (3); ADMN 460, *Business and Society* (3); BUSM 121, *Management Principles and Practices* (3); ECON 200, *Principles of Microeconomics* (3).

Human Resources Management Concentration

ADMN 222, *Introduction to Human Resource Management* (3)
ADMN 325, *Labour Relations* (3)
ADMN 366, *Strategic Human Resource Management* (3)
6 credits of approved 400-level ADMN courses, e.g., ADMN 468, *Leading Projects to Success* (6) or ADMN 483, *Effective Leadership* (3) and ADMN 413, *Motivation and Productivity* (3)

Information Systems Management

CMPT 315, *Relational Database Management Systems* (3) or CMPT 350, *Systems Analysis and Design II* (3)
CMPT 407, *Project Management* (3)
Three courses from the following:
CMPT 231, *Web Design and Management I* (3)
CMPT 300, *Networks and Network Management* (3)
CMPT 340, *Web Design and Management II* (3)
CMPT 412, *Human Side of Information Systems* (3)
CMPT 425, *IT Security* (3)

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Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

ADMN 369, *Transition and New Beginnings* (3)

ADMN 466, *Managing Change* (3)

ADMN 468, *Leading Projects to Success* (6)

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

ADMN 489, *Business to Business Marketing* (3) *

ADMN 491, *Service Marketing* (3) *

Public Sector Management Concentration

Minimum of two courses from the following:

ADMN 311, *Introduction to Public Administration* (3)

ADMN 314, *Public Sector Research and Analysis* (3)

ADMN 423, *Local Government in British Columbia* (3)

ADMN 445, *Urban and Regional Economics* (3)

Sufficient courses from the following to bring the total concentration course count to five:

ADMN 316, *Local Government in Canada: Administration and History* (3)

ADMN 407, *Managing Service Delivery* (3)

ADMN 421, *Financial Management* (3)

ADMN 434, *Serving Citizens: Managing Information and Engagement* (3)

ADMN 437, *Program Evaluation and Performance Measurement* (3)

ADMN 446, *Local Government Land Use Planning* (3)

Approved 300- or 400-level course

* Course in development

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

Business Courses Chart Guide

The chart on pages 62–63 shows some of the business and management studies courses delivered by TRU-OL and professional associations granting exemptions. Refer to page 59 for more information about professional associations.

AI Appraisal Institute of Canada (BC)

www.appraisal.bc.ca

info@appraisal.bc.ca

604.266.8287

CA Institute of Chartered Accountants of BC

www.ica.bc.ca

604.681.3264 or 1.800.663.2677

CGA Certified General Accountants Association

www.cga-bc.org

604.732.1211 or 1.800.565.1211

CHA Canadian Healthcare Association

www.cha.ca

613.241.8005, ext. 212

CHRP Certified Human Resource Professional

www.bchrma.org

1.800.665.1961

CIM Canadian Institute of Management

www.cim.ca

1.800.387.5774

CMA Certified Management Accountants of BC

www.cmabc.com

604.687.5891 or 1.800.663.9646

CPA Canadian Payroll Association

www.payroll.ca

416.487.3380 or 1.800.387.4693

CUIC Credit Union Institute of Canada

www.cuic.com

1.800.267.2842

ICB Institute of Canadian Bankers

www.icb.org

514.282.9480 or 1.800.361.7339

IIC Insurance Institute of Canada

www.insuranceinstitute.ca

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

registrar@aaa.ca

REIC Real Estate Institute of Canada

www.reic.ca

1.800.542.7342

BUSINESS AND MANAGEMENT STUDIES

Business Courses Chart

Refer to page 61 for more information.

		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUJC	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 402	<i>Advanced Financial Accounting</i>	3			✓			✓								
ADMN 405	<i>Advanced Management Accounting</i>	3				*		✓								
ADMN 461	<i>Accounting Theory</i>	3			✓			✓								
ADMN 463	<i>Assurance (Auditing)</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 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								✓		✓			
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									✓					

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		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	QAA	REIC
Marketing and Sales																
ADMN 250	<i>Introduction to Marketing</i>	3	M	✓			✓	✓		✓	✓	✓	✓	✓		
ADMN 345	<i>Professional Selling</i>	3	M													
ADMN 347	<i>Consumer Behaviour</i>	3														
ADMN 348	<i>Marketing Research</i>	3														
ADMN 365	<i>Marketing for Managers</i>	3	M													
ADMN 403	<i>Retail Marketing</i>	3														
ADMN 487	<i>International Marketing</i>	3														
ADMN 488	<i>Integrated Marketing Communications</i>	3														
ADMN 489	<i>Business to Business Marketing</i>	3														
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>Leadership Fundamentals</i>	3	M							✓						
ADMN 366	<i>Strategic Human Resource Management</i>	3	M	✓				✓					✓			
ADMN 367	<i>Contemporary Leadership</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														

M Credit-free option. Refer to page 23.

✓ Course exemption granted by association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

⇨ No exemption—challenge examination granted.

Certificate or Diploma in General Studies

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

A general studies program allows students to select almost any combination of courses at the college and university level, although some specific requirements must be met. Students may select 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.

Courses taken for the Certificate or Diploma in General Studies may be applied toward other TRU programs offered through Open Learning, provided that specific program requirements are met.

Admission Requirements

Open admission (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

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

This 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.

PLAR

Certificate, diploma, and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) (page 6).

Home Support Attendant Certificate

- Generally, program is available only to applicants residing in BC (refer to note).

This program is currently under review. Refer to the TRU-OL website or contact Student Services for program updates.

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. 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. TRU-OL negotiates the site(s) on the student's behalf.

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. Successful completion results in a Home Support Attendant Certificate. This is not equivalent to a Residential Care Aide Certificate, which requires additional training.

Note

Courses with clinical activities are held 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 in-person labs and clinical activities is required. Students are responsible for all costs associated with labs and clinical activities. Labs and clinical activities may be limited by geographic location, time of year, space, and enrolment. Clinical placement cannot be guaranteed in the student's home region.

Admission Requirements (under review)

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 nurse practitioner of current health status; 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 negative tuberculosis skin test results or a clear chest X-ray; 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 66); phone interview with program coordinator.

Certificate Requirements (under review)

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 181, *Personal Care Skills (Theory)* (2)

HOME 187, *Personal Care Skills Lab* (1)

HOME 179, *Practicum* (1.5)

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.

- Refer to the TRU-OL website or contact Student Services for program updates.
- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.

Practical Nurse Access Certificate

- Generally, program is available only to applicants residing in BC and the Yukon (refer to note).

This program is currently under redevelopment. Refer to the TRU-OL website or contact Student Services for program updates.

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 to become eligible to register 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. Applicants with other education or experience must demonstrate their eligibility for entrance.

On completion of the certificate program, students may 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).

Admission Requirements (under review)

Official documents of the following prerequisites must accompany applications (refer to the TRU-OL website or contact Student Services about options): BC Grade 12 or equivalent with minimum grades of C in BC Biology 12 or equivalent; acceptable RCA or HSA/RCA Certificate from a BC public post-secondary institution (LTCA and CCA graduates are required to upgrade their certificates to RCA level); completion of ABE English test; 850 hours of employment as an RCA, preferably in a facility setting; recommendation by current or recent employer to apply for program admission; current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C). Other admission requirements are to be confirmed.

Following are required on acceptance into the program: satisfactory medical declaration of current health status from a general or family physician or nurse practitioner; up-to-date immunization (refer to the TRU-OL website or contact Student Services for details); satisfactory current criminal records search; nurse's uniform and shoes appropriate to the clinical agency; a stethoscope.

Certificate Requirements (under review)

Note

Courses with practice activities are held in various BC locations and are available only to students residing in BC and the Yukon. Students must travel to the locale of the labs and practicums and are responsible for their own travel and accommodation costs. 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 in-person labs and practice activities is required. Students are responsible for all costs associated with labs and practice activities. Labs and practice activities may be limited by geographic location, time of year, space, and enrolment.

Practical Nurse Refresher Certificate

This program is currently under redevelopment. Refer to the TRU-OL website or contact Student Services for program updates.

Professional Development Credit Courses for Health Care Professionals

HLSC 369, *Human Sexuality for Health Professionals* (3)

PNRP 120, *Professionalism in Practical Nursing* (3)

PNRP 122, *Pharmacology for Health Care Professionals* (3)

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.

Registered Nurse Refresher Certificate

- Program is available to applicants residing in Canada or outside Canada, with the exception of practicum activities (refer to note).

This program is currently under redevelopment. Refer to the TRU-OL website or contact Student Services for program updates.

This certificate program is designed to facilitate nurses' return to practice. Nurses required by the College of Registered Nurses of British Columbia (CRNBC) to complete courses for reinstatement of licensure or initial registration in British Columbia are program candidates. The courses (theoretical, laboratory, and practise) are intended to acquaint students with substantive knowledge, values, and skills to support nursing practice decisions and actions within the context of an evolving health care system and to inspire and support professional growth foundational to maintaining continuing competency. Through active engagement in course learning activities, combined with the self-directed learning activities, this return to practice program acknowledges the *Professional Standards for Registered Nurses and Nurse Practitioners* (CRNBC, 2005), *Competencies in the Context of Entry-level Registered Nurse Practice in BC* (CRNBC, 2006), and the individual student's situatedness and continuing competency plan to promote a nurse's readiness to return to practice.

Program students are required to maintain non-practising or student membership with the CRNBC. Application for student membership forms are sent to eligible program applicants as required.

Students have two years to complete the program from the date initially enrolled in a course credited toward the certification.

Essential equipment required to complete the program includes a nurse's uniform, shoes, and a stethoscope; regular access (preferably at student's residence) to a computer with word processing and reliable Internet connection; access to VCR, DVD player, and TV. A portable tape recorder and a blank audio tape may be required.

Admission Requirements (under review)

Graduation from a nursing program recognized by the CRNBC and current registration, or eligibility for registration, as a non-practising member of the CRNBC (CRNBC assessment documents and official transcripts from the applicant's nursing school are required).

Satisfactory medical declaration of current health status from a general or family physician or nurse practitioner; current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C); up-to-date immunization (refer to www.bchealthguide.org/healthfiles); satisfactory current criminal records search (page 66).

Admission Process

Refer to the TRU-OL website or contact Student Services for the program admission package (includes checklist and other required forms). Complete all forms and submit all the required documentation to TRU-OL Admissions. The processing of applications is expedited when all required documents are submitted at the same time.

Provided that documents are complete, entrance requirements have been satisfied, and the program has adequate space, applicants are advised of eligibility for admission and informed of course dates and registration procedures.

Certificate Requirements (under review)

Note

Courses with practicum activities are held in BC and are available only to students residing in and BC and the Yukon. 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 in-person labs and practice activities is required. Students are responsible for all costs associated with labs and practice activities. Labs and practica activities may be limited by geographic location, time of year, space, and enrolment. Practica placements cannot be guaranteed in the student's home region.

- 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 Courses

This series of courses is currently under redevelopment. Refer to the TRU-OL website or contact Student Services for course updates.

These courses are designed to assist nurses who have 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.

Internationally educated nurses whose first language is not English are required to provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN). Official transcripts or documentation are required.

Admission Requirements for Clinical Courses

Satisfactory medical declaration of current health status from a general or family physician or nurse practitioner; current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year); up-to-date immunization (refer to www.bchealthguide.org/healthfiles); satisfactory current criminal records search (page 66).

Courses in Development

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.

Health Programs Offered through TRU School of Nursing, Distance Education

www.tru.ca/schs/dist_ed

Community Home Health Nursing

This distance learning program is designed for registered nurses (RNs) to develop the required knowledge and skills to meet the standards and competencies for professional nursing care in the home. The program's theoretical and experiential learning opportunities allow students to build on their past nursing education and experiences to acquire beginning competency in community home care nursing. Each course is eligible for 3 elective credits toward the TRU post-RN baccalaureate program.

NURS 380, *Community Home Health Nursing*

NURS 381, *Community Home Health Nursing Practice*

Mental Health Specialty Certificate

This distance learning program is designed to prepare nurses, social workers, and other health care professionals for work in the tertiary care psychiatric facilities, as well as related mental health settings. Those who complete this post-basic specialty program earn the certificate and up to 15 credits toward a baccalaureate degree in nursing.

The program is open to registered nurses, social workers, and other health professionals. Selected students who are enrolled in the third and fourth year of the Bachelor Science, Nursing program may also be admitted.

MENT 451, *Therapeutic Modalities I*

MENT 452, *Therapeutic Modalities II*

MENT 453, *Group and Counselling Skills*

MENT 454, *Mental Health Perspectives*

NURS 455, *Mental Health Practice*

- For more information on these programs, refer to the above website.

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

Applied Science Technologists and Technicians of BC

Canadian Alliance of Physiotherapy Regulators

Canadian Healthcare Association

College of Licensed Practical Nurses of BC

College of Physical Therapists of BC

College of Registered Nurses of BC

Health Programs Offered through TRU Faculty of Science, Distance Education

www.tru.ca/schs/dist_ed

TRU Distance Education Office Email: cehs@tru.ca Phone: 250.371.5667 (Kamloops)

Anaesthesia Assistant Program

This post-diploma program is designed for registered respiratory therapists and nurses with critical care experience. The program trains respiratory therapists to fulfill a role defined and approved by the Canadian Anaesthesiologists Society under the designation anaesthesia assistant.

ANES 420, *Anaesthesia Equipment*

ANES 421, *Introduction to Clinical Anaesthesia*

ANES 425, *Clinical*

ASHS 450, *Hemodynamic and Physiological Monitoring*

Asthma Educators' Certificate

This online program is approved by the Canadian Network for Asthma Care (CNAC). On completion of the program's three courses, graduates have the necessary background to optimally educate clients with asthma in the areas of prevention, health promotion, and disease self-management. They are also eligible to take the CNAC examination for national certification as an asthma educator.

ASHS 461, *Client-Centred Approach to Asthma*

ASHS 462, *Concepts in Asthma*

ASHS 463, *Asthma Management Planning*

COPD Educators' Program

This post-graduate program is for health professionals who work with clients with COPD (chronic obstructive pulmonary disease) and want to further their understanding of the disease and current management strategies. The two program WebCT courses introduce health care professionals to various skills to be used in their role as effective COPD educators in acute care and pulmonary rehabilitation settings.

ASHS 471, *Client-Centred Approach to COPD Care*

ASHS 472, *Concepts in the Management of COPD*

Medical Laboratory Assistant Certificate

This certificate program consists of five courses that represent the didactic knowledge needed to function as a medical laboratory assistant in hospitals or private clinical laboratories. The sixth course is the practical skills component. Optional advanced courses are also offered by distance.

MLAP 051, *Phlebotomy Workshop*

MLAP 112, *Anatomy, Physiology, and Medial Terminology*

MLAP 113, *The Electrocardiogram*

MLAP 121, *Professional and Safety Issues*

MLAP 131, *Laboratory Procedures and Protocols*

MLAP 141, *Evaluation of Competencies*

MLAP 151, *General Pre-Analytical Specimen Preparation* (optional)

MLAP 161, *Pre-Analytical Histo-Pathology* (optional)

Polysomnography Program

This program is designed for EEG technologists, nurses, and respiratory therapists pursuing careers in sleep medicine and polysomnography. It also covers didactic material necessary to challenge the American Board of Registered Polysomnographic Technologists certification examination.

ASHS 301, *Sleep and Sleep Disorders*

ASHS 302, *Polysomnography Instrumentation*

ASHS 303, *Principles of Polysomnography*

ASHS 304, *Polysomnography Clinical Component*

- For more information on these programs, refer to the above website or contact the TRU Distance Education Office.

Social Service Worker Certificate

- Generally, program is available only to applicants residing in BC (refer to note).

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 sciences. Program students also attend a practicum in a social service setting and complete one weekend workshop, normally held on the TRU Kamloops campus. Students are responsible for all costs to attend workshops. The SSWP 110 workshop is held once 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 66); 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 35) is recommended.

