Thompson Rivers University, Opening Learning (TRU-OL) was created in 2005 and today, is British Columbia’s leading distance education provider. Based in the new BC Centre for Open Learning, located on the main campus in Kamloops, BC, TRU-OL delivers online and distance programs and courses through accessible and varied learning options that can be taken anytime and at an individually-determined pace. Opening Learning offers fully recognized university courses and programs through a variety of flexible formats including: print-based, web-based and in-person as a lab, clinical, workshop or fieldwork. This Calendar provides information on over 400 individual courses and 52 programs available for completion by distance and online learning. For details about other programs offered on either the main Kamloops or regional Williams Lake campus, consult the TRU calendar or visit the TRU website at www.tru.ca.

Open Learning is an independent approach to education offering students flexibility and choice regarding how, when and where they learn. Program and course admission have few geographical and academic restrictions and most programs have low residency requirements. At TRU-OL, enrollment is continuous so students can enroll in courses and programs at anytime, from anywhere. Once enrolled, courses can be completed online and by distance. In addition, Open Learning acknowledges students work experience, past education and training through credit transfer, educational laddering and prior learning assessment and recognition.

HOW TO REGISTER FOR AN OPEN LEARNING PROGRAM

1. Select a program and confirm availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure you have reviewed the prerequisite information that is outlined in the program descriptions listed in this calendar and at www.truopen.ca.
3. Review academic regulations, including transfer credit and prior learning assessment and recognition in this calendar or at www.truopen.ca.
4. Fill out the Program Admission/Transfer Credit Form available at the back of this Calendar or online at www.truopen.ca in the Program Section. Either fax or mail the completed PDF to TRU admissions. Alternatively, program applications can be filed in online at the Post-Secondary Application Service BC website (http://portal.bccampus.ca). Ensure that additional information, such as official transcripts or other documentation, are also sent to TRU-OL.

HOW TO REGISTER FOR AN OPEN LEARNING COURSE

1. Select a course(s) and confirm availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure you have reviewed the prerequisite information (outlined in the course description sections of this calendar and at www.truopen.ca) and declare when registering that the prerequisites have been met.
3. Review academic regulations, including registration, cancellation and withdrawal policies, in this calendar or at www.truopen.ca.
4. Confirm access to equipment required (e.g. Computer with Internet access, required for web-based courses). Required equipment is noted in the Course description section of this calendar and at www.truopen.ca.
5. Be aware of the application deadline and the start date, if one applies, especially if the course is paced.
6. Select one of the registration and payment methods listed.

Disability Services
Email dso@tru.ca
Phone 1.888.828.6644 (toll-free in Canada)
250.828.5023 (Kamloops and International)
Fax 250.371.5772

TRU Distance, Regional and Open Learning Library Services
Email distanceLib@tru.ca
Phone 1.800.663.1699 (toll-free in Canada)
250.852.6402 (Kamloops and International)
Fax 250.852.6410

Apply online at http://portal.bccampus.ca

Job applications can be filled in online at the Post-Secondary Application Service BC website (http://portal.bccampus.ca). Ensure that additional information, such as official transcripts or other documentation, are also sent to TRU-OL.

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services at 1.888.828.6644 (toll-free in Canada) or 250.828.5023 (Kamloops and International), twelve weeks prior to their intended course start date.
Welcome to Thompson Rivers University, Open Learning

Welcome to Thompson Rivers University (TRU) and thank you for your interest in this calendar of programs and courses that can be completed by distance education through our Open Learning Division.

Many institutions offer distance courses but the unique advantages TRU offers are open access and the ability to enrol at any time. As well, 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. These qualities make TRU a truly “open” institution, with the flexibility to meet the needs and objectives of all learners.

Adult learners often find themselves in need of a few credits to add to those they previously earned from another university or college, or they may be interested in building their two-year college diploma into a bachelor’s degree. Completing a degree with TRU becomes a very practical experience as credit is given for previous learning. Students at TRU only have to complete the courses they still require.

TRU’s distinctive Bachelor of Technology (Trades and Technology Leadership) program is an example of our flexible approach. This program allows students 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.

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

Welcome to Open Learning, the online and distance education Division at Thompson Rivers University. I invite you to review the more than 400 courses and 53 programs that we currently have available.

At TRU-OL we pride ourselves on providing quality education, exceptional service and easy access to courses and programs. We make higher education available to you, anytime and anywhere. At TRU-OL you can:

• Enrol 24 hours a day, seven days a week, 365 days a year
• Enrol in courses without having to enrol in a program
• Study at a time and place that is convenient for you
• Receive credit for learning achieved through prior experience
• Transfer-in credits from other recognized institutions

Whether you are looking to complete an entire degree, diploma or certificate; or just a course or two to round out your campus-based education, our Enrolment Services personnel will be happy to help you find what you are looking for.

Call us today at 1.866.581.3694 or e-mail us at student@tru.ca. We will be happy to serve your learning needs.
Calendar Notice
The 2009–10 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2009, and describes courses and programs offered through TRU-OL at the time of publication. Refer to the official website at www.truopen.ca for up-to-date information about new courses and programs as well as changes to courses, programs and/or regulations and policies which may occur after publication of the print calendar. The official TRU-OL website contains the most up-to-date information and as such takes precedence over information published in the print calendar.

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

Freedom of Information and Protection of Privacy
Personal information about students is collected and used under the Freedom of Information and Protection of Privacy Act (1996) for admission, registration and other purposes consistent with Thompson Rivers University’s educational mandate.

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

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

Notification of Disclosure of Personal Information to Statistics Canada
The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their information from the national database. For more information, refer to the Statistics Canada website at www.statcan.gc.ca or write to the Institutions Section, Centre for Education Statistics, Statistics Canada, Main Building 2100K, 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 in 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.
Programs and Courses Overview

Through its Open Learning Division, Thompson Rivers University offers over 53 independent-study programs and 400 courses to more than 10,000 students studying at a distance allowing them to earn recognized credits and credentials from anywhere across Canada and the world.

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

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

TRU-OL delivers over 280 distance courses of its own while over 250 courses are delivered on behalf of TRU-OL by its partnering consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic).

Course Registration and Scheduling Choices

Self-Paced Courses

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

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

Paced Courses

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

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

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

Note: Courses delivered by consortium partners through TRU-OL are paced courses.
Edcational Advising and Planning

General educational advising services are available for prospective students considering registering for TRU-OL courses or applying for TRU-OL programs. Program advising is provided when students are admitted to programs offered by TRU-OL.

General Educational Advising Services

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

Students considering completing a program through TRU-OL should identify their program of interest when contacting Student Services in order to:
- Review and confirm educational goals.
- Clarify the process of receiving credit for previous formal and non-formal learning.
- Confirm how to apply for program admission and what happens next.

Program Advising

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

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

Another option is prior learning assessment and recognition (PLAR) which includes: course challenge; portfolio assessment credit; and credit bank awards for pre-assessed training offered by employers or other organizations. Refer to PLAR information on page 10. Program Advisors can help you explore these options.

TRU-OL does not offer all courses which are required for program completion. In some cases, students with a Letter of Permission can take courses at other post-secondary institutions to complete program requirements. Refer to program plans information on page 9.

English and Mathematics Assessments

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

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

Financial Aid and Awards

The Financial Aid and Awards service at TRU helps students access institutional and government financial assistance for part-time and full-time students. Refer to pages 21-22 and plan ahead to ensure optimal timing for your educational plans.

First Nations Learning Centres

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

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-form text
- Modulated 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 with disabilities are not required to contact the Disability Services Department at least 12 weeks before their intended course start date to determine eligibility and arrange both services and accommodations, which might require considerable lead time.

- Disability Services Department
  - www.tru.ca/distance/services/resources/disabilities
  - dso@tru.ca
  - 1 888 828 6644 (toll-free in Canada)
  - 250 828 5023 (Kamloops and International)

TRU Library Services

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

The main library collection is housed at the Kamloops campus while a smaller collection exists in Williams Lake. TRU’s library collection is an extensive collection of government documents, pamphlets, microforms and audiovisual materials. Resources and services are accessible through the Web as well as by email, phone, fax, land mail or in person. Library services for students include:
- Access to the TRU Library’s online Research at a Distance, How Do I …? and subject-specific research guides. They provide research advice, citation style guides and recommended article databases, reference tools, and online chat reference.
- Research and reference assistance to find information on a particular topic and to learn how to use library tools (such as article databases) more effectively.
- Online chat reference via the AskAway service (www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, journals, government documents, pamphlets and videos.
- Loan of any circulating items (e.g. books and videos) in the TRU Library collection.*
- Access to TRU Library’s online resources (e.g. e-books and article databases). A current TRU Library account (student number and six-digit birth date: YMDMD) is required for access.
- Delivery of library materials (e.g. books, videos, and photocopied articles) to the student’s home or workplace.*
- Interlibrary loan service for articles, books and videos not in the TRU Library’s collection.*
- In person borrowing from other Canadian university libraries through the Canadian University Reciprocal Borrowing Agreement.
- Toll-free phone access to the library for students residing in Canada.

TRU Distance, Regional, and Open Learning Library Services

- www.tru.ca/library/distance.html
  - 1 888 663 1699 (toll-free in Canada)
  - 250 823 6402 (Kamloops and International)

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

For more information about Library services, please visit www.tru.ca/library/distance.html.
Open Admission
All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia. Applicants do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to TRU-OL and to register in courses.

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

International Students
An international student is defined as a person (a) who does not possess Canadian citizenship or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations. Normally, TRU-OL coursework cannot be used to establish or extend a student authorization (visa) and to register in courses.

Admission to a Program
Students who wish to complete a credential through TRU-OL must fill-in and submit the TRU-OL Program Admission/Transfer Credit form online at the TRU-OL website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca. Applicants should familiarize themselves with TRU-OL program choices as well as specific TRU-OL regulations, fees and procedures, which differ from TRU campus-delivered program admission processes. Contact Student Services if you have any questions. If you are interested in completing a TRU campus-based program please refer to www.tru.ca.

Program status is considered active if a student engages in program-based courses, PLAR or transfer of credits, within a two year time span. Inactive students must reapply for program admission and are subject to current program requirements. Students are not required to be enrolled in a particular program category to take courses with TRU-OL. These non-credential track students are categorized as being in an 'undeclared' program at TRU-OL. Refer to page 16 for course registration information.

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

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

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

Program Plans
A program plan is a personalized record of a student’s progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL Program Advisor when the applicant’s official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (see page 18).

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

Remaining credits may be earned through coursework or prior learning assessment and recognition (PLAR) (by course challenge or portfolio assisted assessment) or a combination of both. In order to ensure that a course satisfies program requirements, students should consult their program plan or their Program Advisor, when appropriate, prior to registering in a course. Students registering in courses without prior approval bear the responsibility for taking courses that may not be applicable to program requirements. Students self-registering in external courses are also responsible for transfer credit fees.

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

A student’s record and program plan are updated when TRU-OL receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts, directed to TRU-OL Admissions. Students wanting to change to a different program must first consult with their Program Advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. Transfer credit and program planning fees may apply (see page 18).

Program Completion
All program students must fulfill all requirements, including residency, in order to graduate from programs offered through TRU-OL. Residency requirements are the minimum number of TRU courses or credits that must be completed, as specified in program descriptions. Program Advisors are available to assist you with program completion details. Once all requirements have been met, students are required to apply to graduate. Refer to the TRU-OL website and the policy section on pages 36-37 for more information regarding graduation application processes.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable in meeting the residency requirements for programs offered through TRU-OL.
Prior Learning Assessment and Recognition (PLAR)

Students may be eligible for credit based on an assessment of their non-formal or prior learning. Prior learning assessment and recognition (PLAR) credit may be used to complete their TRU-OL credential or for other external purposes. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study and work experience (program students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed). Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. PLAR credit can also be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs. Refer to PLAR policies on pages 25-27.

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 201). The amount of credit awarded is the same as completing the course as a registered student. Contact the PLAR Department for more information on fees and application procedures. The availability of a challenge examination for any specific course is at the discretion of the PLAR Department. In addition, the restrictions apply to challenge examination requests:

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

Portfolio-Assisted Assessment

Students may be eligible to demonstrate that their prior learning has provided them with a series of "competencies" (such as communication abilities or problem-solving abilities), which are critical for success in completion of program requirements. Students may also use a portfolio to demonstrate that their learning is equivalent to the learning outcomes of specific TRU-OL courses. Students are required to prepare and submit a learning portfolio with written documents and other materials and may be required to have an oral interview. The non-refundable PLAR fee is required in advance. Contact the PLAR Department for more information.

Note

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

Courses Delivery

TRU-OL

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

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

SFU

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

UVIC

Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the UVic program area (page 203).

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

Course Prerequisites

TRU-OL

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. Detailed course descriptions are provided on the SFU website at www.sfu.ca/cde. Students are expected to meet the course prerequisites but are not required to submit transcripts to register however, students may be required to provide proof at a later date.

UVIC

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

Proficiency in English Requirements

Students are required to have proficiency in English suitable for the course level. Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills. Students registering for courses that do not specify prerequisites beyond English 12 should have sufficient English proficiency. Some post-secondary courses, such as the HEAL courses, have unique proficiency requirements. See detailed course information online or contact Student Services for details. Students studying on campus with TRU will take an English Placement Test (EPT) and will be placed in the appropriate level of English language study as indicated. Students studying by distance in Open Learning courses need to self-assess their proficiency in English according to the following requirements (provided in the Chart, as a guideline) unless asked for further proof of proficiency.

If an on-campus student has a Test of English as a Foreign Language (TOEFL) or other test score, they do not have to take the TRU English Placement Test and may instead elect to enroll in English as a Second Language (ESL) or select on-campus courses based on the scores listed in the table on page 12.

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

<table>
<thead>
<tr>
<th>Test of English as a Foreign Language (TOEFL)</th>
<th>International English Language Testing System (IELTS)</th>
<th>Language Proficiency</th>
<th>Michigan English Language Assessment Battery (MELAB)</th>
<th>Canadian Test of English for Scholars and Trainees (CanTEST)</th>
<th>Canadian Academic English Language (CAEL)</th>
<th>TRU Placement**</th>
</tr>
</thead>
<tbody>
<tr>
<td>88+ with no section below 20</td>
<td>570+ Test of Written English (TWE) 4.5+</td>
<td>6.5+ with no band below 6.0</td>
<td>Level 6 Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals</td>
<td>81+ 4.5+ with no component score below 4.0</td>
<td>Overall 70+ No subtest below 60</td>
<td>Direct entry to all TRU academic programs and courses.</td>
</tr>
<tr>
<td>80+</td>
<td>550-569 TWE 4.0+</td>
<td>6.0+ with no band below 5.5</td>
<td>Level 5 Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals</td>
<td>77+ 4.0+ with no component score below 4.0</td>
<td>Overall 60+ No subtest below 50</td>
<td>Direct entry into Level 5 Campus-based ESL (2 ESL courses and 3 Academic courses)</td>
</tr>
<tr>
<td>71+</td>
<td>530-549</td>
<td>5.5+ with no band below 5.0</td>
<td>Level 4 Enroll in HENGL 106H or (AB/ENGL 029H)</td>
<td>74+ 4.0+ with no component score below 3.5</td>
<td>Overall 50+ No subtest below 40</td>
<td>Direct entry into Level 4 Campus-based ESL (4 ESL courses and 1 Academic course)</td>
</tr>
<tr>
<td>61+</td>
<td>500-529</td>
<td>5.0+ Level 3 and Below Remedial English is required - discuss with Student Services or Program Advisor</td>
<td>69+ 3.5+</td>
<td>Overall 40+</td>
<td>Direct entry into Campus-based Level 3 ESL</td>
<td></td>
</tr>
</tbody>
</table>

*LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC)'s Applied Research and Evaluation Services. For more information visit www.ares.ubc.ca/LPI/index.html.

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

Registration

University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course. TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL.

SFU

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

UVIC

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

Course Resources

TRU-OL

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

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

Students also receive information about their course tutor. Tutors will contact students who are registered in courses however, students may choose to contact their tutor first. Refer to the TRU-OL student portal or contact Student Services for additional resources, deadlines, procedures and policies.

SFU

Students receive a letter from TRU-OL confirming course registration. SFU provides course packages approximately two weeks prior to the course start date, which include all required texts, course materials, information on tutor-marker support and instructions on how to proceed. Additional research materials are available through SFU's library.

UVIC

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

TRU-OL

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

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner. Three courses taken consecutively are considered a full-load and 18 credits (or six courses) taken over a year are considered full-time study.

- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their tutor (at least several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.

- The schedule of eligible examination session dates, within the maximum course completion time, is listed in the student’s confirmation of registration package.

Note

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

SFU

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

Course completion times are given in the course descriptions.

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

Some TRU-OL courses delivered by UVic are available to students residing outside Canada. Students should contact the UVic program area for more details.

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

Grading

TRU-OL, SFU and UVIC

Course assessment and marking information is included in the course package while final letter grading information can be found in the policy section on pages 33-35. TRU-OL does not receive or record assignment grades for courses delivered by SFU or UVIC, only final grades.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 27-30.

Examinations

TRU-OL

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

Supervised written examinations are held in TRU-OL examination centres in BC, Canadian Invigilator Network centres in Canada or other supervised 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 31-32.

SFU

Many courses have supervised mid-term examinations. All examinations must be written on specific dates, as scheduled by SFU. Refer to SFU examination policies on pages 32-33.

UVIC

UVic arranges examinations. Refer to UVic examination policies on page 33.

Transcripts

TRU-OL

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

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

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

SFU and UVIC

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How to Register for a Course:

To register, applicants should:
1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are reviewed and met and declare when registering that the necessary required or recommended prerequisites have been met or acknowledged. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.
3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar.
4. Confirm access to equipment required (such as 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.

Select course(s) and confirm course availability

Note

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 7) 12 weeks prior to their intended course start date.

Register Online www.truopen.ca

With American Express, MasterCard, Visa or approved student loan
Use the “Register Now” system on the TRU-OL website to register quickly and conveniently.

Register by Phone
1.866.581.3694 (toll-free in Canada)
250.852.7000 (Kamloops and International) With American Express, MasterCard or Visa
Phone Student Services, with course details and credit card information, on weekdays from 8:30 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).

Register by Fax
250.852.6405 With American Express, MasterCard or Visa

Register by Mail
TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th floor
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.

Contact Student Services for information on sponsorship and scholarship procedures.

Registrations are not processed until all course fees have been received.
Payment is deposited on receipt.

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

Transferring Credit to Other Institutions

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

Students planning to register in TRU-OL courses and planning to complete a program offered by another institution are advised to refer to that institution’s admission information to determine initial program requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca. Visiting students planning to take courses through TRU-OL for transfer to another institution can register in courses without submitting transcripts. Although a Letter of Permission is not required by TRU-OL, it is recommended that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study.

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

SFU, UVic Transfer Credit
Students are advised that registration in TRU-OL courses delivered by SFU or UVic may not automatically be accepted for transfer credit to a specific program of study by the institution delivering the course.
Students who take SFU-delivered courses that are designated W, Q or B and apply to SFU and receive an offer of admission will receive credit under the W, Q, B curriculum requirements, subject to transfer credit regulations. Students considering transferring to SFU should refer to admission requirements information on the SFU website at http://students.sfu.ca/admissions/requirements/university/requirements.html.

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

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

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

CVU-UVC

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 3.0 in the International Baccalaureate program to receive transfer credit.

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

Career Planning

The TRU-OL website provides links to various websites in the following categories to assist with career planning:
• Self-assessment
• Career Development
• Career/Occupational Profiles
• Job Searching Resources
• Resource for Community Programs/Services
• Resources for International Students
Contact TRU-OL Student Services for more information about career resources.
### Tuition and Fees

#### Courses Delivered by TRU-OL

- **Canadian Residents and Landed Immigrants**
  - Course tuition varies with an average cost per credit of $97.82 (please see individual courses for specific fees).
- **Seniors (65 years +)**
  - Course tuition varies with payment equivalent to 25% of Canadian Landed Immigrant tuition. Average cost per credit is $24.45 (please see individual courses for specific fees).
- **International Students**
  - $311.30 per credit

#### Credit-free Courses

Applicable tuition per credit = $79.59 course administration fee + $5.30 technology fee + texts + course materials

#### Course Extensions—All Students

- $18.85 per course eligible for extension

#### Repeat Registrations

Refer to policy on page 30.

- 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.

#### Formal Grade Appeals—All Students

$106 per course. Refer to policy on pages 35-36.

#### Transfer Credit Assessments

- $42.45 BC documents only
- $79.55 Non-BC or combined documents

#### Program Plans

$53 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan $132.65 per bachelor’s degree program plan.

Contact TRU-OL Admissions for re-assessments fees.

#### Course Materials Shipping Costs

Within Canada: No charge

United States: $40.00

International: $120.00

- Fees are subject to change without notice
- 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.

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### Fees Payment

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

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### Tax Receipts

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

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

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

Long-distance Phone Charges
TRU-OL
Students residing in Canada may access phone services toll-free, including tutoring 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.

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

UVIC
Contact information available in the UVic program area (page 203).

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

• All students in all distance courses are responsible for the costs of submitting assignments for grading.
• Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated on page 23.
• A refund is processed within four to six weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card, the refund is remitted to the same
• 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.

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

• Applicants may submit original part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed, photocopied and scanned copies are not accepted.

• Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.

• Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution’s or TRU division’s financial aid office before registering.

• Financial Aid and Awards
  www.tru.ca/distance/services/resources/financial.html
  OLfinaid@tru.ca
  1.860.663.9711 (toll-free in Canada)
  250.852.6802 (Kamloops and International)

Residency Requirements for Financial Assistance
Currently, only Canadian citizens and permanent residents (landed immigrants) are eligible to apply for financial assistance. Detailed information about residency requirements for part-time and full-time financial assistance is provided on the web at www.studentaidbc.ca.

Financial Aid and Awards

Applying for Financial Assistance

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

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

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

Barbara Guttmann-Gee Bursary Endowment
Established by BC Open University 1991 graduate Barbara Guttmann-Gee, this endowment provides funding to female students in distance courses. Preference is given to older females in financial need.

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

Non-Tuition Course Costs

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

SFU
Students receive required texts with course packages. Other texts are available at the SFU Bookstore.

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

Shipping Costs for Courses Delivered by TRU-OL
• Within Canada: No charge
• United States: $40
• International: $120

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

Rented Materials
TRU-OL
TRU-OL, delivered courses that have specified returnable materials (e.g. equipment and audiovisual components) require a deposit to be paid at registration. The deposit is refunded (less the rental fee and any deduction for damaged or missing items) on return of the materials in good condition in the original packing. Materials for which students have paid a deposit remain the property of TRU-OL. Students who fail to return rented materials do not receive the deposit refund.

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

UVIC
Contact information available in the UVic program area (page 203).
Full-time Student Loans and Grants

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

StudentAid BC

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

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

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

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before completing out student 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 6).

Much of the flexibility of open learning is lost when applying for full-time government student loans. There are 12 distance education loan periods, each four months long, which start the first of each month. Students are required to register in a full-time course load within the month prior to the start date of each course (e.g., 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 continuing distance registrations received after the final deadline on the tenth of the month can only be applied to the following term (e.g. a January 11 registration can be applied only to the February loan term). All students receiving student loans or grants are required to sign a Study Contract. After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework for at least nine credits (the minimum required for full-time status) within the four month loan period. Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

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

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

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

Interest-Free Status

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

Full-time Single Parents Bursary Endowment

Established by the CKNW Orphans’ Fund, this endowment provides funding to students who are single parents or who have unassigned credit due to studies completed as a single parent. Applications are made on the TRU-OL website.

TRU-OL Emergency Bridging Loan

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to $800, interest-free, are provided for a period of up to 60 days, provided the pending financing is guaranteed and asignable (e.g. an approved student loan).

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

Other Sources of Assistance

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

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

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

1. Student Conduct

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

2. Formal Transfer Credit

2.1 Certificate, Diploma, and Degree Programs

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

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

C. The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application to be sent to TRU-OL. If all formal studies are not declared at the time of initial application, a further documentation fee is charged. Further penalties may be imposed such as: (a) invalidation of the previously issued university program plan; (b) refusal of admission into programs offered through TRU-OL; or (c) requirement to withdraw from a program.

D. Transfer credit is awarded only on the basis of official transcripts that have either been sent directly to TRU-OL by the institution, or represent appropriately authorized 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. 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.

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

J. 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.

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

L. 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.

M. TRU-OL assesses requests 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.

2.4 Multiple Undergraduate Degrees
Credits used to meet the requirements of an 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 2.1.1 does not apply.

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 a credited 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 Assessment 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 syllabi and calendars in a language other than English must be translated to English at the student’s expense.

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

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

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

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

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

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

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

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

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

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

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

C. PLAR Assessor
Prior learning will be assessed by qualified specialists, as approved by the relevant department/program or TRU-OL. Academic Director/Program coordinator, who have expertise in the area to be assessed and training in appropriate assessment methods for PLAR. Assessors will be responsible for ensuring that the documentation provided by the learner supports the claim for credit/recognition. If the assessor believes that the knowledge the learner has demonstrated is sufficient and appropriate, credit/ recognition will be granted. The PLAR facilitator or the Director, PLAR will work with assessors with content expertise, to develop appropriate assessment methods and/or provide training to content experts in how to conduct PLAR assessments.
Course equivalencies are awarded to learners who demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or tutor. Standardized exams are prepared by national organizations, such as the College Level Examination Program (CLEP), are applicable to a wide range of programs and measure a specific level of achievement in a specific subject.

Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses or professional certificates, outside of the college or university system. These non-formal programs and credentials are evaluated by TRU and credit may be granted if the evidence that learning has taken place is reasonable evidence of the acquisition of new knowledge. Portfolios summarize the learning gained from non-formal learning experiences. It is a collection of information that demonstrates the depth and breadth of what the learner knows and/or can do. A portfolio can be used as a “stand alone” or in combination with other methods of assessment. It provides evidence of learning. A portfolio is generally compiled and organized in a binder for assessment.

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

B. Examinations
The purpose of exams is to measure knowledge and that it contributes to an appropriate balance of theory and practical application. Exam scores are prepared by national organizations, such as the College Level Examination Program (CLEP), and are available for a range of programs and measure a specific level of achievement in a specific subject.

C. Equivalencies
Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses or professional certificates, outside of the college or university system. These non-formal programs and credentials are evaluated by TRU and credit may be granted if the evidence that learning has taken place is reasonable evidence of the acquisition of new knowledge. Portfolio can be used as a "stand alone" or in combination with other methods of assessment. It provides evidence of learning. A portfolio is generally compiled and organized in a binder for assessment.

3.4 Eligibility
A. A learner requesting PLAR must normally be admitted to a TRU or TRU-OL program before the PLAR process will be commenced.
B. PLAR can be used to accumulate credit in programs or to satisfy admission requirements to certain programs upon approval by the appropriate department chair or TRU-OL Program Director.
C. PLAR can be used to satisfy residency requirements for TRU-OL.

3.5 Conditions
A. Credits granted for prior learning towards a specific program at TRU can be transferred to other programs at TRU where specific transfer credit exists.
B. Credits granted for prior learning at TRU may not always be transferable to other institutions. It is the responsibility of the learner to determine transferability.
C. For programs offered on the TRU campus, a maximum of 25% of the credits required in a program will be awarded for prior learning. For programs offered through TRU-OL, Flamingo Council for Open Learning will establish the proportion of each credential that can be gained through PLAR.
D. Not all courses are eligible for PLAR; eligibility will be determined by the appropriate department or Open Learning Academic Director.
E. Credit awarded through PLAR will be monitored to avoid awarding credit more than once for the same learning in a course/program.
F. A successful PLAR will apply only to the designated course and will not constitute a successful PLAR of any prerequisites to that course.
G. PLAR will not normally be granted for a course previously transcendent without the special permission of the department and without reasonable evidence of the acquisition of new knowledge.
H. Transcripts reflect the course being granted credit with a grade of S, which will count as credits attempted and taken, but not for GPA calculations.
I. If a Request for PLAR is unsuccessful, there will be no listing on the transcript.
J. Learners who receive an unavailing decision from the Assessor will have access to TRU’s appeal process.
K. Students are advised to consult with the Financial Aid office regarding any impacts enrolment in PLAR courses may have on eligibility for student aid.

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

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

4.1 Credit-free Option
A. Students who plan to pursue the credit-free option must declare their intention to audit courses at the time of course registration.
B. An “AUD” notation and 0 (zero) credits appear on the student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.

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

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

Tuition Refunds
G. Students who submit their request to cancel their registration in a self-paced, independent study course within five weeks from their registration date receive a 75% refund of tuition fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.
H. Students who submit their request to cancel their registration in a paced course by the end of the first week of the course receive a 75% refund of tuition fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.
I. Students who cancel their registration in a lab course as per 4.2.C. and their clinical course as per 4.2.E. receive a 75% refund of their tuition fee and a 75% refund of their lab fees.

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

The course equivalencies are awarded to learners who demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or tutor. Standardized exams are prepared by national organizations, such as the College Level Examination Program (CLEP), applicable to a wide range of programs and measure a specific level of achievement in a specific subject. Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses or professional certificates, outside of the college or university system. These non-formal programs and credentials are evaluated by TRU and credit may be granted if the evidence that learning has taken place is reasonable evidence of the acquisition of new knowledge.
The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.

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 weeks from the first day of the month in which the course starts in order to receive a 75% refund of tuition. The course administration and technology fees are non-refundable.

4.4 Withdrawals—TRU-OL

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

B. Students may request to withdraw from a paced course up to the seventh week of the course and receive a “W” (Withdrawal) grade.

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.

D. Students who do not formally withdraw within the stated withdrawal deadlines and who do not complete all mandatory coursework by the course completion date receive a final grade of either “I” (Incomplete) or “DNC” (Did Not Complete) grade, if they do not complete the course requirements by the course completion date.

E. Students who do not formally withdraw within the stated withdrawal deadlines and who do not complete all mandatory coursework by the course completion date receive a final grade of either “I” (Incomplete) or “DNC” (Did Not Complete) grade, if they do not complete the course requirements by the course completion date.

F. Students who do not formally withdraw within the stated withdrawal deadlines and who do not complete all mandatory coursework by the course completion date receive a final grade of either “I” (Incomplete) or “DNC” (Did Not Complete) grade, if they do not complete the course requirements by the course completion date.

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

4.5 Withdrawals—SFU, UVic

Course withdrawals for TRU-OL courses delivered by SFU and UVic are not available, except under extenuating circumstances. Extenuating circumstances are defined as unusual circumstances beyond student control that make it impossible for students to complete a course, up to the end of week five of the course. Approved withdrawals are noted on the TRU student record as a “W” (Withdrawal) grade.

Procedures

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

4.6 Returning Course Materials—TRU-OL

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 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, and 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 weeks of the course registration date to: TRU, Open Learning, Student Services, BCCOL Building, 4th Floor, 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.).

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

E. 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.

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

G. 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.

H. Students are required to return rental and loan items (e.g. DVDs 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 three-credit courses, students have an option to extend their course period only once. A course designed to be completed in four months has a maximum course completion time of 10 weeks from the date of registration.
2. Length of time student may be affected by the
1. Nature of the student's extenuating

Procedures for Fee-Waived Extensions

If course requirements are not met before the
expiration of the extension, students receive a
final grade of either “I” (Incomplete) or “DNC”
(Did Not Complete) as per TRU’s grading systems.

J. Students who do not request an extension
before their course completion date receive a
final grade of either “I” (Incomplete) or “DNC”
(Did Not Complete) as per TRU’s grading systems.

Students who subsequently want to complete the
course, are required to register again and pay the
full course fees (4.10).

K. Students with exceptional extenuating
circumstances (such as a long illness) that prevent
them from working on their extension-eligible
course for longer than eight weeks may apply
in writing to TRU-OL for one 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 as an alternative.

L. For a fee-waived extension request to be
considered, the extension request must be
received by TRU-OL no later than the course
duration of the illness

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 diagnosis 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 separate notice is sent 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. Contact TRU-OL Student Services for
additional assistance.

4.10 Course Repeaters—TRU-OL

A. Subject to the policies and/or criteria of each
program, any student may repeat a given course
one time. A student wishing to enrol in the same
course for a third or subsequent time must apply to
TRU, Open Learning for approval.
B. Students may request that their tutor
recommend to the Director, Program Delivery,
to have assignment marks brought forward to the
new registration.
C. Final examination marks cannot be brought
forward to the new registration.
D. If the course has been revised, students are
required to register in the new version of the
course and purchase any additional course
materials required.

4.11 Course Repeaters—SFU, UVic

A. Subject to the policies and/or criteria of each
program, any student may repeat a given course
one time. A students wishing to enrol in the same
course for a third or subsequent time must apply
in writing to TRU, Open Learning for approval.
B. Students who repeat TRU-OL courses delivered
by SFU or UVic must complete all
required coursework.

5. Examinations

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

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

Regulations

5.1. Eligibility—TRU-OL

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

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

5.2. Examination Schedule—TRU-OL

A. Examination sessions dates are determined
by the TRU-OL Examinations Department and
students must apply for a specific examination
session date by the application deadline.
B. Each examination is conducted on the date
and time assigned to the student by TRU-OL
Examinations. Every effort will be made to ensure
the date and time assigned to the student falls
within the examination session date requested
by the student. No departure can be made from
the date and time assigned to the student falls
within the examination session date requested
by the student by TRU-OL, it is critical that all TRU-OL exam
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assignments will not be graded and tutor support
will not be available.

5.2. Examination Schedule—TRU-OL

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

5.3. Examination Centres

A. Students residing within BC

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

B. Students Outside BC or Outside Canada

1. Students who registered with TRU-OL
using a Canadian address must write their
examinations in Canada, with the exception
of Canadians serving in the Canadian Armed
Forces or working abroad in diplomatic
services. Other exceptions are granted only
under extenuating circumstances.
2. Students residing in Canada but outside BC
and within 100 km of one of the centres on
TRU-OL’s Canadian Invigilator Network (CIN)
are required to contact a centre to arrange an
examination date and time and then submit
the completed CIN Exam Application form to
TRU-OL Examinations by the examination
application deadline.
3. Students residing outside Canada or students
residing in Canada but outside BC and more
than 100 km from one of the centres on
TRU-OL’s Canadian Invigilator Network
are required to arrange for an examination
invigilator (invig) to preside over their
final examination. These students submit the
Statement of Presiding Supervisor form to
TRU-OL Examinations by the examination
application deadline date. Only examination
invigilators who meet the invigilator criteria
established by TRU-OL and who are approved
by TRU-OL are permitted to invigilate a
student’s examination.
5.4 Examination Time
A. The time allowed for an examination is specified on the examination paper.
B. Students who arrive late for an examination are not allowed additional time.