Students who have completed Grade 12 English with a B average may complete the voluntary English Language and Writing Assessment (available on the TRU-OL website and 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)
SOC1 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.

- Refer to the TRU-OL website or contact Student Services for the program admission package and program updates.
- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.

Bachelor of Health Science

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

This degree program is designed to provide health care diploma graduates from recognized programs and institutions with the opportunity to obtain a bachelor's degree.

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.

Admission Requirements

Diploma in health care or related area from a recognized program and institution.

Residency Requirements

6 credits of upper-level university coursework, specifically completion of two health issues (HEAL) courses delivered by TRU-OL.

Degree Requirements

120 credits (minimum of 45 upper-level credits), with a grade point average (GPA) of 2.0 or higher, are required.

Normally, graduates from a three-year diploma program are granted up to 90 credits; graduates from a two-year diploma program are granted up to 60 credits. Exceptions may be considered for concentrated programs.

Specific Requirements

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)

Additional University Requirements (minimum 30 credits of which 15 are upper-level credit)

3 credits in social and behavioural research methods (upper level)

3 credits in humanities (other than English)

6 credits in health issues (upper level, taken through TRU-OL)

Minimum of 15 credits of academic electives selected in consultation with a TRU-OL program advisor (minimum 6 credits at the upper level)

Academic Elective Credits

The number of elective credits required depends on the number of credits awarded for the diploma program.

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 to complete the degree program.

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

Health Science Degree Programs

The Bachelor of Health Science degree programs 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 (Physiotherapy)

Offered in association with the College of Physical Therapists of BC and the Canadian Alliance of Physiotherapy Regulators

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

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

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 TOEFL or equivalent English language tests, 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

120 credits (minimum of 45 upper-level credits), with a grade point average (GPA) of 2.0 or higher, are required.

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 upper-level credits; 6 credits 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)

- Program is available only to applicants residing in Canada.

This degree program is designed to give registered psychiatric nurses (RPNs) and registered nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a bachelor's degree, following completion of the Advanced Diploma program in Psychiatric Nursing at Douglas College.

Admission Requirements

Open to students 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

120 credits (minimum of 45 upper-level credits), with a grade point average (GPA) of 2.0 or higher, are required.

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 upper-level credits; 6 credits 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 (introductory statistics course 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

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

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

Applied Science Technologists and Technicians of BC
Canadian Alliance of Physiotherapy Regulators
Canadian Healthcare Association
College of Licensed Practical Nurses of BC
College of Physical Therapists of BC
College of Registered Nurses of BC

Graduate Certificate in Child and Youth Mental Health

- Program is available only to applicants residing in Canada.

This graduate certificate program is designed to enable those with bachelor's or master's degrees employed as social workers, counsellors, child and youth care workers, and nurses to provide assessment and treatment for clients with mental health disorders. The critical need for such specialists has been identified by British Columbia's Schools of Social Work, Schools of Child and Youth Care, and Ministry for Children and Family Development, and is consistent with the Child and Youth Mental Health Plan for BC (2004).

In this graduate certificate program, the curriculum takes a multi-modal strengths-based approach for working with children and families with serious mental health concerns. The curriculum also includes a focus on Aboriginal and cross-cultural contexts.

The program is offered on cohort basis, with course offerings in fall, winter, and spring sessions to allow for completion of the certificate in one to two years. Some courses may be offered on a rotating basis and may not be available each session. Students may start the program any term they wish once their program application has been approved.

Students who successfully complete the program receive a TRU post-graduate certificate. The certificate may ladder into master's programs at other universities. Students are advised to discuss this option with the institution where they are applying.

The graduate certificate program prepares graduates for positions in the Canadian mental health system, the Ministry of Children and Families, schools and hospitals, and work with children with special needs in community settings.

Admission Requirements

Completion of a recognized bachelor's degree or master's degree in child and youth care, nursing, social work, or psychology, with a grade point average (GPA) of 3.0.

Volunteer or paid experience working with children or youth who are mentally, physically, or behaviorally challenged is an asset.

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

Graduate Certificate Requirements

Specific Course Requirements (15)

MENT 551, *Context and Theory in Child and Youth Mental Health Practice* (3)

MENT 552, *Assessment for Intervention in Child and Youth Mental Health* (3)

MENT 553, *Intervention in Child and Youth Mental Health* (4)

MENT 554, *Clinical Internship* (4)

MENT 555, *Capstone* (1)

Notes on Clinical Internship (MENT 554)

- The program coordinator works with each student to assist in arranging a suitable internship based on availability and resources in the student's community.
- A successful criminal record check may be required by the agencies sponsoring students in internships. It is incumbent on the student to meet this requirement prior to placement.
- A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis.
- Some students may need to relocate at their own expense to complete an internship if suitable service agencies are unavailable in their home community.
- Acceptance into the certificate program does not guarantee that students are placed into a practicum. Students must pass all theory courses with a grade of sixty percent.

Refer to the TRU-OL website for more information on the internship.

Professional Development

Those who do not intend to complete the Child and Youth Mental Health Certificate program may register in the following program courses for professional development or personal interest:

MENT 551, *Context and Theory in Child and Youth Mental Health Practice* (3)

MENT 552, *Assessment for Intervention in Child and Youth Mental Health* (3)

Associate of Science

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

This 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).

Course credit may also be used to complete other degrees offered through TRU-OL.

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.

Animal Welfare Certificate

tru.ca/new_students/distance.html

Offered by TRU Faculty of Science, Distance Education, this program has been developed in collaboration with the BC Society for the Prevention of Cruelty to Animals (BC SPCA) for animal caregivers interested in upgrading their work skills and for those interested in a career in animal welfare. Program courses are listed on page 99.

Animal Health Technology

tru.ca/new_students/distance.html

Offered by TRU Faculty of Science, Distance Education, this program allows those already working in a veterinary clinical setting to become an animal health technologist, with the support of TRU course instructors and a veterinary employer willing to provide clinical instruction. Program courses are listed on page 100.

- For more information on these programs, refer to the above website or email: ccostache@tru.ca or phone: 250.377.6104 (Kamloops).

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.

Water Treatment Technology Program

Refer to page 82 for information on this program offered by TRU Faculty of Science, Distance Education.

Bachelor of Science, General Program

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

This degree program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required. TRU-OL offers many courses that fulfill the specific lower-level requirements of the degree. Because TRU-OL's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. 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 42 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 (including statistics) 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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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). Refer to page 6 for more information.

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

Bachelor of Science, Major Program

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

This degree program is designed for students wanting to specialize in biology/life science. TRU-OL defines the program requirements but does not offer 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 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 42 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 (including statistics) and/or science (these meet lower-level requirements)

6 credits in social science

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

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, 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.

Certificate in Information Technology

- Program is available only to applicants residing in Canada.

This 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 university consortium institutions (SFU's CPSC courses and UVic's CMPT courses), and through other consortia such as the Canadian Virtual University (page 7). 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 Certificate in Business Skills program (page 48) 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 Diploma in Information Technology and Management or the Diploma in Management Studies (pages 49–50).

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 and ADMN 477 (6), subject to appropriate prerequisites

3-credit elective (may include MATH 100 or 150 if required to meet prerequisites for optional courses)

Diploma in Information Technology and Management

- Program is available only to applicants residing in Canada.

This diploma program supports the academic pursuits of students who have completed the Certificate in Information Technology offered through TRU-OL. Normally, students complete diploma courses on a part-time basis while employed in the industry. Those taking the Diploma in Management Studies (pages 49–50) may not pursue this diploma.

Admission Requirements

Successful completion of one of the following:

- Certificate in Information Technology offered through TRU-OL
- UVic Computer Based Information Systems Certificate
- Other recognized IT or computing 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*; 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)

- Program is available only to applicants residing in Canada.

As TRU Open Learning offers only a select number of CMPT and CPSC courses, the computing requirements must be met by TRU on-campus courses or at other post-secondary institutions.

This degree program fills a need for a university-level degree in applied computing. It is a technically oriented program that requires courses in program design, database technologies, operating systems, software engineering, and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.

The program is aimed at those in the software development industry who have completed a two-year diploma in computer science, computer information systems, or related areas, or who want to earn a bachelor's degree, as well as those with partial credit for a university degree program in computer science or computer engineering.

The term "computing" primarily refers to 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, computer information, or related fields (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 before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

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 54 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

Core 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

Core 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)

Note

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.

Bachelor of Technology (Technology Management)

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

This degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors, and managers in organizations within a changing business and technical environment.

Admission Requirements

A two-year diploma in technology, or its equivalent. Admission into the degree program is determined on the basis of previous studies, work experience, and availability of suitable advanced technical specialty courses. Applicants are required to submit a résumé 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 coursework (distance or on campus).

Degree Requirements

Additional 60 credits as approved by TRU-OL, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (15 credits with up to 9 upper-level credits)

(may be met with lower-level or upper-level university courses; refer to page 54 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 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 on campus by TRU and other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

3 credits in research methods [e.g., ADMN 348, *Marketing Research* (3)] or individually approved alternatives

Minimum 6 credits in applied project management [e.g., normally, ADMN 468, *Leading Projects to Success* (6)] or individually approved alternatives

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

Bachelor of Technology (Trades and Technology Leadership)

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

This degree program provides qualified trades persons and technologists with the knowledge and skills necessary to become effective team leaders, supervisors, and managers in a changing business and technical environment. Program admission is continuous, and many courses are available for registration at any time.

Admission Requirements

Provincial Grade 12 Diploma or approved equivalent and Red Seal Trades Qualification or recognized diploma of technology, supplemented with a minimum of four years' experience in the field after graduation. Those in the process of meeting these requirements may be admitted as provisional or qualifying students in order to take lower-level courses and foundation credits.

Those with diplomas from programs longer than two years or with additional post-secondary studies may be eligible for more than 60 transfer credits upon admission.

Degree program applicants are required to submit their résumé and the names and contact information for suitable references who can verify that work experience requirements have been met and certified copies of original trades qualification documents with a completed TRU-OL Program Admission/Transfer Credit form. Trades qualifications are subject to verification checks.

Those with experiential or non-traditional learning (not eligible for automatic transfer credit) applicable to the program may consider prior learning assessment and recognition (PLAR) to reduce the number of credits they are required to take to complete the degree. Course challenge and/or portfolio assisted PLAR (PDF) methods can be used as deemed appropriate by TRU.

PLAR may be applicable to the initial 60-credit foundation and/or the 60 credits of specific degree completion requirements.

Residency Requirements

30 credits of TRU-assessed coursework.

Note that while the term "residency" refers to distance or campus-based studies, this degree program requires the completion of two courses of face-to-face instruction at the TRU Kamloops campus or potentially at other designated sites.

Degree Requirements

120 credits, minimum 45 at the upper (300 and 400) level, with a minimum grade point average (GPA) of 2.0, are required.

The first 60 credits typically form the foundation and consist of block transfer credits for trade certification or a diploma of technology and may also include complementary elective and/or prior learning credits.

The additional 60 credits consist of general education requirements, core courses, and approved upper-level electives.

Foundation (60 credits)

Upon admission, the trade qualification or technology diploma typically yields between 24 and 60 credits, depending on factors such as the amount of in-class instruction. Should additional lower-level credits be required to meet program requirements, a wide variety of courses are available, including TRU-OL's BUSM 100, BUSM 131 or ADMN 231, ADMN 250, ECON 200, ECON 201, MATH 107, and STAT 102.

Various lower-level degree requirements in the following categories, such as BUSM 111 or 121 and general education courses, can also be included in this foundation that enables students to select from a broader range of courses later.

Prospective students should consult with the program advisor or coordinator when choosing additional foundation courses.

General Education Requirements (15 credits, typically with 3 credits at the upper level)

(refer to page 54 for disciplines)

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

3 credits in applied communications (normally TRU-OL's ENGL 106 or 107)

3 credits in computing science [normally TRU-OL's CPSC 100 (in development)]

3 credits in natural science (may be upper level)

3 credits in liberal arts or science elective (may be upper level)

TECHNOLOGY

Required Courses (30 credits)

Core Leadership (18 credits)

3 credits in Supervision or Management Principles (BUSM 111 or 121)

LEAD 310, *Foundations of Leadership* (3)
(delivered on-site at TRU Kamloops; specific dates and limited entry conditions apply)

LEAD 351, *Occupational Health and Safety Legislations and Standards* (3)

ADMN 413, *Motivation and Productivity* (3)

ADMN 466, *Managing Change* (3)

LEAD 490, *Strategic Thinking for Leadership* (3)
(delivered on-site at TRU Kamloops; specific dates and limited entry conditions apply)

Plus minimum 12 credits from the following "closed electives"

ADMN 361, *Open Thinking* (3)

ADMN 362, *Analytical Decision Making* (3)

ADMN 363, *Open Communication* (3)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 468, *Leading Projects to Success* (6)

ADMN 483, *Effective Leadership* (3)

Plus minimum 15 credits from the following "open electives"

Courses should complement the overall leadership program. Open electives include additional credits beyond the 12 selected for the above closed electives (ADMN 361, 362, 363, 364, 367, 468, 483) and/or the following courses:

ADMN 315, *Production and Operations Management* (3)

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3)

ADMN 336, *Financial Management* (3)

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

ADMN 390, *Business Law* (3)

ADMN 460, *Business and Society* (3)

Selection of other courses is subject to approval by the program advisor or coordinator.

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

Water Treatment Technology Program

tru.ca/new_students/distance.html

Offered by TRU Faculty of Science, Distance Education, this innovative and unique program is designed to deal with the educational concerns in the water treatment industry. The program supports a progressive credential structure (certificates, diploma, degree), as well as a flexible distance delivery format. The program's main objective is to provide a comprehensive educational opportunity for immediate and future plant operators and managers. Typical students include the following:

- Plant operators achieving the required continuing education unit (CEU) to meet or improve their certification level.
- Plant operators achieving the required continuing education unit (CEU) to meet or improve their certification level and ladder their education to the Water Treatment Technology program.
- Entry-level students without direct experience who would like to enter the field of water treatment technology.

A delivery method combining distance education with on-site block practicums is used. The bulk of the training can be done at home or the workplace, resulting in reduced cost and scheduling concerns for both students and employers. Past educational and work experience is also recognized for possible credit in the program.

- For more information on this program, refer to the above website or email: cehs@tru.ca or phone: 250.371.5667 (Kamloops).

Bachelor of Tourism Management

- Certain courses may be available only by distance once a year or by special arrangement with the TRU School of Tourism. Hospitality Administration Stream courses may not be available by distance.

This 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. Industry experience is assumed. The degree forms an integral part of the BC Tourism Learning System.

Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before or after completion of the diploma program. Upper-level tourism courses should be taken last.

Note

Though TRU Open Learning does not offer most of the tourism/hospitality-specific courses in this program, a number are available (or in development) via online delivery. Various tourism/hospitality courses are also offered to part-time students through TRU School of Tourism (www.tru.ca; 250.377.6146) and other BC post-secondary institutions, including Capilano College (www.capcollege.bc.ca; 604.984.4960) and Malaspina University-College (web.mala.bc.ca/online/courses.htm; 250.740.6396).

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

Graduation from a recognized two-year tourism/hospitality program, with a grade point average (GPA) of 2.67 or higher, for the maximum block transfer toward the degree.