5.5 Admission into the Examination
A. Students are required to identify themselves in the examination room by producing their Examination Confirmation letter and the following: photographic identification acceptable to the invigilator (e.g. driver’s license, passport) or three pieces of identification with their name and signature. Students who do not produce acceptable identification are not permitted to write the examination.
B. Students may take into the examination room, only those materials authorized for that examination. Briefcases and other large bags are not permitted in the vicinity of students writing the examination.
C. A student who arrives late is admitted without question during the first half-hour of the examination session.
D. A student who arrives after the first half-hour is permitted to write the examination provided no student has yet left the exam session.
E. Students are required to sign themselves in and no student has yet left the exam session.

5.6 Examination Special Arrangements
A. In extenuating circumstances, if a student is unable to attend an examination centre during the date assigned, she/he may request approval from the examinations administrator to write the examination at another location with an approved invigilator present. TRU-OL does not normally recognize employment commitments or vacation as acceptable reasons for examination special arrangements.
B. Students may be required to arrange for their own examination supervisor and to submit the Statement of Presiding Supervisor form to TRU-OL. Only examination invigilators who meet the criteria established by TRU-OL and who are approved by TRU-OL are permitted to invigilate a student’s examination.

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

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

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

5.10 Simon Fraser University
Midterm examinations are scheduled based on the course design and therefore some are scheduled as early as week five, while others are scheduled as late as week nine. The course 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 limited to medical or compassionate reasons (i.e. death or serious illness of a close friend or family member) 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. Note: 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.
Contact TRU-OL Student Services for additional assistance.

6. Final Grades

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

6.2 Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96—100</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>93—95</td>
<td>4.00</td>
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<tr>
<td>A−</td>
<td>90—89</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>77—79</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>73—76</td>
<td>3.00</td>
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<tr>
<td>B−</td>
<td>70—72</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>65—69</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>60—64</td>
<td>2.00</td>
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<td></td>
</tr>
<tr>
<td>DNC</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

5.11 University of Victoria
Some TRU-OL courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information about examination policies and procedures. Contact TRU-OL Student Services for additional assistance.
Note: Thompson Rivers University (TRU) Vocational Academi/Non-Trade Programs are subject to a separate grading system, unique from the Academic/Career/Development Program Grading System listed above. Currently, the Open Learning Division of TRU only utilizes the Academic/Career/Development Grading System. For more information about grading systems please refer to OL Policies or contact Student Services.

6.3 Other Grades

A. Aud (Audit) No credits granted.

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

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

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

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

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

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

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

II. Ext (Extension) Course completion date extended.

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

6.4 Procedures

Courses Delivered by TRU-OL

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

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

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

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

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

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

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

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

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

TRU-OL Courses Delivered by SFU, Uvic

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

6.5 Grade Point Average (GPA)

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

FLR credit is not used in the GPA calculation.

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

6.6 Transcripts

A. An official transcript is a copy of a student’s detailed permanent record that bears the registrar’s (or 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 the OL Portal or by completing and submitting the Transcript Request form.

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

7. Academic Appeals

This policy and related procedures are under review and are subject to alteration or amendment without prior notice. Refer to www.truopen.ca 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 program delivery or designate. If the student is still dissatisfied, he/she should consult with the Office of Student Affairs for information as to how to file a formal appeal.

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 after discussing the decision with the course tutor regarding courses and with the Manager of Admissions regarding admission decisions. 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 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.
5. The Office of Student Affairs reviews the request for a formal review as well as the 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.
6. The manager of Student Affairs does not proceed with a request made more than 30 calendar days after the date on which the decision was mailed, unless the student explains 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 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 the credits used to complete the degree.

8.2 Graduation Requirements—Degree Programs
A. To qualify for degrees offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on the credits used to complete the degree.
B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.00), the GPA is calculated on credit outside the block. PLAR credit is not used in the GPA calculation.
C. The notation “With Distinction” is used on the transcript for those students who have a GPA (as defined under 6.5) of 3.50 or higher.

8.3 Graduation Procedures
A. Upon completion of the requirements for a credential, students must submit a completed Application for Graduation form to the TRU-OL Office of the Registrar. The form is available on the TRU-OL website and from Student Services.
B. All official transcripts for courses taken at other institutions, with a TRU-OL Letter of Permission, must be received by the TRU-OL Office of the Registrar before an application for graduation is taken forward.
C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six weeks after all graduation requirements, including submission of the Application for Graduation form, have been met and approved. Transcripts with credential notation are available on graduation application approval.

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

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

9. Release of Student Information
9.1 Disclosure to Students of Their Records
These provisions for access, retention and destruction of examinations are in accordance with British Columbia’s Freedom of Information and Protection of Privacy Act.
A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to the TRU-OL Office of the Registrar. Access is determined on an individual basis.
B. Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.
C. No partial transcripts of a record are issued.
D. Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, TRU-OL reserves the right to deny access.
TRU-OL examination scripts are normally retained for a one-year period after the examination has been written. Examination scripts are then destroyed.

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.
### 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 interested in completing their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.
- The flexibility to transfer courses from other colleges and schools.
- The opportunity to take the prerequisites required for entry into other post-secondary institutions; in consultation with the selected institution.
- A range of related services, including English and mathematic assessments and financial assistance.

### 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 6.
- Courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the BC Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult (either be at least 19 years of age or 18 years of age and have been out of the public school system a minimum of 12 months). A minimum of 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.

### ABE Intermediate Certificate

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

#### Certificate Requirements

**English**
- ENGL 010, Reading and writing English

**Mathematics**
- MATH 014, Intermediate Mathematics

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

**Elective (one required)**
- Consult a TRU-OL Program Advisor for a list of suitable electives

### Residency Requirement

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

### ABE Advanced Certificate

**Grade 11 equivalency**

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

#### Certificate Requirements

**English**
- ENGL 028, Advanced English Skills

**Mathematics**
- MATH 024, Advanced Mathematics

**Science (one required)**
- BISC 023, General Biology
- CHEM 024, Principles of Chemistry
- PHYS 024, Introductory Physics

**Elective (one required)**
- BISC 023, General Biology
- CHEM 024, Principles of Chemistry
- MATH 024, Advanced Mathematics
- PHYS 024, Introductory Physics
- * Provided not already used to fulfill the science or mathematics requirement

### Residency Requirement

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

**Mathematics**
- MATH 024, Advanced Mathematics

**Science (one required)**
- BISC 023, General Biology
- CHEM 024, Principles of Chemistry
- PHYS 024, Introductory Physics

**Elective (one required)**
- BISC 023, General Biology
- CHEM 024, Principles of Chemistry
- MATH 024, Advanced Mathematics
- PHYS 024, Introductory Physics
- * Provided not already used to fulfill the science or mathematics requirement

### Residency Requirement

Minimum of two of the required courses must be completed through TRU.
BC Adult Graduation Diploma

(Grade 12 equivalency)

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

Diploma Requirements

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

English (one required)
ENGL 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
BISM 131, Accounting I or an approved mathematics or accounting course at the Grade 11 level or higher

Electives (three required)
BISC 030, Provincial Biology
ENGL 034, Survey of British Literature
(Applicable as elective if not used towards English requirement)

Math 034, Provincial Mathematics
Consult a TRU-OL Program Advisor for a list of other suitable electives

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

Residency Requirement

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

Note

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

Prior completion of all ABE Advanced Certificate requirements (page 39) is not mandatory, although certain courses do have prerequisites.

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

Courses taken through TRU-OL or at other recognized schools or colleges in BC or elsewhere, may be assessed for credit toward the Advanced Certificate (page 39) and/or the BC Adult Graduation Diploma. In order to receive an assessment, students must submit a completed Program Admission/Transfer Credit form, found online at www.truopen.ca; official transcripts from all schools and institutions attended, and the appropriate fee. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs or TRU-OL. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pasbc.ca.

Some non-formal courses and qualifications may also be assessed to provide transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations (page 10).

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

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

• Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.

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

Advanced Certificate in Liberal Arts

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

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

Admission Requirements

Open admission (page 8).

Residency Requirements

Minimum of 15 TRU credits.

Degree Requirements

60 credits of first- and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:

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

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

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

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

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

Note

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

The first-year science requirement includes 1-credit hands-on lab component (e.g. BISC 120/125, 121/126, CHEM 110/115, 111/116, GEOG 110, GEOI 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.
Bachelor of Arts, General Program

- Program is available to applicants residing in Canada or outside Canada. This degree program provides students with a broad education in arts with a concentration in two subjects. The concentrations available to students may be in any two of the following areas: arts (English, fine arts, geography, history, psychology or sociology), business administration (including economics) and/or science.

TRU-OL offers many courses that fulfill the degree requirements, although students may have to take courses at other institutions to meet the requirements of some concentrations. Students may be required to complete additional courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements
- Open admission (page 8).

Residency Requirements
- Minimum of 15 TRU credits.

Degree Requirements
- 120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:
  - General Education Requirements (24 credits) (May be met with lower- or upper-level university courses; refer to pages 10 and 25-27 for more information.)
  - Elective Requirements (51 credits) (May be lower- or upper-level credit)

Bachelor of Arts, General Studies

- Program is available to applicants residing in Canada or outside Canada. This degree program provides students with a broad education in arts. Students complete the program with 30 credits of upper-level study in courses within the arts. TRU-OL offers many courses that fulfill the degree requirements. Students may be required to complete additional courses before being eligible for graduate programs.

Admission Requirements
- Open admission (page 8).

Residency Requirements
- Minimum of 15 TRU credits.

Degree Requirements
- 120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:
  - General Education Requirements (24 credits) (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - Elective Requirements (51 credits) (May be lower- or upper-level credit)

Bachelor of Arts, Major Program

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

Admission Requirements—All Majors
- Open admission (page 8).

Residency Requirements—All Majors
- Minimum of 15 TRU credits.

Directed Studies—All Majors
- Directed Studies consists of concentrated study of a topic in the discipline of the major selected by the student in consultation with a 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; applied credit may not be used to meet arts requirements.

Degree Requirements
- 120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:
  - General Education Requirements (24 credits) (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - Elective Requirements (51 credits) (May be lower- or upper-level credit)

Upper-level Requirements (45 credits) (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)

- 6 credits in mathematics (including statistics)
- 6 credits in social science

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.

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; applied credit may not be used to meet arts requirements.

Degree Requirements
- 120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:
  - General Education Requirements (24 credits) (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - Elective Requirements (51 credits) (May be lower- or upper-level credit)

Bachelor of Arts, General Program

- Program is available to applicants residing in Canada or outside Canada. This degree program provides students with a broad education in arts with a concentration in two subjects. The concentrations available to students may be in any two of the following areas: arts (English, fine arts, geography, history, psychology or sociology), business administration (including economics) and/or science.

TRU-OL offers many courses that fulfill the degree requirements, although students may have to take courses at other institutions to meet the requirements of some concentrations. Students may be required to complete additional courses before being eligible for graduate programs in their subjects of specialization.

Admission Requirements
- Open admission (page 8).

Residency Requirements
- Minimum of 15 TRU credits.

Degree Requirements
- 120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:
  - General Education Requirements (24 credits) (May be met with lower- or upper-level university courses; refer to pages 10 and 25-27 for more information.)
  - Elective Requirements (51 credits) (May be lower- or upper-level credit)
Degree Requirements—Arts
120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

General Education Requirements (24 credits)
(May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement
6 credits in humanities other than English
6 credits in mathematics (including statistics) and/or science
6 credits in social science

Lower-level Arts 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 Arts Requirements (30 credits)
3 credits in Canadian literature (may be ENGL 432)
3 credits in twentieth-century poetry and/or drama (may be ENGL 435)
3 credits in eighteenth-century or nineteenth century literature (includes Chaucer or Shakespeare)
15 credits of other upper-level English courses (may include 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 cannot be used to meet the upper-level English requirements.

Elective Requirements (60 credits)
15 credits of upper-level elective courses
45 credits of lower- or upper-level elective courses

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

General Education Requirements (24 credits)
(May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement
6 credits in mathematics (including statistics) and/or science
6 credits in social science
HIST 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 HIST 225, 226, 241, 245)
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 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- or upper-level elective courses

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

General Education Requirements (24 credits)
(May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement
6 credits in humanities other than English
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 PSYC 245 or 255) C average is required in lower-level PSYC courses (including introductory psychology and statistics courses).

Upper-level Psychology Requirements (30 credits)
27 credits of upper-level psychology courses (may include PSYC 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- 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- or upper-level university courses; refer to page 91 for disciplines)
6 credits in English (university-level composition and literature). Technical and business writing courses do not meet this requirement
6 credits in humanities other than English
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 SOCI 222) C average is required in lower-level SOCI courses (including introductory sociology and statistics courses)

Upper-level Sociology Requirements (30 credits)
27 credits of upper-level sociology courses (may include POLI 399, SOCI 399, 422, 430, 431; or CRIM, 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- or upper-level elective courses
Bachelor of Design

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

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

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 8-9). Contact a TRU-OL Enrollment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

Degree Requirements

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

- General Education Requirements (27 credits)
  (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - 6 credits in English (university-level composition and literature).
  - 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, at 9 at upper level (may include FINA 104, 105, 399)

- Studio Requirements (75 credits)
  - 75 credits in studio work, 36 at upper level

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to pages 10 and 25-27 for more information.

Bachelor of Fine Art

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

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

Admission Requirements

Graduates of Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer. Other applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 8-9). Contact a TRU-OL Enrollment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

Degree Requirements

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

- General Education Requirements (27 credits)
  (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - 6 credits in English (university-level composition and literature).
  - 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)

- Georgian College Students/Graduates
  - 6 credits in English (university-level composition and literature).
  - 6 credits in humanities (excludes art history and may exclude English)
  - 3 credits in mathematics (including statistics and/or science)
  - 6 credits in social science
  - 6 lower- or upper-level university credits in any approved academic discipline (may include art history)

- Other Applicants
  - 6 credits in English (university-level composition and literature).
  - 6 credits in humanities (excludes art history and English)

Note

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to pages 10 and 25-27 for more information.

Bachelor of Music (Performance)

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

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

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music at: 1270 Chestnut Street, Vancouver, BC

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

www.rcmusic.ca
416.408.2824
1.800.444.8815 (toll-free in Canada or the US)

Degree Requirements

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

Specific categories of degree requirements are as follows:

- General Education Requirements (21 credits)
  (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - 6 credits in English (university-level composition and literature).
  - Technical and business writing courses do not meet this requirement
  - 6 credits in humanities (excludes English and music history)
  - 3 credits in mathematics (including statistics)
  - and/or science
  - 6 credits in social science

- Music History and Theory Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

- Music Performance Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

Specific categories of degree requirements include:

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

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

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music at: 1270 Chestnut Street, Vancouver, BC

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

www.rcmusic.ca
416.408.2824
1.800.444.8815 (toll-free in Canada or the US)

Degree Requirements

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

Specific categories of degree requirements are as follows:

- General Education Requirements (21 credits)
  (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - 6 credits in English (university-level composition and literature).
  - Technical and business writing courses do not meet this requirement
  - 6 credits in humanities (excludes English and music history)
  - 3 credits in mathematics (including statistics)
  - and/or science
  - 6 credits in social science

- Music History and Theory Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

- Music Performance Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

Specific categories of degree requirements include:

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

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

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music at: 1270 Chestnut Street, Vancouver, BC

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

www.rcmusic.ca
416.408.2824
1.800.444.8815 (toll-free in Canada or the US)

Degree Requirements

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

Specific categories of degree requirements are as follows:

- General Education Requirements (21 credits)
  (May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
  - 6 credits in English (university-level composition and literature).
  - Technical and business writing courses do not meet this requirement
  - 6 credits in humanities (excludes English and music history)
  - 3 credits in mathematics (including statistics)
  - and/or science
  - 6 credits in social science

- Music History and Theory Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

- Music Performance Requirements
  (number of credits varies)
  - Contact a TRU-OL program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould School of The Royal Conservatory of Music for specific requirements.

Specific categories of degree requirements include:

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

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

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music at: 1270 Chestnut Street, Vancouver, BC

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

www.rcmusic.ca
416.408.2824
1.800.444.8815 (toll-free in Canada or the US)
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.

Certificate in Business Skills (15 credits)
- 60 post-secondary credits or degree in another field
- Certificate in Management Studies (30 credits)
- Diploma in Management Studies (60 credits)
- Advanced Certificate in Management (15 credits)
- Advanced Diploma in Management (45 credits)
- Bachelor of Commerce (120 credits)
- Post-Baccalaureate Certificate in Commerce (15 credits) refer to pages 57-61

Diploma in Management Studies (60 credits)
- May include credits from the Certificate in Management Studies, Optional areas of specialization: Accounting Fundamentals; Entrepreneurial Essentials

Advanced Diploma in Management (45 credits)
- 60 credits in any field required for admission
- The additional credits earned in the Advanced Certificate and Advanced Diploma in Management, are applicable to various degree programs, including some Bachelor of Commerce concentrations and the Bachelor of General Studies.

Bachelor of Commerce (120 credits)
- May include credits from the Diploma in Management Studies, the Advanced Certificate and Advanced Diploma in Management and/or other applicable learning.
- Concentrations: Accounting; General Management; Human Resources Management; Information Systems Management; Technology Management. The General Management and Leadership concentrations permit graduates of the Advanced Diploma in Management to complete the Bachelor of Commerce with as few as 15 additional credits.
Certificate in First Nation Lands
Economic Feasibility and Impact Analysis on APEC 270, First Nation Lands
Investment Facilitation on First Nation APEC 265, First Nation Lands
Issues Aboriginal Economics ECON 263, Literature Composition and Native Indian Written Communication ECON 122, Introduction to Basic Economics

As follows:

Program is available to applicants residing in Canada or outside Canada. This certificate program is equivalent to a four-month classroom program and enables students to develop the practical skills required to work in a business.

Admission Requirements
Open admission (page 8).

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

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

Core Requirements (6 credits)
ENGL 106, Written Communication (3)
3 credits in computer studies (TRU-OL'S ADMN 137, 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 109, 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

Certificate in Management Studies
Program is available to applicants residing in Canada or outside Canada. This certificate program is well-suited for students with considerable work experience or a qualification in a technical field who want to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned by building on the 15-credit Certificate in Business Skills program (15 credits from Business Skills + 15 additional specified credits to equal 30 credits) (page 50) or by completing the 30 credits of coursework specified below.

Admission Requirements
Open admission (page 8).

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

A free, voluntary mathematics self-assessment is available to help students select a mathematics course at the appropriate level (page 6). The assessment form is available on the TRU-OL website and from Student Services.

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

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

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

Core Requirements (minimum 12 credits)
Minimum one of BUSM 111, Supervision (3), BUSM 121, Management Principles and Practice (3)
Minimum one of MATH 109, 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) or 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 ADMN 137, CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent)

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

Elective Requirements (up to 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 approved by the student's work, subject to approval.

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

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

Accounting Fundamentals
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 are required to 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 135 or BUSM 151), Introduction to Marketing (3)
Students interested in pursuing a professional accounting designation should select ECON 201 and ask their advisor about other appropriate electives to maximize transferability.

Note

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

Areas of Specialization (Optional)

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

Accounting

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 BUSH 241)

Human Resources

ADMN 222, Introduction to Human Resource Management (3)
ADMN 325, Labour Relations (3)
ADMN 366, Strategic Human Resources Management (3)

Two courses from the following:

BUSH 213, Motivation and Productivity (3)
ADMN 320, Organizational Behaviour I (3)
ADMN 390, Business Law (3) (formerly BUSH 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 CIPS 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)

Diploma in Management Studies

- Program is available to applicants residing in Canada or outside Canada.
- This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two year full-time program. The diploma recognizes a student’s achievement in completing a broad program of management studies. It is work place 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 50), and then add other credentials. Many students complete the Certificate in Management Studies (page 51), or an equivalent one-year program from another institution and then complete 30 additional credits primarily at the second-year level with TRU to earn the diploma. This diploma ladders into the Bachelor of Commerce (pages 57-61).

Admission Requirements

Open admission (page 8). Students should have a foundation 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.

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

Residency Requirements

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

Diploma Requirements

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

Core Requirements (minimum 30 credits)

BUSH 121, Management Principles and Practices (3)
Minimum one of MATH 109, Business Mathematics (3) or 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)

3 credits in computer studies (TRU-OL’s ADMN 137, CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent)

Minimum one of BUSH 131, Accounting I (3), ADMN 231, Introduction to Financial Accounting (3) (students selecting BUSH 131 who plan to specialize in accounting must also take BUSH 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, BUSH, ECON, and some CMPT and MATH/STAT courses) with 15 credits at the 200-level or higher in the electives. Up to 15 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student’s work, subject to approval.

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 (pages 54-55) and other programs offered through TRU-OL.
- The program has some unique features, policies and procedures. Refer to the TRU-OL website for details.

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 57-61) should consider including the courses listed below in their diploma program.

BUSH 131, Accounting I (3) and BUSH 132, Accounting II (3), or ADMN 231, Introduction to Financial Accounting (3)
MATH 109, 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 BUSH 236)
ADMN 362, Analytical Decision Making (3) (formerly ADMN 262)
ADMN 390, Business Law (3) (formerly BUSH 241)

For more information on these programs, refer to the above website or email: abtonline@tru.ca or phone: 250.371.5878 (kamloops)
Admission Requirements
Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to pages 10 and 25-27), is strongly recommended. Those employed or volunteering in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements
While a minimum of 6 credits in the program must be completed through TRU (distance or on-campus), normally all 15 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Certificate Requirements
15 credits.

Core Requirements (15 credits)
ADMN 361, Open Thinking (3)
ADMN 362, Analytical Decision Making (3) [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 assessment and recognition.

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

Direct equivalency for the stated courses is restricted and recognition.

The program has some unique features, policies and procedures. Refer to the TRU-OL website for details. Most courses in the program are web-based, paced (delivered on the web, with specific start and end dates) and competency-based. A minimum grade point average (GPA) of 2.0 over all courses applicable to the diploma, is required. Refer to the TRU-OL website for computer requirements.

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 57-61) and the Bachelor of General Studies (page 69).

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

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

Most courses in the program are web-based, paced (delivered on the web, with specific start and end dates) and competency-based. A minimum grade point average (GPA) of 2.0 over all courses applicable to the diploma, is required. Refer to the TRU-OL website for computer requirements.

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. Web-based, 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 courses that require students to have recent employment or volunteer experience to which they can apply theories learned in the 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)

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.

Designated 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 laddered into the degree program.

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

Admission Requirements
Applicants require 60 applicable credits for formal program admission by TRU-OL and should have a grade point average (GPA) of 2.0 or higher and demonstrated proficiency in English and mathematics (BC English 12 and Principles of Math 11 or equivalents). Those seeking transfer credit for real estate core and specialty requirements are required to apply to UBC's Real Estate Division for evaluation of real estate equivalencies before applying to TRU-OL for formal program admission.

Residency Requirements
15 credits of TRU coursework (distance or on-campus)
TRU Degree Requirements

General Education Requirements (18 credits)
(May be met with lower-level or upper-level university courses; refer to page 91 for disciplines)
3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 100 or 102 or 108)
3 credits in humanities or social science (excluding English)
3 credits in urban geography (normally UBC’s GEOG 350)
3 credits in natural science (excluding mathematics or computing)
6 credits in general education electives (humanities, social science or science)

Core Business and Administrative Studies Requirements (45 credits)
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 150 or BUSM 151)
ADMN 310, 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, Macroeconomics and Real Estate (3)
ENGL 107, Business Communication (3) or UBC ENGL 301, Technical and Business Writing (3)
MATH 109, Business Mathematics (3) (exempt if UBC BUSI 121 taken)
STAT 102, Introduction to Probability and Statistics (3) (exempt if UBC BUSI 121 taken)

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.uregistry.ubc.ca (as requirements differ).

For information on the UBC Diploma in ULE or UBC’s Real Estate Division courses, contact UBC at:
www.realstate.ubc.ca
info@realstate.sauder.ubc.ca
604.822.9444
1.888.776.7733 (toll-free)

Bachelor of Commerce

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

Admission Requirements

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

Note 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 and (PACE levels) receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association’s mandatory practical experience requirements.
• Those that have completed the Certified Management Accountants (CMA) program are normally awarded a block of 90 transfer credits for successful completion of the CMA’s syllabus, entrance examination, strategic leadership and experience requirements.
• Those in the process of completing the CMA or CGA programs may be eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.

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

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

120 credits, 45 at the upper-level, with a minimum grade point average (GPA) of 2.0, and except for courses applicable to the degree but taken outside any block transfer, are required.

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

Up to 50% of the credits required for the degree may be earned through prior learning assessment and recognition (PLAR) (pages 10 and 25-27).

Residency Requirements (15 credits)
Minimum of 15 TRU credits (distance or on-campus)

General Education Requirements (18 credits)
(May be met with lower- or upper-level university courses; refer to page 91 for disciplines)
3 credits in English (university-level composition and literature, e.g. TRU-OL’s ENGL 100 or 102 or 108)
3 credits in natural science
6 credits in social science/humanities
6 credits in arts and science electives

Core Knowledge Requirements (54 credits)
BUSI 121, Management Principles and Practices (3) or approved alternative (ADMN 112 may be substituted for public sector concentration students)
MATH 107, Fundamentals of Mathematics for Business and Economics (3) or MATH 109, 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 consultation:
ENGL 106, Written Communication (3)
Some of our economy’s biggest corporations, including banks and insurance companies, serve as intermediaries in this process.

The other side of the industry is managerial finance. Professionals arrange the financing required for an organization’s daily operations and future growth. Sources of capital such as lines of credit, corporate paper, term loans, mortgages, bonds, leases, venture capital and initial public offerings, are used to finance seasonal build-ups in working capital and major asset purchases. Many finance concentration graduates will go on to complete a professional designation such as the Chartered Financial Analyst (CFA), Certified Financial Planner (CFP) or Associate of the Institute of Canadian Bankers (AICB). Note that students interested in the CFA track may wish to take courses, unavailable through TRU-OL, via Nipissing University distance courses. Nipissing University is a member of the Canadian Virtual University consortium, thereby permitting TRU-OL students to register in Nipissing courses via a simplified letter of permission.

Registration information may be found at: www.nipissingu.ca/cce

Required Courses (15 credits)
ADMN 318, Investments 1 (3)*
ADMN 426, Investments 2 (3)
ADMN 417, Risk Management and Financial Engineering (3)
And at least two courses from the following**: ADMN 345, Professional Selling (3)
ADMN 351, Taxation (3)

One course from the following:
ADMN 402, Advanced Financial Accounting (3)
ADMN 405 Advanced Management Accounting (3)
ADMN 461, Accounting Theory (3)
ADMN 463, Assurance (Auditite) (3)

Finance Concentration
Finance is divided into two main fields: Investments and managerial.

Investments deal with the accumulation of surplus funds in the economy for transfer to individuals and businesses in need of acquiring additional capital. Professionals spend their time designing, pricing and trading investment instruments such as term deposits, stocks, bonds and asset-backed securities, to aid the flow of funds.

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 405 Advanced Management Accounting (3)
ADMN 461, Accounting Theory (3)
ADMN 463, Assurance (Auditite) (3)

Finance Concentration
Finance is divided into two main fields: Investments and managerial.

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* It is strongly recommended that students complete STAT 102 Introduction to Probability and Statistics and ADMN 336 Financial Management prior to taking ADMN 318.

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

Required Courses (15 credits)
Approved 300 and/or 400 courses (normally ADMN or ECON) with a minimum of 6 credits at the 400 level

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

Required Courses (15 credits)
ADMN 413, Motivation and Productivity (3) or approved alternative
6 credits of approved 400-level ADMN courses, e.g. ADMN 468, Leaders Design 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 which enable graduates to satisfy the increasingly sophisticated information needs of industry and government.

* It is strongly recommended that students complete STAT 102 Introduction to Probability and Statistics and ADMN 336 Financial Management prior to taking ADMN 318.
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 in the workplace. Students develop and strengthen their strategic skills, develop a broad understanding of the critical issues involved in leadership and learn the tools required to provide leadership in their organization. This concentration is designed for students with current or recent work or volunteer experience. Students are required to explore and apply leadership theories to their practices in their work or volunteer environments.

Required Courses (15 credits)

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 one of the most important business positions. Marketers are a company’s creative force focusing on the marketing mix also known as the four “Ps” - product, price, promotion and place. They devise potentially profitable new product ideas and 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, retailers, 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) and acceptance into courses required for this concentration, is subject to the approval of UVic.

Required Courses (15 credits)

Minimum of two courses from the following:
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. The electives and courses required for this concentration are normally credits a student acquired from their field of technology training earned prior to admittance into the degree program. Upon graduation, students are well-suited to secure employment in the management sector of an industry represented by their area of technology.

Required Courses (15 credits)

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

Post-Baccalaureate Certificate in Commerce

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

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

Admission Requirements

Recognized baccalaureate degree in the field of business

Certificate Requirements

Residency requirements and concentration requirements must be completed as listed. 15 credits of business study, with a minimum grade of C+ in each course, are required. Students cannot use coursework from a previous credential to meet any of the certificate’s 15 credits.

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

Residency Requirements

Minimum of 6 TRU credits (distance or on-campus)
Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

Accounting Concentration

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 405 Advanced Management Accounting (3)
ADMN 461, Accounting Theory (3)
ADMN 463, Assurance (3)

Finance Concentration

ADMN 318, Investments 1 (3) *
ADMN 426, Investments 2 (3)
ADMN 417, Risk Management and Financial Engineering (3)

At least two courses from the following:**
ADMN 345, Professional Selling (3)
ADMN 351, Taxation (3)
BBUS 413, Advanced Financial Management (3) (TRU on-campus course) or Nipissing University’s ADMN 3117, Financial Management II (3) (distance course)
ADMN 427, Portfolio Management (3)
BBUS 418, International Financial Management (3) (TRU on-campus course or Nipissing University’s ECON 3127, International Financial Management (3) (distance course)
BBUS 419, Financial Institutions Management (3) (TRU on-campus course or Nipissing University’s ADMN 2116, Management of Financial Institutions (3) (distance course)

* It is strongly recommended that students complete STAT 102 Introduction to Probability and Statistics and ADMN 336 Financial Management prior to taking ADMN 318

** It is recommended that students interested in the following credentials select courses based on the following list:
CFA Track - BBUS 418, BBUS 419
CPA Track - ADMN 345, ADMN 351
AICB Track - BBUS 413, BBUS 418, BBUS 419

Human Resources Management Concentration

ADMN 222, Introduction to Human Resource Management (3)
ADMN 325, Labour Relations (3)
ADMN 366, Strategic Human Resource Management (3)
Post-Baccalaureate Certificate in Business Principles

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

The Post-Baccalaureate Certificate in Business Principles prepares students possessing a bachelor's degree in a non-business area, for admission into most MBA programs. The program provides a broad introductory overview of business disciplines and skills, preparing students for graduate level study in business. Completion of this program does not necessarily guarantee admission to the TRU MBA program, nor any other MBA program.

Admission Requirements

Recognized baccalaureate degree in a field other than business administration or commerce. If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, then the student must demonstrate competency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit.

Residency Requirements

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

Program Requirements

36 - 42 credits (see Note)

Post-Baccalaureate Diploma in Commerce

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

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

Admission Requirements

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

Diploma Requirements

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

30 credits, with a minimum 15 credits at the upper-level, minimum graduating grade point average (GPA) of 2.0 and a minimum grade of C+ in each course in the concentration, are required. Students cannot use coursework from a previous credential to meet any of the diploma's 30 credits. Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the diploma courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

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

Core Requirements (3 credits)

3 credits of an approved course in introductory accounting (choose 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 course prerequisites for each concentration are satisfied.

Remaining credits bringing the total elective credits to 12 are to be chosen in consultation with a TRU-OL program advisor and must include courses in administrative studies, business management and/or economics.

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 completing appropriate work experience (determined by the association) with a prescribed program of studies. Employers often use these designations or an individual's enrollment/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 66-67). In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain minimum grade requirements may apply.

In some cases, certification is based on an association's examinations/assessments and as such transfer course is not applicable, though some TRU-OL courses are suggested. Contact the specific professional association for more information (refer to pages 65 for contact information).
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)

One course from the following:

ADMN 402, Advanced Financial Accounting (3)
ADMN 405, Advanced Management Accounting (3)
ADMN 461, Accounting Theory (3)
ADMN 463, Assurance (3)

**Finance Concentration**

ADMN 318, Investments I (3)
ADMN 426, Investments II (3)
ADMN 417, Risk Management and Financial Engineering (3)

And at least two courses from the following**: ADMN 345, Professional Selling (3)
ADMN 351, Taxation (3)
BBUS 413, Advanced Financial Management (3) (TRU on-campus course) or Nipissing University's ADMN 3117, Financial Management II (3) (distance course)
ADMN 425, Strategic Management (3)
BBUS 418, International Financial Management (3) (TRU on-campus course) or Nipissing University's ECON 3127, International Financial Management (3) (distance course)
BBUS 419, Financial Institutions Management (3) (TRU on-campus course) or Nipissing University's ADMN 2116, Management of Financial Institutions (3) (distance course)

* It is strongly recommended that students complete STAT 102 Introduction to Probability and Statistics and ADMN 336 Financial Management prior to taking ADMN 318.

** It is recommended that students interested in the following credentials select courses based on the following list.

** Business and Management Studies

ADMN 222, Introduction to Human Resource 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 290, Business Law (3); ADMN 460, Business and Society (3); BUSM 121, Management Principles and Practices (3); or, 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 411, 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)

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 469, Leading Projects to Success (6)

** Marketing Concentration**

ADMN 349, 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

• Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals.

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

Business Courses Chart Guide

The chart on pages 66-67 shows some of the business and management studies courses delivered by TRU-OL and professional associations granting exemptions. Refer to page 62 for more information about professional associations.

AI Appraisal Institute of Canada (BC)

www.apprinstitute.bc.ca
info@appinstitute.bc.ca
604.264.8287

CA Institute of Chartered Accountants of BC

www.cica.bc.ca
604.681.3264 or 1.800.663.2677

CGA Certified General Accountants Association

www.cga-bc.org
604.732.1231 or 1.800.563.1211

CHC Canadian Healthcare Association

www.chc.ca
613.241.8005, ext. 212

CHRP Certified Human Resource Professional

www.chrp.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

CUCC Credit Union Institute of Canada

www.cuic.ca
1.800.267.2842

CSI Canadian Securities Institute (formerly ICB Institute of Canadian Bankers)

www.csi.ca
1.866.866.2601 or 416.364.9130

IC Insurance Institute of Canada

www.insuranceinstitute.ca
416.362.8586

LCMA Local Government Management Association

www.lgma.ca
250.382.7032

PMAC Purchasing Management Association of Canada

www.pmac.ca
800.542.7342

RICA Real Estate Institute of Canada

www.reic.ca
1.800.382.7342

Available through professional associations.

1.866.581.3694

www.truopen.ca
1.888.779.0877

QAA Association of Administrative Assistants

www.qaa.ca
info@apprinstitute.bc.ca

REG Real Estate Institute of Canada

www.reic.ca
1.800.342.7342

www.truopen.ca
1.866.581.3694

Unlock the possibilities
<table>
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<td>CMPT 407</td>
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<td>CMPT 412</td>
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<td>ADMN 362</td>
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<td>3</td>
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<td>Transition and New Beginnings</td>
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<td>Business and Society</td>
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<td>Leading Projects to Success</td>
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<td>Business Policy and Strategy</td>
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<td>BUSM 100</td>
<td>Doing Business in Canada</td>
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**Accounting and Finance**

**Management Accounting**

**Advanced Financial Accounting**

**Advanced Management Accounting**

**Accounting Theory**

**Assurance (Auditing)**

**Accounting I**

**Accounting II**

**Business Policy and Strategy**

**Doing Business in Canada**

**Open Communication**

**Written Communication**

**Business Communication**

**Principles of Microeconomics**

**Principles of Macroeconomics**

**Managerial Economics**

**Introduction to Information Technology**

**E-Business in a Competitive Environment**

**Computer Applications in Business**

**Computer Concepts**

**Database Concepts**

**Decision Support Applications or equivalents**

**Systems Analysis and Design**

**Project Management**

**Human Side of Information Systems**

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**Marketing and Sales**

**Introduction to Marketing**

**Professional Selling**

**Consumer Behaviour**

**Marketing Research**

**Marketing for Managers**

**Retail Marketing**

**International Marketing**

**Integrated Marketing Communications**

**Business to Business Marketing**

**Economic and Business Statistics**

**Economics and Business Management Sciences**

**Business Mathematics**

**Introduction to Probability and Statistics**

**Intra to Human Resource Management**

**Organizational Behaviour I**

**Labour Relations**

**Leadership Fundamentals**

**Strategic Human Resource Management**

**Contemporary Leadership**

**Motivation and Productivity**

**Managing Change**

**Effective Leadership**

**Supervision**

**Management Principles and Practices**

**Motivation and Productivity**

**Public Sector Economics**

**Public Sector Management**

**Public Sector Research and Analysis**

**Whitten Communications**

**Leading and Managing Non-Profit Sector**

**Financial Management**

**Ethical Public Management**

**Local Government in British Columbia**

**Public Sector HR and Labour Relations**

**Public Sector Management**

**Credit-free options. Refer to page 27.**

**Course exemption granted by association.**

**Combination of courses meets professional association requirement.**

**No exemption—challenge examination granted.**
Graduate Certificate in Online Teaching and Learning

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

The Post-degree Certificate in Online Teaching and Learning (EDDL) is designed and developed in collaboration with the TRU School of Education. This graduate-level certificate is designed to provide educators (K-12 teachers, post-secondary instructors and trainers) in British Columbia and beyond, with a solid foundation in the technical and pedagogical expertise required to effectively use education technology in the classroom, in distributed learning environments and in the world of online education.

Admission Requirements
Candidates must either have:
- A Bachelor of Education, or
- A Bachelor's degree in another discipline with teaching qualifications or experience, or
- Permission of Academic Director or designate.

Note: The program is applicable to practicing teachers, post-secondary instructors and faculty, as well as online tutors.

Program Requirements:
All five certificate level courses must be completed for a total of 15 credits.

- EDDL 510, Educational Technology in the Curriculum (3)
- EDDL 511, Introduction to Distributed Learning (3)
- EDDL 513, Multimedia in the Curriculum (3)
- EDDL 514, Online Teaching and Learning (3)
- EDDL 515, Managing Your Technology Classroom (3)

Note: A minimum GPA of 3.0 is required to remain in the program. A student receiving one grade of 'F' or six credit hours of 'C' or below may be dismissed from the program.

Certificate or Diploma in General Studies

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

A general studies program allows students to select almost any combination of courses at the college and university level, although some specific requirements must be met. Students may select their courses from TRU-OL offerings or college and university transfer courses from recognized post-secondary institutions. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Those with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult a TRU-OL program advisor regarding the possibility of receiving credit for these programs or for recognition of their prior learning (Refer to pages 10 and 25-27).

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

Admission Requirements
Open admission (page 8).

Residency Requirements
Minimum of 15 TRU credits (distance or on-campus).

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

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

- General Education Requirements (6 credits)
- 6 credits in the humanities (literature, philosophy, history, art, music, religion, etc.).

- Upper-level Requirements (45 credits)
15 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

- Elective Requirements (69 credits)
May be lower- or upper-level credit 60 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Bachelor of General Studies

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

This degree provides a flexible structure which allows students to create their own program. TRU-OL offers a wide range of courses that fulfill degree requirements.

Students may also ladder two-year diploma programs from Canadian community colleges and university colleges and BC associate degrees into the degree program.

Admission Requirements
Open admission (page 8).

Residency Requirements
Minimum of 90 credits (distance or on-campus).

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

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

- General Education Requirements (6 credits)
- 6 credits in the humanities (literature, philosophy, history, art, music, religion, etc.).

- Upper-level Requirements (45 credits)
15 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

- Elective Requirements (69 credits)
May be lower- or upper-level credit 60 credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

PLAR
Certificate, diploma and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) (page 10 and 25-27).
Admission Requirements
Graduation from grade 12 with Principles of Math 11, CHEM 12, BIOL 12, ENG 12 and PHYS 11. A C+ average, or equivalent, is highly recommended.

Residency Requirement
6 credits of TRU coursework (distance or on-campus)

Course Requirements
HLSC 159, Anatomy and Physiology (3)
HLSC 169, Anatomy and Physiology (3)
CEHS 202, Pathophysiology (4)
CEHS 204, Pharmacology (3)
ENGL 108, English composition (3)
PSYC 101, Introductory Psychology I (3)
PSYC 210, Introduction to Research in Experimental Psychology (3) or PSYC 220 Statistics in Social Sciences (3)

Elective Credits
One of either
• Current Emergency Medical Responder (EMR) certification offered by the Justice Institute (2 credits) - 105 hrs/15 days full-time.
OR
• One of the following: Math 150 Finite Math (3); PSYC 102 Introduction to Psychology B (3); ENGL 106 Written Communication (3); or other approved equivalents. Other courses may be considered if pre-approved by an OL advisor.

Note: Campus-based equivalents to the elective credit options are available.

Medical Laboratory Assistant Certificate
• Program available to applicants residing in or outside Canada, with the exception of clinical components.
• Students are required to complete the practical skills component of the program (MLAP 112, 121, 131, 051, 141) to begin the practicum component.

Admission Requirements
Proof of:
• Grade 12 or equivalent
• Basic computer skills with typing at 40 words per minute (Note: Applicants must set up a typing test through the TRU Assessment Centre)
• Criminal Record Check
• Confirmation of a practicum-training site
• Hepatitis B vaccine

Residency Requirements
6 credits of TRU coursework

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

Criminal Records Search
Prospective students applying for admission to a Health and Human Services program that has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record prior to 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.
Health and Human Services

Return to Registered Nurse Practice Certificate

• Program available to applicants residing in or outside Canada, with the exception of practicums (see Note on page 73).

The Return to Registered Nurse Practice (RRNP) Certificate is a program designed to provide educational opportunities for practicing nurses and support their re-entry into professional practice. Program candidates include: individuals required to complete a course or program of study, either to gain re-instatement of licensure or initial registration in BC, and those who have previously been registered by a Canadian provincial regulatory authority. The courses (theoretical, laboratory and practice) are intended to re-acquaint participants with the substantive knowledge, values and skills required to support nursing practice decisions and actions within the context of an evolving Canadian health care system. In addition, the courses aim to inspire and support professional growth, which is integral to the maintenance of continuing competency. This program of study is grounded in the Collaboration for Academic Education in Nursing philosophy, which acknowledges the Professional Standards for Registered Nurses and Nurse Practitioners (CRNBC, 2005), as well as the Competencies in the Context of Entry-level Nurse Practitioners (CRNBC, 2006) and the individual participants’ position and continuing competency to promote their readiness to practice. 

Candidates for this program should have previously been registered as a nurse through a provincial nursing regulatory body and must not have been in practice as a registered nurse for the past five to 10 years. 

Individuals interested in the program, but who have been away for Canadian nursing practice for more than 10 years, can apply for an individual assessment by the nursing Program Coordinator. Prior to program admission, these individuals may be required to complete additional course work or individualized pre-requisites before registering into a course. In such cases and where feasible an individual learning plan is to be developed in consultation with the Program Coordinator as this will aid student advising and success. The essential supplies and skills required to complete the program include: appropriate nursing attire; access to a stethoscope; regular access to a computer; and the ability to engage in online learning using a learning management system. Access to a DVD player and TV is also important.

Admission Requirements

• A letter of assessment from CRNBC for applicants seeking initial registration with CRNBC (such as a non-practicing nurse living outside of BC and within Canada) or applying for CRNBC reinstatement, or
• Documented evidence of passing the Canadian Registered Nursing Examination (CRNE) or Canadian Nursing Association Testing Service (CNATS) result, or
• Verification of current annual Registered Nurse Licensure in Canada, in addition to:
• Post-Secondary Transcripts
• Documented evidence of Registered Nursing practice/employment history
• Program Coordinator Interview

Admission Process

Refer to the TRU-OL website or contact Student Services for the program admission package (including checklists and other required forms). Complete all forms and submit all the required documentation to TRU-OL Admissions. The processing of applications is expedited when all required documents are submitted at the same time. Applicants are advised of their eligibility for admission and informed of course dates and registration procedures as soon as documents have been completed, admission requirements have been satisfied and provided that the program has adequate space.

Progression Requirements

• Complete a Program Self-Orientation Activity online (Recommended before taking first course)
• Prior to registering in NURS 365, admitted students must supply: a current Criminal Record Review, Health Status Declaration, Up-to-date Immunization Record; Current Workplace Hazardous Materials Information System (WHMIS) training; Health Sciences Placement Network (HSVPN) Consent Form; CPR Level C training; N95 Respirator (mask) fit-testing (if required by practice agency); and annually demonstrated eligibility for CRNBC licensure
• Certificate requirements must be completed within three years of initial course enrolment

In addition, School of Nursing policy requires students to both achieve at least a C grade (minimum 60%) in each required course and maintain a cumulative Grade Point Average (GPA) of 2.33 (minimum 65%). Grades are determined as per TRU Grading System Policy ED J using Academic/Career/Development Grading System.

Certificate Requirements

A minimum of 17 credits are required
• An additional three credits may be required for the Certificate based on an individual student assessment and recommended plan by the Program Coordinator.

• Two courses (NURS 364 and NURS 365) must be completed through TRU-OL to receive this Certificate.
• Nine Credits (NURS 361, NURS 362 and NURS 363) may be transferred towards the TRU Post-BN B.S.N. program or the TRU-OL Bachelor of Health Science Program.

• HLTH 361, Professional Growth (3), required
• HLTH 362, Relational Practice (3), required
• HLTH 363, Clinical Decision Making (3), required
• NURS 364, Principles and Skillfulness (3), required
• NURS 365, Return to Registered Nurse Practice (5), required
• NURS 366, Nursing Knowledge for Practice Transition (3), optional/shell for transfer credit

Residency Requirements

8 TRU credits, specifically NURS 364 and NURS 365

Note

Internationally educated nurses whose first language is not English are required to provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) to the level required by the College of Registered Nurses of British Columbia.

Note

Practice activities required for specific courses are held in BC and are available only to residents of BC and the Yukon. Program applicants residing outside BC may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance and active participation is required. Students are responsible for all costs associated with practicums, which may limit enrolment due to geographic location, time of year, space and enrolment. Practice placements cannot be guaranteed in specific residential area.

Transition Courses: Nursing and Health Transitions

Transition Nursing and Health courses are suitable for nationally or internationally educated health professionals or students entering or participating in entry-level health programs. Nationally educated nurses, for example, may choose these courses to support a transition in their professional practice or to receive credit towards a pre-existing undergraduate degree program. Internationally educated nurses, for example, may choose some of these courses to support their Canadian licensure. Students in entry-level nursing or health programs may opt to take a program elective or find a course suitable for transfer credit towards their program of study.

Courses

CEHS 198, Medical Terminology
HEAL 310, Client Directed Care Management
HEAL 350, Understanding Research in Health Sciences
HEAL 401, Health Policy
HEAL 402, Issues in Health Care
HSLC 139, Anatomy and Physiology I
HSLC 169, Anatomy and Physiology II
HLTH 100, Math Review for Medication Administration
HLTH 212, Pharmacology Principles and Practices
HLTH 291, Perinatal Nursing, Foundational Concepts
HLTH 293, Psychiatric-Mental Health Nursing, Foundational Concepts
HLTH 361, Professional Growth
HLTH 362, Relational Practice
HLTH 363, Clinical Decision Making
LEAD 351, Occupational Health & Safety Legislation and Standards
NURS 292, Perinatal Nursing Practice, Developing Competence*
NURS 294, Psychiatric-Mental Health Nursing Practice, Developing Competence*

*contained in requirements for Practice-Based Courses

Practice-Based Courses for Practice-Based Based

These practice courses are designed for Internationally educated nurses residing in BC and seeking CRNBC licensure. In order to take these practice courses applicants must supply:
• Satisfactory Health Declaration from a general or family physician or nurse practitioner
• Current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year)
• Up-to-date immunizations (refer to www.hc-sc.gc.ca/hcs-sss/ewa-iewa/lstd-eng.php)
• Satisfactory current criminal records search
• Health Sciences Placement Network (HSVPN) Consent form
• Letter of assessment from CRNBC indicating eligibility for nurse licensure
Health and Human Services

Social Service Worker Certificate

- Program is available to applicants residing in Canada. Residents outside of BC refer to note below.

This certificate program is designed for those seeking the knowledge and skills necessary to enter the field of social services or to upgrade a current position. Employment opportunities for social service workers exist in child and youth care settings, schools, transition houses, group homes, peer counselling programs and other social service agencies. Information on employment trends and opportunities is provided at www.workfuture.bc.ca.

This program offers courses in social work theory and practice, counselling skills, lifespan development, and social science.

Program students are also required to complete the skills practice course SSWP 110, Introduction to Counselling Skills. SSWP 110 is offered in a distance format - using Blackboard, webcam and SKYPE or Video recording - through continuous enrolment. Students choosing to enroll in this course must complete a skills practice course (normally held at the Kamloops campus) in-person, are responsible for all associated costs.

Students who intend to complete this program and obtain the certificate must declare their intention by applying to the program and must meet all program admission and completion requirements listed below. If you accepted and are enrolled in the old program, you will only be expected to fulfill the old program requirements. A full description of the changes is provided on the Program page at www.truopen.ca. Students also participate in a 210 hour practicum in a social service setting. Students are expected to earn at least a C average in each course they apply to the Social Service Certificate.

Note

Applicants residing outside BC who want to complete the program must complete the application process through TRU OL Programs. Students residing in CA or outside Canada must complete the Social Service Worker Certificate program.

Admission Requirements

- The entrance requirement into the program is SSWP 200, Introduction to Social Work (3)
- The English entrance requirement may be fulfilled in several ways.
  - ENGL 106, Written Communication (3) or equivalent.

- Students who have completed Grade 12 English with a B average or complete either:
  - the voluntary English Language and Writing Assessment; or
  - the Language Proficiency Index; or
  - the English assessment with First Nations content. These students are exempt from ENGL 106 if they obtain a writing level score of 5 or 6.

- Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years. See page 9 of the Social Service Worker Certificate Application Supplement form (available online) for more details including a list of approved volunteer sites.

- Satisfactory current criminal records search.

- Personal statement (maximum three typed pages). This statement is separate from the paragraph you write for the Social Service Program Application Form. In this statement you will describe what experiences have prepared you for the program and elaborate on how the program will enhance your personal goals.

- Completion of the Social Service Program Application Form which includes a discussion of three cases. Note: The Friendship Centre scenario option on the Social Service Program Application Form refers to an Indian Friendship Centre and as such in your response you must be sure to include cultural awareness and sensitivity.

- Phone interview with the program coordinator.

- Completion of a Grade 12 program or the Adult Graduation Diploma is recommended.

The Program Admission/Transfer Credit form and Social Service Worker Certificate application supplements (available online) are required to be completed and submitted when applying for the program. The Social Service Worker Certificate application supplements are provided in PDF format for downloading and printing (nine pages). The Criminal Records Search Form is provided in PDF format to download from the RCMP at www.rcmp-grc.gc.ca/cfoform. Application forms are also available from Student Services.

Note:

The program plan fee is not required for the Social Service Worker Certificate program.

Course Requirements

Course requirements have recently been revised in order to create a curriculum which is more relevant and as such, will better prepare social service providers to enter the workforce.

The courses will transfer directly into a Human Service Diploma Program, a two-year program available through the Thompson Rivers (TRU) Kamloops and Williams Lake campuses.

Two of the courses, SSWP 200 and SSWP 212, are prerequisites for Bachelor of Social Work Programs in Canada. This includes the TRU Kamloops campus BSW Program and the University of Victoria's distance BSW Program.

Current Requirements:

- University-level English course such as ENGL 108
- SOCI 101, Introduction to Sociology (3)
- HUMS 177, Intro to First Nations Studies and Human Service Practice (3)*
- HUMS 154, Interpersonal Communications (3)
- HUMS 158, Professional Human Service Practice (3)*
- HUMS 161, Interviewing Human Service Practice (3)*
- SSWP 212, Social Welfare in Canada (3)
- SSWP 355, Human Development (3)
- SSWP 215, Social Welfare Field Practicum (6) (final course)

*Courses are in development. Check the Courses section of www.truopen.ca for updated information.

Bachelor of Health Science

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

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

The Bachelor of Health Science degree programs offered through TRU OL have been designed to:

- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options and academic credentials without having to leave the workforce for an extended period.

- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

Information provided here about the degree programs is a general guide. Each student’s degree plan program reflects her/his previous education as it applies to the degree.

Health professionals who are not working toward a degree may register in health-related or health-issues courses if 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

- 15 credits of TRU coursework, (distance or on-campus) specifically completion of two health issues (HEAL) courses delivered by TRU-OL, including either HEAL 310, 401 or 402, which contribute towards the residency requirement.

Degree Requirements

- 120 credits (minimum of 45 upper-level credits, excluding KINE 325 and KINE 444), with a grade point average (GPA) of 2.0 or higher, are required.

- A maximum of 30 upper-level credits may be granted as block transfer from a health care diploma.

Required Electives

A minimum of 15 credits of required course work must be academic electives. Of which a minimum of 6 of these credits must be upper-level and selected in consultation with a TRU-OL program advisor.
Graduate Certificate in Child and Youth Mental Health

- Program is available only to applicants residing in Canada.

This graduate certificate program is designed for individuals who hold bachelor's or master's degrees and are employed as social workers, counsellors, child and youth care workers, education counsellors, or nurses, who are interested in providing assessment and intervention to children, youth, and families who are dealing with mental health issues. The critical need for such specialists has been identified by British Columbia's Schools of Social Work, Schools of Child and Youth Care and the Ministry for Children and Family Development in BC, and is consistent with the Child and Youth Mental Health Plan for BC (2004).

In this graduate certificate program, the curriculum takes a multi-modal, strengths-based approach to working with children and families with serious mental health concerns. The curriculum also includes Aboriginal and cross-cultural content. The program is offered on a cohort basis with course offerings in fall, winter and spring sessions in order to allow for completion of the certificate in 1.5 to 2 years. Some courses may be offered on a rotating basis and may not be available each session. Students may begin the program in any term they wish (fall, winter or spring), once their program application has been approved.

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

Graduate Certificate in Child and Youth Mental Health (GPA) of 3.0. The grade point average (GPA) must be at least 3.0 in the last two years of academic work. Volunteer or paid experience working with children or youth who are mentally, physically, or behaviourally challenged, is an asset.

Residency Requirements
15 credits of TRU coursework (on-campus or distance)

Graduate Certificate Requirements

Specific Course Requirements (15)

CYMH 551, Context and Theory in Child and Youth Mental Health Practice (3) (formerly MENT 551)
CYMH 552, Assessment for Intervention in Child and Youth Mental Health (4) (formerly MENT 552)
CYMH 553, Intervention in Child and Youth Mental Health (4) (formerly MENT 553)
CYMH 554, Clinical Internship and Capstone (5) (formerly MENT 554 and MENT 555)

Clinical Internship Process:

- The program coordinator arranges an appropriate internship with input from the student.
- The internship is based on availability and resources in the community the student selects.
- The student must be required to provide a successful criminal record check to the agency providing the internship. It is incumbent on the student to meet this requirement prior to placement.

Notes on Clinical Internship (CYMH 554)

This course provides the structure and supervision required for successful field experience in child and youth mental health. Field education provides students with the opportunity to enhance and refine their child and youth mental health assessment and intervention skills. Students currently working in a mental health position must ensure that their placement work is specifically with children and youth and that appropriate supervision is available within or can be contracted outside, the agency. The capstone aspect of this course provides students with the opportunity to integrate and articulate the skills and knowledge they have gained through the program and to therefore formulate plans for continuing professional education.

- A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis.
- Some students may need to relocate at their own expense to complete an internship if suitable service agencies are unavailable in their home or a nearby community.
- Acceptance into the certificate program does not guarantee that students are placed into a practicum.
- Students must pass all theory courses with a grade of 60%.
- Refer to the TRU-OL website or contact Student Services for program updates and for more information on the internship.

Professional Development

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

CYMH 551, Context and Theory in Child and Youth Mental Health Practice (3)
CYMH 552, Assessment for Intervention in Child and Youth Mental Health (3)

Academic electives are courses that are not considered as professional development, applied studies or advanced training. Credit for ANES, ASHS and CEHS courses is limited because they are considered non-academic. Courses related to the block credit will not be considered for additional credit towards this degree.

Specific Lower-Level Requirements

6 credits in first-year English (university-level composition and literature, e.g. ENGL 100 or ENGL 101 or ENGL 108) if not granted as part of the block transfer credit from a diploma program

3 credits in introductory statistics

3 credits in humanities (other than English)

Clinical Internship and Capstone (5) (formerly MENT 554 and MENT 555)

- Program is available only to applicants residing in Canada.

Differences in time zones between BC and the student’s location may make participation in teleconferences inconvenient.

Note: Academic electives are courses that are not considered as professional development, applied studies or advanced training. Credit for ANES, ASHS and CEHS courses is limited because they are considered non-academic. Courses related to the block credit will not be considered for additional credit towards this degree.
Clinical Practicum: The clinical practicum is a core component of the program, where students assist anaesthesiologists, therapists, and registered nurses in the critical care environment. It is designed to help students develop the skills required to fulfill the designated role of an Anaesthesia Assistant as defined by the Canadian Anaesthesiologists’ Society (CAS).

Support Course Requirements:
- CEHS 201, Arterial Blood Gases (3)
- CEHS 204, Pharmacology for Health Sciences (3)
- CEHS 214, Respiratory Therapy Equipment (6)
- CEHS 216, Mechanical Ventilation (3)

Core Course Requirements:
- ANES 420, Anaesthesia Equipment (3)
- ANES 421, Introduction to Clinical Anaesthesia (3)
- ASHS 450, Hemodynamic and Physiological Monitoring (3)
- ANES 451, Emergency Cardiac Care
- ANES 452, Anesthesia (3)
- ANES 453, Hemodynamic Monitoring (3)
- ANES 454, Anaesthesia Equipment (3)
- ANES 455, Emergency Cardiac Care

Note: Students who do not pass subject areas of the exam must take the course that relates to the failed subject area from the pre-entrance exam. Students may choose to take all four support courses rather than writing the exam. Exemption from the exam may be granted for some students.

Support Course Requirements:
- CEHS 201, Arterial Blood Gases (3)
- CEHS 204, Pharmacology for Health Sciences (3)
- CEHS 214, Respiratory Therapy Equipment (6)
- CEHS 216, Mechanical Ventilation (3)

Core Course Requirements:
- ANES 420, Anaesthesia Equipment (3)
- ANES 421, Introduction to Clinical Anaesthesia (3)
- ASHS 450, Hemodynamic and Physiological Monitoring (3)
- ANES 451, Emergency Cardiac Care
- ANES 452, Anaesthesia (3)
- ANES 453, Hemodynamic Monitoring (3)
- ANES 454, Anaesthesia Equipment (3)
- ANES 455, Emergency Cardiac Care

Note: Students must have current Advanced Cardiovascular Life Support (ACLS) certification in order to proceed to the clinical component.

Admission Requirements:
- Proof of recent (within two years) completion of the ANES 425, Advanced Cardiac Life Support (ACLS) course.
- Successful completion of Level 1 certification in the Cardiovascular Life Support (ACLS) certification in order to proceed to the clinical component.

Residency Requirements:
- 9 credits of TRU coursework (distance or on-campus)

Associate of Science
- Program available to applicants residing in Canada or outside Canada.
- This associate degree program provides students with a broad academic education which prepares them for both the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university-level courses 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.bc.ca.

Courses used to complete this degree must also have transfer credit to one other BC university such as Simon Fraser University, the University of British Columbia, the University of Northern British Columbia or the University of Victoria. Course credit may also be used to complete other degrees offered through TRU-OL.

Admission Requirements:
- Open admission (page 8).

Residency Requirements:
- 9 credits of TRU coursework (distance or on-campus)

Associate Degree Requirements:
- 60 credits of first-year and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:
  - 6 credits in English (university-level composition and literature, e.g. ENGL 100, 101 or ENGL 108; ENGL 106 and 107 do not meet this requirement)
  - 6 credits in arts other than English, mathematics or lab-based science courses
  - 18 credits in first-year natural science, mathematics (including statistics) or engineering science, of which no more than 6 credits may be in one subject area
  - 6 credits of mathematics (may include MATH 150, 230, STAT 102), of which 3 credits must be in calculus (e.g. MATH 120 or 121; 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 study 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. BISC 120/125, 121/126; CHEM 110/115, 111/116 or 160/164, 162/165; 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 the program.

Campus-based equivalents to most course requirements are available.

- Refer to the TRU-OL website or contact Student Services for program updates.
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 this or other subjects of specialization.

Admission Requirements

Open admission (page 8).

Residency Requirements

15 credits of TRU coursework (distance or on-campus)

Degree Requirements

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

General Education Requirements (24 credits) (may be met with lower-level or upper-level university courses; refer to page 91 for disciplines)

- 6 credits in English (university-level composition and literature, e.g. ENGL 100, 101 or 108; ENGL 106 and 107 do not meet this requirement)
- 6 credits in humanities other than English
- 6 credits in mathematics (including statistics) and/or science
- 6 credits in social science

Lower-level Requirements (24 credits)

- MATH 120, Calculus I (3) and 121, Calculus II (3) or equivalents (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. BISC 120, 121, 210, 230, 260)
  - Chemical science (chemistry, biochemistry, e.g. CHEM 110, 111, 160, 162)
  - Physical science (astronomy, physics, e.g. PHYS 110, 111)
  - Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g. GEOG 110, GEOL 120)
  - Mathematics (including statistics, e.g. MATH 150, 210, 230)

Applied science (biotechnology, 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 two other areas)
- 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 pages 10 and 25-27 for more information.

Campus-based equivalents to most course requirements are available.

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

Bachelor of 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 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 (page 8).

Residency Requirements

15 credits of TRU coursework (distance or on-campus)

Directed Studies

Directed Study 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 91 for disciplines)
  - 6 credits in English (university-level composition and literature, e.g. ENGL 100, 101 or 108; Note that ENGL 106 and 107 do not meet this requirement)
  - 6 credits in humanities other than English
- 30 credits of Directed Studies

Minimum grade of C is required in each upper-level course included 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 BISC 350, 360, ENST 399
- 3 credits of Directed Studies

Campus-based equivalents to most course requirements are available.

- 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.
  - 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.
Water Treatment Technology Program

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

This program is designed to address the educational requirements of both operators working in the water treatment industry and entry-level students interested in entering the water treatment industry. The program supports a progressive credential structure through which students can gain three certificates and a diploma. The diploma credential can be further laddered into a degree in Bachelor of Technology (Trades & Technology Leadership).

The program supports a progressive credential structure through which students can gain three certificates and a diploma. The diploma credential can be further laddered into a degree in Bachelor of Technology (Trades & Technology Leadership). The main objective of the program is to provide a comprehensive educational opportunity for immediate and future plant operators and managers. Students of this program will typically belong to one of the following general categories:

1. Entry-level students interested in entering the field of water treatment technology.
2. Plant operators meeting or improving their skills within the field of water treatment technology.
3. Plant operators laddering their education to the water treatment industry and entry-level students.

The entire program, if taken on a full-time basis, is two academic years in length, or four semesters as follows:

• Level I Water Treatment Technology Certificate - first semester of 15 credits of coursework
• Level II Water Treatment Technology Certificate - first and second semester of 30 credits in total, of coursework
• Level III Water Treatment Technology Certificate - three full semesters of coursework totalling 45 credits.

• Water Treatment Technology Diploma - Full four semesters of coursework totalling 60 credits

The program allows individuals to enter and exit the program in relation to the level of credential they are aspiring to achieve. Each course currently available represents three credits (nine continuing education units (CEUs)) or one credit (three continuing education units CEUs). The credential practicum(s) will expose students to the technology and operations of a water plant, which ensures the program's applied nature is maintained. The details of the practicum(s) will be organized between the student, onsite practicum supervisor and program coordinator.

Admission Requirements

Continuous admission.

Completion of British Columbia Grade 12 (or equivalent) is required while Chemistry 11 and Principles of Mathematics 11 are both recommended. In lieu of the aforementioned requirements, individuals with industry-related experience may be admitted with less than the total admission requirements pending permission from the program coordinator.

Note: In order to be recognized as a certified operator in the province of BC, individuals must hold an Environmental Operators Certification Program (EOCP) accredited certificate. The Water Treatment Technology Program and associated courses received the approval of the EOCP to serve as appropriate technical training for CEUs. However, the TRU certificates are not equivalent to accredited EOCP certificates.

Residency Requirements

Level I, Level II and Level III Certificates each require 6 credits of TRU coursework (on-campus or distance). The Water Treatment Diploma requires 9 credits of TRU coursework (on-campus or distance).

Credentialed Requirements

Certificate Water Treatment Technology Level I (15 credits)

Admission requirements: as above
WTTP 170, Water Sources (3)
WTTP 171, Water Treatment I (3)
WTTP 172, Applied Math and Science (3)
WTTP 173, Mechanical Systems 1 (3)
WTTP 117, Environmental Legislation (1)
WTTP 118, Occupational Health and Safety (1)
WTTP 119, Communications (1)

Certificate Water Treatment Technology Level II (30 credits)

Admission Requirements: Completion of Level I Water Treatment Certificate or equivalent
WTTP 180, Electrical Fundamentals I (3)
WTTP 182, Instrumentation I (3)
WTTP 129, Moving Water (1)
WTTP 130, Major Process Equipment (1)

WTTP 131, Secondary Process Equipment (1)
WTTP 185, Water Treatment II (3)
WTTP 189, Practicum I (3) (See Note on page 79).

Certificate Water Treatment Technology Level III (45 credits)*

Admission Requirements: Completion of Level II Water Treatment Certificate or equivalent
WTTP 270, Electrical Fundamentals II (3)
WTTP 203, Introduction to Water Chemistry (1)
*WTTP 206, Inorganic Species in Water (1)
*WTTP 207, Organic Species in Water (1)
WTTP 272, Advanced Coagulation and Particle Removal (3)
WTTP 213, Concepts of Filtration (1)
WTTP 214, Slow and Rapid Sand Filtration (1)
WTTP 215, Membrane and Alternative Filtration Techniques (1)
WTTP 217, Basic Principles of Disinfection (1)
*WTTP 218, Standard Disinfection Practices (1)
*WTTP 219, Advanced Disinfection and Fluoridation Practices (1)

*To complete this certificate some courses (WTTP 206, 207, 218 & 219) must be completed outside TRU-OL. Consult a program coordinator for possible options.

Note: The program is designed to be flexible so an operator working in a plant can apply to have the practicum performed at their work place. The details of the practicum will be organized between the operator, onsite practicum supervisor and program Coordinator. The program also recognizes past educational and work experience through Prior Learning Assessment, which means a student may be granted credit for specific courses or portions of a program (see pages 10 and 25-27).

Certificate in Information Technology

• Program is available to applicants residing in or outside of Canada.

This flexible certificate program gives students the freedom to pursue a wide variety of complementary information technology (IT) courses offered by distance or on-campus by TRU, as well as those offered by distance through our university consortium institutions (SFU’s CPSC courses and UVic’s CMPT courses) and through other consortia such as the Canadian Virtual University (page 17).

This “generalist” certificate also provides a path for students who choose to redirect their focus halfway through their program or seek recognition for mixed IT skills from recognized sources. The 15 credit Certificate in Business Skills program (page 53) may be undertaken as a complementary program to this certificate. On completion of the Certificate in Information Technology, students may ladder into either the Diploma in Information Technology and Management (page 84) or the Diploma in Management Studies (pages 54-55) Students who have earned or are pursuing UVic’s Computer Based Information Systems Certificate or a similar credential may not pursue the Certificate in Information Technology.

Admission Requirements

Provincial Grade 12 Diploma or equivalent (additional prerequisites may be required for optional courses).