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

Residency Requirements (under review)

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

- For information on TRU School of Tourism courses, contact bmcgregor@tru.ca
- For information on Malaspina University-College courses, contact gajdas@mala.bc.ca

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

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

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 54 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)

3 credits in introductory economics (e.g., ECON 200)

3 credits in approved geography (human, cultural, or regional geography relevant to tourism, e.g., GEOG 230)

3 credits in natural science

Core Business and Tourism/Hospitality Course Requirements (typically part of approved diploma programs) (30–33 credits)

Tourism Management Stream

Minimum of one course from six of the following seven areas:

Accounting (e.g., ADMN 231)

Computer Applications (e.g., CMPT 118, 119, or 150)

Marketing (e.g., ADMN 250)

Entrepreneurship I

Business Communication (e.g., ENGL 106, 107, or ADMN 363)

Human Resource Management (e.g., ADMN 222)

Organizational Behaviour (e.g., ADMN 320)

Minimum of one course from four of the following five areas:

Introduction to Tourism (e.g., CONV 101 from TRU School of Tourism or Malaspina University-College)

Tourism Business Law (e.g., ADMN 390)

Co-op or Practicum (may be completed through PLAR; refer to page 6)

Community and Cultural Issues (e.g., CONV 103 from TRU School of Tourism or Malaspina University-College)

Environmental Stewardship (ENST 399)

TOURISM

Hospitality Administration Stream

Includes a minimum of one course from each of the following areas:

Accounting (e.g., ADMN 231)

Computer Applications (e.g., CMPT 118, 119, or 150)

Marketing (e.g., ADMN 250)

Accommodations

Hospitality Marketing

Co-op or Practicum (may be completed through PLAR; refer to page 6)

Business Communication (e.g., ENGL 106, 107, ADMN 363)

Human Resource Management (e.g., ADMN 222)

Organizational Behaviour (e.g., ADMN 320)

Food and Beverage Service

Hospitality Law (CONV 105 from TRU School of Tourism or Malaspina University-College)

Upper-level Requirements (minimum 24 credits)

Minimum of one course from each of the following areas:

Tourism Policy and Planning (e.g. TRMT 470 from Malaspina University-College)

Financial Management for Tourism (e.g., ADMN 336)

Entrepreneurship II (e.g., ADMN 477 or TMGT 401 from TRU School of Tourism)

Community and Cultural Issues II (e.g., TMGT 301 from TRU School of Tourism)

People Management/Human Relations (e.g., ADMN 366)

Organizational Leadership (e.g., ADMN 483)

Advanced Communication (e.g., ADMN 363)

Graduating Seminar

Event Management Certificate

tru.ca/new_students/distance.html

Offered through TRU School of Tourism, this online program helps students acquire skills to plan and manage festivals and special events. It can be completed part-time over two semesters. Certificate graduates can ladder into a diploma program or the Bachelor of Tourism Management. Program courses are listed on page 113. For more information, refer to the above website or email: bmcgregor@tru.ca or phone: 250.377.6146 (Kamloops).

Upper-level Tourism or Hospitality Specialty Course Requirements (minimum 15 credits)

One course from the following four categories (3 credits):

Marketing Research (e.g., ADMN 348)

Promotions Management (e.g., TRU's TMGT 417)

Consumer Behaviour (e.g., ADMN 347)

International Tourism Marketing (e.g., ADMN 487, *International Marketing* or TRMT 368 from Malaspina University-College)

And an additional four upper-level tourism, hospitality, or closely related speciality courses approved by TRU-OL (e.g., refer to above four categories and the 300- and 400-level courses listed below under "Other Elective Requirements")

Other Elective Requirements (27–30 credits)

Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs.

Potential electives available by distance may include but are not limited to the following:

TRU-OL Courses

ADMN 233, *Management Accounting* (recommended)

ADMN 380, *International Business*

GEST 482, *Museum Principles and Practices I: Communities, Curatorship, and Collections*

GEST 483, *Museum Principles and Practices II: Programming, Exhibitions, and Management*

GEST 484, *Heritage Resource Management*

GEST 485, *Heritage Resource Conservation*

MATH 107, *Business Mathematics* (recommended)

TRU School of Tourism Courses and Malaspina University-College Courses

CONV 102, *Introduction to Special Events Management*

CONV 104, *Event Volunteer Management*

CONV 105, *Legal Liability and Risk Management*

CONV 106, *Event Marketing*

Malaspina University-College Courses

TRMT 359, *Management of Parks and Protected Areas*

TRMT 390B, *Special Topics: Seniors*

TRMT 430, *Resort Management*

TRMT 450, *Volunteer Management*

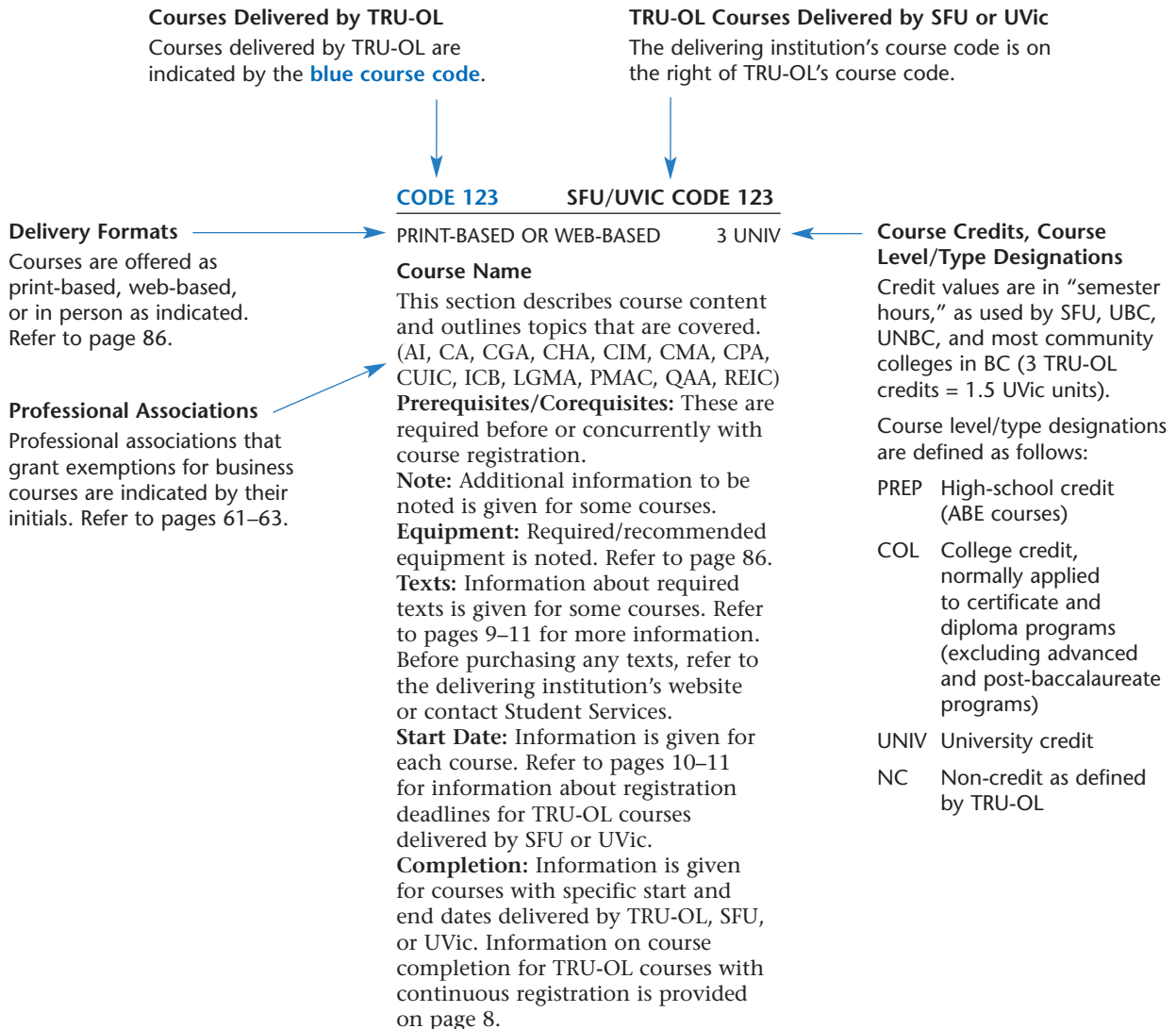
TRMT 475, *Lifestyle Management*

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

Self-paced and Paced Courses

Most courses delivered by TRU-OL are distance, continuous registration, and self-paced courses. These courses have fixed durations, with flexible schedules for submitting assignments.

TRU-OL also delivers a limited number of paced courses that have fixed start and end dates, with specific dates for submitting assignments, discussions, and projects and writing the final examination.

Delivery Formats

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

Print-based—Course is print-based. Some print-based courses may have optional web content and/or web interaction. Internet access is not required to complete the course.

Web-based—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content, and most have web student-to-student interaction. Internet access is required to complete the course.

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 in the course descriptions. Access may be required to audiocassette player/recorder, CD player, DVD player, VSH video recorder (VCR), phone, and television. 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. Refer to materials rental and purchase policies on pages 9 and 25.

Web-based Courses Delivered by TRU-OL

Web-based courses delivered by TRU-OL require computer hardware, software, and skills as specified below. Some courses may require other hardware or software as specified in the course descriptions. Refer to the TRU-OL website or contact the IT Service Desk by email at ITServiceDesk@tru.ca for more information.

Hardware Requirements (subject to change)

Window users must have:

- Pentium IV or higher microprocessor, or equivalent
- Minimum 512 MB of RAM (memory)
- Windows 2000 or XP
- Dial-up 56 K, cable modem, or ADSL connection to the Internet

Macintosh users must have:

- G4 or higher
- Minimum 512 MB of RAM (memory)
- Mac OS X or higher
- Dial-up 56 K, cable modem, or ADSL connection to the Internet

Software Requirements

- Word-processing program—compatibility with 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 (current version).

Computer Skill Requirements

Students should be able to:

- Navigate the directory/folder structure of their computer's hard drive and search for files on their hard drive.
- Create directories, folders, and files and organize files on their computer's hard drive.
- Use a word-processing program and save word-processing documents in 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 (current version).

COURSES

Course Descriptions

ABTS TRU

TRU School of Business and Economics, Distance Education and BCcampus offer the following courses in the Administrative Assistant Certificate program (page 49). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

- ABTS 110, Word Processing 1
- ABTS 111, Word Processing 2
- ABTS 112, Desktop Publishing
- ABTS 114, Keyboarding 2
- ABTS 120, Introduction to Computers
- ABTS 121, Spreadsheets 1
- ABTS 122, Spreadsheet 2
- ABTS 123, Databases
- ABTS 124, Presentation Software
- ABTS 125, Integrated Project
- ABTS 130, Business Communications 1
- ABTS 131, Business Communications 2
- ABTS 140, Financial Accounting
- ABTS 141, Computerized Accounting—Simply
- ABTS 142, Computerized Accounting—ACCPAC
- ABTS 150, Human Relations
- ABTS 151, Job Search
- ABTS 152, Practicum
- ABTS 153, Administration Procedures

ACCOUNTING COURSES

Refer to ADMN 231, 233, 331, 333, 341, 351, 402, 405, 461, 463; BUSM 131, 132; and the Business Courses Chart on pages 62–63.

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. (CA, CMA)

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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

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. Occasional access to a computer with Internet is strongly recommended for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Texts: Students receive texts with a CD for both the print-based and web-based versions of this course.
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, 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 86 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 62–63.

COURSES

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 86 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 62–63.

ADMN 310 UVIC ADMN 310

WEB-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: Only one of UVIC ECON 103 (formerly UVIC ECON 201), ECON 200, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. 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

Managing in Public and Non-Profit Sector Organizations

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; 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.

COURSES

ADMN 314 UVIC ADMN 314

WEB-BASED 3 UNIV

Public Sector Research and Analysis

This course is an introduction to research methods in public and non-profit sector settings. Students learn to become informed consumers and critics of research and more effective managers of research-related projects. Data analysis skills are also strengthened, with the use of spreadsheet software. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive and inferential statistics; relationships between variables, ethical, and organizational issues; the research proposal and report.

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 or degree program and STAT 102. Students must 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 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 business or management program offered through TRU-OL. 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 86 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.

COURSES

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 86 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 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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 336

PRINT-BASED OR WEB-BASED

3 UNIV

Financial Management

This course teaches the concepts and skills of financial planning within a business and builds an understanding of accounting, business, economics, and mathematics. Students learn how to use financial statements, plan appropriate action, prepare budgets, analyze investment options, and determine the best means of financing business endeavours. Students also discover ways of assessing both the return and the risk involved in a firm's financial decisions. The focus is on solving practical business problems, similar to those students encounter in their own workplace. (CA, CGA, CIM, CMA, CUIC, PMAC)

Prerequisites: ADMN 231 or BUSM 131, 132, and introduction to the mathematics of finance (e.g., MATH 107) are strongly recommended. BUSM 100, ECON 200, 201, and STAT 102 are also suggested.

Note: This course was formally numbered BUSM 236. Students with credit for BUSM 236, ADMN 335 or 372 may not take this course for further credit.

Equipment: Hand-held business/financial calculator is required. Computer with Internet is required for the web-based version of this course and recommended for the print-based version. Excel software is recommended. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

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. Topical coverage is provided of the new equity category “accumulated other comprehensive income.” (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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

ADMN 347

WEB-BASED 3 UNIV

Consumer Behaviour

This course introduces the student to the influence that consumer behaviour has on marketing activities. Students apply theoretical concepts to marketing strategies and decision making. Topics include consumer and marketing segments, environmental influences, individual determinants, decision processes, information research, and evaluation.

Prerequisites: Introductory marketing course (e.g., ADMN 250) or approval of the program area.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 348

WEB-BASED 3 UNIV

Marketing Research

This course provides students with an introduction to marketing research. Topics include study methods, design, effective program implementation, and data analysis.

Prerequisites: ADMN 250 and STAT 102 or equivalents.

Note: Only one of ADMN 314, 348, 457 (former BCOU course), BBUS 348 (TRU), or any other introductory business/marketing research course may be taken for credit.

Equipment: Computer with Internet is required. Refer to page 86 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. (CA, CGA, CMA)

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 361

WEB-BASED 3 UNIV

Open Thinking

This competency-based, paced course examines “open thinking,” as well as good strategic thinking and creative thinking. Neither is separate from the other. Students explore open thinking by 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 page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

ADMN 362

WEB-BASED 3 UNIV

Analytical Decision Making

This competency-based, paced course covers the “decision tools” used by most managers. Using a multi-faceted decision-making model, students address workflow management, scheduling and charting, process analysis such as break-even, trade-off, and sensitivity analysis, financial decisions, cash flow, value of the dollar, inventory controls, strategic thinking, and more. Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.

Prerequisites: First-year university standing. Generally, this course is not open to students who have completed 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 page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

COURSES

ADMN 363

WEB-BASED 3 UNIV

Open Communication

This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills. 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 page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

ADMN 364

WEB-BASED 3 UNIV

Leadership Fundamentals

This competency-based, paced course provides students with essential knowledge, skills, and competencies to work with and manage people in the workplace. Students develop strategies for building and maintaining trust, practise skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences. (CUIC)

Prerequisites: Third-year university standing is recommended.

Equipment: VCR and computer with Internet are required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

ADMN 365

WEB-BASED 3 UNIV

Marketing for Managers

This 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 page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

- 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 366

WEB-BASED 3 UNIV

Strategic Human Resource Management

This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so, learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

Prerequisites: Two years' managerial work experience and current position to apply context of 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 page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

COURSES

ADMN 367

WEB-BASED 3 UNIV

Contemporary Leadership

In this competency-based, paced course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: ADMN 364 is recommended.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

ADMN 369

WEB-BASED 3 UNIV

Transition and New Beginnings

This competency-based, paced course encompasses the exploration of how people react to change and investigates how people can leverage change to create opportunities to learn, grow, and improve. Students analyze the phases of transition, evaluate how people and organizations work with paradoxes, select skills to positively “live” through change, and recognize and work through situations that may create barriers. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: Third-year university standing is recommended, or approval of the program area.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

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 86 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. (CA, CGA, CIM, CMA, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: At minimum, 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 402

WEB-BASED 3 UNIV

Advanced Financial Accounting

This course offers an in-depth understanding of advanced financial accounting. Topics include the accounting for intercorporate investments, foreign currency transactions, foreign operations, and not-for-profit organizations. (CGA, CMA)

Prerequisites: ADMN 331 and 341 or equivalents. Sound understanding of basic mathematics and its application to the business context (MATH 107 or similar recommended) and of MS Word and Excel (CMPT 119 or similar suggested).