Residency Requirements

6 credits of TRU coursework (distance or on-campus)
Certificate Requirements
30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:
- BUSM 155, Doing Business in Canada (3) or approved equivalent
- ENGL 106, 108 or an approved alternative
- 3-6 credits in introductory IT and computer application courses (e.g. ADMN 137 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-related courses, transfer credit courses PLAR credit (pages 10 and 25-27), courses may include TRU-OL CMPT or CPSC courses (on-campus, TRU COMP courses) and ADMN 477 (6), subject to appropriate prerequisites.
- Note: If you are planning on laddering to the Bachelor of Technology (Computing) program consult with your OL advisor to ensure that any CMPT courses you are considering will be transferable.
- 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 to applicants residing in or outside of Canada.
- This diploma program supports the academic pursuits of students who have completed the Certificate in Information Technology offered through TRU-OL. Normally, students complete diploma courses on a part-time basis while employed in the industry. Those taking the Diploma in Management Studies may not pursue this diploma.

Admission Requirements
Successful completion of one of the following:
- Certificate in Information Technology offered through TRU-OL
- UVic Computer Based Information Systems Certificate
- Other recognized IT or computing certificates, including most formerly offered through OLA Skill Centres (for certificates that require less than 30 credits or are lacking key prerequisites, TRU-OL may specify that courses, in addition to those required for the diploma, be completed)
- 30 or more transferable credits, with a minimum 21 credits in IT or related courses (CMPT, CPSC)

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

Diploma Requirements
Normally, 30 additional credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:
- 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 563, 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. Electives are subject to appropriate prerequisites for 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; and, 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 to applicants residing in or outside of Canada.
- As TRU-OL offers only a select number of CMPT and CPSC courses, with more currently under development, the computing requirements must be met by TRU on-campus COMP courses or at other post-secondary institutions. Please consult with your program advisor to find out which courses will become available in the near future.
- This degree program fills a need for a university-level degree in applied computing. It is a technically oriented program that requires courses in program design, database technologies, operating systems, software engineering and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.
- The program is aimed at those in the software development industry who have completed a two-year diploma in computer science, computer information systems or related areas, or who want to earn a bachelor's degree, as well as those with partial credit for a university degree program in computer science or computer engineering.
- The term "computing" primarily refers to either TRU-OL, computer science (CPSC) courses or on-campus TRU COMP 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.

Residency Requirements
15 credits of TRU coursework (distance or on-campus)

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

General Education Requirements
(minimum 33 credits)
- (may be met with lower- or upper-level university courses available by distance through TRU-OL, on-campus through TRU or elsewhere; refer to page 91 for disciplines)
Bachelor of Technology (Technology Management)  
- Program is available to applicants residing in Canada or outside Canada.  
This degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors and managers in organizations within a changing business and technical environment.

Admission Requirements  
A two-year diploma in technology or its equivalent. Admission into the degree program is determined on the basis of previous studies, work experience and availability of suitable advanced technical specialty courses.

Those with a standard diploma of technology receive a block transfer of 60 lower-level credits.

Residency Requirements  
Minimum of 15 TRU credits (distance or on-campus).

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

General Education Requirements  
(15 credits with up to 9 upper-level credits) (may be met with lower-level or upper-level university courses; refer to page 91 for disciplines)

Management Requirements (21 credits with minimum 12 upper-level credits)  
ADMN 250, Introduction to Marketing (3)  
ADMN 326, Analytical Decision Making (3)  
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 research 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

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

Bachelor of Technology (Trades and Technology Leadership)  
- Program is available to applicants residing in Canada or outside Canada.  
This degree program provides qualified trades persons and technologists with the knowledge and skills necessary to become effective team leaders, supervisors and managers in a changing business and technical environment. Program admission is continuous, and many courses are available for registration at any time.

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

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

Degree program applicants are required to submit the following documents:

- Completed Program Admission/Transfer Credit form. All post-secondary transcripts are to be sent directly to TRU-OL Admissions by the issuing institution or authority.
- Resume and the names and contact information of 3 suitable references who can verify that work experience requirements have been met.
- Certified copies of original trades qualification documents with the completed TRU-OL Program Admission/Transfer Credit form. Trades qualifications are subject to verification checks.

Those with experiential or non-traditional training (not eligible for automatic transfer credit) applicable to the program may consider prior learning assessment and recognition (PLAR) to reduce the number of credits they are required to take to complete the degree. Course challenge and/or portfolio assisted PLAR (PDF) methods can be used as deemed appropriate by TRU (see pages 10 and 25-27).

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 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 2.6, are required.

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

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

Foundation (60 credits)  
Upon admission, TRU-OL will determine the number of credits attributable to this program from the applicant’s trade qualification (typically between 24 and 60) or technology diploma (typically 60 or more). Should additional lower-level credits be required to meet program requirements, a wide variety of courses are available, including TRU-OL’s BUSM 100, BUSM 131 or ADMN 231, ADMN 250, ECON 200, ECON 201, MATH 109, 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, enabling students to select from a broader range of courses later.

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

General Education Requirements (15 credits, typically with 3 credits at the upper level) (refer to page 91 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 upper-level)
- 3 credits in natural science (generally upper-level)
- 3 credits in arts and science elective (may be upper-level)
- 3 credits in technology elective (may be upper-level)
- 3 credits in liberal arts or science elective (may be upper-level)
Required Courses (30 credits)
Core Leadership (18 credits)
- 3 credits in Supervision or Management Principles (BUSM 111 or 121)
- LEAD 310, Foundations of Leadership (3) (Currently under review. Please contact your Program Advisor for updated information)
- 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) (Currently under redevelopment. Please contact your Program Advisor or Coordinator)
- ADMN 361, Open Communication (3)
- ADMN 362, Analytical Decision Making (3)
- ADMN 363, Open Electives (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”:
- ADMN 361, 362, 363, 364, 367, 468, 483)
- 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.
- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Bachelor of Tourism Management
This degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration and outdoor recreation, and for those who have completed related programs and have similar educational backgrounds. Industry experience is assumed. The degree forms an integral part of the BC Tourism Learning System. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements.

General education requirements can be taken before or after completion of the diploma program. Upper-level tourism courses should be taken last.

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

Note
Though TRU-OL does not offer most of the tourism/hospitality-specific courses in this program, a number are available via online delivery. Various tourism/hospitality courses are also offered to part-time students via face-to-face or online delivery through the TRU School of Tourism (www.tru.ca/tourism/home.html; 250.377.6146) and other BC post-secondary institutions, including Capilano University (www.capilanou.ca; 604.984.4960) and Vancouver Island University (www.viu.ca; 250.740.6396).

Admission Requirements (under review; refer to the TRU-OL website for updates)
Graduation from a recognized two-year tourism/hospitality program, with a grade point average (GPA) of 2.67 or higher, for the maximum block transfer toward the degree.

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

Residency Requirements (under review)
Minimum of 15 TRU credits (distance or on-campus)
- For information on TRU School of Tourism courses, contact tbcprog@tru.ca.
- For information on Vancouver Island University courses, contact s-a.gjala@viu.ca.

Degree Requirements (under review; refer to the TRU-OL website for updates)
120 credits, 45 at the upper-level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside the block transfer, are required as follows:

General Education Requirements (21 credits)
- 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 Vancouver Island University)
- Tourism Business Law (e.g. ADMN 390)
- Co-op or Practicum (may be completed through PLAR; refer to pages 10 and 25–27).
- Community and Cultural Issues (e.g. CONV 103 from TRU School of Tourism or Vancouver Island University)
- Environmental Stewardship (e.g. ENST 399)
Tourism 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 pages 10 and 25-27).
- Business Communication (e.g. ENGL 106, 107 or ADMN 363)
- Human Resource Management (e.g. ADMN 222)
- Organizational Behaviour (e.g. ADMN 320)
- Food and Beverage Service
- Hospitality Law (e.g. CONV 105 from TRU School of Tourism or Vancouver Island University)

Upper-level Requirements (minimum 24 credits)

Minimum of one course from each of the following areas:
- Tourism Policy and Planning (e.g. SOCI 316 or TRMT 430, TRMT 390B, Special Topics: Seniors)
- Management of Parks and Protected Areas
- Volunteer Management
- Resort Management

Vancouver Island University Courses:
- TRMT 359, Management of Parks and Protected Areas
- TRMT 390B, Special Topics: Seniors
- TRMT 430, Resort Management
- TRMT 450, Volunteer Management
- TRMT 475, Lifestyle Management

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
- ADMN 460, Business and Society
- GEST 482, Museum Principles and Practices I: Communities, Curatorship, and Collections
- GEST 483, Museum Principles and Practices II: Programming, Exhibitions, and Management
- ADMN 348, International Marketing or TRMT 368 from International Tourism Marketing (e.g. ADMN 347, Consumer Behaviour (e.g. ADMN 347)
- Promotions Management (e.g. ADMN 488)
- International Tourism Marketing (e.g. ADMN 487, International Marketing or TRMT 368 from Vancouver Island University)
- And an additional four upper-level tourism, hospitality, or closely related specialty courses

Other courses approved by TRU-OL include:
- 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 pages 10 and 25-27).
- Business Communication (e.g. ENGL 106, 107 or ADMN 363)
- Human Resource Management (e.g. ADMN 222)
- Organizational Behaviour (e.g. ADMN 320)
- Food and Beverage Service
- Hospitality Law (e.g. CONV 105 from TRU School of Tourism or Vancouver Island University)

Upper-level Requirements (minimum 24 credits)

Minimum of one course from each of the following areas:
- Tourism Policy and Planning (e.g. SOCI 316 or TRMT 430, TRMT 390B, Special Topics: Seniors)
- Management of Parks and Protected Areas
- Volunteer Management
- Resort Management

Vancouver Island University Courses:
- CONV 102, Introduction to Special Events Management
- CONV 104, Event Volunteer Management
- CONV 105, Legal Liability and Risk Management
- CONV 106, Event Marketing

General Education Requirements

Arts and Science Degree Programs

General Education Requirements

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

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

Humans and Social Sciences

- Humanities
- Art History
- Classical Languages and Literature
- Classical Studies
- Comparative Literature
- Communications
- Creative Writing
- Cultural Studies
- History
- Humanities
- Journalism
- Linguistics
- Media Studies
- Modern Languages and Literature
- Music History
- Philosophy
- Religious Studies
- Theatre Studies
- Mathematics
- and/or
- Sciences
- Astronomy
- Biochemistry
- Biology
- Botany
- Chemistry
- Computer Science
- Earth Science
- Ecology
- Environmental Science
- Geology

Geophysics
- Kinesiology
- Mathematics
- Microbiology
- Ocean Science
- Physical Anthropology
- Physical Geography
- Physics
- Physiology
- Statistics
- Zoology

Social Sciences

- Social Sciences
- Anthropology
- Archaeology
- Criminology
- Economics
- International Relations
- Political Science
- Psychology
- Religious Studies
- Theatre Studies

Regional/Human/Cultural Geography

Sociology
- Intercultural Studies
- Asian Studies
- Canadian Studies
- Environmental Studies
- Gender Studies
- Indigenous (First Nations) Studies
- Latin American Studies
- Urban Studies

Women's Studies

Business and Related Degree Programs

General Education Requirements

Some degree programs in business offered through TRU-OL require three to six credits of university-level English and completion of requirements in humanities, natural science and social science. Students are advised to consult with their TRU-OL program advisor before registering in courses to meet general education requirements for business degree programs.

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

Social 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
- Physical Geography
- Physical Anthropology
- Regional/Human/Cultural Geography
- Sociology
- Intercultural Studies
- Asian Studies
- Canadian Studies
- Environmental Studies
- Gender Studies
- Indigenous (First Nations) Studies
- Latin American Studies
- Urban Studies
- Women's Studies

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 sciences, plus the following disciplines:
- Computer Science
- Economics
- English
- Mathematics
TRU Distance Education Programs and Courses

Thompson Rivers University offers distance courses and programs through its on-campus Schools and Faculties including Continuing Studies, Faculty of Science, School of Business and School of Tourism. Distance education programs and courses are listed below by Faculty. For further information into a particular distance program or course visit www.tru.ca/new_students/distance.html or contact the appropriate TRU Faculty as listed below.

Schools and Faculties

Continuing Studies
To register for a distance program or course through Continuing Studies contact 250.828.5039 or visit http://www.tru.ca/contstudies.html.

Community Home Health Nursing Certificate
This distance learning program is designed for registered nurses (RNs) to develop the required knowledge and skills to meet the standards and competencies for professional nursing care in the home. Each course is eligible for 3 elective credits toward the TRU post-RN baccalaureate program.

NURS 380, Community Home Health Nursing (Start Date: September)
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 practice in tertiary care psychiatric facilities as well as related mental health settings. Those who complete this post-basic specialty program earn both the certificate in addition to a maximum of 15 credits toward a baccalaureate degree in nursing. The program is open to registered nurses, social workers and other health care professionals. Selected students enrolled in the third and fourth year of the Bachelor of Science, Nursing program may also be admitted.

MENT 451, Therapeutic Modalities I (Start Date: September)
MENT 452, Therapeutic Modalities II
MENT 453, Group and Counseling Skills
MENT 454, Mental Health Perspectives
NURS 455, Mental Health Practice

TRU School of Nursing, Distance Education offers the following course for health care professionals. Refer to www.tru.ca/contstudies/courses/nursing.html for course and registration details.

HLSC 369, Human Sexuality for Health Professionals
Sexuality is an important aspect of human health. This course advances a health care professional's capacity to address issues of sexuality and sexual health with clients of all ages. Theories and research informing health professionals of sexual development, gender, sexual orientation, sexual practices and sexual health will be examined. Self-awareness, along with the development of skills to address sexuality inclusion in professional practice, is central to course objectives. This course is web-based and includes a weekend, in-person workshop at the TRU, Kamloops Campus.

Start Dates: September and January

• Visit www.tru.ca/contstudies/courses/nursing.html for more information about courses and programs offered through distance learning through the TRU School of Nursing.

Faculty of Science
To register for a distance program or course through the Faculty of Science contact the Office of the Dean at 250.828.5400 or visit www.tru.ca/science.html.

Animal Welfare Certificate
This distance learning program has been developed in collaboration with the BC Society for the Prevention of Cruelty to Animals (BC SPCA) for animal caregivers interested in upgrading their work skills and for those interested in a career in animal welfare.


TRU Distance Education Programs and Courses

Animal Health Technology
This distance learning program allows those already working in a veterinary clinical setting to become an animal health technologist, with the support of TRU course instructors and a veterinary employer willing to provide clinical instruction.

ANHD 101, Office Skills
ANHD 110, Anatomy and Physiology 1
ANHD 111, Lab Procedures 1
ANHD 112, Animal Nursing 1
ANHD 113, Animal Behaviour
ANHD 114, Animal Disease
ANHD 190, Veterinary Clinical Studies 1
ANHD 191, Veterinary Clinical Studies 2
ANHD 192, Veterinary Clinical Studies 3
ANHD 210, Anatomy and Physiology 2
ANHD 211, Lab Procedures 2
ANHD 212, Animal Nursing 2
ANHD 213, Radiology
ANHD 214, Pharmacology
ANHD 221, Lab Procedures 3
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

• Visit www.tru.ca/science/ahbt/disted.html for more information about Animal Health and Welfare courses and programs offered through distance learning through the Faculty of Science.

Asthma Educators’ Certificate
This online program is approved by the Canadian Network for 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

For further information visit www.tru.ca/science/distance/asthma.html.

Note: The Program coordinator must be contacted prior to registration to ensure entry requirements are met. Send an email with your professional credentials and request for program entry to jchan@tru.ca.

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

ASHS 471, Client-Centred Approach to COPD Care
ASHS 472, Concepts in the Management of COPD

For further information visit www.tru.ca/science/distance/copd.html.

Note: The Program coordinator must be contacted prior to registration to ensure entry requirements are met. Send an email with your professional credentials and request for program entry to jchan@tru.ca.
TRU Distance Education Programs and Courses

Certified Respiratory Educator (CRE) Certificate
This online program is approved by the Canadian Network for Asthma Care (CNAC) and has a combined focus for health care professionals working with Asthma and COPD patients. The four course program requires the completion of the Online Asthma Educator Program along with a final course focused on the pathophysiology, diagnosis and disease management strategies of COPD.

Note: Students must complete the courses in the order listed below. The national certification exam for this certificate is written the first Saturday in November.

CRE Program Courses
1. ASHS 461, Client Central Approach to Asthma
2. ASHS 462, Concepts in Asthma
3. ASHS 463, Asthma Management Planning
4. ASHS 472, Concepts in the Management of COPD

For further information visit www.tru.ca/science/distance/cre_6243.

School of Business
To register for a distance program or course through the School of Business & Economics, contact 250.371.5878, abtonline@tru.ca or visit www.tru.ca/business.html.

Administrative Assistant Certificate
This online learning program is designed to prepare students for employment in a wide range of positions in business. Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and able to work on their own initiative. Administrative assistants are creative and have the ability to solve problems and exercise good judgment. They will be proficient in a variety of software applications and possess a good knowledge of the business environment. As key employees in an organization, administrative assistants need to keep current and be ready to take on new responsibilities.

ABTS 110, Word Processing I
ABTS 111, Keyboarding 2 (50 nwpm)
ABTS 120, Introduction to Computers
ABTS 121, Spreadsheets 1
ABTS 122, Spreadsheets 2
ABTS 123, Databases
ABTS 130, Business Communications I
ABTS 143, Accounting I
ABTS 144, Accounting 2
ABTS 145, Business Math and Calculators (optional)
ABTS 150, Human Relations
ABTS 111, Word Processing 2
ABTS 112, Desktop Publishing
ABTS 122, Spreadsheets 2
ABTS 124, Presentation Software
ABTS 125, Integrated Project
ABTS 126, Web Site Maintenance and Design
ABTS 131, Business Communications 2
ABTS 141, Computerized Accounting - Simply
ABTS 151, Job Search
ABTS 153, Administrative Procedures
ABTS 154, Records Management

Legal Administrative Assistant Certificate
This online learning program is designed to provide learners with the legal training required by local law firms. Courses will provide skills in keyboarding and transcription, along with knowledge of proper procedures and terminology used within the legal system. Students interested in taking this program should have previous office experience. (ABTS 110, 111, 114, 120, 130 and 155 are required)

LEGA 101, Introduction to the Canadian Legal System
LEGA 102, Legal Office Procedures
LEGA 103, Litigation Procedures I
LEGA 104, Litigation Procedures II
LEGA 105, Family Litigation Procedures
LEGA 106, Corporate Procedures I
LEGA 107, Corporate Procedures II
LEGA 108, Conveyancing Procedures I
LEGA 109, Conveyancing Procedures II
LEGA 110, Wills and Estates

Cook Journeyperson Preparation
This online learning program prepares students, with three levels of study, for the Red Seal Exam. The theory based course helps familiarize students with the types of questions and areas of study which could be present on the exam.

Note: TRU does not offer the Red Seal Exam. Arrangements for the exam must be made with the Industry Training Authority at www.itabc.ca.

• Visit http://www.tru.ca/tourism/culinary/online_courses.html for more information.

Event Management Certificate
This online learning program helps students acquire skills to plan and manage festivals and special events. It can be completed part-time over two semesters. Certificate graduates can ladder into an Event Management Diploma program or the Bachelor of Tourism Management program.

CONV 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

• Visit http://www.tru.ca/tourism/online for more information.
TRU, Open Learning Courses

The following course information describes courses offered through TRU-OL at the time of publication. For up-to-date course information and descriptions, which may reflect changes that occurred after publication of the print calendar, please refer to the “Course” section at www.truopen.ca

Reading a Course Description
Courses are listed alphabetically and numerically by the TRU-OL course letter code and number. Letter codes represent subject areas while numbers represent the level of difficulty of the course. As a general rule:

- Three-digit course numbers beginning with “0” indicate high-school level.
- 100-level courses are generally taken in the first year of a program and usually have no prerequisites.
- 200-level courses are generally taken in the second year of a program. Some 200-level courses may have prerequisites.
- 300-level courses are generally taken in the third year of a degree program and are considered upper level. Most 300-level courses have specific or recommended prerequisites.
- 400-level courses are considered upper level and are taken in the third or fourth year of a degree program. Most 400-level courses have specific or recommended prerequisites.

Courses Delivered by TRU-OL
Courses delivered by TRU-OL are indicated by the blue course code.

TRU-OL Courses Delivered by SFU or UVic
The delivering institution’s course code is on the right of TRU-OL’s course code.

Course Descriptions

Course Credits, Course Level/
Type Designations
Credit values are in “semester hours,” as used by SFU, UBC, UNBC and most community colleges in BC (3 TRU-OL credits = 1.5 UVic units)
Course level/type designations are defined as follows:

PRP High-school level

COL College credit, normally applied to certificate and diploma programs (excluding advanced and post-baccalaureate programs)

UNIV University credit

NC Non-credit as defined by TRU-OL

Self-paced and Paced Courses
Most courses delivered by TRU-OL are available in a distance, continuous registration and self-paced format. These courses have fixed durations, with flexible schedules for submitting assignments. TRU-OL also delivers a limited number of paced courses that have fixed start and end dates, with specific dates for submitting assignments, discussions and projects and writing the final examination.

Delivery Formats
Students can communicate with their 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.

Online—Course is fully online in a paced, cohort, tutor-led model. Online courses use a variety of online communication technologies and involve a high level of interaction among students and with the course tutor. Some Online courses may have textbooks or other resources such as DVDs or CDs, when online resources are not available. Internet access (high speed is recommended) is required to complete an online course.

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

Equipment
Required and/or recommended equipment is specified in the course descriptions.

Computer—Some courses require access to a computer and may also specify Internet access and CD-ROM drive requirements. Unless stated otherwise, computer requirements for web-based courses delivered by TRU-OL are specified here and on the TRU-OL website. Details about computer requirements for TRU-OL courses delivered by SFU or UVic are specified on the institution’s website as indicated. The delivering institution provides technical assistance.

Other Requirements—Some courses may include CDs, DVDs, teleconferencing or TV broadcasts, which require access to equipment as specified in the course descriptions including: CD player, DVD player, phone and/or a television. CDs and DVDs are included in course packages for some courses; for others, they are loaned to students by the TRU Library or are rented to students through Student Services. Refer to materials rental and purchase policies on pages 20 and 29.

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)

- Pentium IV or higher microprocessor, or equivalent
- Minimum 512 MB of RAM (memory)
- Windows 2000, XP or Vista
- Dial-up 56 K, cable modem or ADSL connection to the Internet
- Macintosh users must have:
  - G4 or higher
  - Minimum 512 MB of RAM (memory)
  - Mac OS X or higher
- Dial-up 56 K, cable modem or ADSL connection to the Internet

Software Requirements

- Word-processing program—compatibility with Microsoft Office unless otherwise specified in the course description. Open Office will allow documents to be saved in Office “.doc” format.
- Email account that supports file attachments.
- Any current Java-enabled web browser, e.g. Internet Explorer 6.0 or higher, Firefox 2.0 or higher, or Safari 2.0 or higher.
- Adobe Acrobat Reader (current version)

Computer Skill Requirements
Students should be able to:

- Navigate the directory/holder structure of their computer’s hard drive and search for files on their hard drive.
- Create directories, folders and files, and organize files on their computer’s hard drive.
- Use a word-processing program and save word-processing documents in “.doc” file format.
- Use an email program, including sending and saving attachments, and upload and download files as email attachments.
- Use a graphical web browser and Adobe Acrobat Reader (current version).
Desired standing may be approved by: AL, CGA, CMA, CPA, CIC, PMAC, QCA.

Prerequisites: Some basic accounting and mathematics (Grade 11) is recommended.

Note: Students with credit for BUSB 131 and/or 132 may not take this course for further credit.

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

Equipment: Computer with high-speed Internet and Microsoft Office with anti-virus software is required for the web-based version of this course.

Refer to page 79 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ADMN 211 WEB-BASED 3 UNIV Strategic Information Technology

This course presents the importance of information technology as a necessary component of a successful business strategy. The role of the Chief Information Officer (CIO) is illuminated.

Prerequisites: ADMN 137 or admission to Bachelor of Business Administration (Technology Management) recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to page 11.

Completion: 8 weeks.

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 function (HRM) 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, QCA)

Prerequisites: ADMN 230 and an introductory course in business, management or supervisory skills, are recommended.

Note: If you already have credit for BUSB 122 or 222 (no longer offered), ADMN 366, or ADMN 431, you may not take ADMN 222 for additional credit.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ADMN 231 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 the following key questions: what is financial accounting, what are financial statements; how and why are they prepared; and what are some of the elementary rules governing their preparation?

Students are exposed to the process by which financial transactions and events are recorded, and will learn how to compute and interpret financial statements. This can be taken as a print based course with some web enhancements and activities, or as a web-based course. The textbook publisher's Student Companion Website provides a variety of study resources, additional questions, answers to a number of study problems in the textbook, and links to accounting-related sites. It provides an accelerated alternative to BUSB 131 and 132.

ADMN 250 WEB-BASED 3 UNIV Introduction to Marketing

In this course, students assume the role of the 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 real-world marketing activities 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, CMA, CIC, ICB, LGMA, PMAC, QCA)

Prerequisites: Note: Students with credit for ADMN 350, 365, BUSB 151, or equivalents may not take this course for further credit.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ADMN 310 UVIC ADMN 310 WEB-BASED 3 UNIV Public Sector Economics

This course is an introduction to the principles of microeconomics for public-sector policy analysts and management. Students are introduced to economic principles, including supply and demand, household budgeting, consumer choice, production, labour and capital markets, competition policy and regulation, market failures and government intervention, income distribution, and taxation. Topics also include the national income and expenditure accounts, and unemployment and inflation. Consortium courses are paced and as such it is important to participate on a weekly basis.

Prerequisites: Third-year university standing is recommended. Refer to page 14. Public Sector Economics

Note: Only one of UVIC ECON 103 (formerly UVIC ECON 201), ECON 202, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required. Refer to page 14.

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

Completion: 4 months.

ADMN 311 UVIC ADMN 311/ POLI 350 WEB-BASED 3 UNIV Introduction to Public Administration

This course is an exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged, and how those processes are changing. The course focuses primarily on the federal and provincial governments with references also made to public administration at other levels.

Prerequisites: Third-year university standing is recommended. Refer to page 14. Public Sector Organizations

Note: Only one of ADMN 312, BUSB 121, and ADMN 122 may be taken for credit.

Equipment: Computer with Internet is required. Refer to page 14.

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 interchange between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work; interpersonal and leadership skills; power and influence, conflict resolution; formal and informal communications, and motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 312, BUSB 121, and ADMN 122 may be taken for credit.

Equipment: Computer with Internet is required. Refer to page 14.

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

Completion: 4 months.
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.

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ADMN 315  
**WEB-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. (CA, 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 14.
Consumer Behaviour
This course introduces the student to the influence that consumer behavior 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).
Equipment: Computer with Internet and QuickTime, is required. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

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 (TRU on-campus), or any other introductory business/marketing research course may be taken for credit.
Equipment: Computer with Internet, MS Office Software including Excel and CD-ROM driver, is required. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Taxation
This course covers fundamental principles, concepts, and applications 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; 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.
Equipment: Computer (PC) with Internet, CD-ROM drive, QuickTime (free downloads), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Analytical Decision Making
This competency-based, paced course covers the “decision tools” used by most managers. Using a multi-faceted decision-making framework, students address workflow management, data gathering, decision-support tools, charting, process analysis such as break-even, trade-off, and sensitivity analysis, financial decisions, cash flow, value of the dollar, inventory controls, strategic thinking, and more. Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.
Prerequisites: First-year university standing. Generally, this course is not open to students who have completed ADMN 250 or an equivalent management diploma or ADMN 314.
Note: Students with credit for ADMN 262 may not take this course for further credit.
Equipment: Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to page 97 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.
Start Date: Refer to the TRU-OL website or contact Students Services.
Completion: 14 weeks (online participation required).

Open Communication
This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills for management. It provides students with the professional skills and knowledge necessary to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal and electronic media. Students have 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, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to page 97 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.
Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule. Start dates are usually every two months.
Completion: 14 weeks (online participation required).

Marketing for Managers
This course provides students with industry-standard business skills and knowledge and provides a framework on which students may use to assess marketing possibilities, analyze all aspects of a marketing plan and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. The course is for managers who are not directly responsible for developing and implementing new products or services but who manage small companies and managers in small organizations without marketing departments, who may be responsible for marketing a product or service. It is also relevant to people whose job or service responsibilities, anyone just beginning their careers in a company’s marketing department and non-marketers who need to have the mindset of a marketer. In this course, students read research articles on key aspects of marketing in today’s world, play a marketing simulation game in which they make key marketing decisions and examine the marketing decisions that are relevant to their own work and interests.
Prerequisites: Introductory marketing course (e.g. ADMN 250 or 350 or BUSM 151), or an introductory computer course is a strongly recommended prerequisite for this course/program.
Start Date: Refer to the TRU-OL website.
Additional Requirements: A strong working knowledge of computers or an introductory computer course is a strongly recommended prerequisite for this course/program.
Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule. Start dates are usually every two months.
Completion: 14 weeks (online participation required).
WEB-BASED 3 UNV

Strategic Human Resource Management

This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management and decision 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 decision models and case analyses 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 this competency to their work experience. Third-year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to page 97 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.
Completion: 14 weeks (online participation required).

ADMN 369 WEB-BASED 3 UNV

Transitions 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 work through situations that may create barriers. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to page 97 or the TRU-OL website.

Additional Requirements: A strong working knowledge of computers or an introductory computer course is strongly recommended prerequisite for this course/program.

Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.
Completion: 14 weeks (online participation required).

ADMN 380 WEB-BASED 3 UNV

International Business

This course examines world trade and the processes that business managers go through in order to establish or expand operations into international markets. Students explore various levels of business involvement in foreign markets, combining historical, theoretical, and current perspectives on international business and world trade. They learn the terminology of international business, and examine the influence of forces such as culture, economics, politics, and geography on business and markets. Students are also introduced to international organizations including the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund. Each module also introduces Canadian issues and perspectives on international business and trade, and lists websites and other resources that offer a wealth of information for Canadians doing business globally.

Prerequisites: A minimum of 30 credits of post-secondary education is recommended.

Note: This course was formerly numbered BUSB 241. Students with credit for BUSB 241 or a similar business law course may not repeat this course for further credit.

Equipment: Computer with Internet, CD-ROM drive and MS Office (Word, Excel, and PowerPoint) software, is required.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

ADMN 190 WEB-BASED 3 UNV

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. (AL, CA, CGA, CMA, CPAs, CUC, CLMA, PMAC, QIA, RHEC)

Prerequisites: A minimum of 30 credits of post-secondary education is recommended.

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

Prerequisites: Intermediate Financial Accounting (ADMN 331 and 341 or equivalents). A sound understanding of basic mathematics and its application in the business context (Either MATH 109, 107, or a similar course in business/financial mathematics) and of MS Word and Excel (CMFT 119 or ADMN 137) is recommended.

Exclusions: Only one of BUSB 441 (offered at TRU Kamloops) and ADMN 402 may be taken for credit.

Equipment: Computer with Internet. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

ADMN 405 WEB-BASED 1 UNV

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 developing students’ management’s need for information for planning, control and decision making using both quantitative and qualitative information.

Prerequisites: ADMN 333 or equivalent. ADMN 336 (or BUSB 236) is strongly recommended.

Equipment: Computer with Internet is required. Financial calculator: Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

ADMN 403 WEB-BASED 3 UNV

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 the dynamic industry. Through analysis of the retail marketing mix, the course looks at branding in the retail industry, product 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 to retail to marketing management, e-commerce, international retailing, and customer relationship management.

Prerequisites: ADMN 250. ADMN 347, ADMN 363 and 60 credits are recommended.

Exclusions: Only one of BBUS 443 (offered at TRU) and ADMN 405 may be taken for credit.

Equipment: Computer (preferably a PC with Windows 2000, XP or newer) with Internet and MS Office software, is required. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.
Managing Service Delivery
This course explores the challenges facing public sector managers who develop or transform public services, with an emphasis on service recipients. The course examines the different perspectives on service information 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: Third-year university standing is recommended. ADMN 311 or equivalent.

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

Start Date: January (not available in 2009-10). Registration deadline applies. Refer to page 11. Completion: 4 months.

Leaving and Managing in the Non-Profit Sectors
This course provides an overview of management in Canada’s non-profit and voluntary sector. Students examine the size, scope, structure, functions, values, history, and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of the 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 7. Completion: 4 months.

ADMN 421 UVIC ADMN 421
WEB-BASED 3 UNIV
Financial Management
This course gives students a financial management foundation focused on the needs of the public sector. Topics include: public sector financial management and budgeting, including capital budgeting and infrastructure investment; financial statements and their analysis; public sector accounting standards and financial reporting; cost management and control; and accountability and performance measurement. The emphasis will be on provincial and federal planning and reporting structures. The course will begin with an introduction to the Excel spreadsheet program.

Prerequisites: Third-year university standing.

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

Start Date: January. Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 422 UVIC ADMN 422
WEB-BASED 3 UNIV
Ethical Public Management
This course provides an exploration of value and ethical dilemmas that confront public and quasi-public sector officials in the workplace. Focus is placed on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability as well as issues related to good, just and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 421 and UVIC ADMN 421 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 423 UVIC ADMN 423
WEB-BASED 3 UNIV
Portofolio Management
This is an advanced course in portfolio management in a global environment. Topics include: determining investor objectives, constraints and preferences; establishment of portfolio policies; forecasting capital market expectations; asset allocation; equity, fixed-income, and real estate portfolio strategies; hedging strategies, implementation, monitoring and rebalancing of a portfolio; evaluating portfolio performance; and ethical standards. Case studies and an investment simulation will be used to reinforce course concepts.

Prerequisites: ADMN 311 or equivalent is strongly recommended. STAT 102 (or equivalent) is recommended

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

Start Date: January. Registration deadline applies. Refer to page 11. Completion: 4 months.
January. Registration Start Date: publicadmin.uvic.ca. Internet is required. Refer to 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 452  UVIC ADMN 452 3 UVIC

Local Government Law

This course analyzes the legislation and court decisions applicable to local governments in BC, including the Community Charter. Students, who are not lawyers, will become familiarized with local government law and legal issues that arise in relation to local government activities and will learn how to read case law and legislation.

Start Date: September. Registration deadline applies. Refer to page 11. Completion: 4 months.

Prerequisites: Thirld-year university standing.

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

Start Date: Course not offered in 2009-10.

Completion: 4 months.

ADMN 445  UVIC ADMN 445 3 UVIC

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 empirical basis for analyzing and predicting how urban areas evolve and how policies may affect patterns of growth and change.

Note: Credit will be granted for only one of ADMN 445 and UVIC ADMN 330.

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

Start Date: January. Registration deadline applies. Refer to page 11. Completion: 4 months.

Prerequisites: Third-year university standing is recommended. Note: Only one of ADMN 421 and ADMN 448 may be taken for credit.

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

Start Date: June (not offered in 2009-10). Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 446  UVIC ADMN 446 3 UVIC

Local Government Land Use Planning

Focussing on small and mid-size communities, this course provides an overview of land use planning principles and regulations to local government administrators and staff. Topics include: history, regulatory framework in BC, rural and small town planning; growth management and regional planning, neighbourhood, local and community planning; zoning, main street, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation, and environmental and heritage planning.

Start Date: September. Registration deadline applies. Refer to page 11. Completion: 4 months.

Prerequisites: Third-year university standing is recommended.

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

Start Date: September (not offered in 2009-10). Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 448  UVIC ADMN 448 3 UVIC

Local Government Financial Management

This course gives students a financial management foundation focused on the public sector. Topics include public sector financial management and budgeting, including capital budgeting and infrastructure investment, financial statements and their analysis, public sector accounting standards and financial reporting, cost management and control, and accountability and performance measurement. The emphasis on this course will be on local planning and reporting structures. The course will include tutorials for a spreadsheet program. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore, and are not included in the course fees.

Note: Only one of ADMN 434 (UVIC ADMN 420) and ADMN 442 (UVIC ADMN 445) 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.

Prerequisites: Third-year university standing is recommended.

Note: ADMN 311 and ADMN 448 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: 3 months.

Prerequisites: Thirld-year university standing is recommended.

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

Start Date: June (not offered in 2009-10). Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 460  UVIC ADMN 460 3 UVIC

Business and Society

In this course, Students explore the role of primary and secondary stakeholders, 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.

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

Completion: 30 weeks. Refer to page 11.

ADMN 461  UVIC ADMN 461 3 UVIC

Accounting Theory

This advanced course in financial accounting includes in-depth treatments of current issues 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 topics of standard setting; agency theory; and other topics related to specific industries and sectors of the economy. (CGA, CMA) Prerequisites: ADMN 331 and 341, ADMN 137 or COMT 150 and 119, STAT 102 (and preferably also ECON 310).

Equipment: Computer with Internet, Windows (2000, XP or newer), MS Office Software and 4X CD-ROM drive, is required. Refer to page 97 or the TRU-OL website. Additional Requirements: Students may apply for credit. Additional Requirements: Students may apply for credit. Additional Requirements: Students may apply for credit.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 11.

ADMN 463  UVIC ADMN 463 3 UVIC

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, audit reporting, and recent developments in auditing. (CGA, CMA, CA) Prerequisites: ADMN 331 and 341, ADMN 137 or COMT 150 and 118 and 119, STAT 102 (and preferably also ECON 310).

Equipment: Computer with Internet, Windows (2000, XP or newer), MS Office Software and 4X CD-ROM drive, is required. Refer to page 97 or the TRU-OL website. Additional Requirements: Additional resources referred to in the AU1 Lesson Notes, such as the Canadian Institute of Chartered Accountants Handbook (CICA Handbook), is often available to those already in the profession as well as the TRU-OL library. 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 465  UVIC ADMN 465 3 UVIC

Local Government Policy

This course gives students a financial management foundation focused on the needs of local governments. Topics include: public sector financial management and budgeting, including capital budgeting and infrastructure investment; financial statements and their analysis; public sector accounting standards and financial reporting; cost management and control; and accountability and performance measurement. The emphasis on this course will be on local planning and reporting structures. The course will include tutorials for a spreadsheet program. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore, and are not included in the course fees.

Note: Students are required to attend clinics.

Prerequisites: ADMN 423 or equivalent, ADMN 445 and ADMN 452.

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

Start Date: January (not offered in 2009-10). Registration deadline applies. Refer to page 11. Completion: 4 months.

ADMN 466  UVIC ADMN 466 3 UVIC

Contemporary Topics in Business and Society

This course examines the roles and relationships of the various levels of government (federal, provincial, local and Aboriginal), business, and the non-profit sector and how public services are delivered within this context.

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.
Managing Change
This course aims to provide a better understanding of the challenges involved in managing organizational change and to develop a strategic perspective for dealing with change at any level. The course also discusses innovation that expels change and current management trends and the prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattened and projects being taken today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and redeploying new strategies and activities involve members at all levels. (CPA)
Prerequisites: 60 credits of post-secondary education. ADMN 320 and 367 are recommended.
Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 11.

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, CPA)
Prerequisites: 90 credits of post-secondary education, including all other core requirements of the Bachelor of Commerce (pages 57-61).
Note: Students should take only one of ADMN 470 and 479.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Contemporary Topics in Public Administration - Positive Leadership
This course is a study of selected topics drawn from the current literature and practices in public administration or related fields. The fall 2009 topic is “Positive Leadership.” The course will define positive leadership and show how this can improve management practices, especially in the public sector workplace. Students will learn how to personally identify and improve their own positive leadership traits, and how to then translate that to leadership skills in organizations. The course requires a three-day on-campus workshop (Sept. 25, 26 and 27) and a two-day on-campus workshop (Nov. 20-21).
Prerequisites: Third-year university standing is recommended.
Note: Students may be permitted to enrol in this course more than once for a credit, provided that the course content is different from that previously taken.
Equipment: Computer with Internet is required. Refer to page 11.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 4 months.

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. The course covers the management 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 businesses. The course focuses on developing e-business models, analyzing industry realities, and examining the implications of the Internet on start-up and incumbent businesses, students will 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: A minimum of 60 credits of post-secondary education and familiarity with information technology concepts are recommended.
Equipment: Computer with Internet, CD-ROM drive, Anti-Virus software and QuickTime, is required. Refer to page 97 or the TRU-OL website.
Additional Requirements: In order to access the audio clips, you will need Windows Media Player or QuickTime. Links to free software downloads are available.
Start Date: Refer to the TRU-OL website (Courses) for course availability and schedule.
Completion: 14 weeks (online participation required).

Contemporary Topics in Public Administration - Strategic Planning and Implementation
This course examines the strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include: stakeholder analysis, developing mission, values and vision statement; environmental scanning; transforming strategic plans into policies and programs; management tactics; and assessing organizational performance. Implementation topics include: deploying resources, quality cost, strategic communication, budgeting, team building; problem solving, progress assessment; completion and evaluation.
Prerequisites: Third-year university standing is recommended.
Note: Only one of ADMN 484 and UVIC ADMN 477, 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.
ANEM 240
WEB-BASED
3 UNIV
Anesthesia Equipment
This course is designed to give students a thorough understanding of anesthetic equipment. The modules describe the structure, function, and operating principles of components used in such equipment and present information on anesthetic pollution, equipment hazards, and checks and maintenance procedures for anesthetic equipment.
Prerequisites: This course requires that the student be a RRT, RN or MD and be admitted to the Anesthesia Assistant Program.
Equipment: Computer with Internet is required.
Start Date: Continuous registration.
Completion: 30 weeks

ANEM 421
WEB-BASED
3 UNIV
Introduction to Clinical Anaesthesia
This course is designed for health care professional working in the operating room. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. Students will learn about the pharmacology, the physiology, and the anatomy relevant to the practice of both general and regional anesthesia will be considered.
Prerequisites: This course requires the student be a RRT, RN or MD and be admitted to the Anesthesia Assistant Program.
Equipment: Computer with Internet is required.
Start Date: Continuous registration.
Completion: 30 weeks

ANTH 101
WEB-BASED
14 UNIV
Introduction to Anthropology (A)
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: SFU SA 101 or equivalent recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks

ANTH 201
WEB-BASED
13 UNIV
Anthropology of Contemporary Life (A)
This course provides an introduction to the anthropological perspective as applied to the organization of everyday life in contemporary settings. It introduces interpretative and critical interpretive approaches to the analysis of social actions, ideas, and values as they are enacted in space and time are covered.
Prerequisites: SFU SA 101 is recommended.
Equipment: Computer with Internet is required.
Start Date: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ARCH 100
WEB-BASED
3 UNIV
Ancient Peoples and Places
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: SFU SA 101 or equivalent recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

APSC 101
WEB-BASED
4 UNIV
Computing Concepts
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 102
WEB-BASED
4 UNIV
Computer Applications
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 201
WEB-BASED
3 UNIV
Fundamentals of Programming
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 202
WEB-BASED
3 UNIV
Software Engineering
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 203
WEB-BASED
3 UNIV
Database Management Systems
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 206
WEB-BASED
3 UNIV
Investment Facilitation on First Nation Lands
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: SFU SA 101 or equivalent recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 209
WEB-BASED
3 UNIV
Computer Applications
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 210
WEB-BASED
3 UNIV
Systems Analysis and Design
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: CS 101 recommended.
Equipment: Computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

APSC 270
WEB-BASED
3 UNIV
Economic Feasibility and Impact Analysis on First Nation Lands
This course provides an overview of how to conduct residential and commercial development on First Nation Lands. This course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.
Prerequisites: Math 11 or Applications of Math 12, or MATH 104, or equivalent recommended; ECON 122 or ECON 200 or ECON 201 recommended.
Equipment: A computer with Internet is required.
Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.
**ASHS 301: Principles of Polysomnography**

This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory. This course includes patient interaction and describes the capture of bioelectrical activity, over-night recording techniques, the interpretation of data and data presentation for the compilation of the final report.

**Prerequisites:** Completion of ASHS 301, 302, and a health professional diploma are highly recommended.

**Equipment:** Textbooks can be ordered locally or through the TRU bookstore, at www.thekiosk.tru.ca.

**Start Date:** Continuous registration

**Completion:** 30 weeks

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**BISC 100: Understanding Biology**

This course introduces students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The course introduces the breadth of the field of biology and the basic physical and chemical concepts as a foundation for study. It then goes on to explore cell biology, genetics, the principle of evolution, the diversity of living organisms on the Earth today, plant and animal physiology, and the structure and function of ecosystems. 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 recommended.

**Exclusions:** BISC 101 (SFU BISC 100), 110, 111, 120, or 121 are excluded combinations

**Equipment:** DVD player and computer with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 14

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**BISC 103: Introduction to Biology (B) course.**

Refer to Page 14.

This course provides an introduction to the basic concepts of biology, emphasizing evolution as a unifying theme. Topics include cell structure, genetic transmission, DNA structure and function, evolution and population and ecosystem concepts and processes.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Students with a grade of C or higher in Biology 12 who are considering a major in biology may proceed directly to SFU BISC 101 or 102. Students with credit for SFU BISC 101 or 102 and succeeding biology courses may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to www.sfu.ca.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**Completion:** 13 weeks.

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**BISC 120: WEB-BASED OR WEB-OPTED**

An Introduction to Biology I: From Cells to Organisms

This course is designed as the first of a pair of introductory courses in biological science that introduces students to the structure and function of macromolecules; properties that define life; the major features of cell structure and function; how genetic material is transmitted in prokaryotic and eukaryotic organisms; basic genetic and cellular mechanisms that control the development of multicellular organisms from single cells, and the principles and processes of scientific inquiry. This course will enhance students understanding by making them critically think about the principles of biology and encourage them to communicate their thinking clearly and concisely. 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, 120, and 121 are excluded combinations

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 14

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**BISC 203: POLY-BASED OR WEB-BASED**

The course introduces students to principles of electricity and physics. Topics include basic electricity, Ohm’s Law, circuit analysis, voltage measurement and safety. The course is intended to be an introduction to the field of electricity and is a prerequisite for the course Electric Power Systems.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Students with a grade of C or higher in Physics 12 who are considering a major in electrical engineering may proceed directly to SFU ELEC 101. Students with credit for SFU ELEC 101 or 102 and succeeding engineering courses may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to www.sfu.ca.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**Completion:** 13 weeks.
An Introduction to Biology II: Evolution and Ecology - The Diversity of Life

This course examines in detail: the classification of living organisms; mechanisms of evolution by natural selection; changing views of the evolutionary history of biological diversity; the diversification of organisms; the use of viruses and bacteria as microbial models and their use in DNA technologies; mechanisms used by plants to obtain and transport food and minerals; and in order to respond to their environments, homeostasis in animal physiology; the structure and function in the organ systems of animals; the major ecosystems on Earth; the interaction of various types of natural communities, the role of humans as a force of change in the biosphere; and the principles and processes of scientific inquiry. This course will require the student to think critically about the principles of biology studied and communicate their thinking clearly and concisely. BISC 126 is the laboratory component.

Prerequisites: Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended. Note: Labs: 100, 110, 121 and 130 excluded combinations.

Equipment: Computer, with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 14.

BISC 127

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. The emphasis throughout is upon application of concepts to solve problems. The course enables an improved understanding of current genetics topics and their influence on modern life, and it provides a foundation for more advanced studies in human, animal, and plant biology and related fields.

Prerequisites: CHEM 111, BISC 120, MATH 034 or 100, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

BISC 128

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 of animal behaviour. Students will explore the role of learning, feeding, habitat choice, predator avoidance, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide the student with a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: One semester of undergraduate level introductory biology. A 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 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

BISC 129

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 to society, including health, food, spices and dyes. Using a basic introduction to botany and plant physiology, students will consider how humans have used plants throughout history from cultural, societal, and industrial perspectives. 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 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

BISC 130

Plant Science

Plant Science

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. The course examines the structure and function of plant and animal cells, including how cells produce energy and how plant cells photosynthesize. Cell organelles are studied to determine how cell function in harmonious ways while molecular biology is examined to indicate how genetic information is passed on and how genes create and control the structure of living cells. The course culminates in a brief study of cancer, a disease that involves the development of complex aspects of cell biology and disease genetics.

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 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

BISC 131

Principles of Microbiology

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. The course examines the structure and function of plant and animal cells, including how cells produce energy and how plant cells photosynthesize. Cell organelles are studied to determine how cell function in harmonious ways while molecular biology is examined to indicate how genetic information is passed on and how genes create and control the structure of living cells. The course culminates in a brief study of cancer, a disease that involves the development of complex aspects of cell biology and disease genetics.

Prerequisites: CHEM 111, BISC 120, MATH 034 or 100, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
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, counseling, and appraising employee performance. The course material stresses the link between theory and practice and the principles 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, CUC, QAA).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Students with credit for BUSM 133 or CYCA 361 or WPEP 110 may not take this course for further credit.

Equipment: Computer with Internet access is recommended, but high-speed Internet access is required (i.e. ADSL or cable modem).

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

BUSBM 131

PRINT-BASED OR WEB-BASED

3 UNIV

Accounting I

This course is designed to teach financial accounting principles 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 and accounting concepts and principles in the preparation of the TRU-OOL web statements for a proprietorship, partnership, or corporation. Students will study “generally accepted accounting principles” (GAAP) and thus be able to evaluate the assets, liabilities and equity of a business entity and conduct the elements in financial statements in a consistent and readable manner. Topics include inventory valuation, financial statements, the accounting cycle, cash flow analysis, (CA, CPA, CGA, QAA).

Prerequisites: BUSM 133 or equivalent.

Note: Students planning to take or have credit for ADMM 211 may not take this course for further credit.

Equipment: Computer with Internet and Microsoft Excel (2000 or newer) is required.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

BUSBM 213

PRINT-BASED

3 COL

Motivation and Productivity

This 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. Current management best practices are introduced, students obtain a “real world” perspective by being able to relate the topics to their own management style and to professional problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CA, CPA, CUC, QAA, PMAC).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. Completion: 30 weeks. Refer to page 97 or the TRU-OOL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

CEHS 198

PRINT-BASED OR WEB-BASED

3 UNIV

Medical Terminology

This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, allied health fields. The content covered in this course pertains to body systems, anatomical structures, medical processes and procedures, and a number of diseases.

Prerequisites: None.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration. Completion: 30 weeks.

CEHS 202

WEB-BASED OR PRINT/WEB-OPTIONAL PRINT

4 UNIV

Pathophysiology

This course describes the general principles of disease and presents information dealing with specific disorders of body systems or individual organs. This course is aimed for a target audience of health care practitioners.

Prerequisites: None, a solid understanding of Human Anatomy and Physiology is highly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration. Completion: 30 weeks.
Chemistry Laboratory II
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.

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.

Chemistry Laboratory II
In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 245.

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.

Organic Chemistry I
This course, together with CHEM 245, and the laboratory courses CHEM 243 and CHEM 246, will provide students with the equivalent of a second-year university or college organic chemistry course.

Prerequisites: CHEM 240 or equivalent, and CHEM 245.

Note: Chemistry Laboratory I

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.

Organic Chemistry II
This one-semester course introduces the topics of chemical bonding in molecules. The course is designed to meet two objectives: to reinforce the core components of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and the ability of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111.

Prerequisites: CHEM 110 or equivalent.

Note: This course offering is under review. Please refer to the website for the latest updates.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Chemistry Laboratory I
This course, together with CHEM 240, and the laboratory courses CHEM 243 and CHEM 246, will provide students with the equivalent of a second-year university or college organic chemistry course.

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.

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.

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.
Grade 12 Diploma or equivalent is assumed.

Provincial media and sonic environments. The acoustic and psychoacoustic bases of sound are creative fields. The acoustic and sound behaves in the interpersonal, the students' perception and Communication I

CMNS 259 SFU CMNS 259
WEB-BASED 3 UNIV

Explorations in Mass Communication
SFU-designated Writing Intensive (W) course. Refer to Page 14.

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 in mass communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CMNS 263 SFU CMNS 263
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. Topics include: ethics, documentary discourse analysis, Canadian and international documentary searches on NGOs, governments and corporations, and written theory and policy briefs.

Prerequisites: CMNS 110 or 130.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CMNS 372 SFU CMNS 372
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 governmental policies affecting the industry.

Prerequisites: Minimum 60 credits, including CMNS 353, CMNS 362.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CMPT 118 WEB-BASED 4 UNIV

Intro to Information Technology

This course introduces you to the basic principles of information technology, computers, and computer networks and their application in the workplace. By the end of this course, you will have a sound but basic understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in your choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course will teach you the basics in how to use computers in the workplace. In the process of completing this course, you will also learn how to problem solve and use the Help function and online tutorial assistance for your software. Finally, as this is an online course, you will learn about using the Internet and email. Advanced standing may be approved by: CGA, CPA, LGMA, PMAC, QAA.

Prerequisites: None. Students will need access to a PC with full internet access and MS Office Professional (XP preferred).

Exclusions: Students with credit for CMPT 109, 110, or CMPT 119 may not repeat this course for further credit.

Equipment: Computer with Internet and specified software is required. Refer to www.cbc.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: September - 12 weeks; May - 13 weeks.

CMPT 119 WEB-BASED 3 UNIV

Computer Applications in Business

Computer Applications in Business provides an overview of the integrated software packages most often used in the workplace. By the end of this course, you will have a sound understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in your choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course will teach you the basics in how to use computers in the workplace. In the process of completing this course, you will also learn how to problem solve and use the Help function and online tutorial assistance for your software. Finally, as this is an online course, you will learn about using the Internet and email. Advanced standing may be approved by: CGA, CPA, LGMA, PMAC, 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 an email account, send, receive 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.cbc.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: September - 12 weeks; October - 13 weeks; May - 13 weeks.

CMPT 150 UVIC TECJ 100
WEB-BASED 1 UNIV

Computer Concepts

This course provides students with the practical and theoretical fundamentals of computing. Computing Concepts lays the conceptual groundwork for students to build their understanding of information technology by introducing hardware, operating systems, productivity software, basic Web design, and networks. Students will use word processing, spreadsheet, database, presentation and Internet software in the Microsoft Windows environment. (CGA, CPA, ICB, LGMA, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Ability to launch a program, save and load documents in MS Office or OpenOffice.org, access an email account, send, receive 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.cbc.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 11.

Completion: September - 12 weeks; May - 13 weeks.

CMPT 159 CMPT 119

Web Design and Internet Concepts

This course explores the technical, ethical, and aesthetic challenges of creating websites for the Internet and World Wide Web. Throughout the course, we will explore the history of the World Wide Web and the social, cultural, and economic contexts in which it has emerged. We will analyze the basic technologies that underlie the World Wide Web, including the Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Transmission Control Protocol/Internet Protocol (TCP/IP). We will also examine the ways in which the World Wide Web has been used to create new forms of communication and interaction, and how it has transformed the way we think, work, and play.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Completion: 13 weeks.

CMPT 118 WEB-BASED 4 UNIV

Intro to Information Technology

This course introduces you to the basic principles of information technology, computers, and computer networks and their application in the workplace. By the end of this course, you will have a sound but basic understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in your choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course will teach you the basics in how to use computers in the workplace. In the process of completing this course, you will also learn how to problem solve and use the Help function and online tutorial assistance for your software. Finally, as this is an online course, you will learn about using the Internet and email. Advanced standing may be approved by: CGA, CPA, LGMA, PMAC, QAA.

Prerequisites: None. Students will need access to a PC with full internet access and MS Office Professional (XP preferred).

Exclusions: Students with credit for CMPT 109, 110, or CMPT 119 may not take CMPT 119 for further credit.

Note: This course is not eligible for Prior Learning and Assessment Recognition credit. This course offering is under review. Please refer to the website for the latest updates.

Equipment: Computer with Internet (minimum connection speed of 56k is required) and MS Office (XP preferred) including Access database software or MS Works (the 2003 or newer "Suite" with Word included is preferred). This course is not ideal for those using the MS Office 2007 version. Anti-Virus software and QuickTime are recommended. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
Course Descriptions

CMPT 180  
UVIC TESC 315  
WEB-BASED 1.5 UNIV  
Programming Concepts with Java  
This course examines the program development lifecycle and object-oriented programming concepts. Students will learn to immediately get hands-on experience on a simple Java application and applet. The fundamentals of programming concepts, such as manipulating data types, 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 212  
UVIC TECJ 432  
WEB-BASED 3 UNIV  
Database Concepts  
This course is designed to help students become knowledgeable end users of database management systems and to help explain the needs and roles of users, database designers, managers and administrators. Database Concepts provide an understanding of how databases fit into the information system of an organization. Topics covered include: the major components and functions of a database, how information is modeled, stored and manipulated in databases, and the implications of databases on operations, control and planning for the organization. Students will also gain hands-on experience by creating and maintaining a relational database using Microsoft Access or OpenOffice available from OpenOffice.org. (ICB)  
Prerequisites: CMPT 150 or 110 or equivalent.  
Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.  
Start Date: September, January. Registration deadline applies. Refer to page 11. Completion: September - 12 weeks; January - 13 weeks.

CMPT 214  
UVIC TECJ 431  
WEB-BASED 1 UNIV  
Decision Support Applications  
This course will introduce you to Decision Support Applications (DSS) by examining the “DSA Life-Cycle.” This end-to-end approach presents the key phases associated with developing successful DSS. Topics covered include, aligning DSS with organization strategies, developing Decision Support (DS) with business strategy, planning and collecting business requirements, data warehousing, data modeling and data administration for decision support. You will also examine different ways data can be used and presented to facilitate evidence based business decisions. You will investigate the support needs of a DSS and evaluate tools used in a decision-support architecture. (ICB, LGCM)  
Prerequisites: CMPT 110 or 150, or equivalent. CMPT 212 is recommended.  
Note: Students are required to attend clinicals.  
Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.  
Start Date: September, May. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CMPT 215  
UVIC TECJ 401  
WEB-BASED 3 UNIV  
Systems Analysis and Design I  
This course provides students with the basic understanding of systems analysis and design methodologies. Topics explored include the roles and elements involved in a system development project, the system development life cycle, and system implementation and support. Students will also learn how to recognize the importance of a structured and organized approach to systems development, define the activities comprising a systems development project and understand files. This course will focus on strengthening the strengths and weaknesses of the various techniques for systems development. (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, May. Registration deadline applies. Refer to page 11. Completion: September - 12 weeks; December - 13 weeks.

CMPT 320  
UVIC TECJ 330  
WEB-BASED 3 UNIV  
Networks and Network Management  
This course examines the fundamental concepts of computer networks, their implementation, operation and management. Topics include network design, architecture, administration, operating systems, security, reliability, maintenance, interconnectivity, and user interface and support.  
Prerequisites: CMPT 110 or 150, or equivalent.  
Equipment: Computer with Internet is required. Refer to www.cbis.ca.  
Start Date: September, May. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CMPT 321  
UVIC TECJ 230  
WEB-BASED 3 UNIV  
Web Design and Management I  
This course provides the technical skills and conceptual understanding required to create and maintain operational websites. This course provides a rationale for the use of the web as an interactive tool to meet business needs. Areas of study include the basics, such as Hypertext Markup Language (HTML), including creating links, adding graphics and applying cascading style sheets to Web pages. Topics will advance to navigational graphics and image maps, incorporating different graphic formats and video and/or sound into Web pages. Students will also gain an understanding of complex issues such as site management and user interface forms. Many of these skills will be developed through hands-on exercises.  
Prerequisites: CMPT 110 or 150, or equivalent experience.  
Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.  
Start Date: September, January. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CMPT 330  
UVIC TECJ 315  
WEB-BASED 3 UNIV  
Relational Database Management Systems  
This course introduces students to relational database management systems. Students will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large-scale relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.  
Prerequisites: CMPT 150 and 212, or equivalent.  
Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.  
Start Date: September, January. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CMPT 340  
UVIC TECJ 140  
WEB-BASED 1 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 technologies used for e-commerce dynamically driven Websites. Topics covered include audience-centered 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 Websites. Many of these topics are developed through the use of case studies and a student workbench website.  
Prerequisites: CMPT 150 and 231, or equivalent.  
Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.  
Start Date: May. Registration deadline applies. Refer to page 11. Completion: 13 weeks.
Prerequisites: CMPT 215 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca

Start Date: TBA. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course explores the changing nature of information systems. Object-oriented methods are discussed, and students are exposed to different Internet tools required to develop and enhance their technical skills, which can then be applied to systems problems.

Note: This course is under review.

Prerequisites: CMPT 215 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca. Students must purchase the Ascent CASE tool software from www.knowledgebase.com.au (with credit card).

Start Date: TBA. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course covers all stages of projects including feasibility, development, management, administration, and completion. Standard project management tools such as Critical Path Method (CPM), Project Evaluation Review Technique (PERT) and Network diagrams are also covered. The course provides the concepts and methodologies needed to plan, manage and track performance over a complete project life cycle. These concepts include: cost benefit analysis; change control management; quality control; performance tracking; and corrective action. Further topics presented are time and cost estimating, resource levelling, critical path analysis and charting. Students will use Microsoft Project software with a case study to gain practice in applying these concepts.

Prerequisites: CMPT 110 or 150 or equivalent.

Equipment: Computer with Internet is required. Refer to www.dvs.ca.

Start Date: May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course provides the backgound to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization.

Upon completion of this course, students understand the security threat and the risk assessment process and how to apply it to operating systems and network communications security in a way that supports business requirements. In addition, students learn about security policies, procedures, and user awareness as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide self-evaluation, reinforcing the concepts presented in the course.

Prerequisites: CMPT 425 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.dvs.ca.

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

Completion: 13 weeks.

Course Description:
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.

Note: Students who have obtained credit for or are currently enrolled in a computing science course at the 200 level or higher, or ITSC 240, 241 or 242, may not take CPSC 110 for further credit except with permission of the school of computing science.

Equipment: Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; control; group identification; differential association; neutralization; social learning; and as a profession, position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of explanations in criminology; practical applications of criminology: the foundations of a modern criminal policy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course aims to describe the intersecion between psychology and sociology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics, history and many others. The course gives special attention to the work of Freud, Sheldon, Eyisnck, Hale Kohlberg, Bandura and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault and sexual offenses. The burgeoning field of correctional psychology is also discussed.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Refer to page 11.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; neutralization, control, group conflict; sub-cultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various theories.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 150 (SFU SA 150) is recommended.

Note: Students with credit for SOCI 450 or 451 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; neutralization, control, group conflict; sub-cultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various theories.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 150 (SFU SA 150) is recommended.

Note: Students with credit for SOCI 450 or 451 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course aims to describe the intersecion between psychology and sociology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics, history and many others. The course gives special attention to the work of Freud, Sheldon, Eyisnck, Hale Kohlberg, Bandura and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault and sexual offenses. The burgeoning field of correctional psychology is also discussed.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Refer to page 11.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Course Description:
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; neutralization, control, group conflict; sub-cultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various theories.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 150 (SFU SA 150) is recommended.

Note: Students with credit for SOCI 450 or 451 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.ufc.ca.

Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.
Introduction to the Criminal Justice System—A Total Systems Approach

This course provides an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines the patterns of crime and victimization; police operations, detection, and decision making; the criminal courts including sentencing; the corrections system including correctional institutions and community-based corrections; and 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 Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 120  SFU CRIM 120
WEB-BASED 3 UNIV

Introduction to Criminal Law

This course examines the nature, purpose, scope, sources, and the basic principles of Canadian criminal law. It covers the history and evolution of criminal law and the Criminal Code, including the aims and limits of criminal law, and the relationship between law and morality. Topics include basic elements of a criminal offense, defenses against a criminal charge, historic and contemporary legal concepts, the relationship between mental disorder and criminal process and reform of criminal law.

Prerequisites: CRIM 135.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 211  SFU CRIM 213
PRINT-BASED 3 UNIV

Introduction to Women and Criminology

This course offers a historical and analytical overview of women and crime, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course.

Start Dates: September, January, May, subject to availability.

Equipment: CD and DVD players are required.

Registration deadline applies. Refer to page 11.

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 parole 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 decisions making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.

Prerequisites: CRIM 231.

Equipment: CD and DVD players are required.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 325  SFU CRIM 325
WEB-BASED 3 UNIV

Introduction to Policing

This course provides an examination of the organization and operation of contemporary Canadian police services and the role of the police in Canadian society and the police occupation, including recruitment and training. The course will discuss police decision making and the exercise of discretion, police powers, structures of accountability and managing the police organization. Policing, community relations, and crime prevention initiatives will also be examined.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 332  SFU CRIM 332
WEB-BASED 3 UNIV

Criminological Perspectives on Social Problems

This course involves the detailed study of forms of deviance that have been commonly defined as constituting "social problems." Consideration is given to drug abuse (alcohol, nicotine, heroin and others), suicide, prostitution, opportunism, and urban violence. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

Prerequisites: SFU CRIM 103.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 315  SFU CRIM 315
WEB-BASED 3 UNIV

Restorative Justice

This course provides an introductory analysis of the components of restorative justice, including the assumptions, key concept, and applications (transformative) with an introduction to a variety of established and emerging expressions of restorative justice and a critique of reintegration 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 Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 131  SFU CRIM 131
WEB-BASED 3 UNIV

Introduction to Social Problems

This course is an examination of the social problems and reactions to them. These problems are distinguished from other deviant behaviors and constituting “social problems.” Consideration is given to drug abuse (alcohol, nicotine, heroin and others), suicide, prostitution, opportunism, and urban violence. The course will discuss the relationship between these activities and the criminal justice system.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 130  SFU CRIM 130
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 psychiatrists in the courts, prisons, mental hospitals, and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals, and the penal and therapeutic commitment of the insane.

Prerequisites: SFU CRIM 101. CRIM 131 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 314  SFU CRIM 314
WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology

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 examine perspectives in psychology, sociological and psychological theories and perspectives, as well as other relevant disciplines and fields of inquiry (e.g., Geography, Political Science and Cultural Studies).

Prerequisites: SFU CRIM 101.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 331  SFU CRIM 331
WEB-BASED 3 UNIV

Qualitative Research Methods in Criminology

This course provides a detailed examination of the quantitative research methods most frequently used in criminological research. Topics explored include the design and conduct of surveys and other research methods; principles of survey research, and the processing and analysis of data collected from survey research. The course will also introduce the students to the critical evaluation of the quantitative methods used in criminological research. The course concludes with a detailed examination of current and emerging research methods used in criminological research.

Prerequisites: SFU CRIM 101.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

CRIM 122  SFU CRIM 122
WEB-BASED 3 UNIV

Quantitative Research Methods in Criminology

This course provides an introductory analysis of the components of restorative justice, including the assumptions, key concept, and applications (transformative) with an introduction to a variety of established and emerging expressions of restorative justice and a critique of reintegration 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 Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.
Web-based

13 weeks.
Completion:
Refer to www.sfu.ca/cde.

Computer with Internet is required. Refer to www.sfu.ca/cde.

Note: Start dates and availability may vary. Refer to www.sfu.ca/cde.

CRIM 310 Qualitative Research Methods in Criminology
This course provides a detailed examination and application of the various quantitative research methods and techniques most frequently used in criminological research. Topics include: the advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; and a critical evaluation of qualitative research methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101; one of SFU CRIM 120 or 122.

Note: This course may be taken concurrently with SFU CRIM 320.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 311 Advanced Criminal Law
An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual violence; public order offences; mental disorder and the criminal process; property offences, etc.

Prerequisites: SFU CRIM 101, 250.

Equipment: Access to email is required.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 312 Sociology of Law
This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; public knowledge, public awareness, public opinions and attitudes to the workings of each method and appropriateness of each technique for criminological research; professional practice of pure and applied research, specific issues of interdisciplinary research, critical evaluation of the quantitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101, 230.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 313 Human Rights and Civil Liberties
This course is a study of human rights at the international, federal, and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression are examined.

Prerequisites: SFU CRIM 101, 230.

Equipment: Access to email is required.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 314 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 economic system and its impact upon criminal justice. Learn more about CRIM 314...

Prerequisites: SFU CRIM 101, 241 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 315 Forensic Sciences
This course considers the use and interpretation of physical forensic evidence in court. It critically evaluates major forensic sciences used in criminal investigations today and also looks at the crime scene. Topics include forensic pathology, odontology, biology, DNA evidence, firearms, toxicology, chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 316 Professional Ethics and Interpersonal Skills in Criminal Justice
This course examines immediate ethical issues confronting the profession in the criminal justice system. Such concerns include privileged communications and confidentiality in intellectual property fields and research situations, the conflict between the public’s duty to protect society and the individual’s rights and duties to the client. The 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 the legal profession.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 317 Correctional Administration and Planning
This course presents the theory and practice of the criminal justice system. The course examines the federal, provincial, and municipal level of criminal justice systems. Special emphasis is given to the political, bureaucratic, and economic factors that influence the administration of correctional agencies. Political, social, and economic aspects of the criminal justice system are covered.

Prerequisites: SFU CRIM 101, 241.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 318 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: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 319 Gender in the Courts and the Legal Process
This course examines women’s struggles to gain admission to the legal profession and the barriers that may still prevent them from entering and maintaining a career in the legal profession today. The gendered nature of law is addressed through an examination of legal fact-finding and the complex assumptions and uses of social science research as evidence in gender discrimination. The use of the Canadian Charter of Rights and Freedoms, other legal measures that may achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory and punitive personal injuries and other legal measures are also examined.