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

ADMN 403

WEB-BASED

3 UNIV

Retail Marketing

This course offers an in-depth examination of the retail industry for students interested in the field of retail marketing management—whether employed with a large organization or in their own business. Covering planning, management, and execution of activities taking place in the buying and selling of goods and services for the end consumer, the course addresses the challenges of this dynamic industry. Through analysis of the retail marketing mix, the course looks at branding in the retail industry, product placing and development, pricing alternatives, location options, and the promotion of goods and/or services. Because of their importance in today's competitive environment, the course covers matters such as the application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management. **Prerequisites:** ADMN 250. Completion of ADMN 347, 365, and 60 credits is also beneficial. **Equipment:** Computer with Internet is required. Refer to page 86 or the TRU-OL website. **Start Date:** Continuous registration. **Completion:** Refer to page 8.

ADMN 405

WEB-BASED

3 UNIV

Advanced Management Accounting

This is an advanced course in strategic management accounting. The course examines the integrative and interdisciplinary role of management accounting and its contribution in the strategic management process. The course focuses on cases that deal with management's need for information for planning, control, and decision making using both quantitative and qualitative information. (CGA, CMA) **Prerequisites:** ADMN 333 or equivalent. ADMN 336 (or BUSM 236) is also strongly recommended.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website. **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 public sector managers who develop or transform public services with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed, and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability. **Prerequisites:** ADMN 311 or equivalent.

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 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 among 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

PRINT-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: At minimum, 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.

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.

COURSES

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 554 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 423 UVIC ADMN 423

WEB-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.

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 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: January. 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: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

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 62–63.

COURSES

ADMN 452 UVIC ADMN 452

WEB-BASED 3 UNIV

Local Government Law

This course analyzes legislation and court decisions applicable to local governments in BC, including the Community Charter. The course is designed to familiarize non-lawyers with local government law and legal issues that arise in relation to local government activities and how to read case law and legislation.

Prerequisites: Third-year university standing. Work experience in a local government setting is an asset.
Equipment: Computer with Internet is required. Refer to publicadmin.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 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 Bachelor of Commerce (pages 55–58), or approval of the program area.
Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

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. (CGA, CMA)

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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 463

WEB-BASED 3 UNIV

Assurance (Auditing)

This course offers an introduction to auditing. Topics include the discussion of the nature and purpose of the auditing function, audit standards, the methodology of auditing, audit planning, the collection of audit evidence, dit reporting, and recent developments in auditing. (CGA, CMA)

Prerequisites: ADMN 331 and 341, CMPT 150 or 118 and 119, STAT 102 (and preferably also ECON 310), or equivalents.

Equipment: Computer with Internet is required. Refer to page 86 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. ADMN 320 and 369 are recommended.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

ADMN 468

WEB-BASED

6 UNIV

Leading Projects to Success

This 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: Third-year university standing. ADMN 364 is recommended.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

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 62–63.

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 Bachelor of Commerce (pages 55–58), 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 477

WEB-BASED

6 UNIV

E-Business in a Competitive Environment

This competency-based 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 page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 21 weeks (online participation required).

ADMN 483

WEB-BASED

3 UNIV

Effective Leadership

This competency-based, *paced* course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course, students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: ADMN 367, or approval of the program area. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.

Completion: 14 weeks (online participation required).

COURSES

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: September. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ADMN 487

WEB-BASED 3 UNIV

International Marketing

This course is designed to provide the student with an overall view of the international marketing arena. The course deals with all aspects of marketing from an international perspective and prepares students to deal with foreign competitive situations and international opportunities. It also includes material on e-commerce and Internet marketing. It offers practical, hands-on exposure to marketing challenges faced by Canadian small and medium-sized businesses.

Prerequisites: ADMN 250, ADMN 365, 347, or equivalents are also beneficial.

Equipment: Computer with Internet is required.
Start Date: Continuous registration.
Completion: Refer to page 8.

ADMN 488

WEB-BASED 3 UNIV

Integrated Marketing Communication

This course studies the use of promotional tools by business as well as their creation and management. The course provides an integrative approach to the study of the promotion mix, including advertising, publicity, personal selling, and sales promotion. Topics include an evaluation of the role of promotion in marketing and the economy; the formulation and analysis of promotional goals; planning, organizing, and controlling the promotion function; creative planning; and budgeting and media selection.

Prerequisites: ADMN 250, ADMN 365 and 347 or equivalents are also beneficial.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 489

WEB-BASED 3 UNIV

Business to Business Marketing

This course focuses on the importance of micro-markets and the decision-making process and decision-making units in the organization. It further introduces students to the growing importance of e-commerce in business to business marketing. The marketing of products and services to business, organizations, and institutions is a major component of the marketing activity in the economy.

Prerequisites: ADMN 250.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

ADMN 491

WEB-BASED 3 UNIV

Services Marketing

This course tackles the important issues facing service providers and managers of service firms today. This straightforward course provides students with a thorough understanding of the key delivery elements of service industries; a working knowledge of the current trends and the ability to interpret those trends and relate them to varied service businesses; and the fundamental abilities and strategies that lead to the successful implementation of a customer focus in service-based businesses.

Prerequisites: ADMN 250.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

ANES TRU

TRU Faculty of Science, Distance Education offers the following courses in the Anaesthesia Assistant program (page 69). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

ANES 420, Anaesthesia Equipment

ANES 421, Introduction to Clinical Anaesthesia

ANES 425, Clinical

ANES 450, Hemodynamic and Physiological Monitoring

- 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.

COURSES

ANHD	TRU	ANTH 101	SFU SA 101	ARCH 100	SFU ARCH 100
TRU Faculty of Science, Distance Education offers the following courses in the Animal Health Technology program (page 75). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.		PRINT-BASED	4 UNIV	PRINT-BASED	3 UNIV
ANHD 101, Office Skills		Introduction to Anthropology SFU-designated Breadth (B) course. Refer to page 10.		Ancient Peoples and Places SFU-designated Breadth (B) course. Refer to page 10.	
ANHD 110, Anatomy and Physiology 1		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.		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.	
ANHD 111, Lab Procedures 1		Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.		Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
ANHD 112, Animal Nursing 1		Note: Students with credit for SFU SA 170 may not take this course for further credit.		Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.	
ANHD 113, Animal Behaviour		Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.		Completion: 13 weeks.	
ANHD 114, Animal Disease				ARCH 226	SFU ARCH 226
ANHD 190, Veterinary Clinical Studies 1		ANTH 201	SFU SA 201W	PRINT-BASED	3 UNIV
ANHD 191, Veterinary Clinical Studies 2		WEB-BASED	4 UNIV	The Prehistory of Religion: Shamans, Sorcerers, and Saints SFU-designated Breadth (B) course. Refer to page 10.	
ANHD 192, Veterinary Clinical Studies 3		Anthropology of Contemporary Life SFU-designated Writing-Intensive (W) course. Refer to page 10.		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.	
ANHD 210, Anatomy and Physiology 2		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: Any lower-level archaeology or anthropology course.	
ANHD 211, Lab Procedures 2		Prerequisites: SFU SA 101 is recommended.		Equipment: CD player is required.	
ANHD 212, Animal Nursing 2		Note: Students with credit for SFU SA 291 may not take this course for further credit.		Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.	
ANHD 213, Radiology		Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde .		Completion: 13 weeks.	
ANHD 214, Pharmacology		Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.			
ANHD 221, Lab Procedures 3		Completion: 13 weeks.			
ANHD 290, Veterinary Clinical Studies 4					
ANHD 291, Veterinary Clinical Studies 5					
ANHD 292, Veterinary Clinical Studies 6					
ANHD 311, Lab Procedures 4					
ANHD 312, Intensive Care					
ANHD 314, Anaesthesia					
ANHD 315, Laboratory Animals					
ANHD 316, Large Animal Science					
ANHD 317, Animal Nursing 3					
ANHD 390, Veterinary Directed Studies 7					
ANHD 391, Veterinary Directed Studies 8					
ANHD 392, Veterinary Directed Studies 9					

COURSES

ASHS TRU

TRU Faculty of Science, Distance Education offers the following courses in health programs (page 69). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

ASHS 301, Sleep and Sleep Disorders

ASHS 302, Polysomnography Instrumentation

ASHS 303, Principles of Polysomnography

ASHS 304, Polysomnography Clinical Component

ASHS 450, Hemodynamic and Physiological Monitoring

ASHS 461, Client-Centred Approach to Asthma

ASHS 462, Concepts in Asthma

ASHS 463, Asthma Management Planning

ASHS 471, Client-Centred Approach to COPD Care

ASHS 472, Concepts in the Management of COPD

AWCP TRU

TRU Faculty of Science, Distance Education offers the following courses in the Animal Welfare Certificate program (page 75). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

AWCP 170, Animal Welfare Certificate Program: General Level—Theory

AWCP 171, Animal Welfare Certificate Program: Advanced Level—Theory

BIOL 125 TRU

WEB-BASED 3 UNIV

Principles of Biology 2

TRU Faculty of Science, Distance Education offers this degree-credit course. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

BISC 023

PRINT-BASED OR WEB-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 textbook and CD-ROMs. Finally, they apply their biology skills to ecology.

Prerequisites: Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

Equipment: Computer with CD-ROM drive (Apple QuickTime 6.5, Macromedia, FlashPlayer 7) is required. Computer with Internet is required for the web-based version of this course. Refer to page 86 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 and English reading skills at Grade 11 level are also recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 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: VCR and TV are required. Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

BISC 101 SFU BISC 100

WEB-BASED 4 UNIV

Introduction to Biology

SFU-designated Breadth (B) course. Refer to page 10.

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.

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.

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 86 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.

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 86 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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

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 110/111 and BISC 120/121, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 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.

Equipment: VCR is required.

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 86 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 86 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 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

BISC 399

WEB-BASED 3 UNIV

Plants and Society

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 86 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 Bachelor of Science (biology/life science major) (page 77) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). 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 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.

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 86 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 62–63.

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 86 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.

COURSES

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 86 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 62–63.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

BUSM 132

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Accounting II

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (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 86 or the TRU-OL website.

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)

COURSES

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.

CEHS TRU

TRU Faculty of Science, Distance Education offers the following health science courses. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

CEHS 099, Respiratory Therapy Clinical Refresher (NC)

CEHS 169, Pulmonary Physiology and Introduction to Ventilation

CEHS 198, Medical Terminology

CEHS 201, Arterial Blood Gases

CEHS 202, Pathophysiology

CEHS 204, Pharmacology (for Health Sciences)

CEHS 211, Pulmonary Function

CEHS 214, Respiratory Therapy Equipment

CEHS 216, Mechanical Ventilation

CHEM 024

PRINT-BASED OR WEB-BASED PREP

Principles of Chemistry

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 010, and Math 10 or MATH 014. Math 11 or MATH 024 and English reading skills at Grade 11 level are 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 86 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. (CHEM 115, the laboratory component of CHEM 110, is held in June or July at Thompson Rivers University, Kamloops, BC.)

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. (CHEM 116, the laboratory component of CHEM 111, is held in June or July at Thompson Rivers University, Kamloops, BC.)

Prerequisites: Completion of CHEM 110 or equivalent.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

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.

COURSES

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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.

- 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.

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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.

COURSES

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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.

CHIN 100

SFU CHIN 100

WEB-BASED 3 UNIV

Mandarin Chinese I

This course is an introduction to the study of Mandarin Chinese and the development of basic oral and written skills for those with no background in Mandarin. Students study phonetics, vocabulary, syntax, grammar, and culture. **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.

CMNS 110

SFU CMNS 110

PRINT-BASED 3 UNIV

Introduction to Communication Studies

SFU-designated Breadth (B) course. Refer to page 10.

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 130W

WEB-BASED 3 UNIV

Explorations in Mass Communication

SFU-designated Writing-Intensive (W) course. Refer to page 10.

This is an introduction to the role of mass communication (radio, television, telecommunications, and the press) in Canadian society. This course is a requirement for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to 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, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CMNS 260

SFU CMNS 260

WEB-BASED 3 UNIV

Introduction to Empirical Communication Research Methods

This course is an introduction to empirical research methods in diverse traditions of communication enquiry. Some methods recognize communication as everyday interactions; others analyze communication as a process; still others blend traditional scientific empiricism with analytical and critical methods derived from the arts and humanities. Topics include paradigms, conceptualizing and operationalizing research, sampling, interviews, surveys, unobtrusive observation, content analysis, and the role of statistics in communication research.

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.

COURSES

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, including CMNS 110 and 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 372 SFU CMNS 372

WEB-BASED 4 UNIV

The Publishing Process

This course offers students the opportunity to follow the book publishing process from the acquisition and editing of manuscripts through to production, promotion, and distribution. Each topic proceeds from basic concepts and precepts to case studies of particular kinds of publishing companies (e.g., literary, regional, and general trade) and particular types of books (e.g., children's genre, fiction, and poetry). The publishing decision-to-publish process is simulated. Required readings focus on the history of book publishing, as well as on current developments.

Prerequisites: 60 credits, including CMNS 110 and 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 453 SFU CMNS 453

WEB-BASED 4 UNIV

Issues in the Information Society

This course is an advanced discussion of issues in the interplay between contemporary society and new computer/communication technologies at the level of comprehensive theories of society on one hand and major public policy on the other.

Prerequisites: 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, CMA)

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

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, CMA)

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 Suite with Word included is preferred). Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

CMPT 150

WEB-BASED

UVIC TECJ 100

3 UNIV

Computer Concepts

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional or OpenOffice.org 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 or OpenOffice.org, access a website, send email, and navigate in Windows Explorer is required. **Note:** This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, e.g., CMPT 108, 109, or CMPT 119, may not repeat this course for further credit.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Dates: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 12 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.

CMPT 180

WEB-BASED

UVIC TETS 315

1.5 UNIV

Programming Concepts with Java

This course examines the program development life cycle and object-oriented programming concepts. Students almost immediately get hands-on experience on a simple Java application and applet. The fundamentals of programming concepts, such as manipulating data values, creating variables, arrays, expressions, methods, and control structures, are covered. Each of the six units includes practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 6 weeks.

CMPT 181

WEB-BASED

UVIC TETS 317

1.5 UNIV

More Programming with Java

This course builds on CMPT 180 by introducing students to more advanced GUI (Graphical User Interface) development. In addition, students learn to write and read data-to-sequential-data files, use additional collections and strings, implement more advanced classes and interfaces (libraries), access databases using Java Database Connectivity (JDBC), and create a web application using Java Servlets. Each of the six units includes practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 and 180, or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 6 weeks.

COURSES

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 or OpenOffice.org. (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: 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.

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.

COURSES

CMPT 320 UVIC TECJ 320

WEB-BASED 3 UNIV

Database Application Development

This course builds on the database design and administration skills obtained in CMPT 315 (UVIC TECJ 315). Students learn to install and configure both the Oracle 10g Database software with the starter database and install the Forms and Reports components of the Oracle 10g Developer Suite. Students build a Graphical User Interface (GUI) application optimized for web deployment that incorporates multiple forms modules; GUI controls like buttons and lists of values, as well as integrates both static and dynamic reports. Enhancing Forms functionality is covered, including data validation techniques, the creation of Forms triggers, and an introduction to implementation of Java Pluggable Components (PJs). Students are introduced to the basic configuration files used for Forms application deployment to an Oracle 10g Application Server. The course incorporates extensive hands-on work.

Prerequisites: CMPT 150 (UVIC TECJ 100), 212 (UVIC TECJ 432), and 315 (UVIC TECJ 315), or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: January. 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 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: 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. 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: January. Registration deadline applies. Refer to page 11.

Completion: 12 weeks.

COURSES

CMPT 425 WEB-BASED	UVIC TECJ 425 3 UNIV	CNST 160 WEB-BASED	SFU CNS 160 3 UNIV	CNST 280 WEB-BASED	SFU CNS 280 3 UNIV
<p>IT Security This course provides the background to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed from a management and a technical perspective. Upon completion of this course, students understand the security threat and the risk-assessment process and how to apply it to operating system and network communications security in a way that supports business requirements. Students also learn about security policies, procedures, user awareness, disaster recovery, and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course. Prerequisites: CMPT 150 and 300, or equivalent. Equipment: Computer with Internet is required. Refer to www.cbis.ca. Start Date: January. Registration deadline applies. Refer to page 11. Completion: 12 weeks.</p> <ul style="list-style-type: none"> ● Refer to pages 12–13 for tuition and fees information. ● Refer to page 14 for information on how to register. 		<p>The Social Background of Canada This course analyses the foundations and attributes of modern Canadian society using an interdisciplinary approach. As an introduction to Canadian studies, the major themes of the course are social conflict and social change. Topics include French-English relations, Canada and the United States, ethnicity and multiculturalism, industrialism, regional conflict, social movements, nationalism, and Canada's social structure, classes and elites. 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.</p>		<p>Canadian Political Economy This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It focuses on current economic problems and policies, taking into account geographical, historical, and political environments. Topics include resource and industrial structures, research and development, the public sector, fiscal and monetary policy, the role of the state, trade and foreign ownership, energy, regional disparity, corporate concentration, and the political economy of federalism. Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde. Note: This course is the same as SFU POL 223. Students with credit for SFU POL 223 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.</p>	
		CNST 210 PRINT-BASED	SFU CNS 210 3 UNIV		
		<p>Foundations of Canadian Culture This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state. Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Proficiency in English is required for the extensive reading in the course. Equipment: Computer with Internet is required to submit assignments electronically. Refer to www.sfu.ca/cde. Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10. Completion: 13 weeks.</p>			
		CNST 390 PRINT-BASED	SFU CNS 390 3 UNIV		
		<p>Hockey in Canadian Popular Culture This course explores the cultural, social, and economic aspects of Canada's national sport. Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths. Prerequisites: Minimum 60 credits. Note: Students with credit for SFU CNS 390, <i>Topics in Canadian Popular Culture</i> may not take this course for further credit.</p>			

COURSES

Equipment: Computer with Internet is required to submit assignments electronically. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CNST 490 **SFU CNS 490**
PRINT-BASED 5 UNIV

The Canadian Intellectual Tradition

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

Prerequisites: Minimum 60 credits.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

CONV **TRU**

TRU School of Tourism, Distance Education offers the following courses in the Event Management Certificate program (page 84). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

CONV 101, Introduction to Tourism

CONV 102, Introduction to Special Event Management

CONV 103, Celebrating Community and Culture

CONV 104, Event Volunteer Management

CONV 105, Legal Liability and Risk Management

CONV 106, Event Marketing

CPSC 110 **SFU CMPT 110**
WEB-BASED 3 UNIV

Programming in Visual Basic SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 10.

This course introduces programming using the Visual Basic language. Topics include user interfaces, objects, event-driven programming, program design, and file and data management.

Prerequisites: BC Math 12 or equivalent or any 100-level MATH course.

Equipment: Computer with Internet, CD-ROM drive, and email account 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 120 **SFU CMPT 120**
WEB-BASED 3 UNIV

Introduction to Computing Science and Programming I

SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 10.

This course is an elementary introduction to computing science and computer programming, suitable for students with little or no programming background.

Students learn fundamental concepts and terminology of computing science, acquire elementary skills for programming in a high-level language, and are exposed to diverse fields within and applications of data types and control structures, fundamental algorithms, computability and complexity, computer architecture, and history of computing science. Treatment is informal and programming is presented as a problem-solving tool.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. BC Math 12 or equivalent is recommended.

Note: Students with credit for SFU CMPT 101, 102, 103, 104, or any course numbered CMPT 200 or higher may not take this course for further credit.

Equipment: Computer with Internet is required. May use Latex for Study Units. 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 165 **SFU CMPT 165**
WEB-BASED 3 UNIV

Introduction to the Internet and the World Wide Web

SFU-designated Breadth (B) course. Refer to page 10.

In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works, how web pages are created, and begin to learn how to program. Topics include the World Wide Web, markup and HTML, graphics and text, style sheets (CSS), web programming, Internet internals, programming in Python.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed. **Note:** Students with credit for or currently registered in a computing science course at the 200 level or higher or ITEC 240, 241, or 242 may not take this course for further credit, except with the permission of SFU's School of Computing 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.

COURSES

CRIM 101 **SFU CRIM 101**
WEB-BASED 3 UNIV

Introduction to Criminology
SFU-designated Breadth (B) course.
Refer to page 10.

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.

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 103 **SFU CRIM 103**
WEB-BASED 3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour

This course is an introduction to and critical examination of biogenetic, psychiatric, and psychological explanations of criminal and deviant behaviour. Special attention is given to the hypothesized links between criminality and genetics, physiology, the endocrine system, mental disorders, personality, moral development, and other forms of social learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SFU PSYC 100 and 102 are recommended.

Note: Students with credit for SFU CRIM 101, 103, and 104 may not register for SFU CRIM 100 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 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 include both mainstream and critical theories. These include anomie, neutralization, control, group conflict, subcultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 150 (SFU SA 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
SFU-designated Breadth (B) course.
Refer to page 10.

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.

COURSES

CRIM 135 SFU CRIM 135

WEB-BASED 3 UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

SFU-designated Breadth (B) course. Refer to page 10.

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.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

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 and DVD players are required. VCR is optional.

Start Date: September, January, May, 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 SFU-designated Quantitative (Q) course. Refer to page 10.

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, January, 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: CD and DVD players are required.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

COURSES

CRIM 300 SFU CRIM 300W

WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology

SFU-designated Writing-Intensive (W) course. Refer to page 10.

This course is a detailed examination of current theories and perspectives in criminology. The content of the course changes with developments in the area. Students can expect to study biological, psychological, and sociological theories and perspectives, as well as those from other relevant disciplines and fields of inquiry (e.g., geography, political science, and cultural studies).

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, 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: SFU CRIM 101.

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: September, 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: SFU CRIM 101.

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: SFU 101. 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

SFU-designated Breadth (B) course. Refer to page 10.

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: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD and DVD players 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.

COURSES

CRIM 343 SFU CRIM 343

WEB-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: SFU CRIM 101. CRIM 241 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 355 SFU CRIM 355

WEB-BASED 3 UNIV

The Forensic Sciences

SFU-designated Breadth (B) course. Refer to page 10.

This course examines the use and interpretation of physical forensic evidence in court. It critically examines and evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent 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 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: SFU CRIM 101.

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

Equipment: Computer with Internet is required. Refer to 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: SFU CRIM 101.

Note: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, 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 its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: SFU CRIM 101.

Equipment: CD 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.

- Refer to pages 12–13 for tuition and fees information.

- Refer to page 14 for information on how to register.

COURSES

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: SFU CRIM 101, 131, 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 100 **UVIC CYC 100**
WEB-BASED 6 UNIV

Introduction to Professional Child and Youth Care Practice

This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in context, normative development, and critical reflection. Emphasis is given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation, and understanding theory in everyday practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 100 (UVIC CYC 100) or CYCA 200 (UVIC CYC 200) may be taken for credit. CYCA 100 (UVIC CYC 100) and any two of UVIC CYC 200A, 200B, or 201 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 26 weeks.

CYCA 152 **UVIC CYC 152**
WEB-BASED 3 UNIV

Introduction to Helping Skills in Child and Youth Care Practice

This course focuses on introducing foundational helping and communication skills. Students explore the use of interpersonal and communication skills, helping strategies, and the development of therapeutic relationships within the context of the core elements of child and youth care practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 152 (UVIC CYC 152) or UVIC CYC 252 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 166 **UVIC CYC 166A**
WEB-BASED 3 UNIV

Lifespan Development—Conception to Late Childhood

This course introduces students to concepts and models of how human behaviour is acquired, maintained, and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth, and families.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 166 (UVIC 166A) or CYCA 386 (UVIC CYC 366A) or UVIC CYC 366 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

CYCA 167 **UVIC CYC 166B**
 WEB-BASED 3 UNIV

**Lifespan Development—
 Adolescence to Late Adulthood**

This course introduces students to concepts and models of how human behaviour is acquired, maintained, and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth, and families.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 167 (UVIC 166B) or CYCA 387 (UVIC CYC 366B) or UVIC CYC 366 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 171 **UVIC CYC 171**
 WEB-BASED 3 UNIV

**Introduction to Families: Issues,
 Patterns, and Processes**

This course covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 171 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 230 **UVIC CYC 230**
 WEB-BASED 3 UNIV

**Introduction Child and Youth Care
 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 standing or permission of the instructor.

Note: Only one of CYCA 230 (UVIC CYC 230) or CYCA 380 (UVIC CYC 360) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 240 **UVIC CYC 240**
 WEB-BASED 3 UNIV

**Ethical Decision Making in the
 Human Services**

This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

Prerequisites: Second-year standing.

Note: Only one of CYCA 240 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 250 **UVIC CYC 250**
 WEB-BASED 3 UNIV

**Introduction to Law in Child and
 Youth Care Contexts**

This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

Prerequisites: Second-year standing or permission of the instructor.

Note: Only one of CYCA 250 (UVIC CYC 250) or CYCA 385 (UVIC CYC 350A) or UVIC SOCW 350A may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

CYCA 265 UVIC CYC 265

WEB-BASED 3 UNIV

Introduction to Groups in Child and Youth Care Practice

This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and to facilitate groups in a participatory, skill-building, experiential learning format.

Prerequisites: First-year CYCA/CYC required courses or equivalent.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 266 UVIC CYC 266

WEB-BASED 3 UNIV

Child and Youth Care Practice with Families

This course focuses on the various kinds of strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of interventions used to work collaboratively with family when changes are needed.

Prerequisites: First-year CYCA/CYC required courses or equivalent.

Note: Only one of CYCA 266 (UVIC CYC 266) or UVIC CYC 466 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 337 UVIC CYC 364

WEB-BASED 3 UNIV

Disability and Child and Youth Care Practice

This course is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions, and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy, and ethical issues relating to persons with disabilities and their families are examined.

Prerequisites: Second-year standing. **Note:** Only one of CYCA 377 (UVIC CYC 364) or UVIC HSD 464 may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 339 UVIC CYC 350

WEB-BASED 3 UNIV

Applying Law in Child Protection and Child and Youth Care Practice

This course provides an opportunity to put into practice the theoretical and legal foundation gained from the prerequisite course, CYCA 250 (UVIC CYC 250). Students explore issues of diversity and the dynamics of law, child and youth care practice in legal contexts, and ethical considerations within a legal framework. Students practise specific skills in child protection work such as interviewing, documentation, context analysis, applying practice standards, interpreting law, critical analysis, and reflective reviewing.

Prerequisites: CYCA 250 or equivalent.

Note: Only one of CYCA 339 (UVIC CYC 350) or UVIC CYC 350B or UVIC SOCW 350B may be taken for credit.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 388 UVIC CYC 380

WEB-BASED 3 UNIV

Practices for Young Children and Families: Historical and Contemporary Perspectives

This foundational course for the early years specialization examines the historical and philosophical trends that influence and shape services and policies for young children and their families.

Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national, and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

Prerequisites: Third-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CYCA 389 UVIC CYC 381

WEB-BASED 3 UNIV

Leadership, Advocacy, and Policy for the Early Years

This course explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts; policy development; and the role practitioners play as advocates engaged in a global context.

Prerequisites: Third-year standing.

Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

ECON 103 SFU ECON 103

WEB-BASED 3 UNIV

Principles of Microeconomics
SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 10.

This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis, and productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ECON 200 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.

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 ECON 103, ECON 200, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 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 86 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.

COURSES

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 86 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 86 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

WEB-BASED

SFU EDUC 220

3 UNIV

Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. 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

PRINT-BASED

SFU EDUC 222

3 UNIV

Research Methods in Educational Psychology

SFU-designated Quantitative (Q) course. Refer to page 10.

This course is an introductory survey of research methods used in developing and testing theories in educational psychology. Illustrations are drawn from published research in educational psychology.

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.

COURSES

EDUC 230 SFU EDUC 230

WEB-BASED 3 UNIV

Introduction to Philosophy of Education

SFU-designated Breadth (B) course. Refer to page 10.

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 315 SFU EDUC 315

WEB-BASED 3 UNIV

Individual and Developmental Differences in Language Acquisition

This course is a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; interdisciplinary approaches to early intervention in the home, school, and community.

Prerequisites: EDUC 220 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 322 SFU EDUC 322

WEB-BASED 3 UNIV

The Social Lives of School 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 220 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 325 SFU EDUC 325

PRINT-BASED 3 UNIV

Assessment for Classroom Teaching

This course is a survey of assessment methods that contribute to improving teaching and learning and for making judgements and decisions about qualities of teaching, the classroom environment, and student achievement and growth. Topics include goal and task analysis, validity and reliability, observing and assessing classroom processes and environments, self-reporting methods, assessing student achievements, published tests of achievement and aptitude, marking, and reporting.

Prerequisites: EDUC 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.

COURSES

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 371 **SFU EDUC 371W**

PRINT-BASED UNIV

School Health Education

SFU-designated Writing-Intensive (W) course. Refer to page 10.

This course explores major issues of present concern. Subjects to be taught and the exact assignment of credit (2, 3, 4, or 6) and prerequisites are announced prior to the beginning of each semester. Course may be given on a pass/fail basis. A maximum of 12 credit hours in education special topics courses may be used toward an SFU Bachelor of Education degree.

Prerequisites: TBA.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

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 412W**

WEB-BASED 4 UNIV

Designs for Learning: Secondary Language Arts

SFU-designated Writing-Intensive (W) course. Refer to page 10.

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 401/402. **Note:** Students with credit for EDUC 472 prior to summer 2001 semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

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 focuses on teaching secondary 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 young adults within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for SFU EDUC 474 may not take this course for further credit.

Equipment: DVD 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.

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 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.

COURSES

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 441 SFU EDUC 441

WEB-BASED 4 UNIV

Multicultural and Anti-Racist Education

This course focuses on developing approaches for multicultural and anti-racist teaching. Topics include diversity of race, language, and culture among learners; identifying the operation of racism, prejudice, and discrimination in classrooms and schools; becoming familiar with a variety of approaches such as co-operative learning, culturally appropriate assessment, and community involvement to counteract and prevent negative classroom and school dynamics; identifying bias in curriculum resources; and locating entry points in selected curriculum areas (e.g. language arts, social studies, art, music, etc.) for integrating approaches that employ a range of multicultural/anti-racist curriculum resources.

Prerequisites: EDUC 240 or SFU SA 333 and EDUC 401/402.

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. A portion of the course involves a practicum model, working with a student outside school hours to apply the procedures and materials presented in the course.

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 continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 26 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: DVD player, phone for teleconference are required. Refer to continuingstudies.uvic.ca/csie/.

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.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

COURSES

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. DVD player is optional. 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 or permission of the instructor.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.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 or permission of the instructor. EDUC 447 (UVIC ED-D 446A) is recommended.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.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. The course is valuable to teachers, counsellors, child and youth care workers, and anyone else who works in a supporting role with children and youth.

Prerequisites: Professional year or permission of the instructor.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.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

Teaching about Justice, Law, and Citizenship

This methodology course explores the justification and practice of law-related education in the K–12 curriculum. Students examine the place of law in the curriculum, existing resources, and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials.