Prerequisites: CRIM 310.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 330 Sociology of Crime
This course examines the social process of criminalization, the perception of criminality, and the consequences of being stigmatized. Course work is designed to assist students in critically analyzing the social construction of crime.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

CRIM 331 Criminal Procedure and Evidence
This course is a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics include advantages and shortcomings of each method and appropriateness of each technique for criminological research; professional practice of pure and applied research, specific issues of interdisciplinary research, critical evaluation of the quantitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101, 230.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
Introduction to Professional Child and Youth Care Practice
This course invites students into historical and contemporary contexts about the professional field of child and youth care and its associated theories and ethics. The course introduces students to strength-based practice, ethical decision-making, critical thinking, personal agency, wellness, caring in contexts, normative development and critical reflection. Emphasis is given to socially locating oneself; building relationships, processes of change, ethical decision-making, promoting cultural competencies, and a commitment to social justice, cultivating a professional orientation, and understanding theory in practice.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Only one of CYC 100 (UVIC CYC 100) or CYC 200 (UVIC CYC 200) or 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: 12 weeks.

Lifespan Development I (Conception to Late Childhood)
The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth and families.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Only one of CYC 166 (UVIC CYC 166a) or CYC 386 (UVIC CYC 386) 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: 12 weeks.

Lifespan Development II (Adolescence to Late Adulthood)
The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from adolescence to late adulthood as a knowledge base for practice with youth, children, and families.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Only one of CYC 167 (UVIC CYC 167b) or CYC 387 (UVIC CYC 387) or UVIC CYC 367 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: 12 weeks.

Career Pathways in Child and Youth Care Practice
This course introduces students to various orientations and planned change. How change occurs and how help professionals can facilitate such change is the main focus. By critiquing current and fundamental assumptions embedded in certain theories, students can learn to integrate and synthesize knowledge into their counselling perspectives.
Prerequisites: Completion of year one of required CYC courses or equivalent. A low-level, year one CYC course or equivalent is required.
Note: Credit will be added for one of UVIC CYC 205 or UVIC CYC 301.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 24 weeks.

Introduction to Child and Youth Care Practice in Indigenous Contexts
This introductory course explores Indigenous perspectives and contexts, both historical and contemporary, in relation to practice with Indigenous children, youth, families and communities.
Prerequisites: Second-year standing or permission of the department.
Note: Only one of CYC 230 (UVIC CYC 230b) or CYCA 380 (UVIC CYC 360) may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

Ethical Decision-Making in the Human Child and Youth Care Practice
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 services. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a comprehensive 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 CYC 240 (UVIC CYC 240b) or CYCA 340 (UVIC CYC 340b) or 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: 12 weeks.

Introduction to Law in Child and Youth Care Contexts
This course provides students in child and youth care with an understanding of the implications of an expression of social policy and of the processes by which laws are developed, enacted, amended, and enforced. Family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services, the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.
Prerequisites: Second-year standing or permission of the department.
Note: Only one of CYC 250 (UVIC CYC 250b) or CYA 885 (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: 12 weeks.

Introduction to Group Work in Child and Youth Care Practice
This course presents an in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.
Prerequisites: First-year CYCA/CYC required courses or equivalent.
Note: Only one of CYC 265 (UVIC CYC 265b) or UVIC CYC 465 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: January. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

Introduction to Disability and Child and Youth Care Practice
This course provides an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographic 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 or UVIC SOCW 469 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

Introduction to Disability and Child and Youth Care Practice
This course provides an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographic 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 or UVIC SOCW 469 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.
Course Descriptions

CYCA 345  UVIC CYC 360  WEB-BASED  3 UNIV

Nature and Human Development: Working with Children and Youth Outdoors
This course examines human development and the growing disconnect between nature and contemporary urban lifestyles and patterns. This course will specifically explore the use and benefits of nature, outdoor activities and wilderness experiences in the context of Child and Youth Care practice. Building on personal experience and facilitated by activities in nature, students will be introduced to theories supporting the premise that human contact with nature is both restorative and therapeutic. Students will be exposed to experiential and nature-based teaching and learning methodologies, participate in outdoor activities and be challenged to articulate their ecological identities and how they may integrate nature into their work with children, youth and families.

Prerequisites: Second-year university standing or permission of the department.
Note: This course includes two mandatory two-day, on-campus clinicals.
Start Date: May. Registration deadline applies. Refer to page 11. Completion: Six weeks.

CYCA 356  UVIC CYC 356  WEB-BASED  3 UNIV

Children’s Youth Care Practice with Families
This course focuses on the various kinds of theories, strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of intervention used to work collaboratively with family when changes are needed.

Prerequisites: First-year CYCA/CYC required courses or equivalent and CYCA 205.
Note: Only one of UVIC CYC 356 or CYCA 266 (UVIC CYC 266) or UVIC CYC 466 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 377  UVIC CYC 340 A01  WEB-BASED  3 UNIV

Promoting Psychosocial Development through Expressive Therapies
This course introduces the theory and practice of expressive (creative art) therapies as they relate to planned intervention with children, youth, adults, families and groups. The clinical capacities of such expressive modalities as graphic art, sculpture, music, dance/movement drama, play, poetry and storytelling are considered, with special focus on their potential for relationship enhancement, and as media for affect expression, communication, self attainment, and conflict resolution. Emphasis is placed on experiential and perceptual development of practical clinical skills relevant to counselling settings in child/youth care, education, social work and mental health.

Prerequisites: Second-year university standing or college diploma or permission of the department.
Note: Students are required to attend a six-day seminar.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca/distance/.
Start Date: May. Registration deadline applies. Refer to page 11. Completion: Six weeks.

CYCA 388  UVIC CYC 380  WEB-BASED  3 UNIV

Practices for Young Children and Families: Historical and Contemporary Perspectives
In this foundational course for the Early Years Specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

Prerequisites: Third-year standing. Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 397  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; 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: 12 weeks.

CYCA 423  UVIC CYC 423  WEB-BASED  3 UNIV

Research Methods in Child and Youth Care
This course introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation design and methodologies for improving child and youth care practice.

Prerequisites: Third-year standing. Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 424  UVIC CYC 424  WEB-BASED  3 UNIV

Qualitative and Quantitative Analysis in Child and Youth Care
This survey course provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as the logic of interpreting evaluation data. Students will analyze quantitative, descriptive data in order to interpret relationships between variables and be introduced to inferential statistics.

Prerequisites: Third-year university standing.
Note: Only one of CYCA 424 (UVIC CYC 424) or UVIC HSD 425 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 467  UVIC CYC 462  WEB-BASED  3 UNIV

Perspectives on Substance Use in Child and Youth Care Practice
This course introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation design and methodologies for improving child and youth care practice.

Prerequisites: Third-year standing. Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 468  UVIC CYC 463  WEB-BASED  3 UNIV

Substance Use: Prevention and Treatment Approaches in Child and Youth Care Practice
This course examines current approaches to working with substance use at the individual, family, and community levels. The intended outcomes and goals of treatment and prevention are explored. Differing models of change, as well as Aboriginal approaches to healing and gender-specific approaches to treatment and prevention, are studied. Emphasis is placed on the identification of appropriate strategies for effective child and youth care practice.

Prerequisites: CYCA 467 (UVIC CYC 467) or UVIC HSD 462 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 469  UVIC CYC 467  WEB-BASED  3 UNIV

Interdisciplinary Practice with Children, Youth and Family Care Practitioners
This course provides opportunities for applying the skills, knowledge and beliefs essential in relation to working with children, youth, families, and communities. Students are expected to understand and critically reflect on a range of perspectives and related practice responses relevant to child and youth care practitioners. The historical, social, and political contexts of substance use among Aboriginal peoples, women and youth are explored.

Prerequisites: Second-year university standing, completed college diploma or permission of the department.
Note: Only one of CYCA 469 (UVIC CYC 467) or UVIC HSD 465 or UVIC SOCW 465 may be taken for credit.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: May. Registration deadline applies. Refer to page 11. Completion: 12 weeks.

CYCA 480  UVIC CYC 480  WEB-BASED  3 UNIV

Advanced Applied Capacity Building for the Early Years
The central focus of this course will be practitioner’s roles in strengthening community capacity for early-years care and development. Local, national and international approaches will be employed to explore the relationships between theory, practice and policy. Students will undertake a major project designed to stimulate transformative processes in the provision of early-years services within the context of communities.

Prerequisites: Fourth-year standing.
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca.
Start Date: January. Registration deadline applies. Refer to page 11. Completion: 12 weeks.
Prerequisites: CYMH 551. Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website. Start Date: Refer to the TRU-OL website or contact Students Services. Completion: 16 weeks. Task-oriented interdisciplinary
Dynamic Web course which is designed to enable bachelor's and master's prepared social workers, counsellors, child and youth care workers, and nurses to provide assessment and treatment to clients with mental health disorders.
Prerequisites: Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the program coordinator. Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website. Start Date: Refer to the TRU-OL website or contact Students Services. Completion: 16 weeks (paced, cohort).}

CYMH 554 WEB-BASED 3 UNIV
Internship and Capstone
This course provides the structure and supervision for 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 of the agency. Included in this course is a Capstone Project which will integrate theory, practice, and research in a final assignment.
Prerequisites: Admission to Child and Youth Mental Health Program and successful completion of CYMH 551, 552 and 553. Note: Part-time or full-time Internship hours, totaling 210, are required. The student will provide potential internship sites and the program coordinator will set up the internship.

Equipment: Computer with Internet is required. Telephone. Start Date: Continuous registration. Completion: 210 hours, may be completed on a full- or part-time basis.

Prerequisites: CYMH 551. Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website. Start Date: Refer to the TRU-OL website or contact Students Services. Completion: 16 weeks.

ECO 101 SFU ECO 101 WEB-BASED 3 UNIV
Principles of Microeconomics
This course, which is paired with ECON 200, 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 businesses. It examines how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, energy pricing, collective bargaining, poverty, and income inequality.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is 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 Dates: September, January, May. May refer to available Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ECO 122 WEB-BASED 3 UNIV
Introduction to Basic Economics
A course designed to help students build a basic understanding of economic principles and issues without highlighting economic theory and modeling. Successful students of this course will be able to understand and discuss economic issues at the level covered by the media.
Note: Students will not receive credit for ECON 122 unless it has been completed prior to earning a grade of "C" or better in either ECON 101 or ECON 201. However, students who have taken either ECON 200 or 201 will get an exemption from taking ECON 122.
Prerequisite: None.

Equipment: A computer with Internet is required. Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

Prerequisites: There are no prerequisites for this course, although those who have had ECON 200, Principles of Microeconomics will find that knowledge useful. What you need to know from microeconomics, the basics of supply and demand analysis, is presented in Module 1 of this course.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website. Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

ECON 263 WEB-BASED 3 UNIV
Issues in Aboriginal Economics
The purpose of this course is to provide an overview of the First Nations’ economic issues. Examples of the types of issues that will be covered are: 1) what are the economic reasons for First Nations’ poverty? 2) Why are there so many incidents of market failures within First Nations? 3) Is there an economic rationale for implementing First Nations’ rights and title? 4) Is a third order of government economically feasible for First Nations? This course will benefit the student interested in First Nations' issues, working with First Nations and international trade or business ventures where indigenous interests may be involved.
Prerequisite: ECON 122, ECON 200 or ECON 201 recommended.
Equipment: A computer with Internet is required. Start Date: Registration deadline applies. Refer to page 11.
Completion: 14 weeks.

Prerequisites: Issues of Assessment and Evaluation with Young Children and Families
This course explores processes of assessment and children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families, and young children, and relevance to diverse cultural contexts.

Equipment: Computer with Internet is required. Refer to www.cwc.ark.ca.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

Prerequisites: Fourth-year standing. Equipment: Computer with Internet is required. Refer to www.cwc.ark.ca.
Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 12 weeks.

Context and Theory in Child and Youth Mental Health Practice
This group-based course prepares you to develop a comprehensive intervention plan based on the unique strengths and needs of the child and family. You will review evidence-based interventions, essential components of treatment plans, and the principles and steps of intervention planning.
Prerequisites: CYMH 552. Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website. Start Date: Refer to the TRU-OL website or contact Students Services. Completion: 16 weeks (paced, cohort).

ECM 300 PREP- 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, employers, government), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments.

Prerequisites: There are no prerequisites for this course, although those who have had ECON 200, Principles of Microeconomics will find that knowledge useful. What you need to know from microeconomics, the basics of supply and demand analysis, is presented in Module 1 of this course.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website. Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

ECON 310 WEB-BASED 3 UNIV
Economic and Business Statistics
This course is designed for students enrolled in the Bachelor of Arts degree program in Administrative Studies. It is an upper-level course in statistics that teaches students how to solve problems in economics and business by applying statistical principles. The topics covered include probability theory, sampling methods and estimation, hypothesis testing, analysis of variance, regression analysis, correlation, index numbers, and time-series analysis and forecasting.
Prerequisites: STAT 102 Introduction to Probability and Statistics and MATH 104 Calculus for Business and Management Sciences. Or, equivalent skills and knowledge.
Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

Equipment: Computer, with Internet and Microsoft Excel, is required. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.
EDIL 510 WEB-BASED 3 UNIV
Educational Technology in the Curriculum
This applied course is designed to provide educators (Teacher Candidates, In-service Teachers, Post-secondary Instructors and trainers) with a basic introduction to technologies that are being used in teaching and learning. Students will learn how to effectively utilize educational technology by not only learning a specific set of skills, but also by learning about proven and emerging technological tools. Students will learn how to effectively use these tools in the curriculum, and how to encourage students to use the skills they may already have, or will learn about on their own. This course emphasizes the pedagogical aspects of using technology in education.
Prerequisites: Bachelor’s Degree and/or special permission from the School of Education.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thefbookstore.tru.ca.
Equipment: Computer with Internet required.
Start Date: Continuous registration.
Completion: 30 weeks.

EDIL 515 WEB-BASED 3 UNIV
Introduction to Distributed Learning
This course is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies necessary to facilitate learning in an online environment. Participants will explore the realm of distributed learning through discussion about learning theory and pedagogy in online environments, consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.
Prerequisites: Bachelor’s Degree and/or special permission from the School of Education.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thefbookstore.tru.ca.
Equipment: Computer with Internet required.
Start Date: Continuous registration.
Completion: 30 weeks.

EDIL 511 WEB-BASED 3 UNIV
Multimedia in the Curriculum
This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create and integrate multimedia into instruction and have their students do the same in activities such as reports, digital story-telling and portfolios.
Prerequisites: Bachelor’s Degree and/or special permission from the School of Education.
Texts: TBD
Equipment: Computer with Internet required.
Start Date: Continuous registration.
Completion: 30 weeks.

EDIL 514 WEB-BASED 3 UNIV
Online Teaching and Learning
This course is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies necessary to facilitate learning in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating collaborative and interactive experiences and gaining practical experience. The course format will be an online seminar that models the development of learning communities. Participants will be directed to readings about current issues that they will discuss online and they will provide feedback to their fellow learners about their online facilitation experiences.
Prerequisites: Bachelor’s Degree and/or special permission from the School of Education.
Texts: Textbooks can be ordered online or through the TRU bookstore, at www.thefbookstore.tru.ca.
Equipment: Computer with Internet required.
Start Date: Continuous registration.
Completion: 30 weeks.

ECON 103 SFU ECON 103 WEB-BASED 3 UNIV
Principles of Microeconomics
This course surveys educational research and theses concerning motivation, learning, development, and individual differences in classroom settings.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Note: This course may be applied toward the Certificate in Liberal Arts, minor in educational psychology, minor in counseling and human development, minor in learning disabilities, or minor in physical education. Only one of EDCO 222 or EDCO 223 may be taken for credit.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 222 SFU EDUC 222 WEB-BASED 3 UNIV
Research Methods in Educational Psychology
This course surveys educational research and theses concerning motivation, learning, development, and individual differences in classroom settings.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Note: This course may be applied toward the Certificate in Liberal Arts, minor in educational psychology, minor in counseling and human development, minor in learning disabilities, or minor in physical education. Only one of EDCO 222 or EDCO 223 may be taken for credit.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 230 SFU EDUCC 230 WEB-BASED 3 UNIV
Introduction to Educational Psychology
This course surveys educational research and theses concerning motivation, learning, development, and individual differences in classroom settings.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Note: This course may be applied toward the Certificate in Liberal Arts, minor in educational psychology, minor in counseling and human development, minor in learning disabilities, or minor in physical education. Only one of EDCO 222 or EDCO 223 may be taken for credit.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
EDUC 230  SFU EDUC 230  WEB-BASED 3 UNIV
Introduction to Philosophy of Education
SFU-designated Breadth (B) course. Refer to Page 14.
This course (SFU EDUC 230, Introduction to Philosophy of Education) provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to evaluate the nature of education as a philosophical project and that philosophy is taken to include activities such as training, schooling, and socialization.
Prerequisites: None.

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 contexts. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.
Prerequisites: EDUC 230 or SFU PSYC 230.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 335  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 their vocation.
Prerequisites: 60 credits.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

EDUC 383  SFU EDUC 381  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 Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
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: PSYC 250 or corequisite of EDUC 315 or 473.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Note: This course may be applied toward the minor in educational psychology, the minor in early childhood education, the minor in learning disabilities, or the Certificate in Literacy Instruction offered through SFU.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
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; the operation of racism, prejudice, and discrimination in classrooms and schools; approaches to counteracting and preventing negative classroom and school dynamics (e.g., cooperative learning, culturally appropriate assessment, and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (e.g., language arts, social studies, art, music) for integrating approaches that employ a range of multicultural and anti-racist resources.
Prerequisites: EDUC 401/402.
Note: Students who have received credit for SFU EDUC 382 cannot take SFU EDUC 441 for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
ECU 455  SFU EDCI 448  3 UNIV
**Information Literacy and Inquiry Learning**
This course is designed for practicing teacher-librarians, classroom teachers, and teachers-in-training. Areas of the module include the relationship between inquiry learning and information literacy from a whole school perspective. Special attention will be given to the role of the teacher-librarian as a leader in information literacy development. The course addresses issues including the meaning of information literacy and the importance of supporting it in an information-rich society; the role of principal, curriculum coordinator, classroom teacher and teacher-librarian in the development of a framework, which includes policy, inquiry model and integrated information skills list; strategies for developing meaningful activities that challenge students to think about and reflect on, their learning; the importance of a collaborative pedagogical model; and assessing information literacy.
Prerequisites: Professional year or permission of the UVic department.
Equipment: Computer with Internet and DVD player are required. Refer to continuingstudies.uvic.ca/csie/
Start Date: September. Registration deadline applies. Refer to page 11. Completion: 13 weeks.

EDUC 475  SFU EDUC 475  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.
This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practiced. Students observe, use, and evaluate these techniques.

Course content includes:
- Teacher as Writer-writing skills, audience, purpose, writing process, self-evaluation. Teaching Writing-research, acquisition, self-disclosure, risk and creativity, thought and discipline, evaluation. Teacher as Researcher-reflection, analysis of data, program evaluation, peer support systems. Teacher as Developer of Curriculum-student writing, drama, literature, use of technology.

Prerequisites: SFU EDUC 401/402.

Equipment: Computer with Internet is required. Refer to www.sfu.ca.

Start Dates: September, January, May, subject to availability. Specific dates may change. Refer to page 11.

Completion: 13 weeks.

ENGL 010

PRINT-BASED

Prep

Reading and Writing English

This course is designed to develop skills as a writer by practicing the stages of writing from rough draft, grammar and punctuation, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and workplace reports.

Prerequisites: It is recommended that you successfully complete Grade 8 English or equivalent before beginning this course. Placement can be made on the basis of an English Assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 6). The form is available on the TRU-OL website and from Students Services.

Additional Requirements: A standard dictionary is required (e.g. The Gage Canadian Dictionary).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ENGL 02B

PRINT-ON WEB-BASED

Prep

Advanced English Skills

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary selections. (Grade 11 equivalency) Please see the "Detailed Course Description/Delivery Method" to determine which version (print, online) of the course you wish to take.

Prerequisites: Grade 10 English, ENGL 010, 012 or equivalent.

Placement can be made on the basis of an English Assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 6). The form is available on the TRU-OL website and from Students Services.

Equipment: DVD player is required. Computer with Internet is required for the web-based versions of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ENGL 034

PRINT-BASED

Prep

Survey of British Literature

ENGL 034 is the equivalent of academic Grade 12 English. It presents a traditional survey of English literature, from its earliest beginnings to the second half of the twentieth century.

Prerequisites: It is recommended that you successfully complete ENGL 02B or English 11 before beginning this course. Placement can be made on the basis of an English Assessment.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 6). The form is available on the TRU-OL website and from Students Services.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ENGL 101

PRINT-ON WEB-BASED

3 UNIV

Literature and Composition I

This course introduces three primary forms of literature: poetry, drama, and the novel through examples of the genres drawn primarily from the twentieth century. The course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways.

You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

Prerequisites: English 12 or equivalent.

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 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ENGL 106

PRINT-BASED

Prep

Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. This literature to help you to be more proficient at the kind of writing you need to do at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

Prerequisites: BC English 11 or equivalent.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 6). The form is available on the TRU-OL website and from Students Services.

This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ENGL 102

PRINT-BASED

3 UNIV

Literature and Composition II

This course is the second part of Introduction to Literature. Instead, it introduces an important form of literature. Grade 12 equivalency.

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 102 or 104 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
ENGL 103
PRN-BASED
3 UNIV
Composition and Indigenous Literatures in Canada II
This course is comparable to the second half of other first-year university English courses. Course requirements include reading novels, a novel excerpt, one-act and full-length plays, and a wide range of poems. The six instructional units in this course cover a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the twentieth century. Students will develop an appreciation for both the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these authors to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.
Prerequisites: English 12 or equivalent. ENGL 100 or 102 (or equivalent) is strongly recommended.
Note: This course satisfies the second half of the introductory English literature and composition requirements 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 Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 104
WEB-BASED
3 UNIV
Introduction to Fiction
SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 14.
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 second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 101 or 103 or equivalent may not take this course for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 105
WEB-BASED
3 UNIV
Introduction to Poetry
SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 14.
This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage the student to read more poetry and to read it with greater perception and enjoyment. It should improve the students’ skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poets.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

ENGL 106
WEB-BASED
3 UNIV
Written Communication
This course provides an introduction to writing clear, positive messages that you wish your readers to understand basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by: CIA, CIM.
Prerequisites: BC English 11 or equivalent.
Note: Students with credit for EGNL 036, 100, 102, 107 or 199 should consult with a TRU-OL program advisor before taking this course.
Exclusions: Students who already have credit for post-secondary English or Business Communications courses will usually be exempted from having to take ENGL 106. Please contact business@sfu.ca for further information. Also, please note that this course is not applicable to the general education requirements of any TRU-OL degree.
Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.
Text: A standard dictionary is recommended.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

ENGL 107
PRN-OR WEB-BASED
3 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. Advanced standing may be approved by: CGA, CIM, CPA, CPC, LCMA, PMAC, Q&A.
Prerequisites: Completion of ENGL 106 Written Communication or another post secondary English course such as ENGL 101 or 102 or 199 or equivalent skills as demonstrated by an assessment. Note: Only one of ADMN 317 (UVIC, ADMN 316) and ENGL 107 may be taken for credit.
Exclusions: Please note that this course is not applicable to the general education requirements of any TRU-OL degree.
Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.
Start Date: January 2009.
Completion: 30 weeks. Refer to page 14.

ENGL 108
WEB-BASED
3 UNIV
Introduction to Prose Genres
SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 14.
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 Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 109
WEB-BASED
3 UNIV
Restoration and Eighteenth-Century Literature
SFU-designated Breadth (B) course. Refer to Page 14.
This course provides an introduction to writing clear, positive messages that you wish your readers to understand basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by: CHA, CIM.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: This course satisfies the second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 101 or 103 or equivalent 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 97 or the TRU-OL website.
Text: A standard dictionary is recommended.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

ENGL 199
WEB-BASED
3 UNIV
Introduction to University Writing
SFU-designated Writing-Intensive (W) course. Refer to Page 14.
This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.
Prerequisites: 12 credit hours.
Note: Students with credit for ENGL 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 Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 205
WEB-BASED
3 UNIV
Restoration and Eighteenth-Century Literature
SFU-designated Breadth (B) course. Refer to Page 14.
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 Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
Course Descriptions

ENGL 207
WEB-BASED
3 UNIV

Twentieth-Century Literatures in English
SFU-designated Breadth (B) course.

This course covers a variety of literary genres including short stories, novels, poems and essays. It is intended to help improve critical and analytical skills and to engage students in these literary genres at a sophisticated level. Students are encouraged to pay close attention to style and technique, character and theme, and other dimensions of the literary text. Improvements to writing skills will be gained by submitting written critical responses to the texts.

Prerequisites: Two 100-level English courses.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 210
SFU ENGL 210W
WEB-BASED
3 UNIV

Writing and Critical Thinking
SFU-designated Breadth (B) course.

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 credit transfers in English writing.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 220
PRINT-BASED
3 UNIV

English Literature-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(SFU ENGL 101) and 105(SFU ENGL 102), or equivalents.
Exclusions: Students with credit for UBC’s ENGL 201 may not take this course for further credit.
Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 of the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

ENGL 230
PRINT-BASED
4 UNIV

Studies in Victorian Literature

This course studies five novels from the second half of the nineteenth century. We shall examine how these Victorian writers responded to the rapid changes in their society brought about by increasing urbanization, the advance of technology, the spread of literacy, and the growth of the professions. We shall also consider the work of the famous man with credit for 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 Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 245
WEB-BASED
4 UNIV

Studies in Twentieth-Century British Literature by Genre

This course is a brief study of the development of British literature from the early twentieth century to the mid-twentieth century. The course will focus on the depiction of Victorian gender ideology, class stratification, the developments in the novel genre, and the commoditization of the literary text.

Prerequisites: Two 100 division English courses and two 200 division English courses. Note: Students with credit in SFU ENGL 329 or 331 may not take this course for further credit.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 290
ENGL 290W
WEB-BASED
3 UNIV

Studies in Shakespeare

This course introduces students to the plays and poems of Shakespeare. Students with credit for ENGL 101, or ENGL 102 and 103, or ENGL 100 and equivalents.
Prerequisites: English courses and two 200-level English courses.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 310
SFU ENGL 310
WEB-BASED
4 UNIV

Studies in Romantic Literature

This course studies eight novels of modern British fiction from its development early in the twentieth century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms and the context of each writer's full body of work, and, finally, to see in its reflections of the major themes of modern British fiction.
Prerequisites: ENGL 101 and 102, or equivalents.
Note: Students with credit for ENGL 311 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 97 or the TRU-OL website. CD player is recommended.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

ENGL 327
SFU ENGL 327
WEB-BASED
4 UNIV

Studies in Romantic Literature

This course studies the works of four major English poets and a number of other important figures from this period. The focus includes the poets: William Blake, Wordsworth, John Keats, and Percy Bysshe Shelley, though a number of other romantic writers will also be studied. The Romantic Manifesto is the organizing principle that serves as both a key to poetic orientation and to how students understand the verse through comparison with a readily available part of its context.
Prerequisites: Two 100 division English courses and two 200 division English courses. Students who have taken ENGL 325 for credit may not take ENGL 327 for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 330
SFU ENGL 330
WEB-BASED
4 UNIV

Studies in Twentieth-Century British Literature

This course is a brief, selective survey of English 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 Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

ENGL 340
SFU ENGL 340
WEB-BASED
3 UNIV

Modern British Fiction

This course provides a survey of modern British fiction from its development early in the twentieth century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms and the context of each writer's full body of work, and, finally, to see in its reflections of the major themes of modern British fiction.
Prerequisites: ENGL 101 and 102, or equivalents.
Note: Students with credit for ENGL 311 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 97 or the TRU-OL website. CD player is recommended.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

ENGL 350
PRINT-BASED
4 UNIV

Studies in Victorian Literature

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 Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: Continuous registration. Start Date: player is recommended.

ENGL 420 may not take this course or equivalents.

Note: ENGL 100 and 101, or equivalents.

Equipment: ENGL 100 and 101, or the TRU-OL website.

Prerequisites: Permission of the UVic program area.

ENVR 314 UVIC ER 314 F50 WEB-BASED

Ethical, Legal, and Policy Aspects of Environmental Restoration

This course explores the relationship between environmental science and the regulatory and policy framework that currently exists. It deals with theory and questions that underlie the entire practice of environmental restoration, and they play a critical role.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

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

Completion: 4 months.
A Survey of Western Art I
This humanities course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America. Available by print or Web delivery.

Prerequisites: None.
Texts: Students can order required texts from Student Services.
Equipment: Computer with Internet is required for the Web-based version of this course. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Mark and Image
This studio course in art, with 10 one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making, visual literacy, and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.
Prerequisites: None.
Equipment: Computer with Internet is required. Refer to www.cla.ucalgary.ca.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

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.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

Material and Form
This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fiber, paperboard, glass, textiles, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animation. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.
Prerequisites: None.
Note: Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.
Equipment: DVD player and camera or video camera are required.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Culture Theory and Images
This is an interdisciplinary, online, seminar course offering special topics in cultural theory and images for in-depth study. The course examines the ways different theories of culture inform the processes and practices of visual production, circulation and reception. It focuses on the ideas of major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall, and Said, whose work on the intersection/interaction of power and meaning has influenced much current research on representation. Working individually or with a partner, you select issues or research problems that interest you, conduct literature research, assess sources of information, and present your findings. During the process you are able to interact with an experienced faculty member as well as with other learners from various backgrounds. Critically engaging with and responding to, the thoughts and opinions of other participants is one of the most significant activities in this course. Theory is for thinking, and in this case, it is specifically for thinking about looking, learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web.
Prerequisites: 60 credits.
Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

FNST 103  SFU FNST 103
The Cultures, Languages, and Origins of Canada's First Peoples
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: CD player is required. DVD player is optional. Refer to www.fns.ucalgary.ca.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
This course examines fact and ideology in history and historic events involving contact between aboriginal and European people. It also addresses questions of methodology in studying aboriginal/European relations.

Prerequisites: Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration may not be delayed. Refer to page 11.

Completion: 3 weeks. Refer to page 14.

FREN 020 PRINT-BASED PREP

French I

This basic introductory course emphasizes spoken French through the use of DVDS, CD's, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills. Prerequisites: FREN 020 or equivalent is necessary. Note: This course does not require an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required. Access to a phone for communication with tutor for oral assignments.

Texts: FREN 020 texts are required for this course but are not included in the FREN 021 package. Those students who did not take FREN 020 will need to obtain required texts through Student Services.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

FREN 100 PRINT-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 covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, students look at patterns of human activity that are in response to and influenced by solar energy, influence the nature and flows of energy, influence the nature and distribution patterns of solar energy. 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 of the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

FREN 101 PRINT-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. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

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. Access to a phone for communication with tutor for oral assignments.

Computer, with Internet and CD-ROM drive is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

FRST 305 PRINT-OR WEB-BASED 3 UNIV

Silviculture

Silviculture is concerned with the art and science of controlling the establishment, growth, composition, health, quality and yields of stands of trees in forests. The objective is to meet the diverse needs and values of landowners and society on a sustainable basis. Silviculture is the first of a two-part sequence in the study of silviculture concepts and principles. Silviculture 1 and 2 have been designed to parallel, but are not identical to, Forestry 305 and 306 as currently offered by the Faculty of Forestry at the University of British Columbia and each conforms to the ABCFP Silviculture Academic Standards.

Prerequisites: You must have completed the following courses: FRST 112/122: Dendrology, FRST 210: Forest Ecology, FRST 211: Forest Mensuration, and FRST 220: Forest Silvics.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered online through the TRU bookstore. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

GEOG 110 PRINT-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 of the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

GEOG 200 PRINT-OR WEB-BASED 3 UNIV

Regional Geography of Canada

This course examines the physical, human, and economic environments of Canada in a regional context. It focuses on the many interconnected relationships and interactions between the different regions and areas of the country, 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 provide an understanding of the similarities and differences between different areas across Canada and to develop students’ skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

Prerequisites: None

Note: Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
Registration deadline applies.

Equipment: Computer with Internet and QuickTime (version 5 or later), is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

GEOG 101
PRIN-OR WEB-BASED 3 UNIV

Introduction to Geoscience
GEOG 101 is a one-semester, three-credit course that examines the Earth’s origin 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. As the laboratory component of the course is integrated with the theoretical component, the credit earned upon completion of the course will be a lab science credit. This will provide a prerequisite credit for students to further studies in geology or geography as well as for many other areas, such as education and general arts, where lab science credits are required.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students who have completed Gerontology 103 or higher may not take this course for further credit. Note: Students with credit for GEOG 103 or higher may not take GEOG 120 for further credit.

Equipment: The laboratory component focuses on rocks, minerals, and topographic maps, which are backed and made available for students to use at home. TV and DVD player are required. Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Additional Requirements: Geology 120 Laboratory Kit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

GERM 104
WEB-BASED 3 UNIV

Introduction to Gerontology
GERM 104 is an independent study course that covers reading strategies, grammar for reading purposes, learning resources, and basic vocabulary. It offers a multimedia introduction to reading skills necessary to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g. in multimedia lab or on a home computer).

The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students who have completed German 11 or German 12 in high school, have ANY college or university level German, or have completed German courses, or have any German Preparation from European or other high school, or whose first language is German, or those who received their secondary education in a German-speaking country may not take GERM 104 for further credit. The Department reserves the right to withdraw or transfer a student to a higher level.

Note: Students with credit for German 103 or higher may not take this course for further credit. Prior knowledge of German is not required. Students with prior knowledge of German should contact the Language Training Institute at 778-782-4790 before proceeding with this course. Students with credit for German 103 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/GERM.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.
**Course Descriptions**

**GERO 403**  SFU GERO 403  WEB-BASED  3 UNV

**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 SFU GERO 420.
**SOIC 420.**
**Equipment:** CD and DVD players and computer with Internet are required. Refer to www.sfu.ca/cdl.
**Start Dates:** September, January, May, subject to availability.
**Registration deadline applies.** Refer to page 11.
**Completion:** 13 weeks.

**GERO 404**  SFU GERO 404  WEB-BASED  3 UNV

**Health and Illness in Later Life**
This course explores 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 Dates:** September, January, May, subject to availability.
**Registration deadline applies.** Refer to page 11.
**Completion:** 13 weeks.