Emphasis is on developing and implementing law-related programs in the classroom.

Prerequisites: 60 credits, including 6 credits in education courses.

Teaching experience is recommended.

Equipment: Computer with Internet is required. Refer to continuingstudies.uvic.ca/csie/.

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 to Second Language Learners

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 continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

EDUC 458 UVIC EDCI 448

WEB-BASED 3 UNIV

Organization and Procedures for Instruction of English to Second Language Learners

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 continuingstudies.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 401/402. **Note:** Students with credit for this course prior to SFU's 2001 summer semester may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to 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 401/402 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, and 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.

COURSES

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: CD and DVD players 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.

EDUC 472 SFU EDUC 472W

PRINT-BASED 4 UNIV

Designs for Learning: Elementary Language Arts

SFU-designated Writing-Intensive (W) course. Refer to page 10.

This course focuses on developing knowledge, skills, and strategies to create a rich and stimulating language arts program in the elementary classroom. Issues in reading, writing, speaking, and listening are examined through current theory and teaching practice.

Prerequisites: SFU EDUC 401/402.

Students with credit for this course prior to SFU's 2001 summer 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

SFU-designated Quantitative (Q) course. Refer to page 10.

This course focuses on teaching elementary school mathematics. Students explore mathematical learning, their own mathematical thinking, and curriculum, and plan mathematical instruction within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for EDUC 475 prior to SFU's 2001 summer semester may not take this course for further credit.

Equipment: DVD player 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 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 and 401/402, 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 (Individual Educational Plans).

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-E 484.

Equipment: DVD player, phone for teleconference are required.

Refer to continuingstudies.uvic.ca/csie/.

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 and computer with Internet and email account are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

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 495 SFU EDUC 485W

WEB-BASED 8 UNIV

Designs for Learning: Writing SFU-designated Writing-Intensive (W) course. Refer to page 10.

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 401/402.

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.

ENGL 009

PRINT-BASED PREP

Basic English Skills

This is a fundamental-level (Grades 6–9) English course for students who want to improve their reading and writing skills. The course focuses on spelling, grammar, punctuation, writing sequences and paragraphs, and reading articles and short stories. The course has been designed so that all materials are contained in a workbook, which students use to complete practice exercises.

Prerequisites: None.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 010

PRINT-BASED PREP

Reading and Writing English

This intermediate-level (Grade 10 equivalent) course is designed to develop skills as a writer by practising the stages of writing from rough draft, draft revision, editing, and final draft and practising correct grammar and sentence structure. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes.

Prerequisites: Students are recommended to successfully complete ENGL 009 (or Grade 9 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 013

PRINT-BASED PREP

Studying English

This intermediate-level (Grade 10 equivalent) course emphasizes vocabulary, grammar, sentence 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.

Prerequisites: Students are recommended to successfully complete ENGL 009 (or a Grade 9 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

ENGL 028

PRINT-BASED OR WEB-BASED PREP

Advanced English Skills

This advanced-level (Grade 11 equivalent) course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary works.

Prerequisites: Students are recommended to successfully complete ENGL 010, 013 (or a Grade 10 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

ENGL 030

PRINT-BASED OR WEB-BASED PREP

Introduction to Literature

This provincial-level (Grade 12 equivalent) course introduces Canadian and other writers in English and the different forms of fiction (narrative prose and poetry). Students learn to think critically about literature. (This course meets the Grade 12 and BC Adult Graduation Diploma English requirement.)

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 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 provincial-level (Grade 12 equivalent) course, students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (This course meets the Grade 12 and BC Adult Graduation Diploma English requirement.)

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Equipment: Audiocassette player is required.

Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 036

PRINT-BASED PREP

Written Communications

This provincial-level (Grade 12 equivalent) 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 for writing various types of email messages, memos, letters, college essays, and workplace reports.

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services. This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration.
Completion: 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. 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 for degrees offered through TRU-OL. 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 86 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 for degrees offered through TRU-OL. 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.

COURSES

Equipment: Audio CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 86 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 for degrees offered through TRU-OL. 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 recommended.

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 for degrees offered through TRU-OL. 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 SFU ENGL 101W

WEB-BASED 3 UNIV

Introduction to Fiction

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to page 10.

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 102 or equivalent 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.

ENGL 106

PRINT-BASED OR WEB-BASED 3 COL/UNIV

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 ENGL 028 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 86 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.

COURSES

ENGL 107

PRINT-BASED OR WEB-BASED 3 COL/UNIV

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 Language and Writing Assessment (page 2).

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 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 112 SFU ENGL 104W

WEB-BASED 3 UNIV

Introduction to Prose Genres

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to page 10.

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a TRU-OL program advisor about the applicability of this course to programs offered through TRU-OL.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

ENGL 199 SFU ENGL 199W

WEB-BASED 3 UNIV

Introduction to University Writing SFU-designated Writing-Intensive (W) course. Refer to page 10.

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some programs offered through TRU-OL.

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 205 SFU ENGL 205

WEB-BASED 3 UNIV

Restoration and Eighteenth-Century Literature

SFU-designated Breadth (B) course. Refer to page 10.

This course is a survey of the literature of the period from 1660 to 1800, and may include some writing from North America.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to 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

SFU-designated Breadth (B) course. Refer to page 10.

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

Writing and Critical Thinking

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: Two 100-level English courses, one of which must be ENGL 199 or 3 transfer credits in English writing.

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.

COURSES

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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

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 may include 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 86 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENGL 305

PRINT-BASED

SFU ENGL 304

4 UNIV

Studies in Medieval Literature

This course examines the studies of medieval authors, genres, or issues, from 500 to 1500. Texts are studied in the original language or in translation.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is optional. 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 311

WEB-BASED

SFU ENGL 311

4 UNIV

Early Shakespeare

This course is the study of Shakespeare's works performed before 1601.

Prerequisites: Two 100-level English courses and two 200-level English courses.

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.

- 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 340

WEB-BASED

SFU ENGL 340

4 UNIV

Studies in Twentieth-Century British Literature before 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.

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

WEB-BASED

SFU ENGL 359

4 UNIV

Studies in the 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.

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.

COURSES

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 86 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 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 86 or the TRU-OL website. Audiocassette player is recommended.

Start Date: Continuous registration

Completion: Refer to page 8.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

ENGL 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, English major (page 40) and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).
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 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

ENVR 311 UVIC ER 311 S50

PRINT-BASED 3 UNIV

Principles and Concepts of Ecological Restoration

This course introduces the field and issues involved in ecological restoration. It examines the physical and biological characteristics of ecosystems and processes and the need to maintain and restore them. The emphasis is on examples from BC, but the approach is applicable to issues around the globe. It examines natural and human-caused changes at ecosystem to species levels; discusses ecosystems and biodiversity; considers the philosophy and ethics of restoration; and introduces legal and policy frameworks. The course introduces process and techniques of assessing the ecosystems and developing recommendations through field visits.

Prerequisites: Third-year university standing or permission of the UVic program area.
Equipment: Computer with Internet is required. Computer information is provided with course materials.
Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 4 months.

ENVR 313 UVIC ER 313 S50

PRINT-BASED 3 UNIV

Biodiversity and Conservation Biology

This course provides students with an understanding of biodiversity and the role of conservation biology as the scientific discipline whose aim is to reduce impacts of human activities on the loss of biological diversity. Topics include the history and subject matter of conservation biology; values of biodiversity; important basic principles of ecology and how these principles are used to design conservation projects and to understand population biology processes and patterns; the status of biodiversity and the impacts of current threats; possible human interventions for stemming the loss of biodiversity.

Prerequisites: Third-year university standing or permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 4 months.

ENVR 314 UVIC ER 314 F50

WEB-BASED 3 UNIV

Ethical, Legal, and Policy Aspects of Environmental Restoration

This course explores the relationship between environmental values and the regulatory and policy framework that currently exists. It deals with thorny questions such as recovery of endangered species, the role of First Nations, the responsibility of different levels of government for environmental protection and restoration, and the right of the state over the right of the individual in environmental matters. These are significant issues that underlie the entire practice of environmental restoration, and they play a critical role.

Prerequisites: Third-year university standing or permission of the UVic program area.
Equipment: Computer with Internet is required. Computer information is provided with course materials.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months.

COURSES

ENVR 332 UVIC ER 332 K50

WEB-BASED 3 UNIV

Selection and Propagation of Native Plants for Environmental Restoration

This course is an introduction to the principles of native plant selection and propagation to meet site-specific objectives for ecosystem restoration. Topics include native plant propagation techniques; the role of artificial propagation in ecosystem rehabilitation and restoration; criteria for species selection; scientific and ethical principles for the collection of propagation materials; site stabilization; site preparation; out-planting; and bio-engineering. **Prerequisites:** Third-year university standing or permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 4 months.

ENVR 352 UVIC ER 352 S50

WEB-BASED 3 UNIV

Non-Timber Forest Management and Sustainable Use in Major Forest Zones of BC

This course is an introduction to biogeoclimatic (BEC) zones and natural disturbance regimes in BC in relation to the occurrence of important NTFP (non-timber forest product) species and the ecosystems that sustain them. Topics include the impacts of current land use and resource extraction practices on NTFP occurrence and productivity; and the influence of disturbance classes, BEC zones, and current ecological condition on the selection of appropriate NTFP management practices.

Prerequisites: Third-year university standing or permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 4 months.

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 86 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 86 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. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature are accompanied by practical exercises. The course is designed for students with no formal music training.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to 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 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 detailed course description on the TRU-OL website or contact Student Services.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

FINA 120

PRINT-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.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 130

PRINT-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.

Start Date: Continuous registration.

Completion: Refer to page 8.

FINA 147 SFU FPA 147

WEB-BASED 3 UNIV

Introduction to Electroacoustic Music

SFU-designated Breadth (B) course. Refer to page 10.

This course is an introduction to the application of electroacoustic technology to music, including the concepts of the audio signal, signal processing, and sound synthesis in their musical applications. The techniques of tape music, electronic music, and computer music composition are introduced, and their role in both studio composition and live performance are discussed. Practical experience in several of these areas is included in the lab component.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet 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.

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 86 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.

COURSES

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

PRINT-BASED

SFU FNST 101

3 UNIV

The Cultures, Languages, and Origins of Canada's First Peoples

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player is required. DVD player is optional. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

FNST 201

PRINT-BASED

SFU FNST 201

3 UNIV

Canadian Aboriginal Peoples' Perspectives on History

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European people. It also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites/Corequisites: FNST 101.

Start Date: September, 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 CDs, DVDs, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills.

Prerequisites: None. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

FREN 021

PRINT-BASED

PREP

French II

This basic introductory course is a continuation of the work of FREN 020 and emphasizes spoken French through the use of CDs, DVDs, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills.

Prerequisites: FREN 020. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required.

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 and DVD players and phone are required. VCR is required for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 86 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.

COURSES

FREN 101

PRINT-BASED OR WEB-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 and DVD players and phone are required. VCR is required for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

FRST

TRU

TRU Faculty of Science, Distance Education offers the following forestry courses. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

FRST 210, Forest Ecology

FRST 305, Silviculture I

FRST 306, Silviculture II

FRST 307, Forest Harvesting

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 86 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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

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: VCR is required. Computer with Internet is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GEOG 264 SFU GEOG 264

WEB-BASED 3 UNIV

Canadian Cities

This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

Prerequisites: SFU GEOG 100 or 162 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

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 86 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 86 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.

Equipment: DVD player is optional. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GEOL 101

PRINT-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.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

GERM 104 SFU GERM 104

WEB-BASED 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 SFU GERO 300

WEB-BASED 3 UNIV

Introduction to Gerontology

SFU-designated Breadth (B) course.

Refer to page 10.

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: September, 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. 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, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

GERO 403 SFU GERO 403

WEB-BASED 3 UNIV

Counselling Issues 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: CD and DVD players 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.

COURSES

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.

GERO 407 SFU GERO 407

WEB-BASED 3 UNIV

Nutrition and Aging

This course examines specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors that influence food choice and ultimately nutritional status in aging.

Prerequisites: 60 credits. GERO 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

PRINT-BASED 4 UNIV

Families over the Life Course

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 I: Communities, Curatorship, and Collections

This course explores the purpose and functions of museums with particular emphasis on relationships with communities and 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: Students with credit for UVIC HA 486 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 14 weeks.

GEST 483 UVIC HA 486B

WEB-BASED 3 UNIV

Museum Principles and Practices II: Programming, Exhibitions, and Management

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.

COURSES

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: Students with credit for UVIC HA 486 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 14 weeks.

GEST 484 UVIC HA 487A

WEB-BASED

3 UNIV

Heritage Resource Management

This course explores the nature and value of heritage resources worldwide and the management approaches that support their preservation and presentation. Topics include principles of heritage conservation; heritage value and significance; organizational and legal frameworks; approaches to the planning and management of heritage places that respond to community needs; heritage economics and sustainability; urban revitalization, cultural tourism, and appreciation.

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: Students with credit for UVIC HA 487 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 14 weeks.

GEST 485 UVIC HA 487B

WEB-BASED

3 UNIV

Heritage Resource Conservation

This course provides a detailed survey of the philosophical, ethical, and practical aspects of physical conservation of heritage resources and strengthens the heritage conservationist's capacity to recommend appropriate approaches to conservation treatments. Topics include principles and history of heritage conservation; understanding heritage value and significance; types of heritage resources and their materials; levels of intervention; research and investigation; the conservation process; maintenance and disaster planning.

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, 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 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: 14 weeks.

- Refer to pages 12–13 for tuition and fees information.
- Refer to page 14 for information on how to register.

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 when offered with the same title 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.

GREK 160 SFU GRK 160

WEB-BASED

3 UNIV

Modern Greek for Beginners II

This course aims to give a better understanding of basic Greek grammar to those who have acquired the basic language skills and to develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write small paragraphs are also emphasized.

Prerequisites: GREK 110 or permission of the instructor.

Note: Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

COURSES

HEAL COURSES

Before registering in HEAL 310, 350, 401, and 402, note the following information.

English Proficiency Requirement: Students whose first language is not English must meet the TRU-OL proficiency in English requirement (pages 3, 5) or provide proof of English competency from the Canadian Alliance of Physiotherapy.
Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.
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.
Start Date: Refer to the TRU-OL website or contact Student Services.

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 101 or equivalent skills, HEAL 210 or equivalent skills, professional credential in a health or human service program.
Completion: Maximum 20 weeks.

HEAL 350

WEB-BASED 3 UNIV

Understanding Research in Health Sciences

This course is for undergraduate students in health and human service professions (also called health sciences). It enables students to acquire knowledge and skills about the research process and prepares them to use these in their professional practice. Students learn how to locate, analyze, and critique peer-reviewed qualitative and quantitative research articles in their own disciplines. They then determine whether they can adopt particular current published research for use in their clinical practice. To this end, they use due diligence and established standards for generalizing research findings to other settings and population groups. With the research knowledge and skills from this course, students can provide their clients with evidence-based care, which is a requirement for professional practice in all the health and human service professions.
Prerequisites: HEAL 101 or equivalent skills, HEAL 210 or equivalent skills, professional credential in a health or human service program.
Completion: Maximum 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.
Completion: Maximum 20 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 350 or equivalent.
Completion: Maximum 20 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 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

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 SFU HIST 338

WEB-BASED 4 UNIV

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 SFU HIST 339

PRINT-BASED 4 UNIV

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the “Westminster Model” of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 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.

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 Bachelor of Arts, history major (page 41) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

HLSC

TRU

TRU Faculty of Science, Distance Education offers the following two health science courses that cover the theory portion of BIOL 159 and 169 taught in many post-secondary institutions. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

HLSC 159, Anatomy and Physiology I

HLSC 169, Anatomy and Physiology II

TRU School of Nursing, Distance Education offers the following course for health professionals. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

HLSC 369, Human Sexuality for Health Professionals

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 Home Support Attendant Certificate program (page 65). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

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 Home Support Attendant Certificate program (page 65). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

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: Audiocassette and access to audiocassette 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 Home Support Attendant Certificate program (page 65). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

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 Home Support Attendant Certificate program (page 65), HOME 143, 144, 150, 160, 170.

Note: This course was formerly numbered HOME 120. **Start Date:** Continuous registration. **Completion:** Refer to page 8.

COURSES

HOME 181

PRINT-BASED 2 COL

Personal Care Skills

This course describes the basic personal care skills needed to provide care in home settings. Students examine the rationale underlying specific skills and practice.

Prerequisites: Admission to the Home Support Attendant Certificate program (page 65), HOME 143, 144, 150, 160, 170, 190. Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Note: This course was formerly numbered HOME 115.

Start Date: Continuous registration.

Completion: Refer to page 8.

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 Home Support Attendant Certificate program (page 65), HOME 187, 190, and approval of the program area.

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. (This course was formerly part of HOME 180.)

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 Home Support Attendant Certificate program (page 65). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

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

Course enrolment may be limited due to the curriculum review.

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 Home Support Attendant Certificate program (page 65), all other courses in the program, and approval of the program area.

Start Date: TBA.

Completion: 20 weeks. Refer to page 8.

HOME 199

IN PERSON 1.5 COL

Preceptorship

Course enrolment may be limited due to the curriculum review.

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 Home Support Attendant Certificate program (page 65) and 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. Approval of the program area 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.

COURSES

HUMN 398

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: DVD player and computer with Internet are required. Refer to page 86 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.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

JAPN 100

WEB-BASED

SFU JAPN 100

3 UNIV

Introduction to Japanese I

This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar, and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with 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.

JAPN 101

WEB-BASED

SFU JAPN 101

3 UNIV

Introduction to Japanese II

This is a continuation of JAPN 100.

Prerequisites: JAPN 100 or permission of SFU 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.

COURSES

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 (recommended).

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: September, January, May, 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

SFU-designated Breadth (B) course. Refer to page 10.

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

SFU-designated Breadth (B) course. Refer to page 10.

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: DVD player is required. Computer with Internet is optional. 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 143 SFU KIN 143

WEB-BASED 3 UNIV

Exercise: Health and Performance

SFU-designated Breadth (B) course. Refer to page 10.

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.

COURSES

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, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 310 **SFU KIN 310**
WEB-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.

Note: Students with credit for SFU KIN 410 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 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: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

KINE 325 **SFU KIN 325**
PRINT-BASED 3 UNIV

Basic Human Anatomy

This course is 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 SFU's Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 342 and SFU KIN 343 may be taken for credit.

Equipment: CD 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.

COURSES

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.

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.

LANG 134 SFU LANG 134

WEB-BASED 3 UNIV

Introductory Arabic I

This course is the study of the Arabic language, including its grammar, vocabulary, and history. The course provides students with basic written skills in classical Arabic.

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.

- 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.

LEAD 351

WEB-BASED 3 UNIV

Occupational Health and Safety Legislation and Standards

This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties, students are able to interpret and apply statutes and best practices to the workplace in a manner that provides for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

Prerequisites: TBA. Refer to the TRU-OL website for updates.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

LEGA TRU

TRU School of Business and Economics, Distance Education facilitates the following BCcampus courses in the Legal Administration Assistant Certificate online program (page 49). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

LEGA 101, Introduction to the Canadian Legal System

LEGA 102, Legal Office Procedures

LEGA 103, Litigation Procedures 1

LEGA 104, Litigation Procedures 2

LEGA 105, Family Litigation Procedures

LEGA 106, Corporate Procedures 1

LEGA 107, Corporate Procedures 2

LEGA 108, Conveyancing Procedures 1

LEGA 109, Conveyancing Procedures 2

LEGA 110, Wills and Estates

COURSES

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

SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 10.

This course is an introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

Prerequisites: BC Math 12 or SFU MATH 100 or equivalent.

Note: Though not required, taking a prior introductory university-level course, such as SFU MATH 151, enhances logical reasoning skills and is beneficial in the successful completion of this course.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

MARKETING COURSES

Refer to ADMN 250, 347, 348, 365, 403, 487, 488, 489; the Business Courses Chart on pages 62–63; and to the TRU-OL website for new courses.

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 Math 9.

Prerequisites: None.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and 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 Math 10, and it provides a good preparation for students in technical, business, and scientific fields.

Prerequisites: None.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and 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 Math 10 or equivalent.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and 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 Math 10 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. Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

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.

COURSES

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 Principles of Math 11 or equivalent.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and 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: Math 11, 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 86 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, MATH 034, 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 the Associate of Science or Bachelor of Science program offered through TRU-OL.

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, MATH 034, 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 the Associate of Science or Bachelor of Science program offered through TRU-OL.

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).

COURSES

Note: Normally, students in business programs offered through TRU-OL take only one of MATH 107 and 150. This course does not meet the mathematics/science requirement for arts and science degree programs offered through TRU-OL.

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.

- 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.

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 business programs offered through TRU-OL.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 8.

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.

COURSES

MLAP TRU

TRU Faculty of Science, Distance Education offers the following courses in the Medical Laboratory Assistant Certificate program (page 69). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

MLAP 051, Phlebotomy Workshop

MLAP 112, Anatomy, Physiology, and Medical Terminology

MLAP 113, The Electrocardiogram

MLAP 121, Professional and Safety Issues

MLAP 131, Laboratory Procedures and Protocols

MLAP 141, Evaluation of Competencies

MLAP 151, General Pre-Analytical Specimen Preparation

MLAP 161, Pre-Analytical Histo-Pathology

MENT TRU

TRU School of Nursing, Distance Education offers the following courses in the Mental Health Specialty Certificate program (page 68). Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

MENT 451, Therapeutic Modalities I

MENT 452, Therapeutic Modalities II

MENT 453, Group and Counselling Skills

MENT 454, Mental Health Perspectives

MENT 455, Mental Health Practices

- 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.

MENT 551

WEB-BASED 3 UNIV

Context and Theory in Child and Youth Mental Health Practice

This group-based course is designed to orient students to the child and youth mental health curriculum and to help students become better prepared to serve as child and youth mental health clinicians by developing an understanding of the issues and service delivery systems in the field. The course assists students to design their own personal learning plan.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: 16 weeks.

MENT 552

WEB-BASED 3 UNIV

Assessment for Intervention in Child and Youth Mental Health

This group-based course provides an understanding of assessment issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students are introduced to a range of issues and considerations that guide evaluations and classifications of mental health disorders (according to the DSMIV) and develop an understanding of specific assessment processes and instruments associated with specific conditions.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: 16 weeks.

MENT 553

WEB-BASED 4 UNIV

Intervention in Child and Youth Mental Health

This group-based course prepares students to develop a comprehensive intervention plan based on the unique strengths and needs of the child and family. Students review evidence-based interventions, essential components of treatment plans, and the principles and steps of intervention planning.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.

Completion: 16 weeks.

MENT 554

IN PERSON 4 UNIV

Clinical Internship

This course provides the structure and supervision for a field experience in child and youth mental health. Field education provides students with an opportunity to enhance and refine their child and youth mental health assessment and intervention skills. Students currently working in a mental health position must ensure that their placement work is specifically with children and youth and that appropriate supervision is available within or can be contracted outside the agency. All placements are negotiated by the program area on the students' behalf. The internship consists of 210 hours on a full-time or part-time schedule.

COURSES

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74).

Start Date: Refer to the TRU-OL website or contact Student Services.
Completion: Varies.

MENT 555

IN PERSON 1 UNIV

Capstone

This course is completed in conjunction with MENT 554 and provides students with the opportunity to process and articulate the skills and knowledge gained through the program and formulate plans for continuing professional education.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74).

Start Date: Refer to the TRU-OL website or contact Student Services.
Completion: Varies.

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 continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 10.
Completion: 13 weeks.

NURS 291

WEB-BASED 3 COL

Maternal/Newborn Nursing Qualifying Theory

This course is part of Transition to Canadian Nursing (page 68) and is under redevelopment. Refer to the TRU-OL website or contact Student Services for updates.

NURS 292

PRINT-BASED 1.5 COL

Maternal/Newborn Nursing Qualifying Clinical

This course is part of Transition to Canadian Nursing (page 68) and is under redevelopment. Refer to the TRU-OL website or contact Student Services for updates.

NURS 293

WEB-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Theory

This course is part of Transition to Canadian Nursing (page 68) and is under redevelopment. Refer to the TRU-OL website or contact Student Services for updates.

NURS 294

PRINT-BASED 1.5 COL

Psychiatric/Mental Health Nursing Qualifying Clinical

This course is part of Transition to Canadian Nursing (page 68) and is under redevelopment. Refer to the TRU-OL website or contact Student Services for updates.

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 <http://nursing.uvic.ca>.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 341 UVIC NURS 341

WEB-BASED 3 UNIV

Professional Growth III: 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 <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 345 UVIC NURS 345

WEB-BASED 6 UNIV

Family Nursing

This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practices, and ethics.

Prerequisites: Registered nurse qualification.

Equipment: CD player and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

COURSES

Prerequisites: Registered nurse or registered practical nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 493 **UVIC NURS 493A**

WEB-BASED 3 UNIV

Community Health Nursing

This course focuses on the theoretical and conceptual foundations of community health nursing practice. Students explore and critique nurses' roles in community health nursing, particularly in public health and in primary health care settings. The course provides opportunities for students to advance and/or to add to their nursing knowledge and experience. Community health assessment, individual health assessment, population-focused practice, epidemiology, communicable disease control, and health-promoting practice with specific populations and in relation to specific health issues are explored and critiqued.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 495 **UVIC NURS 493C**

WEB-BASED 3 UNIV

Lived Experience of Health in Aging

This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion and nursing practice and environments that support healthy aging are integral to this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

PHED 143 **UVIC PE 143**

WEB-BASED 3 UNIV

Scientific, Philosophic, Historical, and Psycho-Sociological Bases of Physical Activity

This course discusses the relationship of physical activity to education, kinesiology, athletics, health, recreation, and leisure. The contributions made by the sciences of physiology, motor learning, and biomechanics are discussed. Students gain an understanding of the historical, philosophical, and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living. The course provides basic knowledge of the foundations of physical activity and explores its subdisciplines (kinesiology, leisure service administration, physical education), unifying features, contemporary issues, and possible career opportunities.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course is a prerequisite for admission to UVic's School of Physical Education programs (B.Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration).

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September, January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

PHED 243 **UVIC PE 243**

WEB-BASED 3 UNIV

Foundations of Recreation and Leisure

This course is an introduction to the nature and scope of recreation; a consideration of past influences and future trends; the role of the recreational professional. The course appeals to practitioners in recreation and leisure services and to undergraduate and graduate-level students in physical education and recreation and leisure services.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

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.

COURSES

PHED 252

WEB-BASED

Leadership Methods for Recreation

This course provides a theoretical and practical introduction to leadership, teaching, communication, and decision-making skills in recreation and leisure services, sport, and fitness. Field experience is required as part of this course. The course appeals to practitioners in recreation and leisure services, and to undergraduate and graduate-level students in physical education and recreation and leisure services.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

PHIL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology or theories of knowledge and metaphysics or theories of reality. What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining *The Euthyphro*, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

UVIC PE 252

3 UNIV

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 100 or 410 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 86 or the TRU-OL website.

Start Date: Continuous registration

Completion: Refer to page 8.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

PHIL 110

PRINT-BASED

Introduction to Logic and Reasoning

SFU-designated Quantitative (Q) course. Refer to page 10.

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, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SFU PHIL 110

3 UNIV

PHIL 210

WEB-BASED

Natural Deductive Logic

SFU-designated Quantitative (Q) course. Refer to page 10.

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, May, subject to availability.

Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SFU PHIL 210

3 UNIV

COURSES

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 86 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 86 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.

(PHYS 115, the laboratory component of PHYS 110, is held in June or July at Thompson Rivers University, Kamloops, BC.)

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. (PHYS 116, the laboratory component of PHYS 111, is held in June or July at Thompson Rivers University, Kamloops, BC.)

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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.

- 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.

COURSES

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 June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

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 Practical Nurse Access Certificate program (page 66). 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 students. 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. A minimum score of ninety per cent is required on the final examination.

Prerequisites: None.

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.

Equipment: Computer with Internet is required. Refer to page 86 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 to a diversity of clients across the lifespan in a variety of health care contexts. It provides students with a working knowledge of drug therapy and prepares them to use a comprehensive, systematic, and evidence-based approach to drug therapy when treating clients with various health challenges. Drug therapy is presented within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with Internet is required. Refer to page 86 or the TRU-OL website.

Start Date: Refer to the TRU-OL website (Courses) for course schedule or contact Student Services.

Completion: Refer to page 8.

POLI 151 SFU POL 151

PRINT-BASED 3 UNIV

The Administration of Justice SFU-designated Breadth (B) course. Refer to page 10.

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.

Note: Students with credit for SFU POL 221 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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

POLI 221 **SFU POL 221**
WEB-BASED 3 UNIV

Introduction to Canadian Government

This course is an introduction to the institutional order and political structure of the Canadian state.

The course includes topics such as the constitution, parliament, cabinet, judiciary, public service, and federal-provincial relations

Prerequisites: SFU POL 100 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 232 **SFU POL 232**
WEB-BASED 3 UNIV

United States Politics

This course is an examination of the American political system, including the presidency, the congress, the courts, the bureaucracy, and the party system.

Prerequisites: SFU POL 100 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**
WEB-BASED 3 UNIV

Introduction to International Politics SFU-designated Breadth (B) course.

Refer to page 10.

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.

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 252 **SFU POL 252**
WEB-BASED 3 UNIV

Local Democracy and Governance SFU-designated Breadth (B) course.

Refer to page 10.

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 399

WEB-BASED 3 UNIV

Globalization and Its Discontents: The Politics of Economic Change

This seminar course examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund, and the World Trade Organization.

The course develops a framework of the key concepts in discussions of globalization before exploring the political 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 86 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.

COURSES

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 86 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 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 86 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.
Start Date: Continuous registration.
Completion: Refer to page 8.

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 86 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 (formerly MATH 102) may be taken for credit in a program offered through TRU-OL.

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: DVD player 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 introductory course in developmental psychology exposes the student to the key issues, methods, theories, and research findings in this field. The course content is organized chronologically—beginning at the point of conception and following the trajectory of human development through to the teen years. A key theme in the course is the interconnectedness of developmental processes. Interrelations between the child's physical, cognitive, social, and emotional development are explored, along with the intricate relation between the child and the contexts—family life, peers, and culture—that support her or his development.

COURSES

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, UBC PSYC 301, 315, or SSWP 355 may not take this course for further credit.

Equipment: VCR is required. Computer with Internet is required for the web-based version of this course. Refer to page 86 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

SFU-designated Breadth (B) course. Refer to page 10.

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: SFU PSYC 100 and 102 (or SFU PSYC 101). 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, 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 250 or 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit. Students with credit for PSYC 344 may not take SSWP 355 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 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. Students with credit for PSYC 345 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

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 SFU PSYC 357 may not take this course for further credit. Students with credit for PSYC 346 may not take SSWP 355 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 personal 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 362

PRINT-BASED 3 UNIV

Social Psychology II

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity—the elements of social identity; conformity, compliance, and obedience—processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision making and leadership. At the end of the course, students examine applications of social psychology principles in six areas—population control, health promotion, the environment, law, politics, and the workplace.

Prerequisites: PSYC 361 or equivalent. PSYC 210 or equivalent is recommended.

Equipment: VCR is required.

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 86 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 41) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)
Start Date: Continuous registration.
Completion: Refer to page 8.