**GERO 406**  SFU GERO 406  WEB-BASED  3 UNV

**Death and Dying**
This course focuses on providing the student with an in-depth understanding of the process of dying. By examining one’s personal response to death as well as society’s reaction and responsibilities toward dying, the student gains new insights in caring for the dying person.

**Prerequisites:** 60 credits. GERO 300 is recommended.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**GERO 407**  SFU GERO 407  WEB-BASED  3 UNV

**Healthcare Management**
This course examines issues related to health care management. It introduces the student with an in-depth understanding of the healthcare industry, including an examination of the roles of managers in healthcare organizations, the management of healthcare delivery systems, and the management of healthcare facilities.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Note:** Students with credit for UVIC HA 487 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** January. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**GERO 408**  SFU GERO 408  WEB-BASED  3 UNV

**Caring for Collections**
This course offers an intensive study of the nature and value of heritage resources worldwide, and the preservation practices that support their preservation and presentation. Topics include the identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, and cultural tourism.

**Prerequisites:** Permission from UVic’s Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Note:** Students with credit for UVIC HA 487 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** January. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**GERO 409**  SFU GERO 409  WEB-BASED  3 UNV

**Heritage Resource Management**
This course offers an intensive study of the nature and value of heritage resources worldwide, and the preservation practices that support their preservation and presentation. Topics include the identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, and cultural tourism.

**Prerequisites:** Permission of UVic’s Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Note:** Students with credit for UVIC HA 487 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** January. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**GERO 410**  SFU GERO 410  WEB-BASED  3 UNV

**Managing Cultural Organizations**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 411**  SFU CULT 411  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 412**  SFU CULT 412  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 413**  SFU CULT 413  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 414**  SFU CULT 414  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 415**  SFU CULT 415  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 416**  SFU CULT 416  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 417**  SFU CULT 417  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.

**CULT 418**  SFU CULT 418  WEB-BASED  3 UNV

**Cultural Resource Management Program**
This course investigates the complex forces that are reshaping the cultural sector and considers implications and strategies for the management of relevant and successful cultural institutions.
**Prerequisites:** Permission of UVic’s Cultural Resource Management program.
**Equipment:** Computer with Internet is required. Refer to www.uvic.cca/cmpndistance.asp.computers.
**Start Date:** September. Registration deadline applies. Refer to page 11.
**Completion:** 14 weeks.
Building Community Relationships
This course helps students reconsider the traditional role of a cultural worker to identify new ways of relating to the community and expanding visions outward toward the trends that are affecting society today. Using a variety of learning tools, students will strengthen their ability to initiate, build and sustain inclusive and mutually beneficial relationships within communities. Learn new skills to map community assets, develop collaborative partnerships and balance diverse cultural perspectives.

Prerequisites: Permission of Uvic’s Cultural Resource Management program.

Equipment: Computer with Internet is required. Refer to www.uvic.ca/crmp/distance.aspx#computers.

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

Completion: 14 weeks.

Determining Significant Heritage Resources
Defining the heritage value or significance of a historic place or resource is the foundation on which any heritage conservation process is built. This course builds with an exploration of the range of historical, aesthetic, social, and scientific values that establish the character-defining elements of historical resources, including buildings, structures, historic districts, and cultural landscapes. Various methods of inventory and evaluation, from numerical scoring systems to systems that establish historical contexts of thematic studies, are discussed, along with the roles in guiding subsequent conservation planning and decision-making.

Prerequisites: Permission of Uvic’s Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvic.ca/crmp/distance.aspx#computers.

Start Date: September 4, 2010. Registration deadline applies. Refer to page 11.

Completion: 14 weeks.

Modern Greek for Beginners I
This course is an introduction to the Greek language intended to help beginners develop survival skills in the most frequently encountered communicative situations.

Prerequisites: Permission of the instructor.

Note: Students with credit for SFU LANG 110 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January. May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Understanding Research in Health Sciences
(Replaces APST 450 Understanding Research in Nursing) 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, students will utilize the 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: A recent statistics course is highly recommended, or permission from the instructor.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and project exam must be completed within 20 weeks.

Start Date: Contact Student Services.

Client-Directed Care Management
This online course is intended for professionals working in the health system and/or upper-level students in health degree programs who wish to develop their knowledge and skill in care management. The course deals with the theory of care management within a client-directed service philosophy. It includes discussion of ethical decision-making using biological 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 discussions (mainly small-group seminars), the course is delivered in the context of current and emerging health policy and organizational structures.

Prerequisites: Graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

Equipment: Computer with Internet and CD-ROM drive. Use of a printer.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

Start Date: Refer to the TRU-OL website or contact Student Services.

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 develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write short paragraphs are also emphasized.

Prerequisites: GREK 110 or permission from 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 Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

Understanding Research in Health Sciences
(Replaces APST 450 Understanding Research in Nursing) 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, students will utilize the 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: A recent statistics course is highly recommended, or permission from the instructor.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and project exam must be completed within 20 weeks.

Start Date: Contact Student Services.

Client-Directed Care Management
This online course is intended for professionals working in the health system and/or upper-level students in health degree programs who wish to develop their knowledge and skill in care management. The course deals with the theory of care management within a client-directed service philosophy. It includes discussion of ethical decision-making using biological 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 discussions (mainly small-group seminars), the course is delivered in the context of current and emerging health policy and organizational structures.

Prerequisites: Graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

Equipment: Computer with Internet and CD-ROM drive. Use of a printer.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

Start Date: Refer to the TRU-OL website or contact Student Services.
HEAL 402
WEB-BASED 3 UNIV
Health Policy
This seminar-style online course will introduce you to concepts, elements, policy analysis processes and outcomes of health policy making in general and health policy making in particular. You will use foundational knowledge on public policy analysis and apply this knowledge to Canadian health policy issues. As a health care professional, you will be able to use your knowledge of health policy and determine how this knowledge of policy analysis might apply in your workplace. This course will not only help you develop your critical thinking, literature search, and critiquing skills but also help you develop knowledge of Canada’s evolving health care system in response to economic, cultural, technological, political, ideological, and globalization factors and forces. More specifically, the course will help you enhance the whole public policy process as you apply the foundational knowledge on public policy making to a current major health policy issue in your province or territory. You will also get the opportunity to participate in a simulated policy community as you apply your policy analysis knowledge to a major current health care policy issue in Canada.
Prerequisites: Successful completion of HEAL 402, Issues in Health Care, is required.
Equipment: Computer with Internet and CD-ROM drive. Use of a printer. Start Date: Contact Student Services. Completion: 20 weeks maximum. Throughout the course, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

HEAL 403
WEB-BASED 3 UNIV
Issues in Health Care
Welcome to HEAL 403, Issues in Health Care, offered through TRUOL. This is a seminar-style online course. It explores current issues in health, health policy, and the Canadian health care system from a range of perspectives. You will develop your critical thinking skills and knowledge of the Canadian health care system. You will use current resources as you investigate, analyze, discuss, and evaluate relevant issues.
Prerequisites: Successful completion of HEAL 150 is required. Graduation with a Health Care diploma, experience in a health setting and recent upper-level coursework are recommended.
Equipment: Computer with Internet and CD-ROM drive. Use of a printer.
Start Date: Contact Student Services.
Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

HIST 120
PRINT-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.
Equipment: Computer is required.
Start Date: Continuous registration.
Completion: 30 weeks.
Refer to page 14.

HIST 225
PRINT-BASED 3 UNIV
History of British Columbia
This course surveys the past two centuries of the history of Canada's west coast province. This series of courses is intended to provide an overview of the major historical events in BC, analyzing their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts.
Prerequisites: You need not have previously studied history to succeed in this course; however, successful completion of secondary school history coursework, or equivalency of knowledge and skill, is recommended.
Equipment: VCR is required.
Start Date: Continuous registration.
Completion: 30 weeks.
Refer to page 14.

HIST 241
PRINT-BASED 3 UNIV
Modern European History: 1400 to 1914
This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and cultural development. The thirteen units of the course analyze important and controversial issues and events, such as the Red 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 provides the groundwork for autonomy.
Prerequisites: None.
Note: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.
Start Date: Continuous registration.
Completion: 30 weeks.
Refer to page 14.

HIST 277
WEB-BASED 3 UNIV
HIST 277
SFU HIST 277
Completion: 30 weeks.
Refer to page 14.

HIST 334
WEB-BASED 4 UNIV
World War II
This course is designed as an introduction to the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.
Prerequisites: 45 credits including 9 hours of lower division history credits. Note: Students who have taken HIST 307 (SFU HIST 307 ST) may not take HIST 277 (SFU HIST 277) for further credit.
Equipment: Computer with Internet is required.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

HIST 338
WEB-BASED 4 UNIV
Modern World History II
This course surveys the world history from the late Renaissance to the present. The course includes an overview 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 hours of lower division 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 repeat this course for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/ol.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

HIST 349
DIRECTED STUDIES
Completion: 30 weeks.
Refer to page 14.
HLSC 159
WEB-BASED 3 UNV
Anatomy and Physiology I
HLSC 159 is the first of two comprehensive courses covering the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ’s structure and its function. HLSC 159 is designed for students who have little formal knowledge of the human body but who wish to train for a career in the health-related professions.

Prerequisites: None.

Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration
Completion: 30 weeks.
Refer to page 14.

HLTH 212
WEB-BASED 3 UNV
Pharmacology Principles and Applications
This course explores basic concepts of pharmacology required to safely administer medications to a diverse population of clients across a lifespan in a variety of health care contexts. The course covers the process of drug treatment and provides a framework for understanding the integration of content learned in human anatomy and physiology. The major drug classes are covered using prototype drugs.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Continuous registration
Completion: 30 weeks.
Refer to page 14.

HLTH 293
WEB-BASED 3 UNV
Psychiatric-Mental Health Nursing: Foundational Concepts
This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, cultural aspects of psychiatric-mental health care, enhance therapeutic relational-communication skills, assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within interprofessional and intersectoral psychiatric-mental health practices.

Prerequisites: Either second year standing in a nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course or permission of the Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: January, May, and September.
Completion: 20 weeks.

HLTH 361
WEB-BASED 3 UNV
Relational Practice
This course is designed to enhance the professional health practitioner’s clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, practitioners explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration or permission of Academic Director or designate.

Equipment: Computer with Internet is required.

Start Date: January, May, and September.
Completion: 20 weeks.

HOME 199
IN-PERSON 1.5 UNV
Preceptorship
This final course focuses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Assistant program through selected, supervised clinical experiences in long-term care and in a home support agency, 75 hours and 50 hours respectively.

Prerequisites: Admission to the Home Support Assistant program; successful completion of HOME 140 (or HOME 144) and HOME 145.

Start Date: Continuous registration
Completion: 30 weeks.

HSDA 400
WEB-BASED 3 UNV
Policy in the Human Services
This course’s objectives are to provide an introduction to the main organizational structures of and stages in the social policy-making process in Canada, to strengthen skills in the analysis of policies and programs in Canadian human services, to examine critically different ideologies and theories through which the welfare state has been advanced in various countries, and to develop an appreciation of the interdisciplinary nature of social policy as a field of academic and applied activity.

Prerequisites: Second-year standing or permission of the instructor.

Equipment: Computer with Internet is required.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
HUM 102 SFU HUM 102W
Web-Based 3 UNV
Classical Mythology
SFU-designated Writing-Intensive (W) and Breadth (B) course.
Refer to Page 14.
This course is an introduction to the classical myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to www.yf.ca/ccl.
Start Date: September, January, May, subject to availability.
Registration deadline applies. Refer to page 14.
Completion: 13 weeks.

HUM 230 SFU HUM 130
Web-Based 3 UNV
Introduction to Religious Studies
SFU-designated Breadth (B) course.
Refer to Page 14.
This course is an introduction to concepts central to the academic study of religion exploring various religious methodologies. It provides a framework for understanding the many ways in which humans experience the phenomenon of the sacred through symbol, ritual, doctrine and experience in a variety of religious traditions and cultures.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Students with credit for HUM 230 (SFU HUM 230) prior to 2007 may not take this course for further credit.
Equipment: Computer with Internet is required. Refer to www.yf.ca/ccl.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

HUM 398
Web-Based 3 UNV
Issues in Latin American Studies
This online seminar course explores the social aspects of the economics, political, and cultural issues facing Latin American countries. After an introduction to the basic issues facing Latin American societies, students examine research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture.
This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies. This course is one in a series of upper-level critical analysis and research courses offered by TRU-Open Learning.
Prerequisites: None.
Equipment: Computer with Internet is required. 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.
Note: This course is part of the Social Service Certificate Program and may also be taken as an independent course if not accepted into the program. Once available, HUMS 134 will replace SWSF 109. However, SWFP 109 will be accepted in the Social Service Program until HUMS 145 is available.
Equipment: Computer with Internet is required. Refer to page 30 weeks. Refer to page 97 or the TRU-OL website.
Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.
Completion: 30 weeks. Refer to page 14.

HUMS 154 WEB-BASED 3 UNV
Interpersonal Communications and Helping Relationships
Self-awareness is a foundation for the development of competent Human Service Workers. By focusing on personal development this course offers an opportunity to learn and use interpersonal communication skills effectively.
Prerequisites: None. Note: This course is part of the Social Service Certificate Program and may also be taken independently if not accepted into the program.
Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.
Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.
Completion: 30 weeks. Refer to page 14.

HUMS 161 WEB-BASED 3 UNV
Interviewing Human Service Practice
This course introduces students to the skill of interviewing. Students will develop the skills to complete open-ended and referral interviews as well as facilitate problem-solving interviews. Students will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging and influencing. Client observation skills, the ability to demonstrate empathy and the ability respond to multicultural encounters are also reviewed.
Prerequisites: None.
Note: This course is part of the Social Service Certificate Program and may also be taken if not accepted into the program. Once available, this will replace part of SWSF 109 and SWSF 110. However, SWFP 109 and SWFP 110 will be accepted in the Social Service Program until HUMS 161 is available.
Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.
Start Date: This paced cohort course is in development, check the Social Service Worker Program webpage for updates.
Completion: 30 weeks. Refer to page 14.

HUMS 158 WEB-BASED 3 UNV
Introduction to Professional Human Service Practice
This course orientates students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one week field work experience for students.
Prerequisites: None.
Note: This course is part of the Social Service Certificate Program and may also be taken independently if not accepted into the program.
This course introduces students to the human physiological responses and adaptations to acute and chronic exercise or work, with particular focus on cardiorespiratory, cellular, and metabolic adaptations. Topics cover how the body accommodates the increased demands associated with exercise or work training, how the body's responses to exercise or work require a coordinated integration of physiological systems, the effects of environmental factors on the physiological responses to exercise or work, and how to assess the physiological demands of exercise or work.

Prerequisites: SFU KIN 205, SFU MRB 201 (or MRB 231). KIN 201 is recommended.

Note: Students with credit for SFU KIN 410 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May. Subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

KINE 140 SFU KINE 140
WEB-BASED 3 UNITS
Contemporary Health Issues
SFU-designated Breadth (B) course.
Refer to Page 14.

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. SFU-designated Breadth (B) course. Students should feel comfortable they can meet the requirements listed on the SFU website at http://students.sfu.ca/admissions/requirements/wf/webq4123.html.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

KINE 141 SFU KINE 141
WEB-BASED 3 UNITS
Exercise: Health and Performance
SFU-designated Breadth (B) course.
Refer to Page 14.

This course introduces the student to exercise physiology and focuses on personal exercise prescription to improve aerobic capacity, muscular strength and endurance, and flexibility. Topics such as athletic conditioning (e.g. speed and power training), the effects of nutritional and environmental factors on exercise, and the role of exercise in weight control and stress management are also considered.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Medical clearance from the student's personal physician is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May. Subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

KINE 142 SFU KINE 142
WEB-BASED 3 UNITS
Food and Society
SFU-designated Breadth (B) course.
Refer to Page 14.

This course examines the basic procedures for the assessment of the status and performance of the individual according to principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 biology, chemistry and physics are recommended.

Equipment: DVD player is required. Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May. Subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

KINE 143 SFU KINE 143
WEB-BASED 3 UNITS
Exercise/Work Physiology
SFU-designated Breadth (B) course.
Refer to Page 14.

This course examines the relationship between society and the food we eat by evaluating how cultural, social, and economic forces interact to influence health and nutritional status. Attention is given to cultures in British Columbia. Impact of national policies and marketing on food choice are discussed.

Prerequisites: KINE 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May. Subject to availability.

Registration deadline applies. Refer to page 11.

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—growth, lactation, infancy, childhood, adolescence, and aging. The second half 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 KINE 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 Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 13 weeks.

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**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 evaluating 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 KINE 110.  
**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.  
**Start Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 13 weeks.

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**KINE 342**  
**SFU KIN 342**  
**WEB-BASED**  
**3 UNIV**  
**Cardiac Disease:**  
**Pathology and Assessment**  
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 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 Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 13 weeks.

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**KINE 461**  
**SFU KIN 461**  
**WEB-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 of the course materials.  
**Prerequisites:** KINE 105 or SFU KIN 205, KINE 106 KINE 142, and a minimum of 90 credits.  
**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.  
**Start Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 13 weeks.

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**LEAD 310**  
**WEB-BASED**  
**3 UNIV**  
**Strategic Thinking for Leadership**  
This capstone course is designed to provide learners with an opportunity to draw together all of their previous knowledge. The focus for this capstone experience is the development and presentation of a strategic plan for an organization/organizational unit of their choice.  
**Prerequisites:** KIN 205, SFU KIN 306 and 343.  
**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.  
**Start Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 30 weeks.

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**LING 360**  
**SFU LING 360**  
**WEB-BASED**  
**3 UNIV**  
**Languages and Language Learning**  
This course considers the theoretical and practical aspects of second-language learning.  
**Prerequisites:** SFU LING 220 or 310.  
**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.  
**Start Dates:** September, January, May, subject to availability.  
**Registration deadline applies.** Refer to page 11.  
**Completion:** 13 weeks.
MATH 024

PRINT-BASED

Advanced Mathematics

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 equations. Prerequisites: MATH 014, Grade 10 algebra or equivalent is required.

Self-Assessment form is available on the TRU-OL, website and from Students Services. See page 6 for more information.

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

MATH 100

PRINT-OR WEB-BASED

3 UNIV

MATH 101

PRINT-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 equations. Prerequisites: Principles of grade 12 or equivalent course is recommended.

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. This course is designed for students who are planning to enroll in Calculus courses and as such, this course may not be suitable as a math requirement for teaching, liberal arts, humanities, or social sciences. Visit www.truopen.ca or contact Student Services for the mathemathic self-assessment test (refer to page 6).

Equipment: Good-quality scientific calculator is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

MATH 104

PRINT-BASED

3 UNIV

Calculus for Business and Management Studies

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management sciences. 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 other.

Prerequisites: MATH 012, 100, or 103. (CA)

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: 30 weeks. Refer to page 14.

MATH 109

WEB-BASED

3 UNIV

Business Mathematics

Business Mathematics presents math skills and knowledge that you can apply to solve financial problems. Finance plays a major role in our lives-cars, mortgages, retirement plans, real estate investment-and knowing how to calculate the cost of borrowing or the return on investment is important to us. Students learn such concepts as simple interest, compound interest, present value, time value of money, consumer credit, annuities, sinking funds, capitalized cost, and bonds and stocks.

Each of these topics assumes no prior knowledge of the mathematics of finance. Students also gain an understanding of financial instruments and terminology used in business finance such as compound interest, annuities and promissory notes. Students are introduced to each of the topics in a step-by-step manner with many examples provided. The course serves as a good foundation for further study in management, accounting and finance. (Alt)

Prerequisites: Basic arithmetic and algebra skills, to the grade 11 level. Note: This course is NOT the equivalent of TRU's on-campus MATH 107. Students with credit for TRU-OL MATH 107 may not take TRU-OL MATH 109 for further credit.

Normally, students in business programs offered through TRU-OL take MATH 109 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 including power, reciprocal, natural logarithmic and memory, is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

MATH 110

PRINT-BASED

3 UNIV

Calculus I

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.

Note: Only one of MATH 121 and TRU-OL’s former introductory calculus courses (MATH 110 and 111) may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

MATH 111

WEB-BASED

3 UNIV

Calculus II

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of the Principles of MATH 12, or MATH 014, or MATH 100 or equivalent skills as established by assessment, is strongly recommended. Student 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. This course was formerly numbered MATH 110. Students with credit for Open Learning Agency’s former introductory calculus course may not repeat this course for further credit.
MATH 127
PRINT-BASED 3 UNIV
Fundamentals of Mathematics for Business and Economics
This course is designed for Business and Economic students. Topics include: the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations; and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).
Prerequisites: Principles of Math 12. MATH 100 or MATH 060 (must have been completed within the last two years).
Note: In exceptional cases, entry to MATH 127 may be permitted based on placement test administered by the Department of Mathematics and Statistics.
Equipment: Scientific calculator. Start Date: Continuous registration. Completion: 16 weeks.

MATH 150
PRINT-BASED 3 UNIV
Finite Mathematics
This course provides first-year university level students with an opportunity to develop mathematical skills in areas other than calculus. The course is designed to relate those mathematical skills to real world issues in areas such as business and economics, health sciences, and social sciences. Topics covered include systems of linear equations and inequalities, linear programming, finite probability and descriptive statistics.
Prerequisites: One of Principles of MATH 11, or Applications of Math 12 or MATH 024. Principles of Math 12, or MATH 034 or Math 100 or equivalent skills as determined by assessment, are strongly recommended.
Mathematics Self-Assessment Tests are available from Student Services.
Note: Students with credit for MATH 109 or equivalent may not be required to take this course in business programs offered through TRU-OL. Students in TRU-OL business programs may take only one of MATH 110 or MATH 150 for credit.

MATH 190
WEB-BASED 4 UNIV
Principles of Mathematics for Teachers
Students with credit for MATH 110 or MATH 150 may not take this course.
Equipment: Good-quality scientific calculator is required. Calculators or computing devices that do symbolic calculations are not permitted.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

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 modeling 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 remaining units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized co-ordinate systems are developed in an approach, this course not only provides a system for a student to analyze medical terminology, but also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.
Prerequisites: Admission to the Medical Laboratory Assistant Program is required. Equipment: Computer with Internet is required. CD-ROM drive is recommended.
Note: All areas of the province of British Columbia now require that students complete the Workshop (MLAP 051) prior to beginning the practical skills component of the program.
Start Date: Offered monthly. Completion: Weekend workshop. All components of the workshop must be completed successfully during the workshop.

MLAP 051
WEB-BASED/OPTIONAL PRINT 1 UNIV
MLAP 051
WEB-BASED/OPTIONAL PRINT 2 UNIV
MLAP 099 with a grade of at least C, Mathematics 12 (or equivalent) or FAN 099 with a grade of at least C, or SFU FAN 099 with a grade of at least C, or achieving a satisfactory grade on the SFU Quantitative Placement Test.
Note: this course may not be counted towards an SFU Mathematics minor, major or honours degree requirement. Students who have either taken, have received transfer credit for, or are currently taking SFU MATH 150, 151, 154 or 157 may not take MATH 190 for credit without permission from the Department of Mathematics. This course is intended to be particularly accessible to students who are not specializing in Mathematics.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/mla.
Start Dates: September, January, May. Subject to availability. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

MATH 290
WEB-BASED 3 UNIV
Principles of Mathematics for Teachers
This course is primarily intended for students who wish to enter the Elementary Teaching Program. Basic Mathematical concepts are examined, with emphasis on teaching techniques applicable in the classroom. Topics include measurement, problem solving, number systems, probability, statistics, counting theory, numeration, exponents, ratios and geometry.
Prerequisites: None. MATH 11 highly recommended.
Equipment: Computer and Internet access.
Start Date: September, January and May. Refer to the TRU-OL website (Courses) for availability and schedule. Completion: 16 weeks.

MATH 320
WEB-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 the Principles of MATH 12, or MATH 034 or Math 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 however, they are not allowed in the final examination.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

MLAP 112
WEB-BASED/OPTIONAL PRINT 1 UNIV
The Electrocardiogram
This introductory course covers the three specific anatomy of the heart, the conduction system, and the electrocardiogram, as well as some diagnostic aspects of the heart as related to the medical laboratory assistant.
Prerequisites: Admission to the Medical Laboratory Assistant Program and completion of all theory courses is required. Examination may be made for students who have completed at least half of MATH 131. Completion of MLAP 051 is required before starting MLAP 141, the practicum course.
Students should have done well in these courses in order to succeed in this difficult course.
Equipment: Good programmable scientific calculator is required.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.

MLAP 113
WEB-BASED/OPTIONAL PRINT 1 UNIV
Phlebotomy Workshop
This practical course allows students to develop and demonstrate the skills learned in MLAP 131: Laboratory Procedures and Protocols, to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture under the guidance of experienced MLAs.
Prerequisites: Admission to the Medical Laboratory Assistant Program and completion of all theory courses is required. Examination may be made for students who have completed at least half of MATH 131. Completion of MLAP 051 is required before starting MLAP 141, the practicum course.
Students should have done well in these courses in order to succeed in this difficult course.
Equipment: Good programmable scientific calculator is required.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.
MLAP 121
WEB-BASED/OPTIONAL PRINT 3 UNIV
Professional and Safety Issues
This is an in-depth course examining the basic principles of professional and safety issues. The main objectives are to clarify the role of the medical lab assistant in health care, to promote the need for professionalism in MLAs and to develop a positive attitude towards safety in the workplace.

Prerequisites: Admission to the Medical Laboratory Assistant Program.

Equipment: Computer with Internet is required.

Start Date: Continuous registration
Completion: 30 weeks.
Refer to page 14.

MLAP 131
WEB-BASED/OPTIONAL PRINT 3 UNIV
Laboratory Procedures and Protocols
This is an in-depth course designed to clarify the medical laboratory assistant's role in specimen collection, specimen handling and distribution, body fluid analysis, and culture media preparation. General record keeping and office skills are also discussed.

Prerequisites: Admission to the Medical Laboratory Assistant Program.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered at the TruBookstore, www.trubookstore.tru.ca.

Start Date: Continuous registration
Completion: 30 weeks.
Refer to page 14.

MLAP 151
WEB-BASED AND IN-PERSON 3 UNIV
General Pre-Analytical Specimen Preparation
This course is designed for the working Medical Laboratory Assistant who covers the basic principles of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments, and urinalysis.

Prerequisites: Admission to the Medical Laboratory Assistant Program or proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical laboratory and a letter from a qualified employer stating they are willing to support the training required for this course.

Equipment: Computer with Internet is required.

Start Date: Continuous registration
Completion: 30 weeks.
Refer to page 14.

MUSC 310  UVC ME 310
WEB-BASED 1.5 UNIV
Learning to Listen to Music
This course explores what to listen for and how to listen to music of diverse styles and genres. The course is a survey of the growth and historical development of Western European music from the time of the ancient Greeks to the twentieth century. The course is intended mainly for teaching how to listen to and appreciate music. It also shows how the music of each historical period is related to the literature, philosophy and art.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet and email account are required. Refer to www.continuingstudies.uvic.ca/csi/e/.

Start Date: January. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

NURS 292
WEB-BASED 3 UNIV
Perinatal Nursing Practice: Developing Competence
This course will help you apply the theory you have learned in HLTH 291 Perinatal Nursing: Foundational Concepts to a clinical setting, under the supervision of an instructor or preceptor. NURS 292, along with HLTH 291, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). This course is designed to introduce participants to preinatal nursing and develop participants' practice of foundational perinatal competencies expected of entry-level nurses by providing meaningful practice-based learning experiences, guided practice, and self-reflection. The majority of your clinical experience in perinatal nursing will take place in a hospital. You will develop nusing competencies in antepartum assessment and care, nursing care during labour and delivery and postpartum care of women and stable newborns. You will also spend some time in an outpatient setting developing skills in assessing and providing care and support for pregnant women and their families during the antepartum period.

Prerequisites: HLTH 291 Perinatal Nursing: Foundational Concepts or equivalent course completed within the last two years, and a Letter of Assessment from the College of Registered Nurses of British Columbia (CRNBC) or another provincial Registered Nurse Association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in preinatal practice, OR permission of the TRU-OIL Nursing Academic Director or delegate.

Note: NURS 292 must be taken in a Canadian clinical setting.

Equipment: Computer with Internet is required.

Start Date: Continuous registration
Completion: 16 weeks; 90 and 120 clinical hours; this course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on the particular clinical environment and scheduling and individual nursing competencies.

NURS 294
WEB-BASED 1.5 UNIV
Psychiatric/Mental Health Nursing Qualifying Course
This course is the clinical counterpart to NURS 293 Psychiatric/Mental Health Nursing Qualifying Theory. These courses are part of the Foundation of the Canadian Nursing Series, which is designed to meet the educational needs of internationally educated nurses making a transition to nursing practice in BC. The series helps nurses from other countries enter the Canadian health care system with a validated competency. In this course you will apply the theory you learned in NURS 293 Psychiatric/Mental Health Nursing Qualifying Theory to a clinical setting. This clinical course, along with the theory course, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). NURS 294 must be taken in a Canadian clinical setting. The essential features of this clinical experience are professionalism, skills and competency development, scope of practice for psychiatric/mental health nursing, professional communication skills, and therapeutic use of self. The main emphasis in the clinical course is on developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging patients, medication, and psychopharmacology.

Prerequisites: You need to complete NURS 293 Psychiatric/Mental Health Nursing Qualifying Theory before taking NURS 294.

Additional Requirements: Uniform and shoes as required by clinical setting.

Start Date: Continuous registration
Completion: 16 weeks; 120 clinical hours; this course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on the particular clinical environment and scheduling and individual nursing competencies.

NURS 325  UVC NURS 325
WEB-BASED 3 UNIV
Professional Growth III: Nursing Inquiry
This course addresses various modes of nursing inquiry, including scientific, philosophical, and historical. 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.
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 practice and ethics.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet.

Start Date: September, January.

May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 360 UVIC NURS 360 WEB-BASED 3 UNV

Professional Growth IV: Research
This course is designed to enhance students’ ability to comprehend, critically evaluate and use nursing research. Students critically reflect on various research methodologies. Students experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet. Refer to http://nursing.uvic.ca.

Start Date: September, January. May. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

NURS 365 UVIC NURS 365 WEB-BASED 3 UNV

Return to Registered Nurse Practice
This course analyzes the participant’s previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/or experience. This practice course focuses on redeveloping the participant’s confidence and competence. In addition, it serves to help establish their ability to assume responsibility of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups, or communities) context. The course is designed to support the participant’s capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning, implementation and nursing interventions and in health service coordination.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration in addition to completion of HETH 361, 362, 363 and NURS 364 within two years of commencing NURS 365 or Permission of the Academic Director or designate. Current Criminal Record Check (within one year of registering in NURS 365). Current CPR-Level C Certificate. Workplace Hazardous Material Information System training. Up-to-date Immunization Record. HSPhet Consent Form. Health Status Declaration.

Note: Upon recommendation of the Program Coordinator or Academic Director, NURS 366 can be a prerequisite when program participants opt into a preceptor practice placement in an area of nursing they have little or no previous education or experience. If the participant is placed in a practice setting that frequently admits clients for respiratory isolation and thus requires N95 Mask Fit Testing, the associated testing and costs are the responsibility of the participant. If the participant is placed in a practice setting for which they have limited education or experience they must take a theoretical course to support this practice transition prior to registering in NURS 365.

Texts: Students are recommended to acquire a textbook related to the specifics of their related practicum including clients and location. A foundational textbook in one of the following is recommended: Critical Care, Emergency, Gerontology, Maternity and Women’s Health, Medical, Surgical, Oncology, Pediatric, Psychiatric-Mental Health, Public Health, Community Health or Home Health.

Equipment: Computer with Internet is required. Stethoscope.

Start Date: Continuous registration.

Completion: Maximum 30 weeks. Refer to page 14.

NURS 366 UVIC NURS 366 WEB-BASED 3 UNV

Nursing Knowledge for Practice Transition
This course is designed to facilitate nurses’ knowledge preparatory to returning to Registered Nurse practice in an area in which they do not have previous sufficient experience and require theoretical updating.

Prerequisites: Admission to the Return to Registered Nurse Practice Program, completion of HETH 361, 362, 363 and permission of the Academic Director or appropriate designate.

Note: This is a shell course which allows returning RNs to transfer credit into from specially courses acquired at other institutions.

Qualitative and Quantitative Analysis
This course provides students with a grounding in the techniques involved in the analysis of both qualitative and quantitative data. Students will engage in the process of qualitative analysis through examining qualitative data, data coding and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis are examined using a computer program.

Prerequisites: None.

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 424 UVIC NURS 425 WEB-BASED (AND IN-PERSON) 5 UNV

Learning Leadership and Management
This course is intended to enhance the students’ understanding of the meaning of leadership and the tasks of management. World views that influence perceptions of health care and health organizations and current approaches to managing health care are studied.

Nursing leadership in establishing a climate in which quality of care and quality work environments can become a reality are emphasized in this course.

Prerequisites: Registered nurse qualification.

Equipment: CD player and computer with Internet are required. Refer to http://nursing.uvic.ca.

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

Completion: 13 weeks.

NURS 480 UVIC NURS 484 WEB-BASED 3 UNV

Nursing with Aboriginal Peoples in Canada
This course is an introduction to nursing with Aboriginal peoples in Canada. Through a combination of storytelling, self-reflection and critical framework, students are invited to enter into a “dialogue” with Aboriginal and non-Aboriginal individuals, communities and members and nurses. Together, we will explore the essential concepts of relationship and power as related to working with Aboriginal peoples and communities. Major themes covered in the course materials and through course interactions include an examination of colonialism in Canada and its impacts, particularly on Aboriginal peoples, cultural safety; ethical relationships, and the responsibilities of nurses working in this context. Students who are interested in focusing on nursing, all human service professionals are invited to participate in this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to http://nursing.uvic.ca.

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

Completion: 13 weeks.

NURS 486 UVIC NURS 486 WEB-BASED 3 UNV

Mental Health Challenges in Later Life
This course is designed to assist front-line professionals to work with older persons who experience mental health problems. Studies include stressors affecting emotional health in the elderly, mental health assessment, interventions useful in the management of problematic behaviours in the elderly, environmental strategies for increasing functioning in older people, and community resources for meeting mental health needs.

The course provides multiple opportunities to apply theory in practice and to develop attitude conducive to effecting positive changes in the workplace.

Prerequisites: Registered nurse or registered practical nurse qualification.

Equipment: Audio player and computer with Internet are required. Refer to http://nursing.uvic.ca.

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

Completion: 13 weeks.

NURS 481 UVIC NURS 481C WEB-BASED 3 UNV

Nursing Practice in Hospice Palliative Care
This course explores nursing practice in the area of hospice palliative care. Historical, theoretical, personal and professional perspectives are presented for ongoing examination and analysis in relation to their impact on and influence on the practice of nursing. Central to this exploration is a growing understanding of the human experience of persons living their dying and how nurses choose to engage with them. This course is designed to assist front-line professionals to work with palliative care patients. Through examination of these various dimensions, students are guided to practice with persons living their dying in ways that uphold human dignity and honour human uniqueness.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to http://nursing.uvic.ca.

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

Completion: 13 weeks.

NURS 486 UVIC NURS 486 WEB-BASED 3 UNV

Mental Health Challenges in Later Life
This course is designed to assist front-line professionals to work with older persons who experience mental health problems. Studies include stressors affecting emotional health in the elderly, mental health assessment, interventions useful in the management of problematic behaviours in the elderly, environmental strategies for increasing functioning in older people, and community resources for meeting mental health needs.

The course provides multiple opportunities to apply theory in practice and to develop attitude conducive to effecting positive changes in the workplace.

Prerequisites: Registered nurse or registered practical nurse qualification.

Equipment: Audio player and computer with Internet are required. Refer to http://nursing.uvic.ca.

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

Completion: 13 weeks.
Health Care Law
This full-time, one-week, on-site condensed course offered through the University of Victoria, is designed to allow students to develop an understanding of the origin and sources of the law as it applies to the Canadian health care system. It stimulates an appreciation for legal terminology, reasoning, and processes as well as the basic principles of law, which apply to and govern the delivery of health care services in Canada. The course is also designed to develop an ability to identify the legal aspects of health care practice, information systems and management as well as an ability to determine when and how to use legal counsel effectively.

Prerequisites: Registered nurse or registered practical nurse qualification.

Start Date: April. Registration deadline applies. Refer to page 11.
Completion: 1 week, full-time.

Women’s Health

The focus of this full-time, one-week, on-site condensed course offered through the University of Victoria, is current women’s health issues. Students have the opportunities to explore the rich and varied array of women’s health concerns from various philosophical perspectives including critical and phenomenological perspectives. Women’s health issues may include topics such as reproductive health, violence, aging, breast cancer, depression and sexuality. The class is taught in an interactive format through group discussion, presentations and the participation of guest speakers. The course focuses on the consideration and critique of current influences on women’s health including the impact of the health care system, the impact of the social and cultural context and the influence of evolving technology.

Prerequisites: Registered nurse or registered practical nurse qualification.
Note: Completion of readings and online assignments are required prior to the start of the on-line portion of the course.

Equipment: Computer with Internet is required. Refer to http://nursing.uvic.ca.

Start Date: August. Registration deadline applies. Refer to page 11.
Completion: 1 week, full-time; prior online participation required.

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.

Foundations of Recreation and Leisure

This course focuses on 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. It provides basic knowledge of the foundations of physical activity and explores its subdisciplines (kinesiology, leisure service administration, and physical education), unifying features, contemporary issues, and possible career opportunities. This course is a prerequisite for entry into all of the programs (B.Ed. in PE, B.Sc. in Kinesiology B.A. in Leisure Service Administration) of UVic’s School of Physical Education.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and an email account is required. Refer to www.continuingstudies.uvic.ca/csic/.

Start Date: September. Registration deadline applies. Refer to page 11.
Completion: 13 weeks.
PHIL 102
PRINT-OR WEB-BASED 3 UNIV
Introduction to Ethics, Political Philosophy and Aesthetics
This course engages students in careful study of ethics (theories of right and wrong), political philosophy (theories of justifiable social organization), and aesthetics (theories of beauty and specifically Philosophy of Art). What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft? These are some of the deep questions explored using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wilfrid Sellars’ introductory text takes the student through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato’s dialogues The Crito and The Apology will assist the student in examining theories of political governance. Finally, reading in the Philosophy of Art will challenge the student to reconsider familiar assumptions about the nature of art and role of the artist in society.
Prerequisites: There are no prerequisites for PHIL 102.
Note: Students with credit for PHIL 100 or URC’s 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 7 or the TRU-OL website. Start Date: Continuous registration Completion: 30 weeks. Refer to page 14.

PHYS 024
PRINT-OR WEB-BASED 3 UNIV
Introductory Physics I
This advanced-level PREP course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics. Please see the “Detailed Course Description – Delivery Method” to determine which version (print, online) of the course you wish to take.
Prerequisites: MATH 024 or Mathematics 11 (may be taken concurrently).
Equipment: TV and DVD player are required. Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website. Start Date: Continuous registration Completion: 30 weeks. Refer to page 14.

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 usually offered once per year in the summertime in Kamloops BC.
Prerequisites: One of the Principles of MATH 12, or MATH 034 or Math 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.

PHYS 115
PRINT-OR WEB-BASED 3 UNIV
Physics Laboratory I
In this five-day laboratory 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 enrollment is not obtained by the registration deadline.
Start Date: Continuous registration Completion: 30 weeks. Refer to page 14.

PHYS 116
PRINT-BASED 3 UNIV
General Physics II
This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.
Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120).
Note: The combination of PHYS 110 and PHYS 116, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.
Equipment: Computer with Internet is required. Refer to www.cfu.ca/ph. Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 11. Completion: 15 weeks.

PHYS 135
PRINT-BASED 3 UNIV
The Administration of Justice
SFU-designated Writing-Intensive (W) and Breadth (B) course.
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.

PHYS 211
WEB-BASED 3 UNIV
Introduction to Civil Liberties
This course is an introduction to the institutional order and political structure of the Canadian state. The course includes topics such as the constitution, parliamentary cabinet, judiciary, public service and federal-provincial relations.
Prerequisites: SFU POL 100, 101W or 151 or permission of the department.


**Course Descriptions**

### POLI 222

**SFU POL 222**

**WEB-BASED** 3 UNIV

**Introduction to Canadian Politics**

The purpose of this course is to introduce students to the underlying political, social, cultural, and historical dimensions that define the democratic experience in 21st century Canada. By starting off with discussing the role of national identity and political culture in Canada, the course sets the stage for an examination of the various divisions, differences, debates, and issues that influence Canadian political life. Serving as a backdrop to the course, we will then focus on the nature of political parties and democratic participation, but it will also feature important topics such as regionalism, linguistic tensions, multiculturalism, gender issues, globalization interest groups and new social movements.

**Prerequisites:** SFU POL 100, 101W, 151, or permission of department.

**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**Completion:** 13 weeks.

### POLI 241

**SFU POL 241**

**WEB-BASED** 3 UNIV

**Introduction to International Politics**

SFU-designated Breadth (B) course. Refer to Page 14.

This course considers the theory and practice of international politics, diplomacy, war, cold war, alliances, and the role of leaders.

**Prerequisites:** SFU POL 100, 101W or permission of the department.

**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**Completion:** 13 weeks.

### POLI 252

**SFU POL 252**

**WEB-BASED** 3 UNIV

**Local Democracy and Governance**

SFU-designated Breadth (B) course. Refer to Page 14.

This course examines the political process in the urban municipality from a comparative perspective.

**Prerequisites:** POLI 100, 101W or 151, or permission of the department.

**Equipment:** Computer with Internet is required. Refer to www.sfu.ca/cde.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**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 to 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 Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

**Completion:** 13 weeks.

### PSYC 101

**PRINT-OR WEB-BASED** 3 UNIV

**Introductory Psychology I**

This 101 is an introduction to PSYC 102. 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.

**Note:** Students with credit for PSYC 101 and PSYC 102 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 97 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

### PSYC 102

**PRINT-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 as well as current information on such topics as human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in psychology, including attitudes, prejudice, conformity, and group behaviour. Please Note: The required texts as listed in the detailed course description are not included in the PSYC 102 course package. Students who have previously taken PSYC 101 may already have the required texts. Please refer to the detailed course description for specific text information. Students who do not already have these texts will need to acquire them before registering in PSYC 102. Please contact Student Services to obtain the textbooks.

**Prerequisites:** None.

**Note:** Students with credit for PSYC 101 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 97 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

### PSYC 210

**PRINT-OR WEB-BASED** 3 UNIV

**Introduction to Research in Experimental Psychology**

This course introduces the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. In this course you will read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide you with an appreciation for the type of knowledge psychological research has produced. As well, you will develop your own research, which will use some of these tools to scientifically investigate a phenomenon that you have selected.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended. PSYC 101 and 102 or PSYC 106 and 107 are also 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 97 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

### PSYC 245

**PRINT-3 UNIV

**Abnormal Psychology**

This course is based the telecourse The World of Abnormal Psychology, which includes thirteen one-hour video programs. It introduces students to the full range of behavioral disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

**Prerequisites:** None. PSYC 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. Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.
PSYC 255
Introduction to Psychology
This introductory course in psychology will expose you to the major issues, methods, theories, and research findings in the field. The course content is organized chronologically, beginning at the point of conception and following the trajectory of human development through to the teenage years. A key theme in the course is the interconnectness of developmental processes and interrelations between the child's physical, cognitive, social, and emotional development. Topics are explored alongside the intricate relationship between the child and the contexts-family life, peers, and culture—that support his/her development.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Students with credit for PSYC 344, 345, SPU PSYC 250, 351, 352, UBC PSYC 101, 102, 103, or SSYP 355 may not take this course for further credit.

Equipment: DVD player is required. Computer with Internet and CD-ROM drive are required for the web-based version of this course. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 260
Sensitivity and Social Psychology I
This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered include: personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102 or PSYC 106 and equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: Students who did not take PSYC 361 will need to order student textbooks locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: DVD player is required.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 301 or 315 or SPU PSYC 355 may not take this course for further credit.

PSYC 344
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, family, and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development (including birth, physical development throughout childhood, development of cognition and language, socialization, moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102 or PSYC 106 and PSYC 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SPU PSYC 355 may not take this course for further credit. Students with credit for PSYC 344 may not take this course for further credit. Students with credit for PSYC 345 may not take this course for further credit.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 345
Developmental Psychology of Adolescence
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, personal, 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 or PSYC 106 (SFU PSYC 106) and PSYC 107 (SFU PSYC 107), or equivalents. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SPU PSYC 357 may not take this course for further credit. Students with credit for PSYC 344 may not take this course for further credit.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 346
Psychology of Childhood
This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This course 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 adolescent lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102 or PSYC 106 (SFU PSYC 106) and PSYC 107 (SFU PSYC 107), or equivalents. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SPU PSYC 357 may not take this course for further credit. Students with credit for PSYC 344 may not take this course for further credit.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 361
Social Psychology I
This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered include: personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102 or PSYC 106 and equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate understanding of research methodology.

Note: Students with credit for PSYC 361 will need to order student textbooks locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: DVD player is required.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 362
Social Psychology II
This course aims to expand students' knowledge of human behaviour and thought in social contexts. 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: Social Psychology I (PSYC 361), or its equivalent.

A course such as TRU-OL’s Introduction to Research in Experimental Psychology (PSYC 210) is recommended.

Note: Students who did not take PSYC 361 will need to order student textbooks locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: DVD player is required.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 366
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.

Note: Students with credit for PSYC 260, 305, or SFU PSYC 360 may not take this course for further credit.

Equipment: Access to a DVD player.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

PSYC 399
Directed Studies
This course is a requirement for completion of the TRU-OL Bachelor of Arts, psychology major (page 45) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

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uentific studies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

Prerequisites: This course requires 60 credits.

Text: Students will be consulting a variety of resources throughout the course, including peer-reviewed journal articles, selected web resources, and video clips of interviews.

Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.
SCDE 201  
WEB-BASED  
3 UNITS  
Introduction to Sustainable Community Development

This course builds on understanding of strengths and weaknesses of traditional approaches to development; rationale for alternative approaches; complex 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 environmental challenges, while ensuring adequate resources are available for future generations.

Prerequisites: 20 credits. SFU's Sustainable Community Development (SCD) certificate program approval or permission of SFU's Director of SCD.

Note: Students may not take this course for credit toward SFU's SCD post-baccalaureate diploma. Students with credit for SFU SCD 201 may not take this course for further credit. Students may not take this course concurrently with upper-level SFU SCD courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

SCDE 301  SFU SCD 301  
WEB-BASED  
4 UNITS  
Sustainable Community Development: Theory and Practice

This course is a theoretical foundation for understanding sustainable development in the community level, including an introduction to sustainable development. Students will develop planning tools for engaging in and implementing sustainable community development.

Prerequisites: SFU's Sustainable Community Development (SCD) certificate program approval and SFU CED or SCD 201, or SCD diploma program approval, or 60 credits, or permission of SFU's Director of SCD.

Note: Students with credit for SFU SCD 301 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

SCDE 403  SFU SCD 403  
WEB-BASED  
4 UNITS  
Special Topics in Sustainable Community Development

This course focuses on a specific topic within the field of sustainable community development not covered by regularly scheduled, required courses in the program. Prerequisites: SFU CED 301 or SCD 401 or permission of SFU's Director of SCD.

Note: Students with credit for SFU CED 403 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

SOCI 101  PRINT- OR WEB-BASED  
3 UNITS  
Introduction to Sociology I

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because human society is 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 their social system and how it shapes and influences us 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. Prequisites: None. 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 for further credit. Refer to page 97 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

SOCI 102  PRINT- OR WEB-BASED  
3 UNITS  
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 means of social control, individualism, and the role of the family, and problems of deviance.

Note: The required texts listed as the detailed course description are not included in the SOCI 102 course package. Students who have previously taken SOCI 101 may already have the required texts. Please refer to the detailed course description for specific text information and instructions on acquiring the texts needed. Students who do not already have these texts will need to acquire them before registering in SOCI 102.

Prerequisites: 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 for further credit. Refer to page 97 for further credit. Refer to page 96 or the TRU-OL website.

Texts: 8 required, students can order texts from Students Services.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
SOCI 250  SFU SA 250  4 UNV
Web-Based
Introduction to Sociological Theory (S)
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 Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 316  SFU SA 316  4 UNV
Web-Based
Tourism and Social Policy (S or A)
This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social impacts, cultural implications, and the social policy implications of tourism development in different societies.
Prerequisites: SA 101 or SA 150 or SA 201.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 345  SFU SA 345  4 UNV
Print-Based
Race, Immigration, and the Canadian State (S or A)
- SFU-designated Quantitative (Q) course. Refer to Page 14.
This course provides an introduction to critical perspectives on the social construction of race, nation building, and transnational migration, with an emphasis on state policies and the experiences of immigrants. The course will cover a review of colonialism and the construction of a racialized labour market. Core topics may include: racialization of space; anti-racist feminist thought; immigration policy; settlement services; multiculturalism; citizenship; racial profiling; diasporas, and refugees. Comparative material will be used to complement the Canadian focus.
Prerequisites: SA 101 or SA 150 or SA 201.
Equipment: Access to email is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 356  SFU SA 356W  4 UNV
Web-Based and Qualitative Methods (S or A)
SFS-designated Writing-Intensive (W) course. Refer to Page 14.
This course examines the qualitative field methods, including participant observation, interviewing, archival research, cross-cultural research, life histories, network analysis, mapping and ethical problems of fieldwork.
Prerequisites: SOA 255.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 358  SFU SA 358  4 UNV
Print-Based
The Philosophy of the Social Sciences (S or A)
This course analyzes the nature of social explanation in the social sciences: 'mind and action'; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity, forms of relativism, and the concept of rationality.
Prerequisites: SA 101 or SA 150 or SA 201.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 399  3 UNV
Web-Based
Sociology of Diversity: Issues for Canadians
This is a Web, seminar course offering special topics in the sociology of diversity for in-depth study. This upper-level sociology course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions to be explored include the following: Is Canada really a nation? How is social unity achieved in a multi-racial and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status? This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business, or general studies. Please note that you will need to obtain your textbooks prior to registering for the course.
Prerequisites: 60 Credits
Note: This course meets the upper-level requirement for the Bachelor of Arts, sociology major (page 45).
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 422  3 UNV
Print-Based
The Social Construction of Crime and Deviance
This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspective of structural conflict theory, symbolic interactionism, and ethnmethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical material to their own lives and work experiences.
Prerequisites: SOCI 101 or SOCI 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 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

SOCI 420  SFU SA 420  4 UNV
Web-Based
Sociology of Aging (S or A)
This is a Web, seminar course that looks at the structural and behavioural implications of aging. Topics include demographic aspects of aging, the relationship of aging to political, economic, familial and other social institutions, and the psychological significance of aging.
Prerequisites: Minimum 72 credits, including SOCI 150, ANTH 101 or ANTH 201.
Note: This course is the same as GERO 420, and students may take only one for credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

SOCI 430  3 UNV
Print-Based
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: An introduction to sociology, such as the TRU-Open Learning's SOCI 101 or SOCI 102, or the equivalent.
Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

SOCI 493  3 UNV
Print-Based
Directed Studies
This course is a requirement for completion of the Bachelor of Arts, sociology major (page 45) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 48). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature, and submit a major research paper based on the reading list prepared for the course.
Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).
Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

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: 30 weeks. Refer to page 14.
Introduction to Spanish II
This humanities course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the highly praised Spanish language series Destino: An Introduction to Spanish produced by WCBU/ Boston, the course emphasizes the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

Prerequisites: None. Basic knowledge of Spanish is highly recommended. The course is also designed for students who have studied Spanish previously, allowing them to refresh their language skills.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Texts: Students can order the required text from Students Services.

Equipment: Video recorder, CDs, 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 97 or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.
Course Descriptions

SSWP 315
PRINT-OR WEB-BASED 6 COL
Social Service Field Practicum
Students are required to attend a practicum.
An understanding of field practice is a crucial component of social service worker training, as generalist social service workers are exposed to a broad variety of problem situations in the course of their duties. This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice.
Prerequisites: This course is only available to students who have been admitted to the Social Service Worker Certificate program, and who have successfully completed the entrance requirements for admission to the program and all other required courses in the program.
Note: It is expected that students will complete the practicum hours in a social service agency other than their present place of employment. This course was formerly numbered SSWP 107 and 207.
Equipment: Computer with Internet access to a video camera is required. Computer with Internet is required for the web-based portion of this course. Refer to page 14 or the TRU-OL website.
Start Date: Continuous registration. Completion: 35 weeks. Maximum completion: 30 weeks. Varies.

SSWP 355
PRINT OR WEB-BASED 3 COLUMN
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 differs from many others in the field in that it integrates life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups.

Human development and behaviour will be viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.
Prerequisites: None.
Note: This course is required for the TRU-OL Social Service Certificate Program. Students with credit for PSYC 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: CD and access to CD recording equipment are required.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

STAT 101
WEB-BASED 3 UNIV
Introduction to Statistics
This is an introductory course on the concepts and methods of statistics, covering topics such as variation, data analysis, probability, estimation and hypothesis testing. Many jobs or professions require you to make objective decisions based upon statistical data. To help you make these kinds of decisions, this course shows you how to collect, analyze, and interpret data correctly. The course also shows you how to present data to other people in ways that are clear and accurate.
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, are 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: TSLS11®, TI84 Plus or a TI-83/84 Plus calculator for assignments and the final exam. Computers with statistical and Spreadsheets software may be used except in students with training in the use of Windows. Windows environment and not on imitative computers. Refer to page 97 or the TRU-OL website.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

STAT 102
WEB-BASED 3 UNIV
Introduction to Probability and Statistics
This course is an introduction into research methodology and associated statistical analysis techniques for students with training in the life sciences.
Prerequisites: 30 credits.
Note: Students with credit for SFU STAT 101, 102, 203 (formerly 103), 270 (formerly MATH 272) or 301 may not take STAT SFU 201 for further credit. Intended to be particularly accessible to students who are not specializing in Statistics.
Equipment: Computer with Internet are required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

STAT 201
WEB-BASED 3 UNIV
Introduction to the Life Sciences
This course provides an introduction into research methodology and associated statistical analysis techniques for students with training in the life sciences.
Prerequisites: 30 credits.
Note: Students with credit for SFU STAT 101, 102, 203 (formerly 103), 270 (formerly MATH 272) or 301 may not take STAT SFU 201 for further credit.
Equipment: Computer with Internet are required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

STAT 270
WEB-BASED 3 UNIV
Introduction to Probability and Statistics
This course is an introduction into statistical inference and application. Topics include basic laws of probability and sampling distribution. Students are encouraged to attend workshops for assistance during posted times.
Completion: SFU MATH 112 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to initially take SFU STAT 100, 101, 201, 203, 270, and 302.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

WOST 101
WEB-BASED 3 UNIV
Introduction to Women’s Issues in Canada
This course is an interdisciplinary study of current issues related to women’s experiences in Canada. The focus is on women’s interaction with social structures and public policy and how these differ for different women.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Students with credit for SFU WOST 102 may not take this course for further credit.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

WOST 102
WEB-BASED 3 UNIV
Introduction to Women’s Issues in Canada
This course is an interdisciplinary study of current issues related to women’s experiences in Canada. The focus is on women’s interaction with social structures and public policy and how these differ for different women.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Note: Students with credit for SFU WOST 100 may not take this course for further credit.
Start Dates: September, January, May, subject to availability.
Registration deadline applies. Refer to page 11.
Completion: 13 weeks.

WOT 112
WEB-BASED 1 UNIV
Environmental Legislation
The course provides students with an understanding of the basic principles of law, with an emphasis on Statutes, Environmental law and the legislative framework under which most water suppliers must legally operate. This also covers the concepts of the diligence, standards of care and liability when looking at torts and case law.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration. Completion: 30 weeks. Refer to page 14.
WTTP 129 PRINT- AND WEB-BASED 1 UNIV
Moving Water
This course is designed to teach the student the process and the direction of water movement through treatment facilities. Topics include hydraulic profile, overflow and spill protection, process and instrumentation drawings and formula calculation. Pump identification, selection and maintenance are also covered in this course.
Prerequisites: Successful completion of WTTP 173. Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 130 WEB-BASED 1 UNIV
Major Equipment
This course covers different types of equipment used in the treatment of water including: mixing, flocculation, solid separation, filtration, water conditioners, distribution and various filter systems. How charts and the ability to use historical data are also covered.
Prerequisites: Successful completion of WTTP 173. Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 170 PRINT- AND WEB-BASED 3 UNIV
Water Sources
This course provides training in the development of new and existing water sources. It focuses on ground and surface water sources as they relate to the way drinking water is treated and distributed. Areas of study include basic water supply hydraulic, groundwater sources, surface water sources, emergency and alternate water sources, source water conservation, source water quality and source water protection.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 171 WEB-BASED 1 UNIV
Mechanical Systems I
This course covers principles of piping and valves as they apply to the support systems in water treatment plants. Topics discussed include process control principles, terminology, and troubleshooting techniques. It is important to note that this course is not designed to teach the student the process and the direction of water movement through treatment facilities. The major emphasis will cover: operator responsibilities, water sources, reservoir management, coagulation and flocculation processes, sedimentation, filtration, disinfection, corrosion control and basic water treatment sampling procedures.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 172 PRINT- AND WEB-BASED 3 UNIV
Applied Math and Science
This course covers the essential elements of mathematics and science which will enable the student to understand the program. In mathematics, the topics include: fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs, and the conversion of units are covered. This science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics, the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in detail. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 173 WEB-BASED 1 UNIV
Mechanical Systems II
This course covers principles of piping and valves as they apply to the support systems in water treatment plants. Topics discussed include process control principles, terminology, and troubleshooting techniques. It is important to note that this course is not designed to teach the student the process and the direction of water movement through treatment facilities. The major emphasis will cover: operator responsibilities, water sources, reservoir management, coagulation and flocculation processes, sedimentation, filtration, disinfection, corrosion control and basic water treatment sampling procedures.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 180 PRINT- AND WEB-BASED 3 UNIV
Electrical Fundamentals I
This course offers an introduction to the electrical trade as it applies to the daily operation of water/waste water treatment plants. Topics discussed include basic electrical principles, electrical safety, motor control principles, and the fundamentals of electric motors. It is important to note that this course is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow students to function more effectively.
Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.
Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.
Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.

WTTP 181 IN-PERSON 3 UNIV
Practicum I
This course offers hands-on practical training, which is integral to the development of future operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals.
Prerequisites: Industry experience or completion of all previous level two courses within the Water Treatment Technology program.
Note: Due to the facility location, some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location. The details of the practicum procedures will be determined between the operator, employer and program facilitator. The program also recognizes past education and work experience through Prior Learning Assessment.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to page 14.
Completion: 30 weeks. Refer to Continuous registration.

Start Date:

Internet required. Self-organized program.

Equipment:

 Computations. This course will take the student beyond the entry-level and introduce them to more advanced topics such as analogues signal handling, more sophisticated instructions than just timers and counters, as well as how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and Ethernet communication will be included in the course.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 215 Membrane and Alternative Filtration Techniques

There are many other filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTP 171, Basic Principles of Sedimentation and Filtration. Topics will include filter design concepts, regulatory standards, filter mechanisms, filter classification and media selection techniques.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Course Description:

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 216 Introduction to Water Chemistry

This course will provide the fundamentals of chemistry as it applies to the water industry. The intent is to lay the foundation so operators can understand more advanced theories involving chemical reactions in water. The topics will include the theory behind pH, alkalinity and titrations. These topics are supported by concepts such as chemical equations, equilibrium, acid base theory and buffering capacity.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Course Description:

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 217 Basic Principles of Disinfection

This course is designed to cover the basic principles of water disinfection. Topics include history of disinfection, causes of waterborne diseases and disinfection goals. Basic properties and uses of chlorine and disinfection by-products will also be discussed.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 218 Slow and Rapid Sand Filtration

The course covers in detail, the process of slow and rapid sand filtration as introduced in part of WTP 171. Basic Principles of Sedimentation and Filtration. Topics will include filter operation, performance optimization, maintenance and backwashing techniques.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 219 Computers in Industry

This course will introduce the student to the components of a computer control system. The course includes the basics of software used to help the student understand other micro process-based control equipment as well as how to use the personal computer more effectively. The course will cover the personal computer hardware, operating system and typical software applications found in industry.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 220 Industrial Communication and SCADA Systems

This course will give the student the basics on a modern plant-wide control system that relies on merging such technology as computers, PLCs, Operator Interfaces and micro processor based plant-floor devices together into a supervisory Control and Data Acquisition (SCADA) System.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 221 Advanced Programmable Logic Controller

This course will take the student beyond the entry-level and introduce them to more advance topics such as analogues signal handling, more sophisticated instructions than just timers and counters, as well as how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and Ethernet communication will be included in the course.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 223 People Management

This course covers the foundations of managing people and is designed for personnel who have been promoted from within the ranks, or for those who need a reminder of the range of management skills and techniques which can be applied to improve performance. Subject matters range from the study of manager roles and responsibilities to disciplining employees.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 225 Financial Management

This course is designed to teach the student about basic financial matters as they apply to utility management in the water industries. Topics covered are forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 227 Electrical Fundamentals II

This course is a continuation of Electrical Fundamentals I which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory is to be covered, such as solid-state electronics and microprocessor systems, the majority of the information covered in these modules will reference practical applications.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 230 Asset and Operations Management

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. The project manager serves as the client's advocate and must be able to negotiate with project vendors and contractors to successfully complete their project. The course will cover the range of management skills and asset maintenance to record keeping.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 231 People Management

This course covers the foundations of managing people and is designed for personnel who have been promoted from within the ranks, or for those who need a reminder of the range of management skills and techniques which can be applied to improve performance. Subject matters range from the study of manager roles and responsibilities to disciplining employees.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 232 Asset and Operations Management

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. The project manager serves as the client's advocate and must be able to negotiate with project vendors and contractors to successfully complete their project. The course will cover the range of management skills and asset maintenance to record keeping.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTP 233 Financial Management

This course is designed to teach the student about basic financial matters as they apply to utility management in the water industries. Topics covered are forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.
Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn up to six credits toward completion of their degree for oral and written fluency in languages other than English by writing a language course challenge examination. More information on restrictions regarding the challenging of language courses by students, for whom the challenged course is their first language, is listed on page 6. TRU-OL currently offers the following three-credit language course challenge examinations for students as part of the prior learning and recognition (PLAR) option:

- FREN 102 Advanced French Composition I (3)
- FREN 303 Advanced French Composition II (3)
- GER 100 Introduction to German I (3)
- GER 101 Introduction to German II (3)
- GER 300 Advanced German Composition I (3)
- GER 301 Advanced German Composition II (3)
- GREE 300 Advanced Greek Composition I (3)
- GREE 301 Advanced Greek Composition II (3)
- HEB 100 Introduction to Hebrew I (3)
- HEB 201 Second-Year Hebrew II (3)
- POL 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)
- KORE 300 Advanced Korean Composition I (3)
- KORE 301 Advanced Korean Composition II (3)
- POLS 300 Advanced Political Composition I (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)

For more information, contact Student Services.
Consortium Distance Programs and Courses

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 204-205) with special access privileges awarded to TRU-OL program students. Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) are also members of the RC University Consortium. Their courses are not available for registration through TRU-OL. Contact individual institutions for more information.

Royal Roads University (RRU)
www.rru.ca
250.391.2511
1.800.788.8028

University of Northern British Columbia (UNBC)
Regional Operations Office
www.unbc.ca/bpgs
250.960.6100
registrars-info@unbc.ca

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, as noted in the course section of this calendar, transfer credit to SFU subject to transfer credit regulations. Refer to or contact the Admissions Office by phone at 778.782.6930 or visit http://students.sfu.ca to access more information about applying for admission to SFU.

To access course availability and program requirements refer to www.sfu.ca/cde or contact the Centre for Online and Distance Education by email at codehelp@sfu.ca or phone at 778.782.3524 or at 1.800.663.1411 (toll-free in Canada).

The following programs are available in part or entirely through distance education:

Certificate in Community Sustainable Development
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 Communication
Post-Baccalaureate Diploma in Criminology
Post-Baccalaureate Diploma in Early Childhood Education
Post-Baccalaureate Diploma in Education
Post-Baccalaureate Diploma in Gerontology
Bachelor of Communication, Art and Technology—Communication Minor
Bachelor of Arts and Social Sciences—Criminology Minor and Major
Bachelor of Arts and Social Sciences—English Minor and Major
Bachelor of Arts and Social Sciences—Joint Sociology/Anthropology and Criminology Major
Bachelor of Arts and Social Sciences—Sociology Minor
Bachelor of Arts and Social Sciences—Publishing Minor
Bachelor of Education—Curriculum and Instruction Minor
Bachelor of Education—Early Childhood Education Minor
Bachelor of Education—Physical Education Minor
Bachelor of Education—Educational Psychology Minor
Bachelor of Education—Environmental Education Minor
Bachelor of Education—Learning Disabilities Minor
Bachelor of General Studies

Note: A minor or major program can only be awarded upon the successful completion of a bachelor’s degree from SFU.

University of Victoria
http://distance.uvic.ca

Through its Division of Continuing Studies and the Faculty of Human and Social Development, the University of Victoria (UVic) has pioneered a number of different approaches to the delivery of distance programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions. For information about UVic programs offered by distance, refer to the website or contact the department by email or phone, as listed. TRU-OL courses delivered by UVic, and noted in the course section of this calendar, are considered transfer credit to UVic. Contact UVic Student Services for more information at:

Web: http://www.distance.uvic.ca
Email: distance@uvic.ca
Phone: 250.721.8471

For information about UVic programs offered by distance, refer to the website or contact the department by email or phone, as listed.

Certificate in Adult and Continuing Education
www.uvic.ca/ace/
Phone: 250.721.7860

Certificate in Collection Management
http://www.uvic.ca/cmp/
collections.aspx
Email: cmp@uvic.ca
Phone: 250.721.6119

Certificate in Computer Based Information Systems
Email: bmt@uvic.ca
Phone: 250.721.8072

Certificate in Cultural Sector Leadership
http://publicadmin.uvic.ca/dips/spcreg.htm#6
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Environmental and Occupational Health
www.aves.uvic.ca/eho/
Email: eho@uvic.ca
Phone: 250.721.6129

Certificate in Local Government Management
http://publicadmin.uvic.ca/dips/spcreg.htm#1
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Performance Management
http://publicadmin.uvic.ca/dips/spcreg.htm#4
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Public Policy and Governance
http://publicadmin.uvic.ca/dips/spcreg.htm#5
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Public Relations
www.aves.uvic.ca/pr/
Email: publicrelations@uvic.ca
Phone: 250.721.6129

Certificate in Public Sector Management Sciences—Criminology Minor and Major
http://publicadmin.uvic.ca/dips/spcreg.htm#3
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Local Government Management
Email: eoh@uvics.uvic.ca
Phone: 250.721.8467

Bachelor of Arts in Child and Youth Care
http://cyc.uvic.ca/distance/
Email: cycdist@uvic.ca
Phone: 250.721.6278

Minor in Public Administration
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Bachelor of Science in Nursing
http://nursing.uvic.ca/distance/PostDNOverview.php
Email: mbrown@uvic.ca
Phone: 250.472.4667

Bachelor of Social Work
http://socialwork.uvic.ca/programs/
Email: socw@uvic.ca
Phone: 250.721.8036

Education
www.uvic.ca/cis/courses.aspx#1
eoh@uvic.ca
Phone: 250.721.8944
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</table>
TRU-OL Administrative Staff & Tutors

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M.Sc. (Aston)

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DipT ENPY (BCIT)

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M.A. Equiv. (National Gallery of Canada)

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LL.B., M.P.A. (Dalhousie)
B.A. (St. Mary's)

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M.N.R.M. (Manitoba)

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M.A. (Victoria)

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Cameron Reid
B.A. (Hons.) (Waterloo) and
B.Sc. (Waterloo)

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WQT, AScT (Okanagan)

Sheila Rice
R.M.T. (BC)

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Dip. Tech. (BCIT)

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P.Eng.

Marnie Wright
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M.A. (Phoenix)

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M.B.A. (City)

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M.Sc. (Eastern Washington)

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EMBA (Royal Roads)

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M.A., B.L.S., M.A. (British Columbia)

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M.A. (Washington State)

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M.Sc. (Alberta)

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M.Sc. (Essex)

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R.R.T. (Canadian Society of Respiratory Therapy)

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M.A. (Royal Roads)

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R.P.S.G.T. (U.S.)

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AScT (BC)

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Ph.D (Dundee)