SCDE 201

WEB-BASED

SFU SCD 201

3 UNIV

Introduction to Sustainable Community Development

This course builds on understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and of development; and essential components for creating local economic development strategies. Sustainable community development is introduced as a framework to meet current social and economic needs, while ensuring adequate resources are available for future generations.

Prerequisites: 30 credits, SFU's Sustainable Community Development (SCD) certificate program approval, or permission of SFU's Centre for SCD.

COURSES

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 86 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 86 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 8.

SOCI 150 SFU SA 150

PRINT-BASED 4 UNIV

Introduction to Sociology

SFU-designated Breadth (B) course. Refer to page 10.

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, May, 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 86 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 150.

Equipment: CD 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 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.

COURSES

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: September, 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 Bachelor of Arts, sociology major (page 42).

Equipment: Computer with Internet is required. Refer to page 86 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 only one 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.

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 is not concerned with 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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 8.

COURSES

SOCI 430

PRINT-BASED OR WEB-BASED 3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

Using a comparative and historical approach, this course examines the Canadian family, both on its own and in relation to family structures in other parts of the world. Sociological constructs are used to explain the causes and consequences of the transformations of family life—those that have already occurred and those that continue to take place worldwide, including changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict.

Prerequisites: SOCI 101 or equivalent skills and knowledge.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 86 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 Bachelor of Arts, sociology major (page 42) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).
Start Date: Continuous registration.
Completion: Refer to page 8.

SOST 024

PRINT-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.
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 and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to page 86 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 8.

COURSES

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 and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to page 86 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 workshop is held on the TRU Kamloops campus.

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. Travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited.

Prerequisites/Corequisites:

SSWP 109 or completion of three course assignments in SSWP 109 or approval of the program area.

Start Date: TBA.

Completion: 2 days.

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 86 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 86 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.

COURSES

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 Social Service Worker Certificate program (page 70), successful completion of all other courses in the program, one 3-credit elective.

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 86 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Varies.

SSWP 355

PRINT-BASED 3 COL/UNIV

Human Development

This course integrates a lifespan development approach with a multidisciplinary perspective on the topic of human development. An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment, using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families, and groups. Human development and behaviour are viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 255, 344, 345, or 346 may not take this course for further credit. Students may not take this course for credit in some programs offered through TRU-OL (consult the program advisor).

Equipment: Audiocassette and access to audiocassette recording equipment are required.

Start Date: Continuous registration.

Completion: Refer to page 8.

STAT 101

WEB-BASED

SFU STAT 101

3 UNIV

Introduction to Statistics

SFU-designated Quantitative (Q) course. Refer to page 10.

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: SFU STAT 100 must be taken before STAT 101 to receive credit for both. Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), or STAT 270 (formerly MATH 272 and 371) may not subsequently receive credit for STAT 101. Students with credit for SFU MATH 101 or 102, STAT 102, 210, 203 (formerly STAT 103), or 301 may not take STAT 101 for further credit. This course is intended to be particularly accessible to students who are not specializing in statistics.

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.

COURSES

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 programs offered through TRU-OL.

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 86 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 8.

STAT 270

PRINT-BASED

Introduction to Probability and Statistics

SFU-designated Quantitative (Q) course. Refer to page 10.

This course is an introduction to statistical inference and applications. Topics include basic laws of probability and sample distributions. Students are encouraged to attend workshops for assistance during posted times.

Corequisites: SFU MATH 152 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to take SFU STAT 100, 101, 201, 203, 270, and 302.

Equipment: Computer with Internet is optional. 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 STAT 270

3 UNIV

WOST 102

PRINT-BASED

SFU-designated Breadth (B) course. Refer to page 10.

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: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SFU WS 102

3 UNIV

WOST 103

PRINT-BASED

Introduction to Women's Issues in Canada

SFU-designated Breadth (B) course. Refer to page 10.

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: September, January, May, subject to availability. Registration deadline applies. Refer to page 10.

Completion: 13 weeks.

SFU WS 101

3 UNIV

- 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.

COURSES

Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn 3 or 6 credits toward completion of their degree 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 program students as part of the prior learning and recognition (PLAR) option (pages 6, 21–23).

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)

KORE 300
Advanced Korean
Composition I (3)

KORE 301
Advanced Korean
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)

COURSES

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 program offered through TRU-OL should obtain approval from TRU-OL, register through UBC Access Studies, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Access Studies for more information.

Web: olt.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)

AUDI 402, Neuroanatomy for Audiology and Speech Sciences (1.5)

AUDI 403, Introduction to Neurolinguistics (1.5)

CIVL 200, Engineering and Sustainable Development (3)

DHYG 400, Current Issues in Oral Health Sciences (6)

DHYG 401, Oral Epidemiology (5)

DHYG 402, Dental Hygiene Practice I (6)

DYHG 404, Dental Hygiene Practice II (6)

DHYG 405, Oral Microbiology and Immunology (3)

DHYG 433, Assessment and Treatment Planning for Advanced Periodontal Diseases (3)

DHYG 435, Oral 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 English Language (6)

ENGL 321, English Grammar and Usage (3)

ENGL 329, The Structure of Modern English (6)

ENGL 348C, Shakespeare and the Renaissance: Shakespeare (6)

ENGL 354C, Milton and the Seventeenth Century: Milton (6)

ENGL 358A, Studies in an Eighteenth-Century Genre: The English Novel (3)

ENGL 359C, Studies in Romanticism: Romantic Poetry (6)

ENGL 364A, Nineteenth-Century Studies: The Victorian Novel (3)

ENGL 402D, Studies in Poetry: Victorian Poetry (6)

ENGL 462A, Twentieth-Century British and Irish Studies (3)

ENGL 470A, Canadian Studies: Canadian Literary Genres (3)

EOSC 114, The Catastrophic Earth: Natural Disasters (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)

FIST 332, Studies in Genre or Period: Irish Cinema and Culture (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 Literature in Translation I (3)

FREN 349, French Literature in Translation II (3)

FRST 202, Forest Ecology (3)

FRST 231, Introduction to Biometrics (3)

FRST 308, Forest Entomology (2)

FRST 309, Forest Pathology (2)

FRST 319, Principles of Forestry Economics (3)

FRST 421, Integrated Resources Management I (3)

FRST 449A, Directed Studies in Forestry: Wood Uses (1)

FRST 449B, Directed Studies in Forestry: Wood Properties and Identification (2)

GEOG 350, Introduction to Urban Geography (3)

COURSES

HIST 102, World History From 1500 to the Twentieth Century (6)	NURS 410M, HIV/AIDS Prevention and Care (3)	PHIL 434A, Business and Professional Ethics (3)
HIST 303, History of the Canadian West (6)	NURS 410P, Violence Across the Lifespan: Contexts, Causes, Changes (3)	PHIL 435A, Environmental Ethics (3)
HIST 329, Canadian Social History (6)	NURS 410Q, Changing Face of Nursing Care for Older Adults (3)	PSYC 300B, Behaviour Disorders (6)
HIST 335, Gender, Politics, and Culture in Modern Europe (6)	NURS 410W, Women's Health Issues (3)	PSYC 304, Brain and Behaviour (6)
HIST 351, Family and Community in Latin America (3)	NURS 414, Population Health Promotion (3)	PSYC 308B, Social Psychology (6)
HIST 432, International Relations of the Great Powers of the Twentieth Century (6)	NURS 416, Health Care Policy and the Nursing Profession (3)	PSYC 309B, Cognitive Processes (6)
HIST 444, Slave Societies in the Americas (3)	NURS 426, Nursing and the Health of Communities (3)	PSYC 314, Health Psychology (3)
HIST 480, Social History of Modern China (6)	NURS 450, Introduction to Research Utilization (3)	PSYC 315, Childhood and Adolescence (3)
HIST 481, Education and Society in Modern China (3)	NURS 453, Leadership and Management in Health Care (3)	PSYC 320, Psychology of Gender (6)
LIBR 500, Foundation of Information Technology (3)	NURS 501, Theoretical and Critical Thinking in Nursing (3)	RHSC 501, Evaluating Sources of Evidence (3)
LIBR 501, Foundations of Society and Information (3)	NURS 502, Ethics and Politics of Nursing (3)	RHSC 503, Reasoning and Decision Making (3)
LIBR 526, Literature and Other Materials for Young Adults	NURS 540, Educational Processes in Nursing (3)	RHSC 505, Measurement in Practice (3)
LIBR 562, International Librarianship: Issues and Innovations (3)	PATH 417, Bacterial Infection in Humans (3)	RHSC 507, Developing Effective Rehabilitation Programs (3)
MUSC 103, Introduction to the Theory of Music (3)	PATH 427, Basic Principles of Infection Prevention and Control (3)	RHSC 509, Facilitating Learning in Rehabilitation Contexts (3)
MUSC 326, Music Appreciation (6)	PATH 467, Basic Microbiology for Infection Control (3)	SOCI 433A, Introduction to Global Citizenship (3)
NURS 309, Contemporary Nursing Practice (3)	PATH 477, Basic Epidemiology for Infection Control (3)	SOIL 200, Introduction to Soil Science (3)
NURS 312, Supportive Environments for the Health of Families (3)	PHIL 120, Introduction to Logic and Critical Thinking (3)	SOWK 440D, Violence Across the Lifespan: Contexts, Causes, Changes (3)
NURS 350, The Sociocultural Construction of Health and Illness (3)	PHIL 349A, Philosophy of Religion (3)	SOWK 501, Theoretical Foundations of Social Work (3)
NURS 410D, Adults and Families with Mental Health Concerns (3)	PHIL 400A, Morals, Politics, and the Individual (3)	SOWK 522, Family Mediation and Conflict Resolution (3)
NURS 410J, Palliative Care (3)	PHIL 401A, Knowledge, Explanation, and the Nature of Things (3)	WMST 224C, Women in Literature (6)
NURS 410K, Challenge of Pain Management (3)	PHIL 433A, Biomedical Ethics (3)	WMST 300, Introduction to Gender Relations (3)
		WMST 410, Women's Health Issues (3)
		WOOD 464, Wood Finishing (3)
		WOOD 475, Wood Properties, Identification, and Uses (3)

CONSORTIUM DISTANCE PROGRAMS

Simon Fraser University

www.sfu.ca/cde

Simon Fraser University (SFU) offers several certificate, diploma, and degree programs in part or completely by distance. Prospective students must apply for admission to SFU and meet admission requirements and deadlines. Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program. TRU-OL courses delivered by SFU 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.

Refer to www.sfu.ca/cde or contact the Centre for Online and Distance Education, 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 Sustainable Community Development
General and Advanced Certificates in Criminology**

Certificate in Health and Fitness Studies

Certificate in Applied Human Nutrition

Certificate in Liberal Arts

**Post-Baccalaureate Diploma in Sustainable
Community Development**

Post-Baccalaureate Diploma in Criminology

**Post-Baccalaureate Diploma in Early Childhood
Education**

Post-Baccalaureate Diploma in Education

Post-Baccalaureate Diploma in Gerontology

Bachelor of Arts—Criminology Major

Bachelor of Arts—English Major

**Bachelor of Arts—Joint Sociology/Anthropology
and Criminology Major**

Bachelor of General Studies

Minor degree programs are offered in the faculties of arts, applied science, and education. A student's goal must be a bachelor's degree from SFU.

University of Victoria

<http://distance.uvic.ca>

Through its Division of Continuing Studies and the Faculty of Human and Social Development, the University of Victoria (UVic) has pioneered a number of different approaches to the delivery of distance programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions. For information about UVic programs offered by distance, refer to the website or contact the department by email or phone, as listed.

Certificate in Adult and Continuing Education

www.uvcs.uvic.ca/cace/

Email: cace@uvcs.uvic.ca Phone: 250.721.7860

Certificate in Computer Based Information Systems

www.uvcs.uvic.ca/bmt/

Email: bmt@uvcs.uvic.ca Phone: 250.721.8072

Certificate in Environmental and Occupational Health

www.uvcs.uvic.ca/eoh/

Email: e&oh@uvcs.uvic.ca Phone: 250.721.8558

Certificate in Public Relations / www.uvcs.uvic.ca/pr/

Email: publicrelations@uvcs.uvic.ca

Phone: 250.721.8558

Certificate or Diploma in Business Administration

www.uvcs.uvic.ca/bmt/distance.aspx

Email: bmt@uvcs.uvic.ca Phone: 250.721.8073

Certificate or Diploma in Restoration of

Natural Systems / www.uvcs.uvic.ca/restore/

Email: restoration@uvcs.uvic.ca Phone: 250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/crmp/program.aspx

Email: crmp@uvcs.uvic.ca Phone: 250.721.8462

Diploma in Local Government Management

web.uvic.ca/padm/dips/dlgm.htm

Email: hkirkham@uvic.ca Phone: 250.721.8067

Diploma in Public Sector Management

web.uvic.ca/padm/dips/dpsm.htm

Email: hkirkham@uvic.ca Phone: 250.721.8067

Bachelor of Arts in Child and Youth Care

www.cyc.uvic.ca/

Email: cycdistance@hsd.uvic.ca Phone: 250.721.6278

Bachelor of Science in Nursing

<http://nursing.uvic.ca/distance/>

Email: mbrown@uvic.ca Phone: 250.472.4607

Bachelor of Social Work

<http://socialwork.uvic.ca/programs/bsw/distance.htm>

Email: osborne@uvic.ca Phone: 250.721.8047

Education / www.uvcs.uvic.ca/csie/courses.aspx#de

Email: education@uvcs.uvic.ca Phone: 250.721.8944

CONSORTIUM DISTANCE PROGRAMS

University Consortium

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency was selected to be the central administrative headquarters for the University Consortium. Simon Fraser University (SFU), the University of Victoria (UVic), and the University of British Columbia (UBC) were original members.

The current arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the delivering institution. TRU-OL distance courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL. Students may register through UBC Access Studies for distance courses delivered by UBC (refer to pages 177–178).

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.

Royal Roads University

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.

www.bccampus.ca/Page397.aspx

The online BCcampus Course Finder and Program Finder provide information about distance credit courses and programs offered by twenty-six BC public post-secondary institutions. Refer to the above website.

University of British Columbia

olt.ubc.ca

The University of British Columbia's (UBC's) Office of Learning Technology (OLT) offers a wide selection of undergraduate, graduate, and certificate courses through distance education.

Online and print-based courses are designed for students who are unable to attend scheduled classes on campus, or who want to experience distance learning as part of their program. These courses carry full credit toward degree or certificate programs in accordance with the requirements of the UBC faculty concerned. Many courses are delivered completely online and use a diversity of learning tools, including chatrooms, wikis, weblogs, and e-portfolios to enhance student education. Standards in the final examinations are the same as those for on-campus students.

To learn more about OLT, course information, course schedules, and registration information, refer to the above Office of Learning Technology website.

University of Northern British Columbia

www.unbc.ca/regops

The University of Northern British Columbia (UNBC), with a large campus in Prince George and smaller campuses in Terrace, Prince Rupert, Fort St. John, and Quesnel, uses the WebCT Learning Management System (LMS) for asynchronous web-course delivery and Elluminate for synchronous Internet sessions. Content is either developed by the course instructor or maintained by the program, with very little reliance on third party-products and an emphasis on student interaction with faculty.

Web-based courses for upcoming terms are listed at www.unbc.ca/students/online.html (select Course Schedule and term, then select World Wide Web campus). Register online at www.unbc.ca/students/online.html (select Course Registration).

The Disabilities Management Program can be completed entirely online. Refer to www.unbc.ca/disabilitymanagement/distance_option.html.

The Family Nurse Practitioner Program (contact: Eileen Owen-Williams 250.960.5248) and the Certificate in Rural and Northern Nursing (contact: Jessica Place 250.960.6768) are offered entirely online. Refer to www.unbc.ca/nursing.

UNBC offers other distance courses by audioconference and video conference from its campuses. Contact the Regional Operations Office (refer to www.unbc.ca/regops).

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